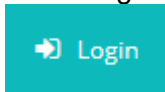


## HOW TO ADD EMPLOYMENT TO YOUR PROFILE

1. Go to [www.pakeys.org](http://www.pakeys.org).
2. Click the green PD Registry box on the home page.



3. Click 'Login' in the top right corner.



4. Enter your email address and password, then click 'Login'.

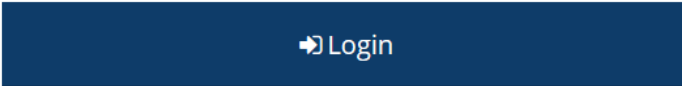
Email address

---

Password

---

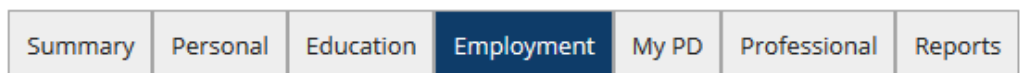
Remember me



[Forgot Password?](#) [Create Account](#)

5. Click on the Employment tab.

### My Individual Profile



6. Click 'Edit Employment'.





7. Click 'Add Position'.

Add Position

8. Click 'Select' next to the type of Organization where you work.  
Select Employer Type

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application
<p>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.</p>					<a href="#">Return to Employment List</a>
<p>Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.</p> <p>Select this button if your employer is any of the following:</p> <ul style="list-style-type: none"><li>• Head Start or Early Head Start</li><li>• Family child care provider</li><li>• Child Care Center</li><li>• School-age program (Before school, After school, etc.)</li><li>• School-based Pre-K or Preschool program</li><li>• Early Childhood Special Education</li></ul> <p><a href="#">Select</a></p>					
<p>Out of state early learning or school age care or employment not related to early learning or school age care</p> <p><a href="#">Select</a></p>					
<p>Other Organization Types</p> <p>Select this button if your employer is any of the following:</p> <ul style="list-style-type: none"><li>• Training Organizations</li><li>• Non-profits that do not directly offer child care or early education</li><li>• State and local agencies</li><li>• State and local government</li><li>• Institutes of Higher Education</li><li>• Professional Associations</li><li>• Child Care Aware agencies</li><li>• License-exempt programs</li><li>• Legally non-licensed care providers</li></ul> <p><a href="#">Select</a></p>					

Please carefully read the description provided for each step below

**Early Care, School Age and Education Programs**

- After clicking 'Select' for the Early Care, School-age and Education programs option. You will then be taken to a new screen and may search for your employer by Organization ID, Employer name, City, MPI NUMBER, Head Start, Head Start Partner, or School District Number.
- 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.

**Out of State**

- After clicking 'Select' for Out of state early learning or school age care or employment not related to early learning or school age care. You will then be taken to a new screen and may search for employer by employer's name, program type, contact first and last name, mailing address, city, state, zip, county, phone, and fax number.
- 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.

**Other Organization Type**

- After clicking Select for Other Organization types you will then be taken to a new screen and may search for your employer by Organization ID, Employer Name and city.
- 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.



- 9. Position Details: Verify that you have the correct employer and select 'Confirm' if you do or 'Return' if you selected the wrong one.

## Position Details

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

### Program Information

Name	<b>Pennsylvania Key</b>
Address	200 North Third Street, Harrisburg, PA 17101 Dauphin County United States
Phone	(800) 284-6031
Email	Janedoe@gmail.com

Confirm

Return



10. Complete the require fields (those with an asterisk) and you must select the age range and then click 'Save'.

### Position Details

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

#### Program Information

Name

Address

Phone

#### Position Information

Title\*

Hours Per Week\*

Months per year\*

This is my primary employer

#### Age of Children

- Infants  Kindergarten
- Toddlers  School-Age
- Preschool  Adult
- Pre-Kindergarten

Start Date\*  
  
(mm/dd/yyyy)

End Date  
  
(mm/dd/yyyy)

Hourly wage at this position

Date of last wage increase

Status Self Reported

11. If you are finished, select 'Finished Employment'.