



Director Information Portal

If you are the director of a child care program, the Director Information Portal allows you to manage your program's Registry information from one central, convenient location – your own Registry profile.

With the Director Information Portal, you can:

- See which staff members have signed up with the Registry.
- Enter termination dates for staff members who have left the program.
- Edit hire dates, position titles, and age groups so they are accurate and up-to-date.
- View and print reports showing staff's completed Step Up to Quality trainings or ODJFS required trainings such as First Aid, CPR, Communicable Diseases, and Child Abuse Prevention.
- Access the TA Application, which allows you to request technical assistance in achieving a Step Up to Quality 2-star rating.
- Count on the security of your program's information. Access to the Director Information Portal is password-protected, granted only to the administrator listed on the current license, and must be renewed every six months.

To apply for access to the Director Information Portal:

- Before you apply, be sure your Registry profile contains a verified education record and an employment record listing you as the administrator of your program.
- Go to www.opdn.org and click "Registry" at the top.
- Click "Are you a center director?" below the log-in box.
- Click "Are you a center director who doesn't yet have access to the Director's Information Portal?"
- Enter your Registry username and password, as well as your program's license number.
- You will receive an email notification when your request for access has been approved. Once it has been approved, the Director Information Portal will appear in the left-hand menu of your Registry profile.