

## Requesting Employer/Program Administrative Access Help Sheet

Log into your Registry profile at [www.caregistry.org](http://www.caregistry.org). Username is your email address.

Before you request Employer/Program Administrative Access, make sure you have an up-to-date work e-mail on your Registry profile (on **My Tools & Settings**, **My Profile**).

Click on the **Employer Admin Request** (the tab is located near the top of the Navigation Bar on the left side of the page – see image).

### **Step 1: Request Access by Selecting Organization, FCC, School, or Center**

Scroll to the bottom of the page and check “I am an Employer Administrator and would like to access to manage my FCC, Center, School, school facilities, organization” and click **Continue**.

On the next page, type in your facility, school, FCCH, or organization name, city, zip code, or CCL license number. License number is the preferred search method. Click **Search**.

Be sure to include all facilities for which Administrative Access is being requested. For example, for multi-site administrators, Administrative Access should be requested for all applicable sites. If a facility cannot be located using the search function, the facility information should be detailed in the documentation/letter that you will submit to the Registry.

Select the facility, school, FCCH, or organization that you want access to by *clicking the circle next to the name*. Repeat until all locations are identified and click **Add to List**. Next click **Submit Request**. You are also able to remove a location by clicking on **Remove**.

### **Step 2: Upload Authorization Documentation**

After requesting Employer Administrative Access, you will need to submit your documentation. Do this by providing a letter that authorizes your access to the location, or locations, identified in your electronic Employer Administrative Access submission.

Check the table on the Registry website and reference the type of facility you work for:

- [Licensed FCC Owner](#)
- [Non-profit or for-profit ECE employer](#)
- [School District site](#)

To submit authorization document/letter, upload on your profile, **My Documents**. Then click on the dropdown menu and select document type “**Proof of Administrator Documentation**”. Choose the authorization document/letter you are submitting from your computer and on “File Description,” include the site name (or for multi-site request include agency name). Then click on **Upload Document**.

Please be sure to check your email regularly. You will receive an automated email notifying you whether your employer Administrative Access request has been approved, denied, or needs a follow-up within 15 days. [Click here for longer version of instructions](#).

For assistance, please contact the Registry at [registryemployeraccess@ccala.net](mailto:registryemployeraccess@ccala.net).