



**Early Care & Education  
Workforce Registry**

## **Accessing Your Information and Downloading**

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## 1. Education & Training Report

### Downloading Education & Training Report

#### 1.1 From Welcome Screen, click **View Education and Training Report (PDF)**

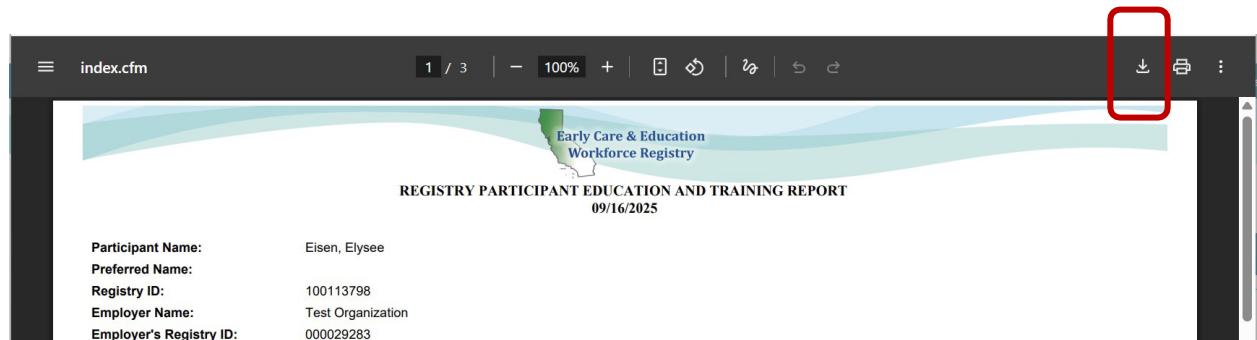


[View Education and Training Report \(PDF\)](#)

#### 1.2 From Menu – My Tools & Settings, **My Education and Training Report**



#### 1.3 Click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.



## 2. Employment History

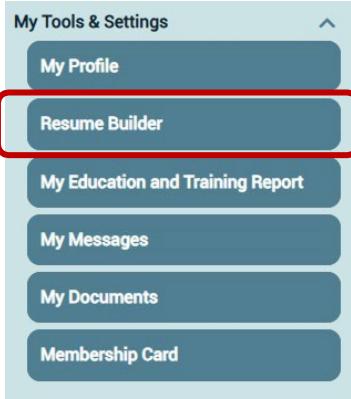
### Downloading Employment History

#### 2.1 From Welcome Screen, click **Resume Builder**



Resume Builder

#### 2.2 From My Tools & Settings, click **Resume Builder**



#### 2.3 You do not need to input all of the information in the blank boxes to download your employment history. You can scroll down to the bottom and click **Save Qualifications & Create Resume**. Once clicked a version will be created in Word (or your default app) and downloaded to your files.

**Save Qualifications & Create Resume**

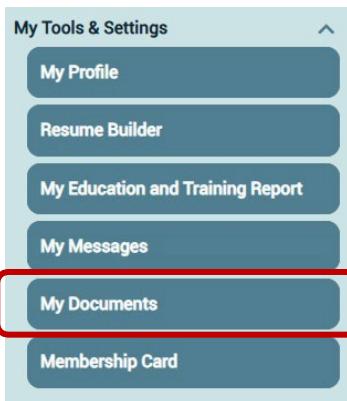
### 3. My Documents

#### Downloading Documents

##### 3.1 From Welcome Screen, click **My Documents**



##### 3.2 From My Tools & Settings, click **My Documents**



##### 3.3 Scroll down underneath where you upload documents to view documents uploaded to your **Registry Profile**. For each document, click **View**

Uploaded Documents:

A screenshot of a table titled "Uploaded Documents". The table has columns for "Document ID", "Document Type", "Upload Date", "Description", "View", "Status", "Edit", and "Viewable/Not Viewable". A red box highlights the "View" button for the first row, which contains "1700489", "Permit", "12/05/2024", and "Description".

##### 3.4 Then click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.

