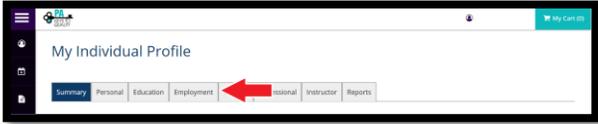
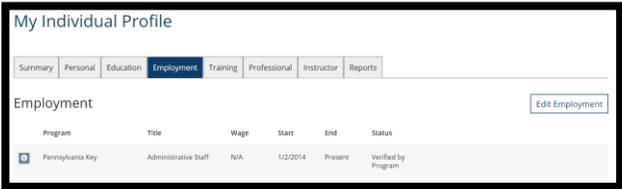
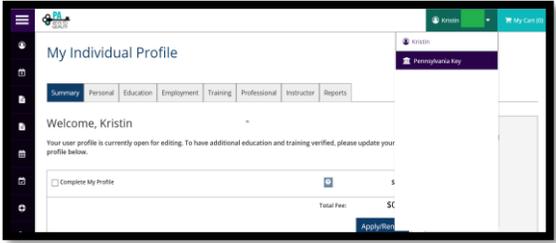


# Directors: Accessing Your Organizations

<p>1. Login at <a href="http://www.pakeys.org">www.pakeys.org</a> using the green PD Registry box or login directly from <a href="http://www.papdregistry.org">www.papdregistry.org</a>.</p>	
<p>2. Click the blue login button on the top right corner of the PD Registry home page.</p>	
<p>3. Enter your email and password used from the prior registry. You may be prompted to add a new password during your first login.</p>	
<p>4. Click on the <b>Employment</b> tab.</p>	
<p>5. You should see your employment listed here. If you see your organization listed, please click on <b>EDIT EMPLOYMENT</b> and add additional information needed for PA Key, OCDEL, Regional Key, and Department of Human Services. This additional information will help with research in Pennsylvania regarding the Early Childhood Education field. If you do <b>NOT</b> see your organization listed here, go to Step 7.</p>	
<p>6. Click <b>ADD POSITION</b> under the <b>Employment</b> tab and follow the prompts, starting with organization type. If you are a Director, you will select Early Child Care Programs and then add your organization on the next screens. You will also be asked for your position, age group served, and wage. Please enter all information.</p> <p><i>* This information will only be shared with PA Key, OCDEL, Regional Key admin, or Department of Human Services for research purposes.</i></p>	
<p>7. If you are already attached to your organization as a Director or</p>	

<p>Administrator, you will see your organization in the context menu shown to the right. If you do not see your organization listed in the context menu, please email <a href="mailto:registry@pakeys.org">registry@pakeys.org</a> or call us at 1-800-284-6031 ext.1). The Registry team will be able to attach you to your organization and give you administrative permissions.</p>	
<p>8. Once the PA Key verifies you as the Director or Administrator, you may then start verifying your staff employment once they also add their employment in the employment tab.</p> <p><i>* Please note that all staff must add their employment in their employment tab before you will see them in your employee list to verify them.</i></p>	
<p>9. See Tip sheet on <b>Verifying Staff</b> and follow the steps to verify each staff member. This will provide you access to their Learning Records. Your staff list also allows DHS or Keystone STARS representatives to verify staff at your organization.</p>	