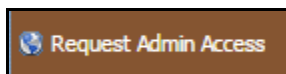


Requesting Admin Access

Program/Center Directors/Administrators who oversee one site may apply to have limited access to information in their staff members' Arizona Registry profiles. If you oversee multiple sites, you will Request MSA Access function.

Requesting Admin Access for One Site

1. Go to www.azearlychildhood.org and click on Registry
2. Log into the Arizona Early Childhood Registry with your log-in credentials. If you do not yet have a Registry account, you will need to create an account.
3. Click on Request Admin Access



4. **Check the box** that states, "I am a Program Administrator and would like access to manage my Center or School."

Administrative Access Request

Program/Center Directors/Administrators who oversee one site may apply to have limited access to information in their staff members' Arizona Registry profiles. If you oversee multiple sites, please use the 'Request MSA Access' function.

After applying, you'll need to send proof to the Arizona Registry that you are the Director/Administrator of this site. Documentation may include, but is not limited to:

1. Letter from your Board of Directors or supervisor and their contact information
2. Pre-printed letterhead with your name and title listed
3. Your business card with your title listed
4. An organizational chart

Instructions on where to send documentation will be on the following screen and will be sent to you in an email.

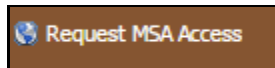
To apply, select the box below and click the 'Submit' button.

I am a Program Administrator and would like access to manage my Center or School.

5. Click **Submit**.
6. Please submit the required documentation shown above to the Administrative Home of the Registry. To learn about options for submitting documentation, please see **Submit Documentation** while logged into the Registry.

Requesting Multiple Site Administrator Access

1. After logging into the Registry, click on **Request MSA Access**.



2. Select all sites for which you administer. Please note that the list is very long and you may have to scroll to find your sites.

MSA Access Request

Program/Center Directors/Administrators who oversee multiple sites may apply to have limited access to information in their staff members' Registry profiles.

After applying, please send proof to the Arizona Registry that you are the Director/Administrator of this site. Documentation may include but is not limited to:

1. Letter from your Board of Directors or supervisor and their contact information
2. Pre-printed letterhead with your name and title listed
3. Your business card with your title listed
4. An organizational chart

Instructions on where to send documentation will be sent to you in an email.

Select the centers below that you would like to request MSA access to:

<input type="checkbox"/>	Best Friends Preschool, Inc.	2038 S. Don Carlos	Mesa
<input type="checkbox"/>	Sunrise Preschool #216	10633 E Apache Trail #103, Apache Junction, AZ 85120	Apache Jct
<input type="checkbox"/>	Yuma pre-school	870 W. 32nd St.	Yuma
<input type="checkbox"/>	124 Just For Me Family Child Care	8010 E 18th PL	Tucson
<input type="checkbox"/>	1st Step to Greatness, LLC	6825 S. 16th Way	Phoenix
<input type="checkbox"/>	2nd Step to Greatness Group Home	6825 South 16th Way	Phoenix
<input type="checkbox"/>	6th Place Community Child Care	306 West 5th Place	Mesa
<input type="checkbox"/>	A Bunch of Hugs Group Home	2913 E Charleston Ave	Phoenix
<input type="checkbox"/>	A Child's Delight Family Child Care	1689 East Robinson Way	Chandler
<input type="checkbox"/>	A Child's Place at the Ranches	3636 South Atherton Blvd	Gilbert
<input type="checkbox"/>	A Child's View School	2854 W Drexel RD	Tucson
<input type="checkbox"/>	A Dream Come True Preschool & Learning Center	6163 S Midvale Park RD	Tucson
<input type="checkbox"/>	A Kiddie's Kingdom	2318 N 35th Ave	Phoenix
<input type="checkbox"/>	A Neighborhood Early Learning Center	150 S Westmoreland AVE	Tucson
<input type="checkbox"/>	A Shining Star Preschool	810 East Southern Ave	Mesa
<input type="checkbox"/>	A Simple Path Montessori	1130 North Gilbert Road	Gilbert
<input type="checkbox"/>	A Step Ahead Child Care	4221 E Chandler Blvd	Phoenix
<input type="checkbox"/>	A Tots Life Family Child Care	24752 West Illini Street	Buckeye
<input type="checkbox"/>	A.P.S. - Canyon Del Oro Early Childhood Center	25 W Calle Concordia	Oro Valley
<input type="checkbox"/>	ABC's Daycare Center	13615 N 35th Ave	Phoenix
<input type="checkbox"/>	ABC's Family Child Care	2214 N Santo Patron	Nogales
<input type="checkbox"/>	ABC's Family Child Care	6692 S Star Ridge PL	Tucson
<input type="checkbox"/>	ABC & 123 Small Blessing	1060 North Arizona Blvd.	Coolidge

3. Click **Request MSA Access**.
4. Please submit the required documentation shown above to the Administrative Home of the Registry. To learn about options for submitting documentation, please see **Submit Documentation** while logged into the Registry.