



Arizona Early Childhood Workforce Registry User Testing Instructions

During testing, you are looking for text issues, inconsistencies **and** errors on the:

- External tabs available PRIOR to creating your Registry account
- Registry pages relevant to your user role AFTER creating your Registry account
- Process for creating your Registry account
- E-mails you'll receive from the Registry

Please set up a new Registry account to use for testing. You are testing in a live environment so when you create your account, it will be your permanent Registry account. If you do not want to keep an active Registry account, please e-mail Stephanie Golden at sgolden@azfff.gov with a request to delete your account(s) after user testing is complete. Otherwise, when the Registry launches, you will already have an account. Please note that your account will not be complete until the administrative home contract begins and is able to verify your information. Refer to the Registry tab 'Submit Documentation' for more information.

Access the Registry

Please Do NOT forward or share this information.

Here is the link to the site: www.azearlychildhood.org. The link takes you to the Professional Development Website. Click on the Registry tab at the top right corner of the home page to create your Registry account.



The following outline provides an overview of the bulk of what you will review but not every single item. Please test the functionality of any additional items you find by clicking all tabs and links that you see and putting in as many variables as possible, even bad data to see what might 'break'. Instructions for reporting issues begin on page 6.

1. Before setting up an account, click all external tabs and review the text. Below is a screen shot of the six (6) tabs you will review; Welcome (this is the home page), Register Now, Career Lattice, Submit Documentation, FAQ's*, and Terms of Use.

*Click on each Frequently Asked Question to review the answer. Please e-mail recommended FAQ's to sgolden@azftf.gov.

ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY

Return Home Login Now
Powered by RegistryOne™

Awaiting Login...

Welcome
Register Now
Career Lattice
Submit Documentation
FAQs
Terms of Use

Welcome to the Arizona Early Childhood Workforce Registry!

Are you interested in a career working with or on behalf of young children?

Do you work in early care and education, at a child care center, preschool, or home-based setting in Arizona?

The Arizona Registry will help you grow your skills and advance your career. The more experience and professional development you have in early childhood, the further you can go. By joining the Arizona Registry, you can:

- Find professional development opportunities available near you and online.
- Keep a record of your experience, education, professional development and credentials in one place that is easy to update.
- Share your experience and understanding of how to work with young children to potential employers.

User Name:
Password:
Login
Forgot your password?

Need Assistance?
Email us at info@AZearlychildhood.org

2. Click on 'Register Now' to set up a new account as a registry user

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User Name:
Password:
Login
Forgot your password?

Need Assistance?
Email us at info@AZearlychildhood.org

Here is a screen shot of the fields you will need to enter:

The screenshot shows the 'User Registration' form on the Arizona Early Childhood Workforce Registry website. The form includes the following fields:

- Salutation: * (Dropdown menu with 'Select' option)
- First Name: *
- Last Name: *
- Former Last Name:
- Email Address (No Email Address?): *
- Re-Type Email Address: *
- Password (at least 8 characters, including at least one letter, one digit and one special character): *
- Re-Type Password: *
- Address 1: *
- Address 2:
- Zip: *
- City: *
- State: * (Dropdown menu with 'Arizona' selected)
- County: *
- Daytime Phone: *
- Evening Phone:

At the bottom of the form, there is a checkbox for 'I have read and agree to the Arizona Registry Terms of Use.' and a 'Request Enrollment Now' button.

- a. Validate your account then log in
 1. You will receive an e-mail from LoginSupport@AZregistry.org to validate your account.
 2. After validating your account, return to the Registry home page to login:

The screenshot shows the home page of the Arizona Early Childhood Workforce Registry. The page includes the following content:

- Header: ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY, Powered by RegistryOne™, with links for 'Return Home' and 'Login Now'.
- Navigation menu: Awaiting Login..., Welcome, Register Now, Career Lattice, Submit Documentation, FAQs, Terms of Use.
- Main content:
 - Welcome to the Arizona Early Childhood Workforce Registry!**
 - Are you interested in a career working with or on behalf of young children?
 - Do you work in early care and education, at a child care center, preschool, or home-based setting in Arizona?
 - The Arizona Registry will help you grow your skills and advance your career. The more experience and professional development you have in early childhood, the further you can go. By joining the Arizona Registry, you can:
 - Find professional development opportunities available near you and online.
 - Keep a record of your experience, education, professional development and credentials in one place that is easy to update.
 - Share your experience and understanding of how to work with young children to potential employers.
- Right sidebar:
 - User Name: [input field]
 - Password: [input field]
 - Login button
 - Forgot your password?
 - Need Assistance?
 - Email us at info@AZearlychildhood.org

- b. Click all the tabs under 'My Tools and Settings'. Below is a screen shot of the twelve (12) tabs you will review; My Messages, My Profile, My Security Questions, My Employment History, My Goals, My Education and PD Report, My Lattice Level Achievement Certificate, My Training Registrations, Membership Card, Resource Documents, Request Registry Support, Need Help?.

ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY

Steph Gold
Return Home Logout
Powered by RegistryOne™

Return Home
Request Admin Access
Request MSA Access
My Tools & Settings
My Messages
My Profile
My Security Questions
My Employment History
My Goals
My Education and PD Report
My Lattice Level Achievement Certificate
My Training Registrations
Membership Card
Resource Documents
Request Registry Support
Need Help?

Your Profile Is Incomplete

You are missing the following information in your profile:

- Demographic Information

Please click "Update Now" to provide this information. If you wish to provide this information later, click "Update Later".

Your information is important to:

- Determine your career lattice level
- Determine your eligibility for First Things First College Scholarships

Your Arizona Early Childhood Workforce career lattice (lattice) level is determined by the length of time you have been employed, the number of professional development hours you have participated in, and your level of education. It is based on the information in your profile and will update automatically as you continue to provide the required early childhood experience, education, and professional development information.

First Things First College Scholarships eligibility is determined by the information you enter into your profile.

Update Now Update Later

- c. Update and save information on your profile

ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY

Steph Gold
Return Home Logout
Powered by RegistryOne™

Return Home
Request Admin Access
Request MSA Access
My Tools & Settings
My Messages
My Profile
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Update Now Update Later

- d. Enter current and previous employment records with different variables and change/update your employment records to test the change/update functionality. If your current or previous employer is not listed, please e-mail sgolden@azftf.gov. It is ok to select **any** employer during user testing. Doing so will give you the ability to create current and previous employment records. When testing completes, just e-mail sgolden@azftf.gov to have your records updated.

ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY

Steph Gold
[Return Home](#) [Logout](#)
 Powered by RegistryOne™

[Return Home](#)
[Request Admin Access](#)
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[My Tools & Settings](#)
[My Messages](#)
[My Profile](#)
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First Things First College Scholarships eligibility is determined by the information you enter into your profile.

[Update Now](#) [Update Later](#)

Reporting Issues

Report all issues via e-mail to Stephanie Golden at sgolden@azftf.gov.

You may put the information into the body of the e-mail or into a word document attached to the e-mail, whichever is easiest for you.

To report an issue, please include the url of the page, a screen shot (see page 7 for instructions) with the appropriate area marked (see page 7 for instructions), a description of the issue and what needs to be changed, and the steps taken to reproduce the issue. In the steps to reproduce section, it is very important to include the data selections that are being entered. Below are two examples of the desired way to report an issue.

Issue 1: On this page, there is a text edit. The word 'Begin' should read 'Start'.

url: <https://staging.azregistry.org/index.cfm?module=trainingSearch&navID=nav23>

The screenshot shows the 'Find Event' page of the Arizona Early Childhood Workforce Registry. The page header includes the logo and 'ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY', 'Staging Site Maria Taylor', and links for 'Return Home' and 'Logout'. A sidebar on the left lists various navigation options. The main content area is titled 'Find Event' and contains the following text: 'You may search our Directory of Instructional Resources to find events to help meet your professional development needs. **Begin** your search by selecting a Search Category and then entering or selecting your Search Criteria. Next, click the "Search" button to get your results.' The word 'Begin' is circled in red. Below the text are two columns: 'Select a search category' with a dropdown menu showing 'Please Select', and 'Enter search criteria' with the instruction 'Select a search category to the left to continue.' A 'Search' button is located below the dropdown menu.

Issue 2: When trying to apply for MSA access, I get a blank screen.

url: <https://staging.azregistry.org/index.cfm?module=msaRequest&navID=nav4>

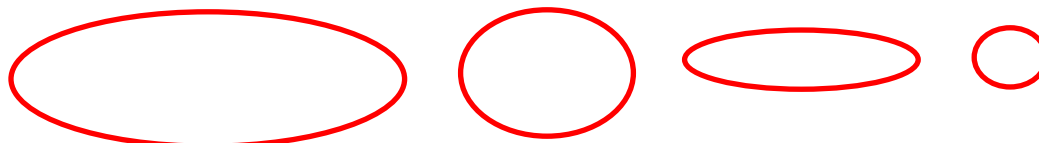
The screenshot shows a Mozilla Firefox browser window with the title 'Arizona Early Childhood Workforce Registry - Mozilla Firefox'. The address bar contains the URL: https://regonesdev/_modules/mod_createEmailNoFramework.cfm?emailto=100008618&subjectID=8&id=100010866&module=createEmailNoFramework. The main content area of the browser is a solid blue color, indicating a blank screen. The browser's taskbar at the bottom shows 'Retirement' and 'Other' tabs.

How to Create a Screen Shot

[Click Here](#) for instructions on creating a screen shot. You may also search the internet for 'Create a screen shot for ___' (enter your computer/program type) for additional instructions and videos.

How to Mark an Item

[Click Here](#) for instructions on circling an item in Microsoft word. You may also copy and paste one of the below circles by right clicking on the red line of the circle, selecting 'copy' from the pop-up menu, scrolling to the area you want to mark, right clicking again and selecting 'paste'.



BEWARE! Sometimes the circle does not land where it is supposed to. When this happens, just left click on the red line of the circle to drag it to the area you need to mark.