

Creating a Registry account is FREE and is the first step to joining the Infant and Early Childhood Mental Health Consultant (IECMH) Registry. With an account, you can access your Personal Profile.

Contact Encouraging Little Minds if you have additional questions: P: (608) 394-2812 | E: support@EncouragingLittleMinds.org

STEP 1: Go to encouraginglittleminds.org and click Login



1. Go to encouraginglittleminds.org and click on Login.

STEP 2: Get Started

	Email Address	
Wisconsin	Password	
	Remember me	
Withdam and Softy Childhood Montal Health Workforce Registry	+	DLogin
	Forgot Password?	1 🛃 Create Accoun

1. Click on **CREATE ACCOUNT**.



STEP 3: Verify Your Email

	Verify Your Email
You may already have a	an account with The Registry, but first we must verify your email address.
Ple	ase enter your name and your email address below.
	First Name
	Enter First Name
	Middle Name
1	Enter Middle Name
	Last Name
	Enter Last Name
	Email Address
2	Enter Email Address
3	Create Account

- 1. Enter your first name, middle name, and current last name.
- 2. Enter your personal email address that you can always access.

It is recommended you DO NOT use a business email as you may lose access to a business email if you change jobs

3. Click **CREATE ACCOUNT**. After you click the button, you will see a window appear confirming an email was sent to the email address you listed (see below).





STEP 4: Check Your Email

1. Log in to your email account. Open the email from support@wiregistry.org (see email below)



If you don't see this email in your inbox:

- Check your spam/junkfolder
- Make sure our email address (support@wiregistry.org) is not blocked and that you receive emails from this address.
- <u>Contact</u> The Registry for support.

P I	WISCONSIN
Email Verification	
A new account has been reques	ted for the following user.
Jane Wisconsin	janewisconsin@email.net
Please click the "Verify Email" b	utton below to verify your Account setup.
If you did not request this verific	ation email please call The Registry at 608-

2. Click VERIFY EMAIL



If the name listed in this email is not your own, please call our office to confirm that the email you chose is not already in use by another account.



STEP 5: Create Your Password

	Plassa create a new password for your account
	Please create a new password for your account.
	New Password
1	New Password
	The Password field is required.
	Re-enter New Password
2	Re-enter New Password
3	Save Password
	Save Password
Password Requirem	Save Password
Password Requirem	ents
Password Requirem Valid passwords must co • Minimum of 7 cha	ents nsist of the following: racters

1. Enter a new password.



Be sure to review the listed *Password Requirements* to make a strong password. Please note your password is case-sensitive.

- 2. Re-type your new password.
- 3. Click **RESET PASSWORD**. You will see a confirmation window appear (see below).





STEP 6: Login

	Email Address	
Wisconsin	Password	
	Remember me	
Withflant and Einry Childhood Mantal Health Workfarce Registry	*	Login
	Forgot Password?	🛃 Create Account

- 1. Enter your email address and your password.
- 2. Click LOGIN.

STEP 7: Registry Profile Verification

Complete the following form to check if you have already created a Registry account. This step follows best practices to ensure your information is accurate.

	Why Do I Need to Enter This First?	
u may ha ar birth da	ve a profile in the system. Please fill out this form so that we can see if your profile exists. The system wi te and last five digits of your social security to find your profile. We store this information on your profil will use it to verify your identity if you need to contact us. B If no existing profiles are found, you will automatically continue onto new profile setup.	ll use le and
	First Name	
	Enter First Name	
1	feater	
U	Last Name	
	Enter Last Name	
	Email Address	
2	Enter Ervail Address	
	Secure: Date of Birth	
3	Month V Day Year	
	Last 5 Digits of SSN	
4	Enter Last 5 Digits of SSN	
U		

- 1. Enter your first name and your last name.
- 2. Enter the email address that you used to log in.
- 3. Enter your date of birth using the following format: MM/DD/YYYY
- 4. Enter the last five digits of your social security number without the dash.
- 5. Click Next.



STEP 8: Profile Information

O An online application	was not found using the information you provided.
If you have ever a Call the Registry at You will be charged the	pplied to the Registry in the past, do not proceed. 608-222-1123 for assistance in locating your account. "new application" rate if you create a duplicate account.
Please enter the fol	owing to begin the Registry online application process.
First Name	Middle Name
Last Name	Email Address
Parts of Birth	Last 5 District of SDA

1. Please review this information. You may edit this information once you have finished setting up your profile information.



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How to Create a Registry Account

	e/Maiden Name			
Mailing Address	5	4	This is a Busine	ss Addre:
Address			pt/Suite #	
Enter Address			Enter Apt/Suite #	
		Required		
Zip	City		State	
Enter Zip Code	Enter City		WI	~
required		Required		
Enter County		United States		~
	Require	đ		
Address Enter Address		5	Same as Mailir	ng Addre
Zip	City		State	
Enter Zip Code	Enter City		WI	~
		Country		
County				
County Enter County		United States		~
County Enter County	Home/Mobile phone	United States		~
County Enter County	Home/Mobile phone	5-0123		~
County Enter County	Home/Mobile phone e.g. (201) 555 Work phone e.g. (201) 555	5-0123 5-0123		
County Enter County	Home/Mobile phone e.g. (201) 555 Work phone e.g. (201) 555 Fax	5-0123 5-0123		
County Enter County	Home/Mobile phone e.g. (201) 555 Work phone e.g. (201) 555 Fax Fax e.g. (201) 555	5-0123 5-0123	7	

- 2. Enter any previous last names or maiden names that you have held in the past
- 3. Enter a mailing address where you would like any communication from the Registry to be sent
- 4. Check this box if the address you are entering is a business. A blank will appear where you can enter the name of the business.
- 5. Check this box if your home address is the same as the mailing address you entered. Enter your home address if it is different from the mailing address.
- 6. Enter your phone number, work number, and fax number if applicable.
- 7. Click **NEXT**.



STEP 9: Communication Preferences

	Communicatio	on Preferences
	What	is This?
The Registry ser	ids occasional newsletters, updates and sp do not wish to receive informatio	pecial offers in addition to emails about your account. If you nal emails, uncheck the box below.
	O Please note you will continue to	receive emails about your account.
Yes, I wish to receive email	receive informational emails from the R s about your account.	egistry. If you do not select this option, you will still
	≮Back	Next >

- 1. By selecting this box, you will receive pertinent information related to The Registry.
- 2. Click NEXT.

STEP 10: Terms of Use

What You Mood to	Know About Your Data
what fou weed to	5 KHOW ADOUL YOUR Data
Please review and ch	eck the box below to continue.
THE REGISTRY PRIVACY POLICY	
Terms and Conditions	
DUR COMMITMENT TO YOUR PRIVACY. We belie meeting your needs and providing consistent se- needs, the better service we can provide. This pr of THE REGISTRY Online; it does not apply to offi identifiable information (PII) for its members, wh the PII we collect and maintain includes name, ai digits of your social security number. (please scre Procedures in place to protect your PII).	ve the responsible use of information is important for rvice quality. The more we understand about you and you ivacy statement explains data collection and use practice ine services. THE REGISTRY collects and maintains Person tich is reasonably related to servicing member accounts: ddresses, telephone number, email address, and last 5 oll down to review our Security Protection and Safeguard
I acknowledge that	I have reviewed the Privacy Policy.

- 1. Carefully read the <u>Privacy Policy</u>. Click the box to acknowledge the Privacy Policy.
- 2. Click **SUBMIT.** You have successfuly created a Registry account.