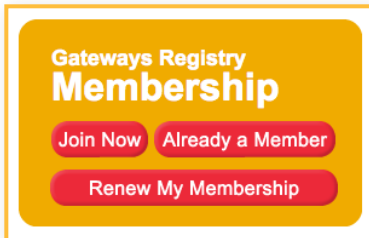


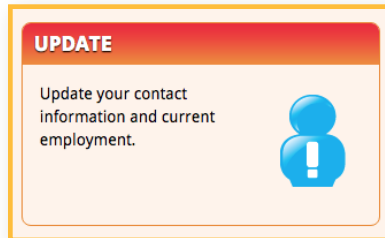
Gateways to Opportunity® Registry Tips

Updating Employment to Use New Home Visitor Specific Roles

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



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



- 3 Click the **Employment** tab.

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

4a. If you do, click **OK**.

4b. If you do not, click **Cancel**. Search for your current employer using by clicking the red **Search for Employer** button. Click on the employer's name to return that information.

- 5 In the **Position Code** drop-down, you will see two new home visiting-specific codes: **23 – Home Visitor** and **24 – Home Visitor Supervisor**. Update your record as appropriate, including any other updates that need to be made and click **Save**.

*If you completed your Registry Membership form online, use the same username and password. If you've forgotten, you can use the "Forgot Username?" and "Forgot Password?" links to be reminded/reset your password. If you need assistance, please contact our Help Desk at (866) 697-8278 (option 2) or email registryhelp@ilgateways.com.