HOW TO CLAIM AN UNREGISTERED ORGANIZATION PROFILE
(HEAD START)

Before claiming your organization profile, ensure you have a personal profile and your login information. You will also need to have your correct position listed under your Employment Tab.

The below steps should only be completed by the Operator/Director/Owner of the Program/Facility. By registering your Program/Facility, you will have access to your Program/Facility within your organization profile and will have access to verify staff employment, create classrooms, and view staff reports to track hire dates, roles, professional development taken, PD Plans/Self-Assessments, and more.

**Steps to Register an Organization Profile:**

2. Click **Login** in the top right corner. Ensure you have a personal profile and your login information.
3. Enter your email address and password, then click **Login**.
4. On your personal profile page, once you log in, click Add Organization Profile.

5. To claim, or register an organization profile, click Create Profile.
6. Enter **Contact Information** AND check ‘**Yes, this organization provides direct care and/or education to children**’. Click **Next**.

7. **Select Yes** and enter your **MPI Number** *(located on license)*.
8. Complete Head Start information by choosing either Head Start Grantee/Site or if the program is in partnership with Head Start. Be sure to complete all other required fields.

9. Confirm this is the correct location. Click **Next**.

10. Add any Program Accreditations such as NAFCC that your Facility/Program may have. Click **Next**.
11. Complete the Enrollment Information. Click **Next**.

12. Complete the Facility/Program Address Information. Click **Submit**.
13. After you submit your Program/Facility Profile Application, you can expect an email within 2-3 business days letting you know whether your Program/Facility organization profile has been approved or not. Once it has been approved, you will be able to administrative access your Program/Facility organization profile in the upper right-hand corner within your personal profile.

To request administrative access to a registered organization profile:

Once an organization profile is registered, administrative access can be requested. To request administrative access to a registered organization profile, enter the Organization ID and click Find Profile to request administrative access to the organization profile. This is not the MPI number. If you do not know your Organization ID#, please email registry@pakeys.org.