

Logging in to your Registry Account

1. Go to <https://encouraginglittleminds.org/>.
2. Click on Login in the upper right corner.
3. Type in your email address and password.
4. Click Login.

The following shows some common problems when logging into your Registry account:

If you do not know your username:

1. Please contact Encouraging Little Minds to find out if an email address has already been used on your Registry profile.

Encouraging Little Minds can be reached by phone at 608-394-2812. Our phone hours are Monday-Thursday, 8:00 am-5:00 pm and Fridays, 8:00 am-1:00 pm.

If you do not know your password:

1. Go to <https://encouraginglittleminds.org/>.
2. Click on Login in the upper right corner.
3. Enter your email address on the login screen.
4. Click on Forgot Password.
5. Click Submit.
An email will be sent to the specified email address from The Registry with the subject line of Insight Password Reset.
6. Click on Reset My Password.
7. Type in your new password. The page will require that you type your new password, then type it again in the next line to confirm.
8. Click Save Password.

If you do not know your username:

1. Some of your information may be incorrect on your account. Call Encouraging Little Minds to confirm your birth date and last five digits of your Social Security Number. Once all the information is correct, you will be able to log in to your profile with the assigned email address and password.

If the website asks you to Connect or Create Account.

1. If you already have a Registry Account, click on Connect Account. If you are creating a new account, click Create Account.
2. You will be prompted to enter your First Name, Last Name, and Email Address.
3. Click Submit.
4. An email will be sent with the subject line, Insight Account Confirmation.
5. Click Verify Email.
6. Enter your new password. The page will require that you type your new password, then type it again in the next line to confirm.
7. Click Save Password.
8. Return to the sign-in page. Enter your email address and password.
9. Click Login.