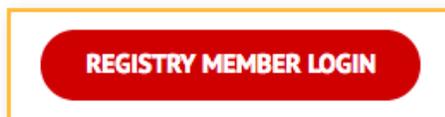


Gateways to Opportunity® Registry Tips

Updating Your Registry Information

- 1 Go to **www.ilgateways.com**. Click the **Registry Member Login** button. Log into the Gateways Registry Dashboard with your **username** and **password**.

A screenshot of the login form titled "Login Credentials". It contains two input fields: "User Name" and "Password". Below the fields is a red "Login" button with a right-pointing arrow. At the bottom, there are three links: "Don't have an online user?", "Forgot your password?", and "Forgot your username?".

- 2 Click the **My Registry** Portal. Then click the **Update** section.



- 3 Under the **Contact** tab, update any information that may have changed and click **Save**.

- 4 Click the **Employment** tab.

A screenshot of the "Employment Information" tab. It shows a navigation bar with "Contact", "Employment", and "Credentials" tabs. The "Employment" tab is active. Below the navigation bar, the text "Employment Information" is displayed in red. A small note below reads: "Complete the information below. If you select 'Yes' you will then see some additional information to complete. If you are a license-exempt family, friend, or neighbor caregiver".

- 5 If your employment information is in the Registry, you will be prompted and asked if you still work at that agency/site/organization.

5a. If you do, click **OK**.

5b. If you do not, click **Cancel**. Search for your current employer by clicking the red **Search for Employer** button. Click on the employer's name to return that information.

- 6 Finally, click the **Credentials** tab.

6a. To add a credential or certification you currently hold, select it from the drop-down and click the **Add** button. Then, complete the required fields. Gateways to Opportunity Credentials cannot be added here, as they will automatically appear once you have earned them. When you are done, click the **Save** button.