



Instructions for Organization account administrators.

The Aspire Registry is an online system that supports early childhood professionals and recognizes the important work that you do. With an Aspire profile, you can take advantage of helpful resources to guide your career choices and plan your professional growth.

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How to Complete Your Organization Account

This page should be used by directors and administrators to complete their Organization account. Instructions for how to set-up an Aspire profile are on the following page.

1. Activate your Organization account

- ⚙️ Go to www.nyworksforchildren.org and click **Join or Log into Aspire**.
- ⚙️ Select **Create an Organization Account** and enter your contact information and program license number or permit number.
- ⚙️ You will receive your Organization ID and password from The Aspire Registry within 3 business days.

2. Create Aspire Profiles

- ⚙️ Follow the steps listed on the following page to complete your Aspire profile.
- ⚙️ Create a plan for how you will assist your team in completing their Aspire profiles. Keep in mind that each person will need about 20 minutes to complete the application process.
- ⚙️ Support your staff to complete their own Aspire profiles. Copy and distribute the following page as a resource, along with your Organization ID.

3. Provide additional information about your program

- ⚙️ After each member of your faculty has created an Aspire profile, use the **Employees Tab** to verify each employee by selecting **Update** next to each name.
- ⚙️ Under the **Classrooms Tab** add classrooms to your account by selecting **Add Group**. Select the teaching staff that works in each classroom and update classroom information.

4. Keep your account up to date!

- ⚙️ We recommend logging into your Organization account regularly to make sure your information is still accurate.
- ⚙️ Support your staff to submit any new training or education information throughout the year.

How to Complete Your Aspire Profile

The application process takes an average of fifteen minutes to complete. You may sign out and log back in to finish your application in more than one session.

1. Create an Individual Account

- ⚙️ Go to www.nyworksforchildren.org and click **Join or Log into Aspire**.
- ⚙️ Select **Create an Account** and enter your contact information.
- ⚙️ Check both your Inbox and your Spam folder for an email with your Aspire ID and password.

2. Complete the Aspire online application

- ⚙️ Use your Aspire ID and password to login to your account.
- ⚙️ Check the box next to **Aspire Membership**, and then click **Continue**.
- ⚙️ On the **Employment tab**, search for your program using the Aspire organization ID or license/permit number.

3. Submit your documents

- ⚙️ Throughout the application you can upload your documents directly to your profile to verify the information you have entered.
- ⚙️ For documents that you are unable to upload, you will receive an email with a PDF list of the documents you need to send. The Aspire Registry accepts **photocopies** of all education and training documents including **photocopies of official transcripts**.

Use the PDF as a coversheet and send these documents within 10 days to:

The Aspire Registry
16 Court Street, 31st Floor
Brooklyn, NY 11241

That's all it takes!

After your application has been processed, you will receive a welcome letter with your membership card. In your online profile, you will have access to your certificate and Professional Development Record. We encourage you to update your profile regularly!