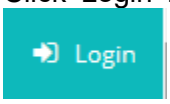
HOW TO ADD EMPLOYMENT FOR OTHER ORGANIZATION TYPES

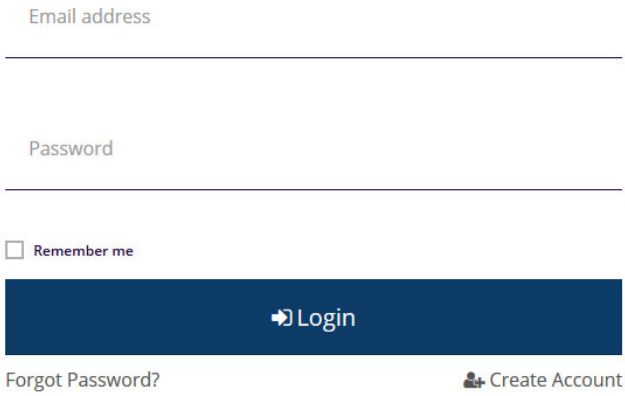
You will need to verify that your employment is listed in your employment tab after logging in. This step will need to be completed BEFORE completing your profile. Please follow these steps to access employment information:

1. Go to www.papdregistry.org

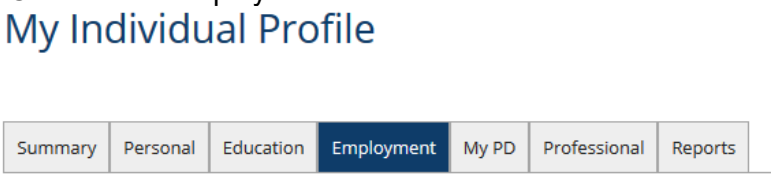
2. Click 'Login' in the top right corner.



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



4. Click on the Employment tab.

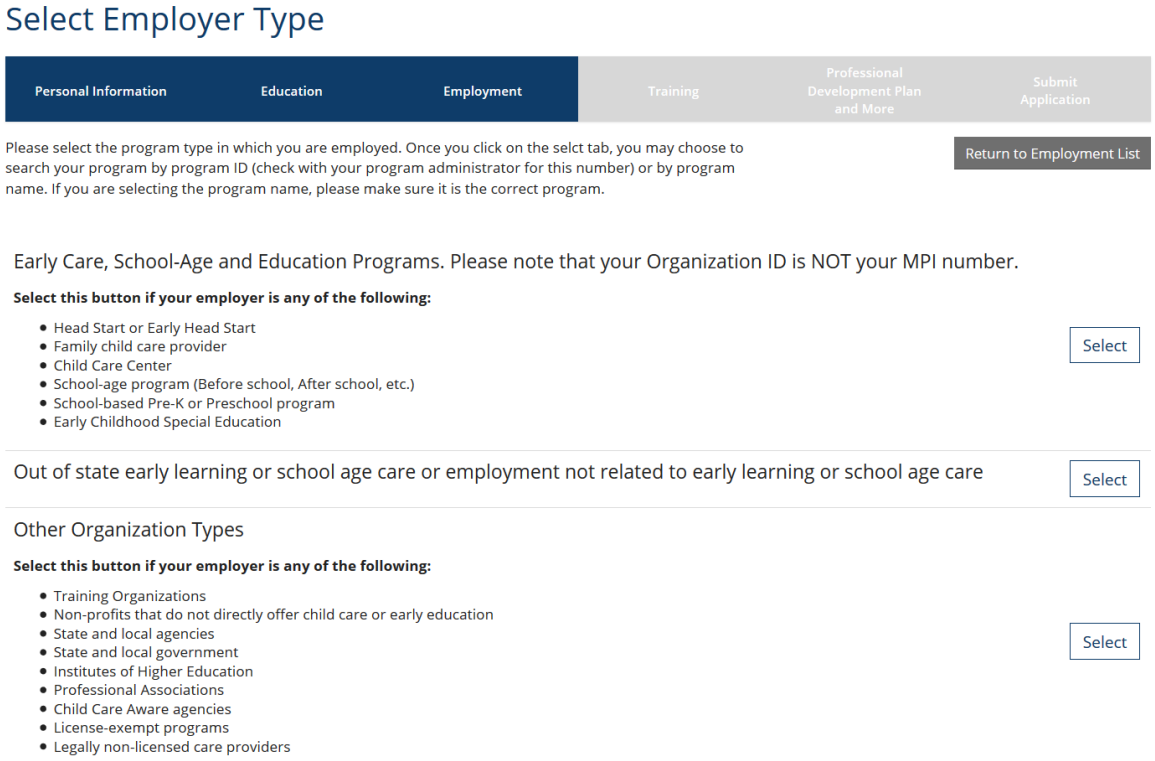


5. If you see your employment listed, select "Edit Employment" to add your hire date and your director may verify your employment.

If you **do not** see your employer listed, go to step 6.

6. Click 'Add Position'.

7. Click 'Select' next to the Other Organization Types option.



<u>Please carefully read the description provided for each step below</u>

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.

8. Enter your Employer Name to search for your Organization.

Employer Search

Search for: Other Organization Types

Organization ID

Search

Employer Name

City

Start Over

9. Locate your correct organization. Please make sure you select the correct organization based on the location of the organization since many organizations have multiple locations. Click on your organization.

Click on the Organization ID or Employer Name to that organization to your employment record.

Organization ID	Name	Address
566	Pennsylvania Key	200 North Third Street Harrisburg, PA 17101

10. Confirm the Program Information and click 'Confirm'.

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 PA County United States
Phone	(800) 234-6031
Email	registry@pakeys.org

Confirm Return

11. Complete the require fields (those with an asterisk) and you must select the age range and then click 'Save'.
    **Please note that this information is not shared with anyone besides your Director or Administrator of your organization, the PA Key, STARS designators, DHS reps, or OCDEL. Aggregate data will be collected to help research the Early Childhood Field in Pennsylvania. Adding your wage may help Pennsylvania state agencies with wage compensation decisions in the future.*

12. If you are finished, select ‘Finished Employment’.

Notice that your information will be **SELF REPORTED** until your Director or Administrator verifies your employment. Director or Administrator can follow the tipsheet ‘How to Verify Staffs Employment to complete this step.