

## INSTRUCTIONS FOR OWNERS AND ADMINISTRATORS REGISTERING FOR ODJFS ORIENTATION AND ADMINISTRATOR RULES TRAININGS

Go to: [registry.occrra.org](http://registry.occrra.org)  
For questions about this website, contact: **1-877-547-6978**

If you have NOT registered on the Registry follow these instructions:

**CLICK: "SIGN UP" on upper right hand corner of screen**

Step 1: Enter date of birth and last five digits of social security number

**CLICK: NEXT**

Step 2: Enter personal information

**CLICK: NEXT**

Step 3: Choose employment type

**CLICK: NEXT**

Step 4: Identify communication preference

**CLICK: NEXT**

- Ö An email will be sent to you with a link in it so that you can create your password and complete your profile.
- Ö After logging in to your account, make note of your assigned OPIN number and password located at the top of the page. *(You will need this again in the future.)* Click on the link to the home page.

Once registered on the Registry follow these instructions:

Go to [registry.occrra.org](http://registry.occrra.org)-if you are not already in the system. Enter your username or OPIN and password in the spaces located at the upper right corner of the screen.

**CLICK: PD Track (Trainings)** *(Found at the top of the screen in the maroon section in the middle)*

**CLICK: I agree to the disclaimer**

**CLICK: Basic Search**

Enter the date range of your desired training

**CLICK: Search** *(Search using one of the terms "Session I", "Session II" or "Session III". This will highlight all of the trainings in the state that being offered. Pay attention to the location of the training as this database includes trainings from all over the state.)*

Find the desired session or training in which to register:

- Child Care Licensing Orientation Training **Session I**: Starting a Center; or
- ODJFS Child Care Licensing Orientation Training **Session II**: Plan of Operation Orientation; or
- Administrator Rules Review Training ( Must be taken within 6 months of being named administrator.)

**CLICK: More Information**

Read the special notes

**CLICK: Register for this training**

A message will appear asking, "Are you sure you want to register for this training?" If you wish to register,

**CLICK: OK**

**CLICK: Print PDF for a confirmation sheet.**