



## Accessing Your Information and Downloading

To access your Education & Training Report, job history, Professional Growth Plan and download your documents, please follow the steps in the pages below. Use the Table of Content on the next page to navigate the sections of this document.

## Table of Contents

1. Login to your Registry Account	3
1.1. Validate your email/personal cell phone number	3
1.2. Forgot password?	4
2. Education & Training Report	9
3. Employment History	10
4. Professional Growth Plan	11
5. My Documents	12

## 1. Login to your Registry Account

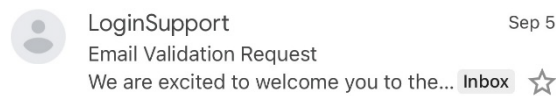
Go to **CA ECE Workforce Registry** or <https://caregistry.org/index.cfm>

### 1.1 Email/Cell Phone Validation

Did you validate your email and or cell phone number when you created your Registry account?

**1.1.1 Email Validation:** When you create(d) your Registry account you should receive an email with a link to validate your email to ensure your account is secure. This will also occur when you change your email address.

**1.1.1.1** Check your email to validate your account. The email will come from **LoginSupport@caregistry.org** with the subject line **Email Validation Request**. The email will look something like this, depending on your email provider and software used.



Note: If you run into problems, do not reply to this email, instead contact the [Registry Help Desk](#).

**1.1.1.2.** The email will contain a link to validate your email, and personal cell phone number, if also selected, see below.

Dear Participant,

We are excited to welcome you to the Early Care and Education Workforce Registry.

To complete registration, you must now validate your email address or phone number. You can do so by clicking on the link below, or you may copy and paste the link into the address line on your Internet browser .

**To validate email and mobile number: [Click here](#)**

- As a participant in the Registry, you will be able to build a profile of your education, permits, training and employment history. The Registry will also electronically store your education, training, and qualification documents, such as transcripts and permits.
- The Registry will offer employer administrators a way of documenting the qualifications of their staff. That documentation can be used in reporting to funders and creating staff professional development plans.\*
- The Registry will provide the first comprehensive look at the early childhood workforce. The goal is to expand to other counties for statewide participation. This data has tremendous potential to bring

**1.1.1.1.1 Email Troubleshooting:** If you did not receive your email, try the following prior to reaching out for support:

- Check your SPAM/Junk folder
- Is your mailbox full?
- Did you enter the email correctly?
- Did you refresh your email browser to check for new mail?

- Did you use your work email? You may have to contact your IT department for firewalls that may prevent you from receiving generic emails.

**1.1.2 Cell Phone Validation:** Go to your profile to edit your contact information.

- 1.1.2.1 Add your personal cell phone number and check the box consenting to receive text messages. Scroll to the bottom to save your changes.
- 1.1.2.2 You will receive a message on your phone that will look like the image below or similar depending on your cell phone type and software. Click on the blue link to validation your cell phone number in the Registry.

To verify your phone number, click on this link: <https://caregistry.org/index.cfm?Verify&uPhoneValidator=6385269>

- 1.1.2.3 After clicking the link to validate your cell phone, the following message will appear on your browser screen.

SMS sent successfully.  
Click [here](#) is login.



To login to the Registry click on “**here**” or go to [www.caregistry.org](http://www.caregistry.org).

- 1.1.2.3.1 Cell Phone Troubleshooting: If you did not receive a text message, try the following prior to reaching out for support:
  - Did you check the consent box and save the information?
  - Did you enter your personal cell phone number correctly?
  - Do you require Wi-Fi to receive messages?
  - Do you have a data plan that allows for text messages?

**1.2 Forgot your Password?** Click on the [Click here](#) below the red **LOG IN** button.

ALREADY HAVE A PROFILE?

**LOG IN HERE:**

Email or Mobile Number: ⓘ

Email or Mobile Number  
e.g., name@example.com or 5551234567

Password:

Password

**LOG IN**

Forgot password? [Click here.](#)

1.1.1. **Username: Email:** Type in the email address you used for your Registry account, you must still have access to your email for this option of obtaining a temporary password. Then click Tab or touch your phone screen outside the box.

1.1.1.1. **Do you want to retrieve your password by email or phone number?** You will see a partial email and phone number, if applicable, associated with your account. (If you do not recognize either the type of email address or the last 4 digits of your cell phone number, check for errors in your email.)

1.1.1.2. Select email and click **Send Temporary Password**. You should received an email within a couple of minutes. If you do not receive an email, please check to make sure the email was typed in correctly, and check spam/junk folders. If you are using a company email address, it may have a firewall that prevents these types of emails, check with your work IT staff.

#### Forgot password?

Please enter your email address or phone number and a temporary password will be sent to you. When you login, you must update your password before you are able to login again.

Username:

→ Test25@comcast.net

Do you want to retrieve password by email or phone number?

☒ X@comcast.net



☐ XXXXX1234

Send Temporary Password >>

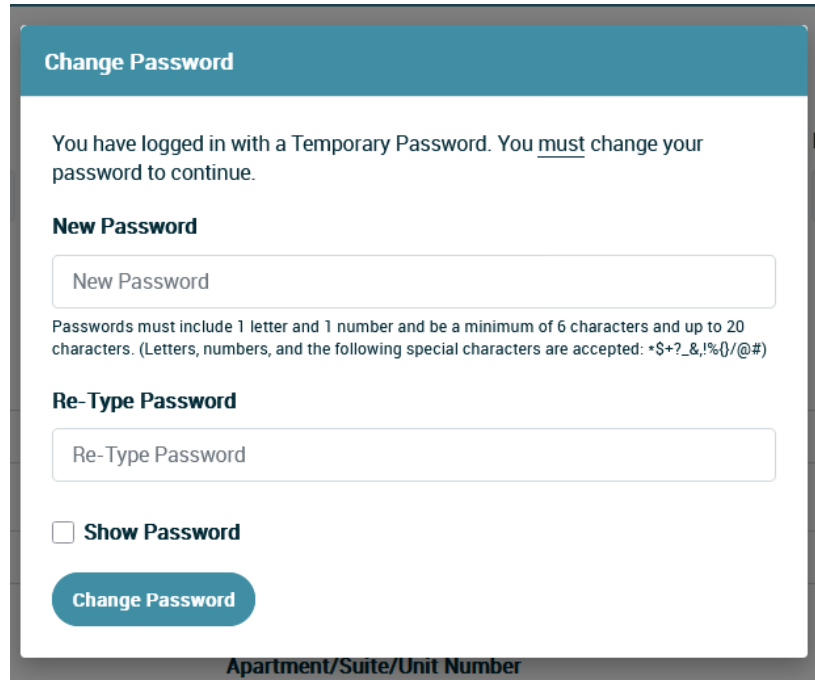
1.1.1.3. A confirmation message will appear in green above the Username notifying where to find the email with the temporary password.

A password reset notification has been sent to XXXX@comcast.net. If you have not received an email within a few minutes, please check your SPAM/Junk folders.

1.1.1.4. The email will come from **noreply@caregistry.org** with a subject line **CA ECE Registry: Your Temporary Password**. Use the temporary password making sure to utilize upper case, lower case and numbers as they appear in the email. If you press the Send Temporary Password button multiple times, it will give you multiple passwords. You may only use the most recently requested password. For best results, only click the Send Temporary Password one time. The temporary password is only valid for 2 hours to ensure your account remains secure.

  **noreply@caregistry.org** 11:51 AM >  
CA ECE Registry: Your Temporary Passw...  
Your temporary password is: t7JDNh  
Please use this password to log in and ch...

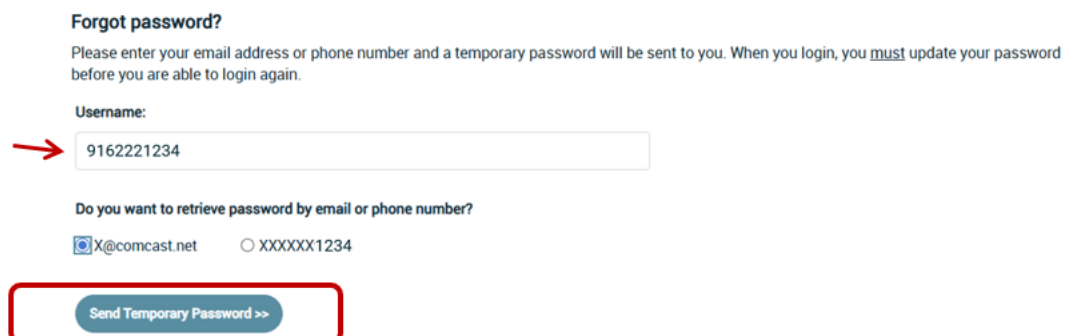
- 1.1.1.5. When you login with your temporary password you will need to reset the password in order to access your account in the Registry. Please note that passwords must include 1 letter and 1 number and be between 6 and 20 characters in length and not all symbols are allowable, only \*\$+?\_&,!%{}/@#-



The image shows a 'Change Password' form. At the top, a blue header bar contains the text 'Change Password'. Below this, a message states: 'You have logged in with a Temporary Password. You must change your password to continue.' The form is divided into two sections: 'New Password' and 'Re-Type Password'. Each section has a text input field. Below the 'New Password' field, a note specifies: 'Passwords must include 1 letter and 1 number and be a minimum of 6 characters and up to 20 characters. (Letters, numbers, and the following special characters are accepted: \*\$+?\_&,!%{}/@#)'. Below the 'Re-Type Password' field, there is a checkbox labeled 'Show Password'. At the bottom of the form is a blue button labeled 'Change Password'. Below the form, the text 'Apartment/Suite/Unit Number' is visible.

1.1.2. **Username: Mobile Number**

- 1.1.2.1. Type in your cell phone number, numbers only. (You can only select phone number if you have already consented to text messaging and validated the request for your account in your Registry Profile, see the beginning of this document.) Then click Tab or touch your phone screen outside the box.
- 1.1.2.2. **Do you want to retrieve your password by email or phone number?** You will see a partial email and phone number, if applicable, associated with your account. (If you do not recognize either the type of email address or the last 4 digits of your cell phone number, check for errors in your email and or phone number.)
- 1.1.2.3. Select phone number and click **Send Temporary Password**. You should received a text message within a minute. If you do not receive a text message,



The image shows a 'Forgot password?' form. At the top, the text 'Forgot password?' is displayed. Below it, a message states: 'Please enter your email address or phone number and a temporary password will be sent to you. When you login, you must update your password before you are able to login again.' The form has a label 'Username:' followed by a text input field containing the number '9162221234'. A red arrow points to this input field. Below the input field, the text 'Do you want to retrieve password by email or phone number?' is displayed. There are two radio buttons: the first is selected and labeled 'X@comcast.net', and the second is labeled 'XXXXXX1234'. At the bottom of the form is a blue button labeled 'Send Temporary Password >>'. A red rectangle highlights this button.

please check to make sure the phone number was typed correctly. If you have not already logged in and consented to receive text messages in your Registry Profile, this cell phone text option will not be available until you complete the process.

A green message will appear confirming a message was sent:

#### Forgot password?

Please enter your email address or phone number and a temporary password will be sent to you. When you login, you must update your password before you are able to login again.

A password reset notification has been sent to +\*\*\*\*\*1234.

Username:

9162221234

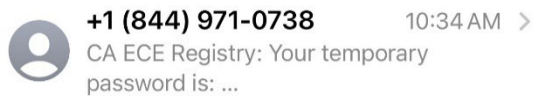
Do you want to retrieve password by email or phone number?

☒ X@comcast.net

☐ XXXXXX1234

Send Temporary Password >>

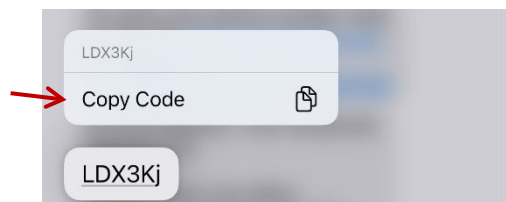
- 1.1.2.4. You will receive a message on your phone that will look like the image below or similar depending on your cell phone type and software.



- 1.1.2.5. Click on the message to access the temporary password. Press on the underlined password to copy the temporary password.

CA ECE Registry: Your temporary password is: LDX3Kj

To log in, you can either:  
Click LOG IN at the top of the screen and enter your temporary password, OR  
Click the link to login <https://caregistry.org/index.cfm?temporaryPassword=LDX3Kj>.  
After logging in, please update your password. Note: This password will expire in 2 Hours.



- 1.1.2.6. Click the link to go to the site or login enter your validated email/cell phone number and temporary password. When you login you will be required to reset your password, see 1.1.1.5.

### 1.3 Need to change your password? (When you are already logged in.)

#### Option 1:

How to Change Password

Click your "**Profile Name**" in the top right corner of the screen. This opens a drop down.

Choose "**Edit Profile.**"

Click "**Edit.**"

Scroll down to the **Personal Information** section.

Enter your new password in the **Password** box.

Type the same password again in the **Re-type Password**

Click **Save** to finish.

#### Option 2:

Click the three horizontal lines in the top left corner of the screen. This opens the main **Menu**.

Choose "**My Tools and Settings.**"

Select "**My Profile.**"

Click "**Edit.**"

Scroll down to the **Personal Information** section.

Enter your new password in the **Password** box.

Type the same password again in the **Re-type Password**

Click **Save** to finish.

#### Option 3:

Click "**View/Update Personal Profile.**"

Click "**Edit.**"

Scroll down to the **Personal Information** section.

Enter your new password in the **Password** box.

Type the same password again in the **Re-type Password**

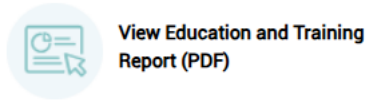
Click **Save** to finish.



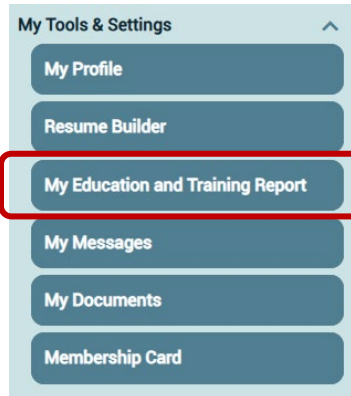
## 2. Education & Training Report

### Downloading Education & Training Report

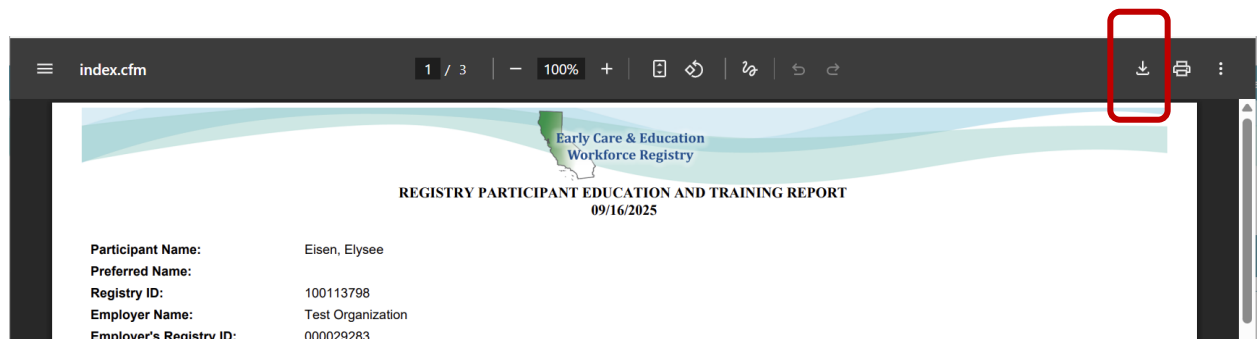
2.1 From Welcome Screen, click **View Education and Training Report (PDF)**



2.2 From Menu – My Tools & Settings, **My Education and Training Report**



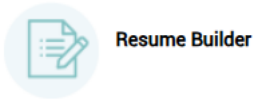
2.3 Click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.



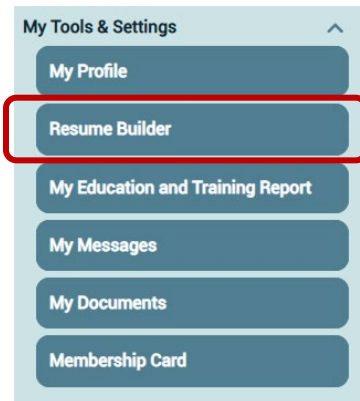
### 3. Employment History

#### Downloading Employment History

3.1 From Welcome Screen, click **Resume Builder**



3.2 From My Tools & Settings, click **Resume Builder**



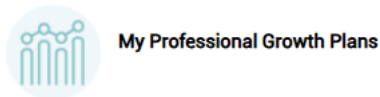
3.3 You do not need to input all of the information in the blank boxes to download your employment history. You can scroll down to the bottom and click **Save Qualifications & Create Resume**. Once clicked a version will be created in Word (or your default app) and downloaded to your files.

Save Qualifications & Create Resume

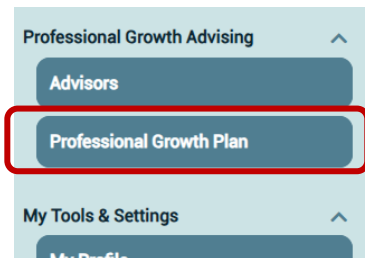
## 4. Professional Growth Plan

### Downloading Professional Growth Plans

4.1 From Welcome Screen, click **My Professional Growth Plans**



4.2 From Professional Growth Advising, click **Professional Growth Plan**, then **My Professional Growth Plans**



4.3 Click **View** under **PGP PDF**

**My Professional Growth Plans**

- To view/edit your Professional Growth Plan, click on the hyperlink in Status.
- To view/download your Professional Growth Plan, click View.
- To view/download your Education and Training Report, click View.

Status Date	PGP ID	Status	PGP Plan Type	CTC Permit on File	PGP PDF	Education and Training Report	Edit
09/16/2024	24	Submitted	Stipend Program Requirement	Yes	View	View	
11/14/2024	1871	Submitted	Stipend Program Requirement	Yes	View	View	

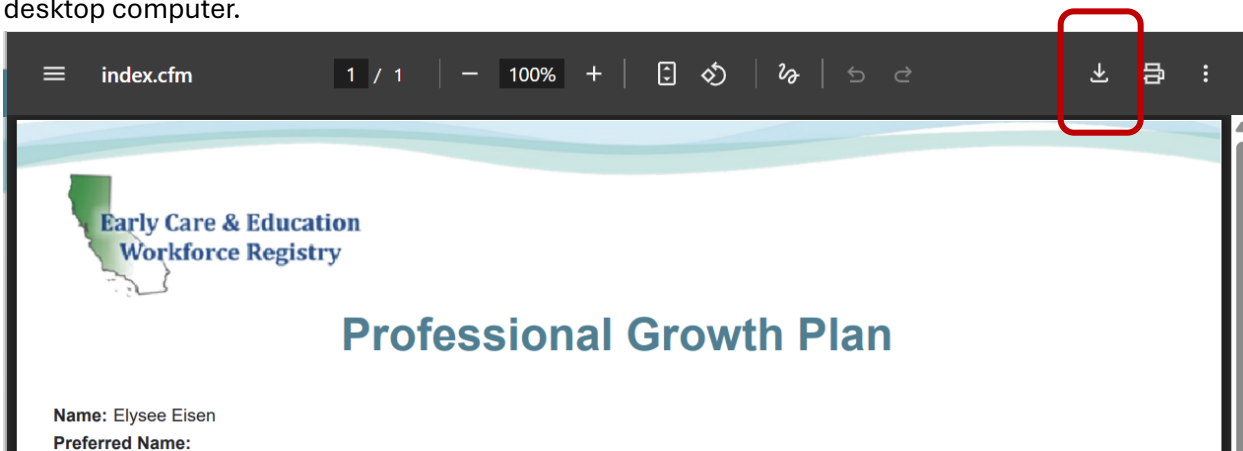
Showing 1 to 2 of 2 entries

[Previous](#) **1** [Next](#)

[Start a new Professional Growth Plan, you are limited to 4 active PGPs](#)

[Go to Home](#)

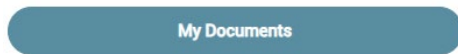
4.4 Click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.



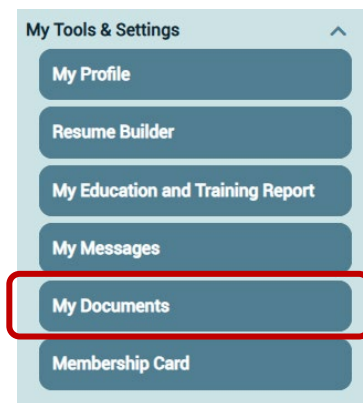
## 5. My Documents

### Downloading Documents

5.1 From Welcome Screen, click **My Documents**



5.2 From My Tools & Settings, click **My Documents**



5.3 Scroll down underneath where you upload documents to view documents uploaded to your **Registry Profile**. For each document, click **View**

Uploaded Documents:

Show  entries

Search:  [Clear Filters](#)

Document ID	Document Type	Upload Date	Description	View	Status	Edit	Viewable/Not Viewable
Document ID	Document Type	Upload Date	Description		Status		Viewable/Not Viewable
1700489	Permit	12/05/2024		<a href="#">View</a>	Verified		

5.4 Then click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.

