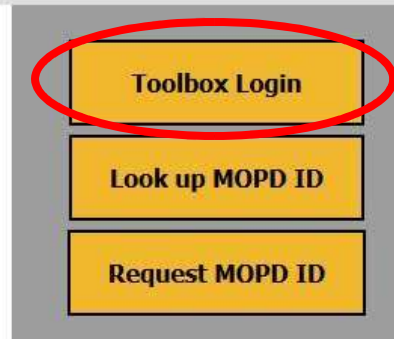


Enrolling in the MOPD Registry

- 1) Log in to your Toolbox account by going to <https://www.openinitiative.org/>
- 2) Click the gold 'Toolbox Login' button on the right side of the screen.

Opening the Doors to Your Professional Development

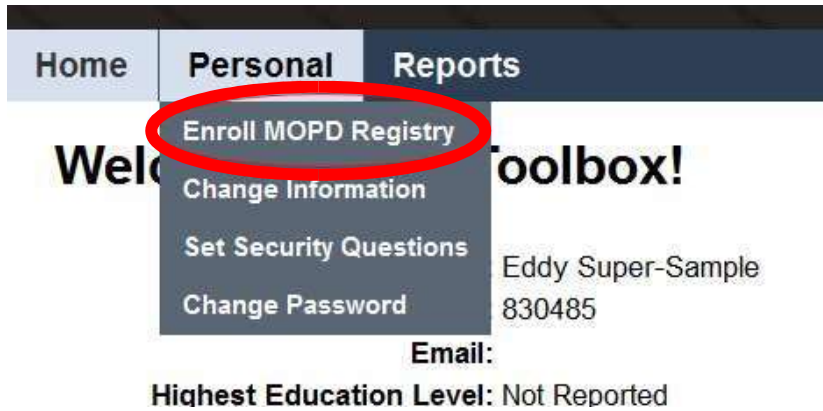


- 3) Once you have logged in using your username and password, you will see your member profile information. You will notice that most of the information is unknown, or 'None Provided' because you have not yet enrolled in the MOPD Registry. This information will change after you enroll in the MOPD Registry.

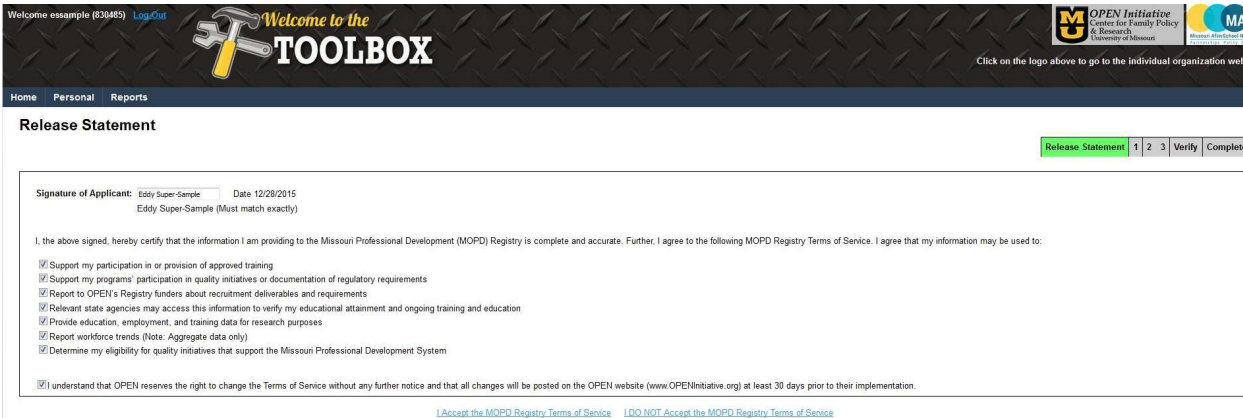
Welcome to the Toolbox!

Name: Abby Sample
MOPD ID: 109961
Enrollment Status: Non-Member (MOPD ID Only)
Email: openinitiative@missouri.edu
Highest Education Level: Not Reported
EC Matrix Level: Undetermined
SA Matrix Level: Undetermined
Training Clock Hours This Year: 0
First Aid Certification Date(s): None Provided
CPR Certification Date(s): None Provided

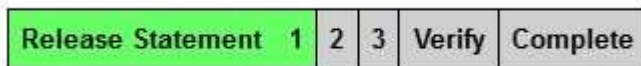
- 4) From your Member Profile page, click on your 'Personal' tab and then select 'Enroll MOPD Registry'.



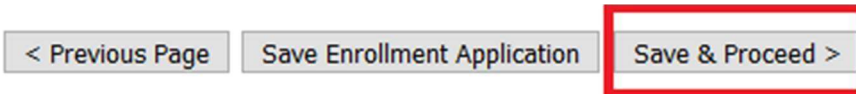
- 5) The first page of the enrollment is the release statement. You will need to electronically sign the form by typing your name the exact way it is shown under the signature box and agree to the Terms of Service by reading and checking of all the boxes.



- 6) After you have clicked 'I Accept the MOPD Registry Terms of Service', continue the enrollment process by filling out the next three pages with accurate and updated information. The status bar in the top right corner will show you how far you are in the enrollment process.



- 7) On page one, you will be asked to provide personal information and contact information. After you complete this page, click 'Save & Proceed' at the bottom of the page to advance to page two.



- 8) One page two, you will be asked to provide employment. Click on the '+ Add Employment Record' link to add employment. After you click on the add employment link, you will be asked to provide

additional information such as your role/position at your place of employment, the average number of hours worked per week, start date for that position, etc. Please note that required fields are indicated by an asterisk (*).

Add Employment Record

* Denotes a required field

*Please choose a role/position for ONE of the categories below-

I work or volunteer for a program/organization that **PRIMARILY** provides direct services to children and/or youth. Choose the position/role that best describes what you spend the **MAJORITY** of your time doing:

Not Applicable

-OR-

I work or volunteer for a program/organization that **PRIMARILY** provides education, training/technical assistance/coaching to the **ADULTS** who provide direct services to children and/or youth. Choose the position/role that best describes what you spend the **MAJORITY** of your time doing:

Not Applicable

*I work (on average) _____ hours per week in this position and at this employer:

*Start Date for this position:

*Organization Information:

I work with (choose all that apply):

- Infants (0 to 12mo)
- Toddlers (13 to 35mo)
- Preschoolers (3 to 5yrs)
- Lower Elementary
- Upper Elementary
- Intermediate (Middle/Jr. High)
- Young Adolescent (Jr. High/High School)
- Adults

*I work _____ months per year:

*Start Date at this employer:

Hourly Wage (At this position):

Secondary Email Address:

To add information about your organization, click on the 'Search' button. This action will open a separate search window. Please note that when searching for your organization, less is more. For best results, type in the DVN only and then click 'search', or type in only part of the organization name and click search. Once you locate your organization, click the select button on the right side.

CLOSE

Search Organizations

Name or Doing Business As:

OR

DVN:

OR

Street Address: City: State:

Once the organization is selected, you will be returned to the employment record section of the enrollment process. If you have a secondary role at the same organization, please enter this role at the bottom of the page. If you only have one position at the organization, you may click 'Submit Employment Info' at the bottom of the page.

This will bring you back to the second page of the enrollment and you can click the 'Save & Proceed' button at the bottom of the page to advance to page three.

- 9) On page three, you may upload documents to submit with your enrollment.

Online Enrollment

Education and Credential Information

Once file has been selected click the upload button.

*Indicate your highest level of education:¹ Attach official transcripts (copies acceptable): No files selected. Upload File(s) button must be clicked before file will be uploaded

If you have a Childhood Development Associate (CDA) Credential or a Youth Development Credential (YDC), please attach documentation:²
 No files selected. Upload File(s) button must be clicked before file will be uploaded

If you have First Aid and/or CPR Certifications, please attach documentation:²
 No files selected. Upload File(s) button must be clicked before file will be uploaded

If you have any other professional licenses or vocational certificates, please attach documentation:²
 No files selected. Upload File(s) button must be clicked before file will be uploaded

Files you have uploaded:

Level of Education:		
View	File Name	Remove
<input type="button" value="View"/>	Transcript.PNG	<input type="button" value="Remove"/>

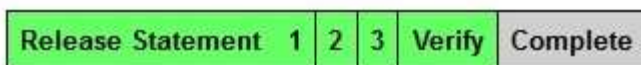
CDA or YDC Documentation:
No Files attached in this section

CPR Documentation:
No Files attached in this section

Other Professional licenses or Vocational Certificate Documentation:
No Files attached in this section

If you do not wish to upload documents with your enrollment, you may submit the information without uploading documents. You may submit documents to OPEN via email (openinitiative@missouri.edu) at any time after you have completed the enrollment process. When submitting documents via email, please include your MOPD ID.

- 10) Click on 'Save & Proceed' at the bottom of page three once your updates are finished in order to go to the 'Verify' page. The 'Verify' page allows you to review all of the information you have entered before you click 'Submit'.



11) Your information is submitted to OPEN after you have clicked 'Submit' on the last page of the enrollment. Please allow up to 10 business days for your enrollment to be processed. A confirmation email is sent to the email address provided when your enrollment has been processed.

Please do not hesitate to contact OPEN with any additional questions. Phone 573-884-3373; Email: openinitiative@missouri.edu