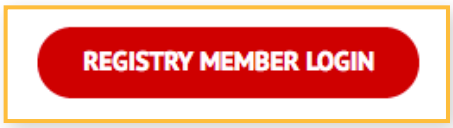
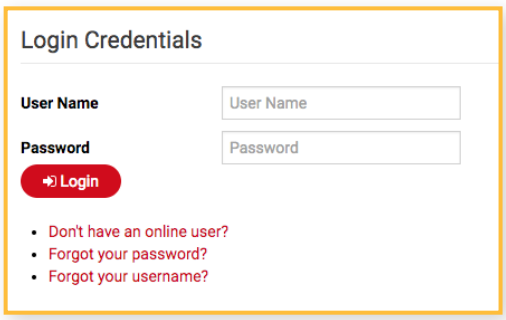
Gateways to Opportunity® Registry Tips

Updating Employment to Use New Home Visitor Specific Roles

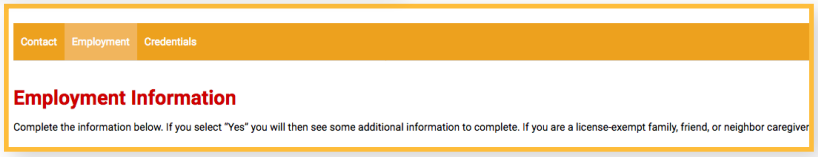
1 Go to **www.ilgateways.com**. Click the **Registry Member Login** button. Log into the Gateways Registry Dashboard with your **username** and **password**.





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 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 home visiting-specific codes: *23 – Home Visitor and 24 – Home Visitor Supervisor*. After choosing the code, the following drop-down question will appear: *Which evidence-based home visiting model do you use?* Select the appropriate model. Update your record with 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 3) or email registryhelp@ilgateways.com.*

Gateways to Opportunity® Illinois Professional Development System

Administered through inccrra

IDHS Illinois Department of Human Services

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1226 Towanda Plaza | Bloomington, Illinois 61701 | (866) 697-8278 | www.ilgateways.com

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