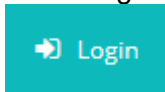# HOW TO LOGIN AND UPDATE YOUR PROFILE

1. Go to www.pakeys.org.

2. Click the green PD Registry box on the home page.

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

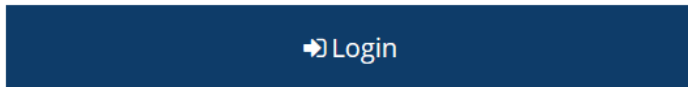4. Enter your email address and password, then click 'Login'.

   Email address

   Password

   ☐ Remember me

   ➙) Login

   Forgot Password?   ➕ Create Account

5. To complete your profile, you will need to go through each tab and complete the required information.

   ## My Individual Profile

   | Summary | Personal | Education | Employment | My PD | Professional |

6. Personal Information
    1. Review your personal information and verify that it is correct.
    2. Complete Gender, Ethnicity, and Language sections.
    3. Click 'Subscribe' if you would like to receive Registry newsletters, updates, and special offers.
    4. Click 'Save and Continue'.

Gender
Unspecified

Ethnicity

Are you of Hispanic or Latino origin?*
○ Yes   ○ No   ○ Unspecified

Do you consider yourself?*
Select one or more

ⓘ Select All that Apply

Language

Primary Language*
English

Secondary Language

Preferred Training Language
-- None --

Communication Preferences

The PA Keys sends periodic communications.

○ **Unsubscribe**
   ⓘ You will not receive informational emails from PA Keys, but you will continue to receive emails regarding your account.
● **Subscribe**
   ⓘ You will receive informational emails from PA Keys in addition to emails regarding your account.

Return to My Profile   < Previous Step   Save and Continue >

7. Education
    1. Click 'Edit' to update your High School education.
    2. Click on the question mark icon next to each type of education for more information.
    3. Click 'Save and Continue'.

Education

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application

High School

ⓘ Click the Edit button to update your information   Edit

Higher Education ⓘ

-- Add New -- ⌄

ⓘ Click Add New to update your information

Credentials, Certificates, Diplomas & Other Endorsements ⓘ

-- Add New -- ⌄

ⓘ Click Add New to update your information

CDA Credentials & Endorsements ⓘ

-- Add New -- ⌄

ⓘ Click Add New to update your information

Mental Health Endorsments ⓘ

-- Add New -- ⌄

ⓘ Click Add New to update your information

Assessments ⓘ

-- Add New -- ⌄

ⓘ Click Add New to update your information

DHS Licensing - CPR - First Aid - Fire Safety Requirements ⓘ

-- Add New -- ⌄

ⓘ Click Add New to update your information

Return to My Profile   < Previous Step   Save and Continue >

8. Employment
   1. Click 'Add Position' to add employment information.

Employment History

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

[Add Position]

⚠ No Employment Entered
No employment has been added to this online application

[Return to My Profile]   [< Previous Step] [Save and Continue >]

   2. 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

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]

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.

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

Confirm   Return

4. 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*

-- Make a selection -- ▼

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*   End Date

(mm/dd/yyyy)   (mm/dd/yyyy)

Hourly wage at this position

$

Date of last wage increase

Status Self Reported

[Save]   [Cancel]

5. If you need to add a position, select 'Add Position'.
   If you are finished, select 'Finished Employment'.

Employment History

Finished Employment

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

Add Position

	Program	Title	Wage	Start	End	Status		
0	Pennsylvania Key	Administrative Staff	N/A	9/21/2015	Present	Self Reported	✎	🗑

6. Click 'Save and Continue'

Save and Continue >

9. Training: Trainings that you took will be listed here. 'Verified' next to the training means that this training was verified by the trainer.

Training

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application

Training Documentation

⚠ No documentation entered.

Training

Edit Training

Please click the "✎" to complete the Trainer Training Evaluation Tool (TTET) for the applicable training event.

Status Legend
⊘ TTET Complete ✎ TTET Available ⊘ TTET Closed ⚠ Not Eligible

⚠ No training records have been added to this Online Application.

10. Professional: On this page you can select to add or remove multiple Professional memberships, multiple professional contributions, and add or remove documents. These documents include your resume, your letters of reference, your professional development plan, and any other related documents. Note that these materials will not be made available to your employer or to the public.

Click 'Save and Continue', after completing this section.

Professional

Personal Information	Education	Employment	Training	Professional Development Plan and More	Submit Application

The PD Registry is a tool for recognizing excellence and rewarding the achievements of our great early learning & school-age care workforce. We recognize that there are many ways to grow and contribute both personally and professionally. This page is the place to document your memberships in professional organizations, your life experiences and achievements, and your contributions to your community. You may also upload your resume, your letters of reference, your professional development plan, and any other related documents. Note that these materials will not be made available to your employer or to the public.

Documentation of membership required for verification.

Professional Memberships

Memberships

-- Select to add Professional Membership --

Professional Contributions

-- Select to add Professional Contribution --

Professional Development Plan Documentation   [Add Documentation]

⚠ No documentation entered.

[Return to My Profile]   [< Previous Step] [Save and Continue >]