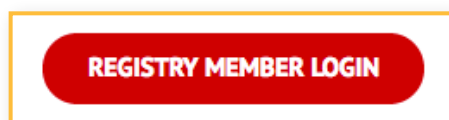


# Gateways to Opportunity® Registry Tips

## 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**.

A screenshot of the login form titled "Login Credentials". It has two input fields: "User Name" and "Password". Below the fields is a red "Login" button. 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 Click the **Employment** tab.

A screenshot of the "Employment Information" tab. It has a navigation bar with "Contact", "Employment", and "Credentials". The "Employment" tab is selected. Below the navigation bar, it says "Employment Information" and "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".

- 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](mailto:registryhelp@ilgateways.com).*