

## WV STARS Registry Participant Enrollment Guide

Steps	Instructions
1	Go to <a href="http://www.wvstars.org">www.wvstars.org</a>
2	Click on the Professionals link at the top of the screen
3	To begin the process of enrolling, scroll to the bottom of the screen and click on <b>JOIN</b>
4	Once you click on <b>JOIN</b> you will be prompted to select an enrollment option. Please choose Registry Participant by clicking on <a href="#">Registry Participant</a> . Review the instructions and click on <a href="#">Apply Online</a> .
5	<p>Complete Applicant Information – <b>REQUIRED STEPS</b></p> <ol style="list-style-type: none"> <li>a. <b>Create a Temporary Login Id – This should be a combination of your first and last names (i.e. dsmith).</b> Once your application has been approved your WV STARS Registry Id Number will be your login id.</li> <li>b. <b>Create your Password – (i.e. Dsmith23!)</b> Recommended practices in developing passwords are as follows: <ul style="list-style-type: none"> <li>• 8 characters at a minimum</li> <li>• Include a mixture of lower-case letters, upper case letters, numbers, and special characters</li> </ul> </li> <li>c. <b>Confirm Password</b> – if you make a mistake the system will let you know</li> <li>d. <b>Enter your first name</b></li> <li>e. Enter your middle name</li> <li>f. <b>Enter your last name</b></li> <li>g. Enter any previous last names that might be pertinent to your career history (i.e. maiden name)</li> <li>h. <b>Enter you date of birth</b></li> <li>i. <b>Enter the last 5 digits of your social security number</b></li> <li>j. <b>Enter line one of your mailing address</b></li> <li>k. Enter line two of your mailing address (if necessary)</li> <li>l. <b>Enter the city where you currently reside</b></li> <li>m. <b>Enter the state where you reside</b></li> <li>n. <b>Enter the zip code of the city where you reside</b></li> <li>o. <b>Enter the county of your resident</b></li> <li>p. <b>Enter your primary phone number</b></li> <li>q. <b>Enter your primary email address</b> - please make sure this is valid, as this is the primary way WV STARS communicates with you</li> <li>r. Click <b>NEXT</b></li> </ol>

West Virginia State Training and Registry System

611 7th Ave, Suite 322 Huntington, WV 25701 Phone: (304) 522-7827 or (855) 822-STAR Fax: (304) 529-2535 [www.wvstars.org](http://www.wvstars.org) Email: [wvstars@rvcds.org](mailto:wvstars@rvcds.org)

6	Participation Agreement – <b>REQUIRED STEP</b> – read and click AGREE and then click <b>NEXT</b>
7	<p><b>Current Employment Information</b></p> <ol style="list-style-type: none"> <li>a. <b>Click the radio button beside “Currently working in early care and education”</b></li> <li>b. <b>In the employer type section choose the option that best represents your employment type</b></li> <li>c. <b>County</b> – enter the primary county you serve</li> <li>d. <b>Choose your employer</b> – this question will be populated based upon your responses in questions b &amp; c</li> <li>e. <b>Hire Date</b> – date you began your employment</li> <li>f. <b>Hours worked per week</b> – the average amount of hours you work per week</li> <li>g. <b>Months worked per year</b> – if you work year-round, you will enter 12; if you only take care of children during the school year you can enter 10, etc.</li> <li>h. <b>Position Title</b> – select the option that best represents you</li> <li>i. <b>Age Group Worked with</b> – you can choose multiple age groups if needed</li> <li>j. <b>Benefits Offered by Employer</b> – select all that apply</li> <li>k. Remaining data fields are optional</li> <li>l. <b>Professional Role</b> <ul style="list-style-type: none"> <li>• click on <a href="#">Add New</a></li> <li>• Occupation Category – select Early Care and Education Professional</li> <li>• Occupation – select the role that you generally perform whether employed or not employed</li> <li>• Click <b>Save</b></li> </ul> </li> <li>m. Click <b>NEXT</b></li> </ol>
8	<p><b>Demographics</b> (choose response from the drop-down menus)</p> <ul style="list-style-type: none"> <li>• Gender – optional</li> <li>• Race/Ethnicity – optional</li> <li>• <b>Primary Language</b></li> <li>• <b>Highest Level of Education</b></li> <li>• Click <b>NEXT</b></li> </ul>
9	Next Steps – Choose the Registry Applicant option from the drop-down menu, Click <b>REGISTER</b>

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10	<p>Timelines for Review and Application – 30 days</p> <ol style="list-style-type: none"> <li>1. Once you submit your application, you will receive an email from <a href="http://wvregistry.org">wvregistry.org</a> stating your application has been received and is in process.</li> <li>2. When your application has been approved, you will receive an email from <a href="http://wvregistry.org">wvregistry.org</a> providing you with your WV STARS Registry Id Number. Please note that some email providers will view this email as being spam and you may need to check your spam/junk folders as well. If you have had no response within 30 days of submission, please contact our office at <a href="mailto:wvstars@rvcds.org">wvstars@rvcds.org</a> or 304-522-7827</li> </ol>
11	<p>Note: If you are employed by a licensed child care center then you are required to be a Career Pathway Participant and not a Registry Participant, please view the enrollment guide for Career Pathway Participants.</p>

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