



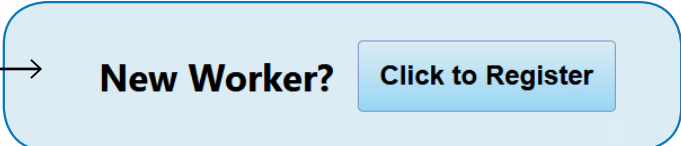
A Quick Guide to the Registry for Homecare and Personal Support Workers

Oregon Home Care Commission: <https://or-hcc.org/>

TO REGISTER

- 1** Click on the appropriate section: ↔
- **Seniors and Adults with Physical Disabilities**
 - **People with Developmental or Intellectual Disabilities**
 - **Addictions and Mental Health**

2 Select **“New Worker?”** and **“Click to Register.”**




The image shows a light blue rounded rectangle containing the text **New Worker?** and a button labeled **Click to Register**.

3 Create your account

- Enter last name.
- Enter provider number.
- Create a username.
Username must be at least **four** characters — letters, numbers or (preferably) a combination of letters and numbers. *Do not use your last name or provider number.*
- Enter a password of at least **six** characters.
- Reenter the password to confirm.

4 Click on **“Register.”**



The image shows a light blue rounded rectangle titled **Please provide the following information to create your Registry account**. It contains five input fields: **Last Name**, **Provider Number**, **Username**, **Password**, and **Confirm Password**. A **Register** button is at the bottom right. Arrows from the instructions point to each field.

Tips: You may need to try more than once to create a username not already in use. Remember to write down the username and password. If you need a password reset or assistance, email TRAINING.OHCC@State.OR.US.

Complete or verify your information on each of the following tabs:

- Availability for work
- Hours you are willing to work
- Tasks you are willing to complete

TO UPDATE YOUR INFORMATION

A quick way to update your information:

Use the tabs along the top of each page to navigate through the screens.

Update: telephone and email address

Save changes: Select “Update” or “Next” or simply click to another page.

Required information: Red indicates required fields.

Need more information? Select any “Expand” button to learn more about that topic.

Verify correct information: Always review the “Summary” screen to make sure your information is correct. **Keep your availability status updated.**

Help Wanted tab: This tab provides the worker with a list of potential employers who are looking for a worker. Be aware that if you reply to an ad, the employer will not be able to view your profile. You will need to supply the employer with all your necessary information and work history.

LOG IN TO THE REGISTRY EVERY 30 DAYS

You **must** log in every 30 days if you are *looking* for work. If you do not log in, your status will automatically change to **“unavailable”** and you will not appear on a consumer’s list.

After logging in, mark “yes” or “no” in the box that is labeled, “Looking for work?” or

- Go to the availability page and complete “Looking for work” then click “Update.”
- To change any information, go to the appropriate page, update text and click “Update.”

Help: *If you have forgotten your username or password, or if you need other help with the Registry, email TRAINING.OHCC@State.OR.US.*



You can get this document in other languages, large print, braille or a format you prefer. Contact the Oregon Home Care Commission at 1-877-624-6080. We accept all relay calls or you can dial 711.