



# 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](mailto:info@credentialengine.org).

## Creating an Account

1. Begin by accessing the Authentication System and enter your personal information in the following fields: <https://apps.credentialengine.org/accounts/>

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](#),
- [The Minimum Data Policy](#), and
- [The Data Currency Policy](#).

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:

### Manage Organization

**Welcome**  
Now that you have confirmed your account, you can set up your Credential Engine organization.  
Here you will provide basic information about the organization, contact information, and the type of organization.  
As well, you will indicate which publishing methods you will be using, if publishing for yourself. If you are going to allow a third party organization to publish on your behalf, you will be able to select the organization after completing the organization. Often, the third party publisher will initiate the request to set up an account and complete the required organization information. Upon completion of the latter, you can confirm that you are allowing that third party organization to publish on your behalf. At any time you can revoke the publishing privilege from the third party.

**New Organization**  
Complete your organization's information. This information is required by Credential Engine to review your request to publish to the Credential Registry.  
*Items marked with \* are required.*

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

**We will be publishing data to the Registry**

Select your organization's role(s) and method(s) in terms of publishing to the Credential Registry:

<b>Publishing Roles</b> *	<input type="checkbox"/> Credential Organization
<i>What type of information will you publish to the Registry?</i>	<input type="checkbox"/> Quality Assurance Organization
	<input type="checkbox"/> Third-Party Publisher
	<input type="checkbox"/> Competency Framework Organization
<b>Publishing Methods</b> *	<input type="checkbox"/> Registry Assistant API
<i>How do you plan to submit data to the Registry?</i>	<input type="checkbox"/> Manual entry of Credentials and related information
	<input type="checkbox"/> Bulk Upload of Credentials and related information
	<input type="checkbox"/> Entry of Competency Frameworks and related information
	<input type="checkbox"/> Publishing Assigned to Third Party

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
    - i. Use Graph Search API - You plan to use the Registry Search API to do real time searching
    - ii. Downloading Data for Offline Storage - You plan to use the Registry Search API to download data for use offline, or in another application
    - iii. Customizing Credential Finder Widgets - Create a customized credential search to embed on your website

**We will be consuming data from the Registry**

Select the method(s) in terms of consuming to the Credential Registry:

<p><b>Consuming Methods</b> *</p> <p><i>How do you plan to consume data from the Registry?</i></p>	<input checked="" type="checkbox"/> Using Graph Search API <input checked="" type="checkbox"/> Downloading Data for Offline Storage <input checked="" type="checkbox"/> Customizing Credential Finder Widgets
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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.

**Basic Information**

Name \*

Website URL \*

FEIN \*

DUNS

OPEID

Primary Phone \*

Secondary Phone

Email Address \*

Profile Name \*

*Used to link to your organization's profile. May contain A-Z, 0-9, and underscores. It must be between 3 and 50 characters in length. We recommend using a name that is as close as possible to your organization's official name, a shortened version thereof, or which matches your organization's name on social media.*

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.

**Types \***

- Assessment Body
- Business
- Business or Industry Association
- Certification Body
- Four-Year College
- Government Agency
- High School
- Labor Union
- Magnet/Competitive Admissions School
- Military
- Alternative/Non-Traditional School
- Postsecondary Educational Institution
- Primarily Online
- Professional Association
- Quality Assurance Body
- Secondary School
- Career and Technical School
- Education and Training Provider
- Two-Year College
- Vendor

8. Next, you'll add an estimate of the number of credentials your organization will be publishing to the Registry. For each credential type your organization offers, you'll click "add new publishing estimate," select the credential type, and add the estimated number of credentials.

**Publishing Estimates**

*Provide estimates of the type and number of credentials your organization plans to include in the Credential Registry.  
If you have selected that your organization will be publishing to the Credential Registry, you must provide at least one Publishing Estimate to submit your organization.*

<b>Credential Type *</b>	Apprenticeship Certificate
<b>Estimated Count *</b>	
<b>Comment</b>	

[Remove](#)

[Add New Publishing Estimate](#)

9. 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.




10. Upon receiving approval, you will then be ready to add your organization's credentials to the Credential Publisher located here: <https://apps.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: <https://apps.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.

<b>First Name</b> *	<input type="text"/>		<input type="button" value="Invite"/>
<b>Last Name</b> *	<input type="text"/>		<input type="button" value="Cancel"/>
<b>Email</b> *	<input type="text"/>		
<b>Roles</b> *	<input type="checkbox"/> Administrator <input type="checkbox"/> Technical <input type="checkbox"/> Employee		

## Granting Permission for Third-Party Publishers

Once your account is set up and approved by Credential Engine, you can grant permission to a third party such as a state agency, integration partner, or higher education vendor to publish on your organization’s behalf. Third party publishers will request permission to publish on your behalf, which will send an email to organization admins alerting you to the request. To grant permission, follow these steps:

1. Log in to your Credential Registry account: <https://apps.credentialengine.org/accounts/> and go to your dashboard OR click the link in your email.
2. Click on the “Third Party Publishing” tab
3. Go to the “Pending Publisher Requests” section
4. Click “Grant Permission”

<b>Credential Engine Administration</b> <a href="http://example.com?t=testOrganization">http://example.com?t=testOrganization</a> Manage 2450 Foundation Drive, Springfield, IL, United States 62704	<b>Requested Publishing Methods:</b> Manual entry of Credentials and related information	<b>Approved By:</b> <input type="checkbox"/> Your Organization <input type="checkbox"/> Credential Engine	<input type="button" value="Grant Permission"/> <input type="button" value="Deny Permission"/>
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You will see the list of approved third party publishers for your organization under the “Current Publishers” section.



To learn more, please visit [www.credentialengine.org](http://www.credentialengine.org) or contact [info@credentialengine.org](mailto:info@credentialengine.org)

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