

# SMART START WORKFORCE GRANTS



## MAINTAINING & UPDATING THE STAFF LISTING

The Staff Listing within the Director Portal is a critical component. All the reports available through the portal pull information from the Staff Listing, so it is important to keep it updated. For Smart Start Workforce Grants, this is required. Follow the steps below to access and update your Staff Listing for the Smart Start Workforce Grant application.

### ACCESSING THE STAFF LISTING

- STEP 1:** Go to <http://registry.ilgateways.com>
- STEP 2:** Click the “Dashboard Login” menu item and log in with your username and password.
- STEP 3:** Click the “Director” card to access the Director Portal, checking that the program listed is correct, and then click the “Staff” card.
- STEP 4:** **All program types must complete this step.** If you are the contact person for several programs, click the “Change” button and select the appropriate program from the drop-down listing.

Director Portal

You are now viewing the portal for the following organization: Tigger's Bounce House (B418) [Change](#)

 Staff Keep track of staff for your organization	 Reports Access reports including Registry Membership Status and Staff Training Record.	 CCRG Application Access the Child Care Restoration Grant (CCRG) Application	 CCWB Application Access the Child Care Workforce Bonus (CCWB) Application
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Note: If you do not see the Director Portal box after you log in to the Registry Dashboard, your Director Portal access may have expired. Please see [this article on how to request access to the Director Portal](#) for more information.

### REVIEW THE STAFF LISTING

When reviewing your Staff Listing, make sure that:

- Staff no longer working at the site have been removed.
- All staff that are currently working at the site are listed.
- Staff are listed with the correct role.

Maintain Current Staff

Maintaining a current staff listing is an important part of using the tools within this portal. The individuals listed below have all reported working for your program in the past. Keep in mind that our records go back many years and we do not typically find out when individuals leave a program.  
Staff cannot be added or edited through the portal at this time. If a staff member does not appear on the list below, please have them update their employment information through the Registry Dashboard and select your program as their current work site.

Staff Listing

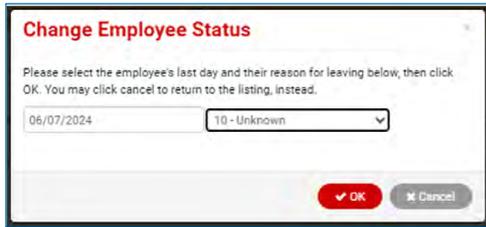
To remove staff from this list, click the "Mark Inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

[Verify Staff Listing](#)

Registry Member ID	Name	Job Title	Role	Actions
[REDACTED]	[REDACTED]	Asst Teacher	5 - Assistant Teacher	
[REDACTED]	[REDACTED]	Teacher	4 - Teacher	
[REDACTED]	[REDACTED]	Toddlers Teacher	4 - Teacher	
[REDACTED]	[REDACTED]	Preschool Teacher	4 - Teacher	
[REDACTED]	[REDACTED]	Toddlers Assistant	5 - Assistant Teacher	
[REDACTED]	[REDACTED]	Teacher	4 - Teacher	

## STEP 1: MAKING STAFF INACTIVE

- a. If a staff member no longer works at your site, click the checkmark button to make their record inactive. You will then be prompted to enter their last date of employment and select the reason for leaving, then click "Ok."



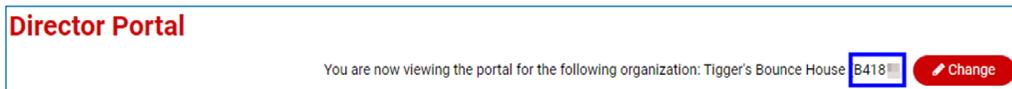
Note: The staff member will now appear at the bottom of the listing in italics. They will remain there for 24 hours and will no longer appear in your reports. If you made a mistake, click the "Mark Active" link to bring their record back to active status.

## STEP 2: ADDING NEW STAFF

- a. If staff need to be added, the staff member(s) should log in to their own Registry Dashboard, and click on the "My Registry" card, and then the "Update" card.
- b. Next, click on "Employment" and follow the instructions.



When the staff member searches for an employer, ask them to search using your site's Organization ID (the B number), which you can find on the main screen of the Director Portal.



## STEP 3: UPDATING CURRENT STAFF

- a. If staff roles need to be updated, the staff member should log in to their own Registry Dashboard, click on the "My Registry" card, and then the "Update" card.
- b. Next, click on "Employment" and follow the instructions.



- c. When they are asked if they still work for your site, they should click "Ok" and then they will be able to select a new role from the drop-down list and enter related information.

Instructions for staff are detailed in this help desk article: <https://incrra.zendesk.com/hc/en-us/articles/214237946>

## STEP 4: VERIFY STAFF

- a. When the staff listing is accurate, click the "Verify Staff Listing" button to make a date-stamp for future reference so you know when you last verified the listing was correct.

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**Staff Listing**

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[Verify Staff Listing](#) Last time verified 06/17/2024 2:53 PM

Registry Member ID	Name	Job Title	Role	Actions
[REDACTED]	[REDACTED]	Asst Teacher	5 - Assistant Teacher	
[REDACTED]	[REDACTED]	Teacher	4 - Teacher	
[REDACTED]	[REDACTED]	Toddlers Teacher	4 - Teacher	
[REDACTED]	[REDACTED]	Preschool Teacher	4 - Teacher	