

Onboarding Checklist

- ★ Fill out Consent & Disclosure Form.
- ★ Schedule fingerprint appointment.
- ★ Schedule TB Test
- ★ Submit All About Me Form
- ★ Submit Teacher Favorites
- ★ Join Remind (Paradigm's text messaging platform)
- ★ Send selfie/headshot via Remind or onboarding portal.
- ★ Read through, complete and e-sign New Hire Documents.
- ★ Accept MiRegistry invite (found in your email) and create account.
- ★ Apply to become a member of MiRegistry.
- ★ Give a Director Driver's License and Social Security Card
- ★ Complete Direct Deposit Form.
- ★ Register fingerprint on Time Clock computer.
- ★ Tour Building
- ★ Customer Service Training
- ★ PCEC Employee Orientation
- ★ Create a Michigan Virtual Account with a Director
- ★ Register for Health & Safety A,B,C with Director
- ★ Infant Safe Sleep for Childcare Providers (in MiRegistry)
- ★ Health & Safety Module A (Access in Michigan Virtual Account)
- ★ Health & Safety Module B (Access in Michigan Virtual Account)
- ★ Health & Safety Module C (Access in Michigan Virtual Account)
- ★ CPR Training (email from ProTrainings)
- ★ Official E-Transcripts sent to support@miregistry.org