

Getting Started on the Credential Registry

Ready to Publish to the Credential Registry? Get Started!

These instructions will help you navigate through the two-part process of account creation and adding an organization so you can publish data to the Credential Registry. Once you have confirmed your account and submitted your organization, you will need approval from the Credential Engine team before being able to publish. Once approved, you will receive an email with next steps specific to the method of publishing you choose. If you have any questions or need assistance, please contact info@credentialengine.org.

Creating an Account

1. Begin by accessing the Authentication System and enter your personal information in the following fields: http://credentialengine.org/accounts/account/register

	Items marked with * are required.
Email Address *	
Confirm Email Address *	
Profile Name *	
First Name *	
Last Name *	
Password *	
	Enter a strong password of at least 8 characters, with at least one lower case letter, one upper case letter, one digit and one special character (non-digit, and non-letter).
Confirm Password *	
Professional Title	
Office/Daytime Phone Number *	
Mobile Phone Number	
	I accept and agree to abide by:
	 The Privacy Policy, The Terms of Use, The Publishers Agreement,

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2. Once you have entered the information and clicked submit, you will receive an email that will ask you to confirm your account. Following that link will direct you to a new page where you will be asked to enter your organization's information.

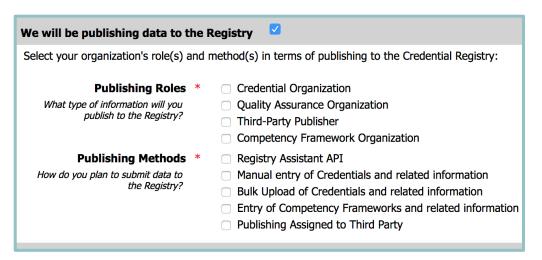
Adding a New Organization

1. After confirming your account, you will be directed to a page that will look like the image below:

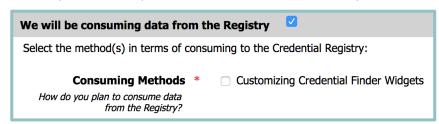


Note: Fields that are marked with the red asterisk are required.

- 2. If you are publishing data:
 - a. Select "We will be publishing data to the Registry."
 - b. Select the Publishing Role(s). Note that one or more of these roles may be selected.
 - c. Select your publishing method(s). One or more may be selected



- 3. If you are consuming data:
 - a. Select "We will be consuming data from the Registry"
 - b. Select your consumption method(s). One or more may be chosen



Note: You may choose to BOTH consume AND publish if you wish

4. In the next section, fill out the organization information in the fields below.

Name *	
Website URL *	
FEIN*	
DUNS	
OPEID	
Primary Phone *	
Secondary Phone	
Email Address *	
Profile Name *	

Note: An FEIN (Federal Employer Identification Number) is nine digits.

5. Next, complete the address information section.

Address	
Street Address *	
City *	
State/Province *	
Country *	
Postal Code *	

6. Under the Type Information, select the appropriate sector for the organization.

Sector *	Private For-Profit
	 Private Not-For-Profit
	Public

7. Then select the appropriate type of organization from the options listed. Note that more than one type

may be selected here.



8. Finally, save your organization information in the bottom right corner.

Save Without Submitting Save and Submit for Approval

- a. Save Without Submitting will simply save the information you have entered. This data will remain in the Accounts System as a draft meaning you can come back and make changes.
- b. Save and Submit for Approval will result in a notification being sent to the Credential Engine Team. They will review and decide whether or not to approve the organization you have submitted. You will be notified via email when the organization is submitted and when a decision has been made for the organization in question.
- 9. Upon receiving approval, you will then be ready to add your organization's credentials to the Credential Publisher located here: https://credentialengine.org/publisher

Note: You may always update this information when you are logged in to the Accounts Dashboard. While on the Dashboard, you will see your organization. Simply click the "Edit" button and you will see the screenshots shown above.

Adding New Users to an Existing Account

Once you have an existing account and an organization that has been submitted and approved by Credential Engine, you may need to add additional users who can help collect and submit data to the Credential Registry. Follow these simple steps to add team members to your Organization.

- 1. Log in to your Credential Registry account: http://credentialengine.org/accounts/
- 2. Click on "Go to My Dashboard"
- 3. Click on the "Users" tab beneath "My Organization"
- 4. Navigate to the bottom of the page and click "Add User"
- 5. Enter the New User's information and click "Invite"
- 6. The New User will receive an email asking them to verify their account. Once this step is complete, they are able to publish and update credentials in the Registry.





To learn more, please visit www.credentialengine.org or contact info@credentialengine.org