Create a Wisconsin Registry Account

*Creating a Wisconsin Registry account is **FREE** and is the first step to becoming a Wisconsin Registry member. With an account, you can access your Personal Profile and create a Program Profile for your organization.*

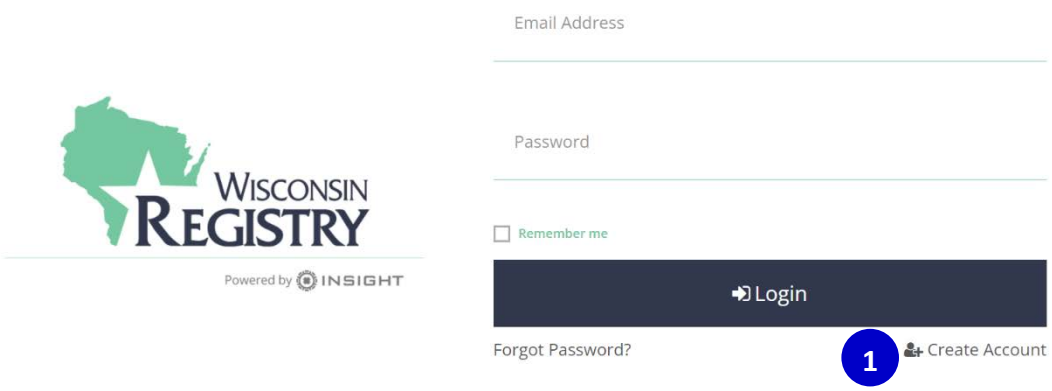
Contact the Wisconsin Registry if you have additional questions:
P: (608) 222-1123 | E: support@wiregistry.org

STEP 1: Go to http://www.wiregistry.org/ and log in.



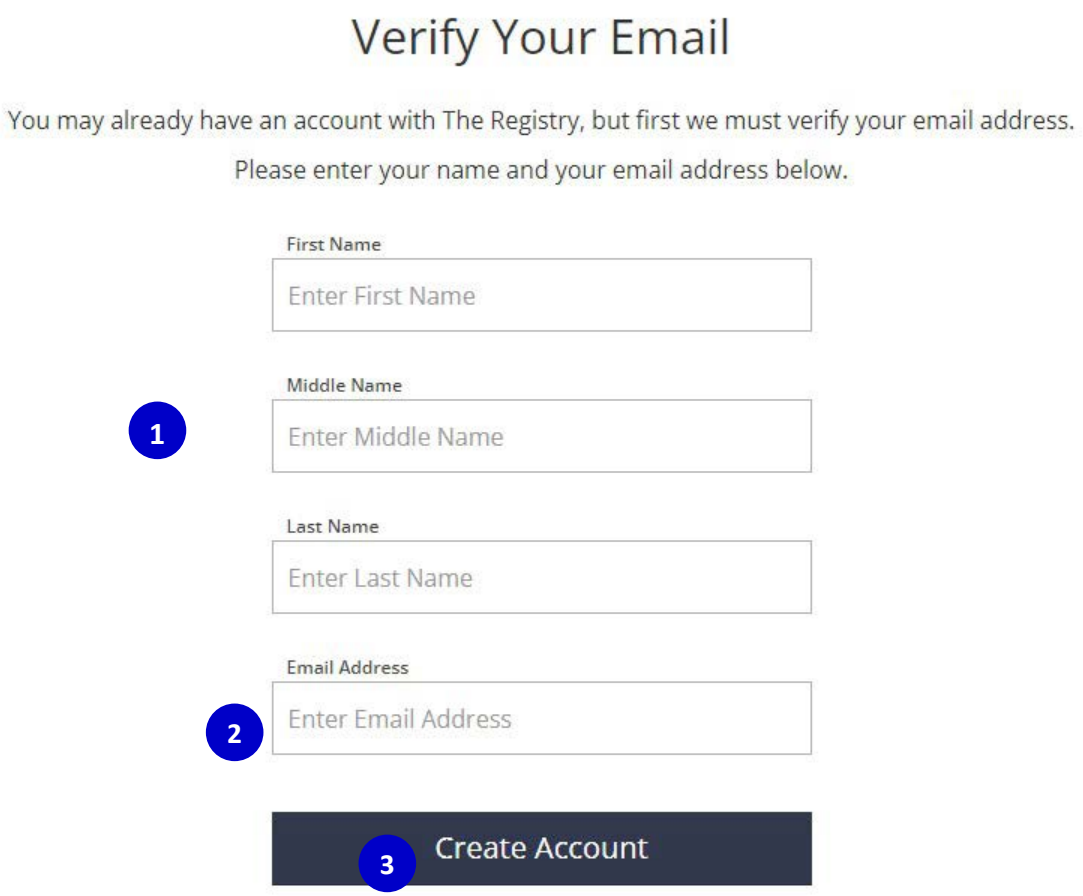
1. Click on **SIGN-IN/JOIN**

STEP 2: Get Started

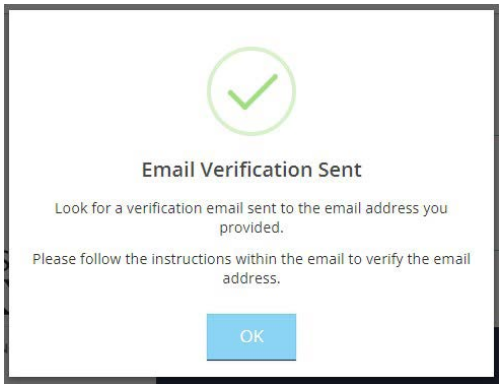


1. Click on **CREATE ACCOUNT**

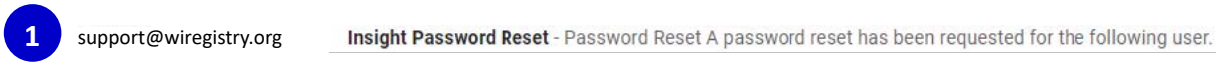
STEP 3: Verify Your Email



1. Enter your first name, middle name, and current last name.
2. Enter your personal email address that you can always access.
   It is recommended you DO NOT use a business email as you may lose access to a business email if you change jobs.
3. Click **CREATE ACCOUNT**. After you click the button, you will see a window appear confirming an email was sent to the email address you listed (see below).



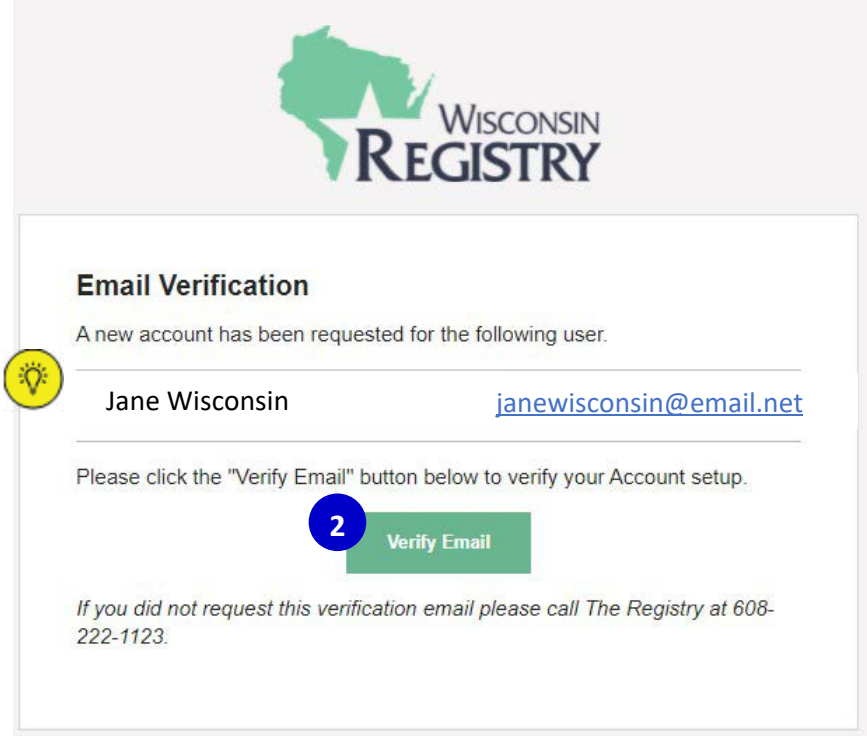
STEP 4: Check Your Email



1. Log in to your email account. Open the email from support@wiregistry.org (see email below).

   If you don't see this email in your inbox:

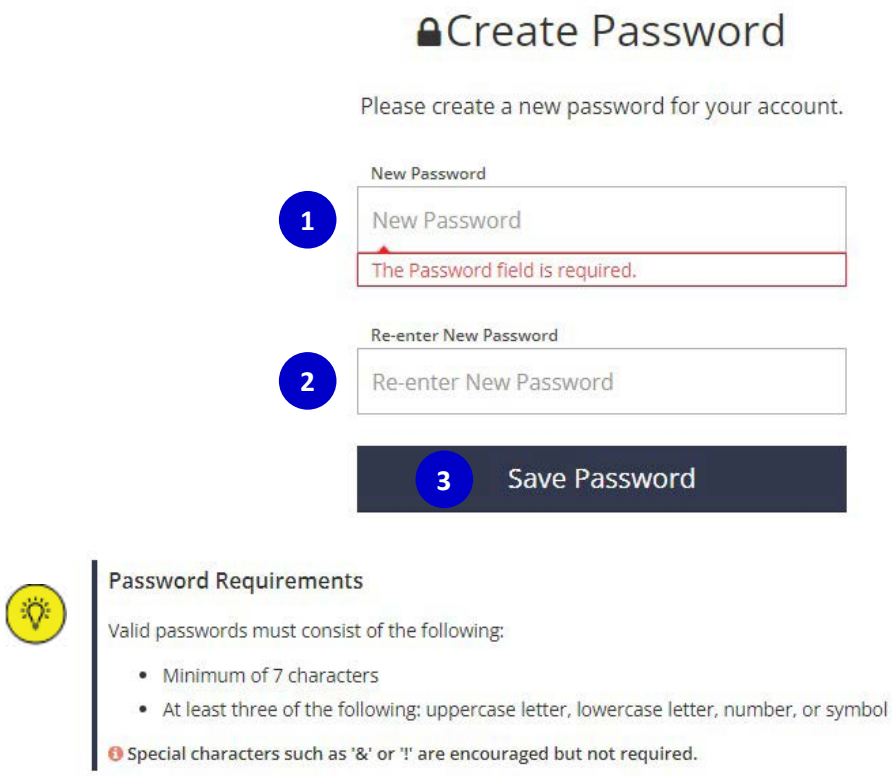
   - Check your spam/junk folder.
   - Make sure our email address (support@wiregistry.org) is not blocked and that you receive emails from this address.
   - Contact the Wisconsin Registry for support.



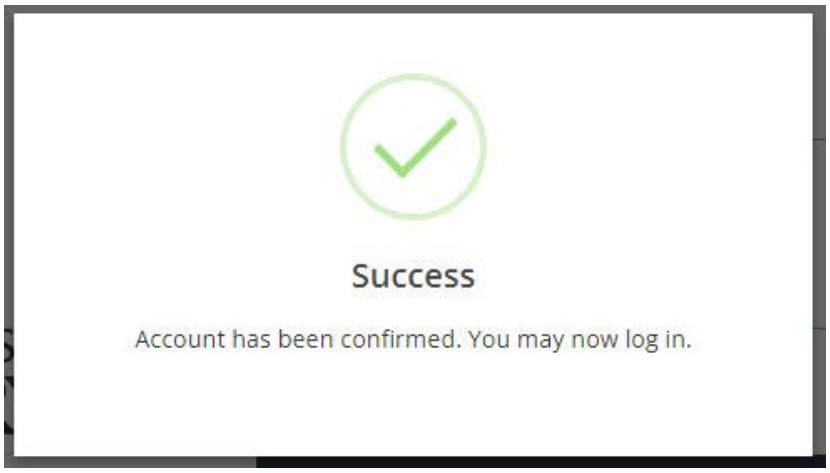
2. Click **VERIFY EMAIL**

If the name listed in this email is not your own, please call our office to confirm that the email you chose is not already in use by another account.

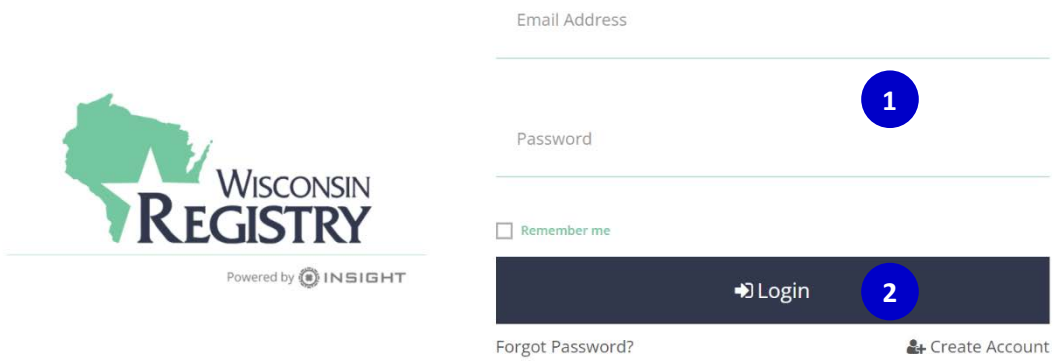
STEP 5: Create Your Password



1. Enter a new password
   *Be sure to review the listed **Password Requirements** to make a strong password. Please note your password is case-sensitive.*
2. Re-type your new password.
3. Click **RESET PASSWORD**. You will see a confirmation window appear (see below).



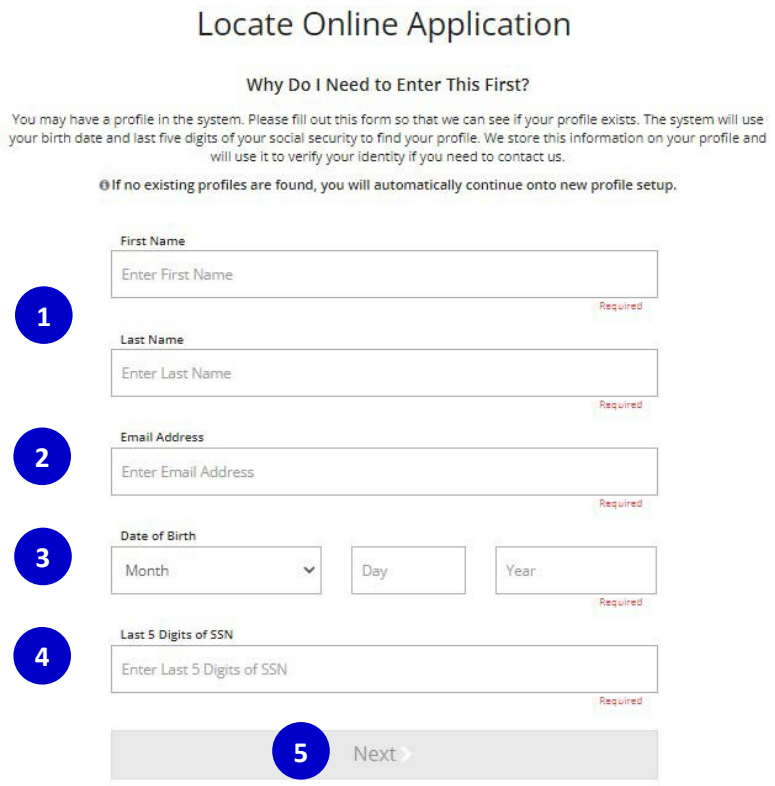
STEP 6: Log In



1. Enter your email address and password.
2. Click **LOGIN.**

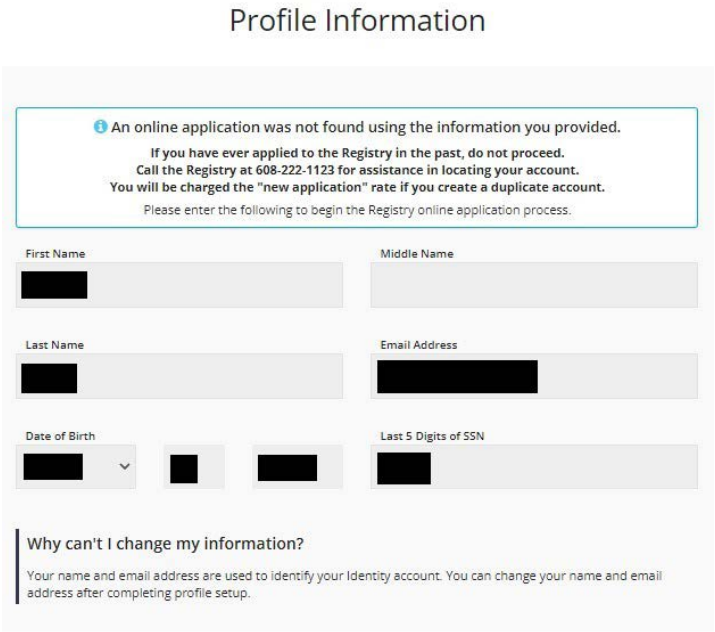
STEP 7: Registry Profile Verification

Complete the following form to check if you have already created a Registry account. This step follows best practices to ensure your information is accurate.

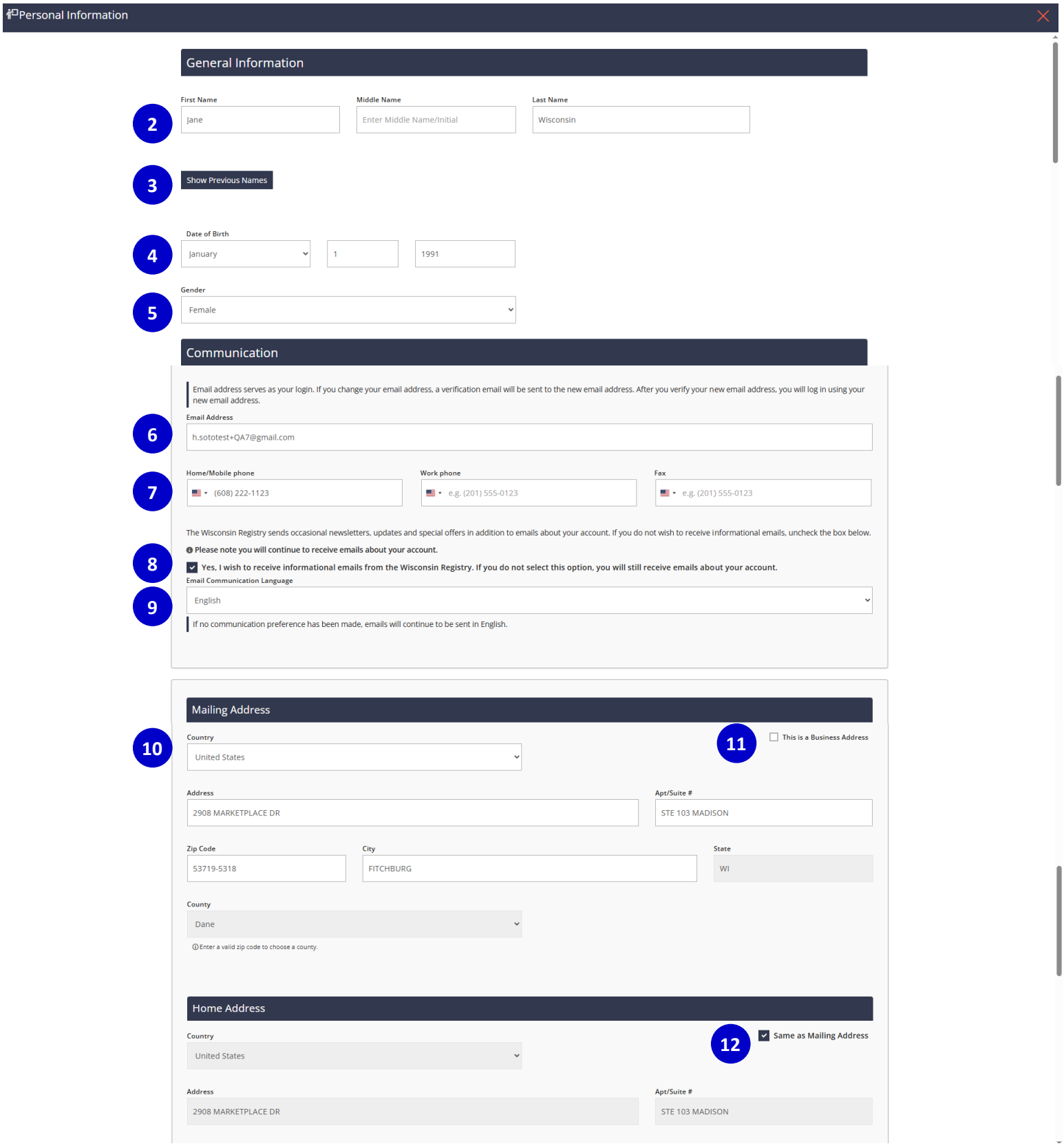


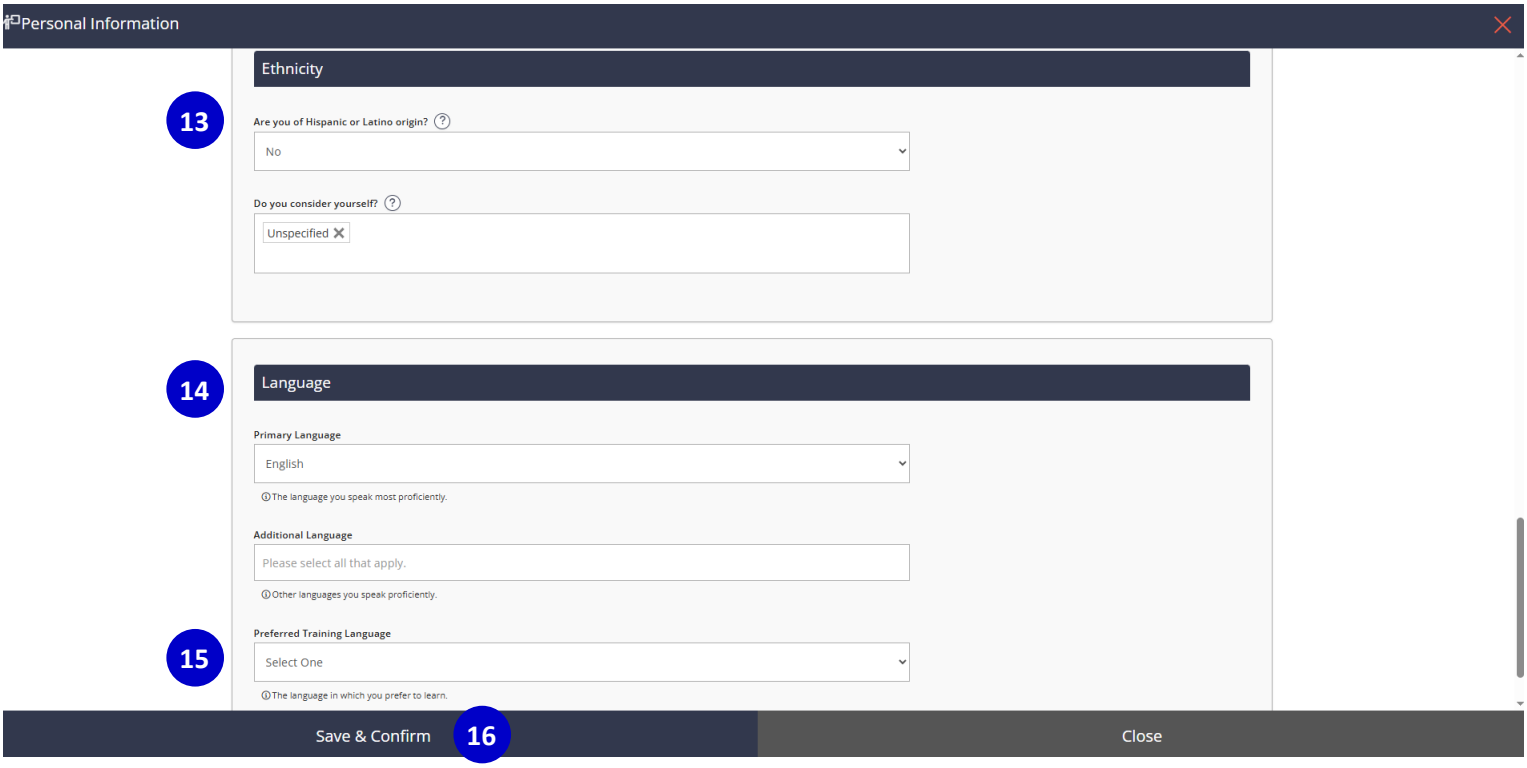
1. Enter your first name and your last name
2. Enter your email address that you used to log in.
3. Enter your date of birth using the following format: MM/DD/YYYY.
4. Enter the last five digits of your social security number without the dash.
5. Click **NEXT**.

STEP 8: Profile Information



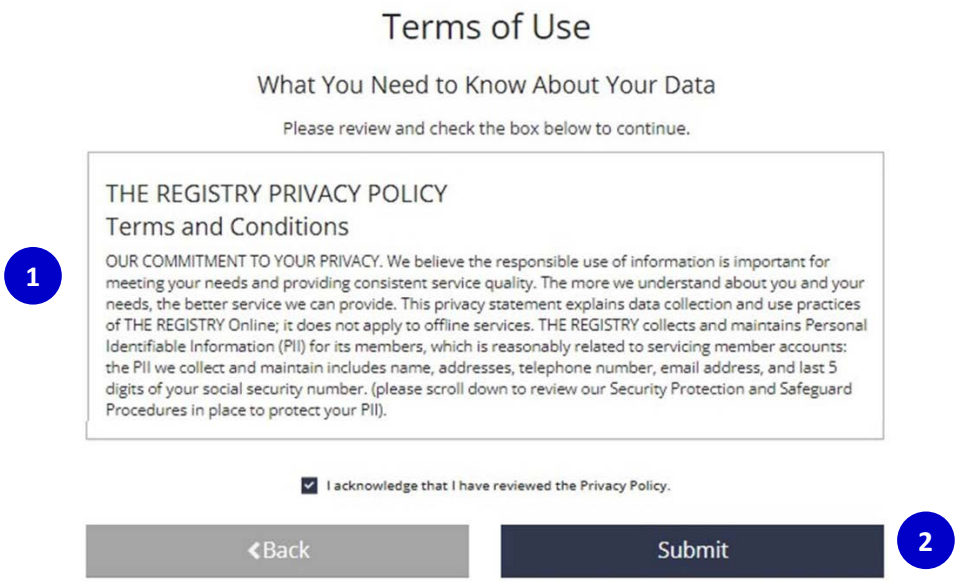
1. Please review this information. You may edit this information once you have finished setting up your profile information.


Personal Information
General Information
First Name
Jane
Middle Name
Enter Middle Name/Initial
Last Name
Wisconsin
2
Show Previous Names
3
Date of Birth
January
1
1991
4
Gender
Female
5
Communication
Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.
Email Address
h.sototest+QA7@gmail.com
6
Home/Mobile phone
(608) 222-1123
Work phone
e.g. (201) 555-0123
Fax
e.g. (201) 555-0123
7
The Wisconsin Registry sends occasional newsletters, updates and special offers in addition to emails about your account. If you do not wish to receive informational emails, uncheck the box below.
Please note you will continue to receive emails about your account.
Yes, I wish to receive informational emails from the Wisconsin Registry. If you do not select this option, you will still receive emails about your account.
8
Email Communication Language
English
9
If no communication preference has been made, emails will continue to be sent in English.
Mailing Address
Country
United States
10
This is a Business Address
11
Address
2908 MARKETPLACE DR
Apt/Suite #
STE 103 MADISON
Zip Code
53719-5318
City
FITCHBURG
State
WI
County
Dane
Enter a valid zip code to choose a county.
Home Address
Country
United States
Same as Mailing Address
12
Address
2908 MARKETPLACE DR
Apt/Suite #
STE 103 MADISON



2. Confirm first, middle (if applicable), and last namer are correct.
3. Click the 'Show Previous Names' button and then add any previous names, if applicable.
4. Confirm date of birth is correct.
5. Choose Gender.
6. Confirm email is correct.
7. Add a Home/Mobile phone number. Adding a work phone and fax are optional.
8. Check this box if you would like to receive pertinent information related to the Wisconsin Registry.
9. Choose preferred email communication language.
10. Enter a mailing address where you would like any communication from the Wisconsin Registry to be sent.
11. Check this box if the address you are entering is a business. A blank will appear where you can enter the name of the business.
12. Check this box if your home address is the same mailing address you entered. Enter you home address if it is different from the mailing address.
13. Choose Ethnicity.
14. Choose Primary Language and add any additional languages, if applicable.
15. Choose Preferred Training Language.
16. Click Save & Confirm.

STEP 9: Terms of Use



1. Carefully read the Wisconsin Registry's Privacy Policy. Click the box to acknowledge the Privacy Policy.
2. Click **SUBMIT**. You have successfully created a Registry account.

STEP 10: Next Steps

Consider becoming a Registry member and join thousands of colleagues across the state and nation in working to professionalize the field. Registry members also enjoy access to the following benefits. [Visit our website to learn more about Registry membership](#).

Registry Benefits	Registry Account	Registry Member
Registry ID Number With a Registry ID number, you can keep an online record of the training events you attend.	✓	✓
Access to Individual Profile Log in to their Registry Profile and view and edit your online record of your education, employment, and training history. ONLY REGISTRY MEMBERS can have their education information verified by The Wisconsin Registry.	✓	✓
Registry Certificate of Achievement / Career Level The Registry Certificate lists important information including your Career Level, all regulated care positions preliminarily qualified for, years of experience, and more. Registry certificates are accepted by Wisconsin state licensing specialists.		✓
Access Registry Reports Current members can log in and access a variety of reports including the Learning Record and Training List. These reports are useful to add to any resume or use for professional development planning.		✓
Participation in T.E.A.C.H. and REWARD Membership with the Wisconsin Registry allows individuals and organizations to participate in other programs such as YoungStar, T.E.A.C.H. and REWARD.		✓
Registry Webinars The Registry offers FREE online training opportunities to all current members throughout the year. These training opportunities will relate to utilizing your Registry membership and will count as tiered training.		✓
Exchange Magazine Discount As a Registry member, enjoy 50% off any digital membership from Exchange Press using code REGISTRY50. Exchange is committed to supporting early childhood professionals worldwide, and is a proud supporter of the Wisconsin Registry. Sign up for an Exchange membership here which will include access to Exchange articles, webinars, ExchangeEveryDay, store benefits, and more! This code is good through December 31, 2025. Contact info@exchangepress.com or (800) 221-2864 if you have questions regarding your membership. Please note: once registered, please allow 1-2 business days to receive an email with instructions on accessing your store benefits.		✓
Lakeshore Discount Current members receive a one-time 20% off one nonsale item coupon code valid through December 31, 2025. The coupon code is 9551.		✓