



OPR Profile User Guide

[For a visual walk-through, please visit our tutorial on the OPR Profile here.](#)

The Ohio Professional Registry is the statewide centralized learning management system for early childhood and afterschool professionals. This Profile User Guide will provide you with vital information on how to create, sign in and build your registry profile.

Create Profile

- a. Go to www.occrra.org and click “Create Profile” on the top right of the page.
- b. Enter the required information
- c. Your user name will automatically generate
- d. Enter a password

IMPORTANT: Please document your user name and password and keep for future sign in use.

- e. Click “Create Profile” button.
- f. An email will be sent to the email address you entered. Follow the prompt to verify email. If you do not receive the email in your inbox, be sure to check your junk mail and spam folders.
- g. Your Ohio Professional Identification Number or OPIN will be assigned to you. Please keep your OPIN with your user name and password.

Sign in to your Profile

- a. Go to www.occrra.org and click “Sign In” on the top right of the page.
- b. Using the fields provided, enter User Name, OPIN or Email Address.
- c. Enter Password
- d. Click “Sign in” button

IMPORTANT: Upon your first sign in, the system will require you to complete one employment record.

Build your Profile

- a. Gather your formal education and training documents, including official transcripts, licenses, certifications, and workshop attendance information.
- b. Use the steps in #2 to sign in to your profile.
- d. Using the tabs at the top of your profile to choose which section you would like to start in and select the green button “add.” Enter the required fields. For education, certificates and credentials and training/conference, the system will require you to upload a file.

IMPORTANT: Files uploaded to the Ohio Professional Registry must be in a .pdf format.



- e. Click “Save”
- f. When the file is saved, you will receive a Success pop up message.
- g. Repeat for each item you are adding to your profile.

Document Verification

Information entered under education, training and certificate and credentials must be verified to count toward Career Pathways points. Ohio Professional Registry Verification Associates will review the required information and the uploaded document to verify this information.

The following status codes are used in the system:

- ✓ Submitted
- ✓ Verified
- ✓ Unable to verify
- ✓ Additional Action needed

You will receive a notification in your profile when a document has a status change. An email will be sent that also notes you have received a notification at the end of the day. It is possible to receive multiple notifications in one day, however, only one email will be sent.

IMPORTANT: Documents are placed into a document queue based on the date of upload. Documents will be reviewed within 30 days.

Notifications

Notifications are available by clicking the flag icon on the top right of the page when you have signed into your profile. A number will appear on the flag prompting you to read your notifications.

Profile Maintenance

Visit the Ohio Professional Registry often to update and receive notifications about your profile. Updates can include, but not be limited to address, email, phone numbers, and employment. This is your personal profile that will change and grow as you continue your career in the Early Childhood and Afterschool field.

If you have questions, comments or need more information, please contact the registry at 614.396.5959 or Toll Free 877.547.6978 or email us at support@occrra.org.