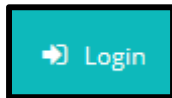


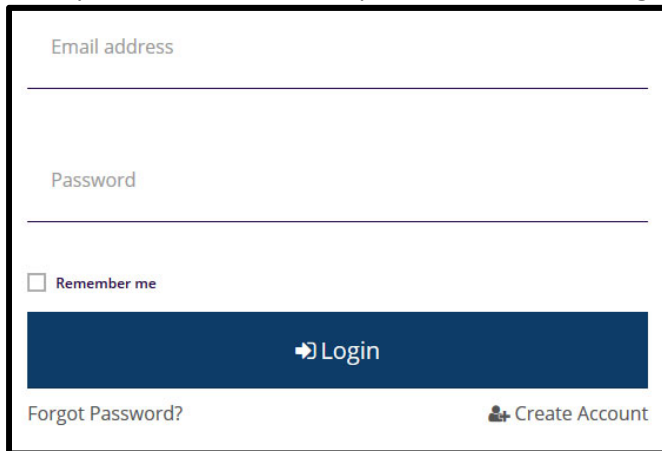
HOW TO ADD EMPLOYMENT FOR OTHER ORGANIZATION TYPES

You will need to verify that your employment is listed in your employment tab after logging in. This step will need to be completed BEFORE completing your profile. Please follow these steps to access employment information:

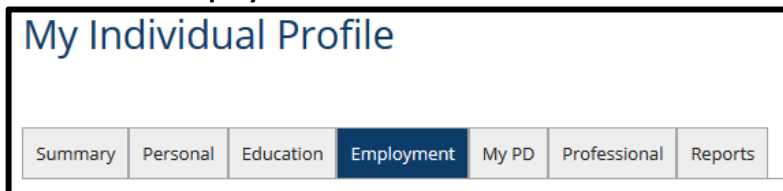
1. Go to www.papdregistry.org.
2. Click **Login** in the top right corner.



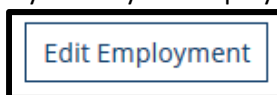
3. Enter your email address and password, then click **Login**.

A login form with a white background and a black border. It contains two input fields: "Email address" and "Password". Below the password field is a checkbox labeled "Remember me". At the bottom is a dark blue button with a white right-pointing arrow and the text "Login". In the bottom left corner, there is a link "Forgot Password?". In the bottom right corner, there is a link "Create Account" with a small person icon.

4. Click on the **Employment** tab.



5. If you see your employment listed, click **Edit Employment**.



6. Click the **pencil icon** to add your hire date and click **Update** to save changes. Now your director may verify your employment.



**If you do not see your employer listed, continue with the below steps.*

7. Click **Add Position**.



8. Click **Select** next to the *Other Organization Types* option.

Select Employer Type

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

[Return to Employment List](#)

Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education

[Select](#)

Out of state early learning or school age care or employment not related to early learning or school age care

[Select](#)

Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

[Select](#)

9. Enter your **Organization ID** or **Employer Name** to search for your Organization. Click **Search**. **If you think that you have reached the wrong area, you can click Start Over and it will take you back to Employer Search options.*

Employer Search

Search for: Other Organization Types

Organization ID

[Search](#)

Employer Name

[Search](#)

City

[Search](#)

[Start Over](#)

10. Locate your correct organization. Please make sure you select the correct organization based on the location of the organization since many organizations have multiple locations. Click on your organization.

Click on the Organization ID or Employer Name to that organization to your employment record.

Organization ID	Name	Address
566	Pennsylvania Key	200 North Third Street Harrisburg, PA 17101

11. Confirm the Program Information and click **Confirm**.

Position Details

You selected the following program. Confirm the selected program is correct.

Program Information

Name	Pennsylvania Key
Address	200 North Third Street, Harrisburg, PA 17101 PA County United States
Phone	(800) 234-6031
Email	registry@pakeys.org

**Continue to next page for last steps.*



12. Complete all require fields (those with an asterisk) and click **Save**.

**Please note that this information is not shared with anyone besides your Director or Administrator of your organization, the PA Key, STARS designators, DHS reps, or OCDEL. Aggregate data will be collected to help research the Early Childhood Field in Pennsylvania. Adding your wage may help Pennsylvania state agencies with wage compensation decisions in the future.*

13. Click **Finished Employment** when you completed your employment information.

**Notice that your information will be SELF REPORTED until your Director or Administrator verifies your employment. Directors and/or Administrators can follow the tipsheet 'How to Verify Staffs Employment' to complete this step.*