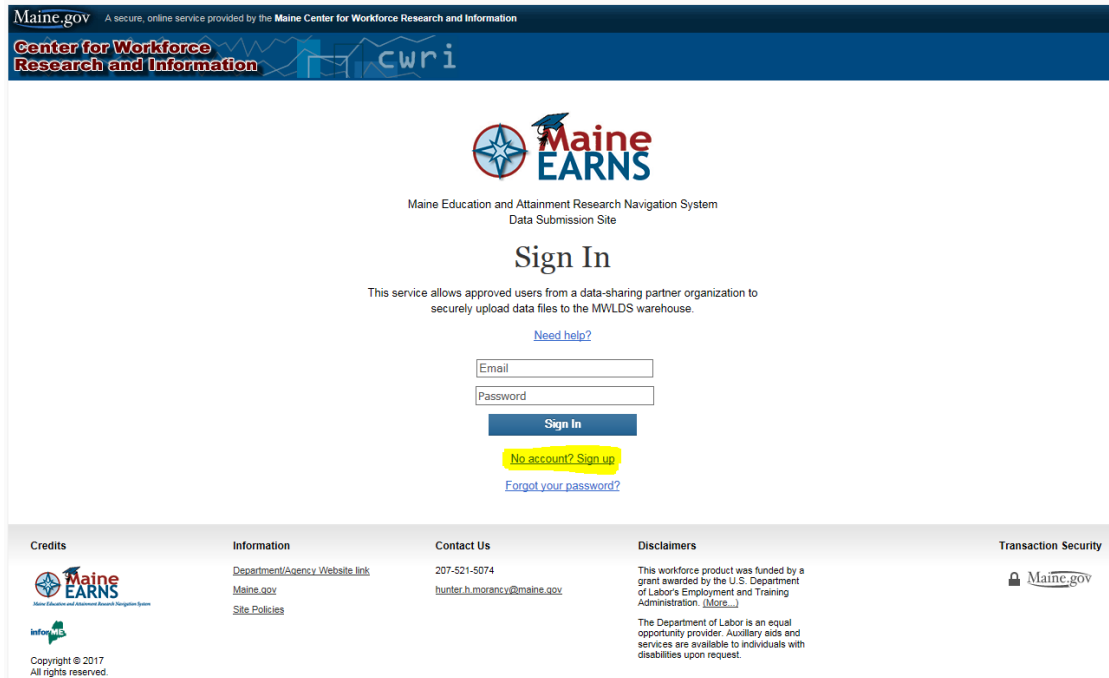


Creating an Account on MaineEarns

1. Go to MaineEARNs Data Submission Site: <https://apps1.web.maine.gov/cgi-bin/online/cwri/start>
2. At the login screen, click the link near the bottom of the page titled “No account? Sign Up”



The screenshot shows the login page for the MaineEARNs Data Submission Site. At the top, there is a header for "Maine.gov" and the "Center for Workforce Research and Information" (cwri). The main heading is "Maine EARNs" with a logo. Below this, it says "Maine Education and Attainment Research Navigation System Data Submission Site". The central text reads "Sign In" and explains that the service allows approved users to upload data files to the MWLDS warehouse. There are input fields for "Email" and "Password", a "Sign In" button, and a highlighted "No account? Sign up" link. A "Forgot your password?" link is also present. The footer contains sections for "Credits", "Information" (with links to Department/Agency Website, Maine.gov, and Site Policies), "Contact Us" (with phone number 207-521-5074 and email h.morancy@maine.gov), "Disclaimers" (regarding funding and equal opportunity), and "Transaction Security".

3. Check to see if your organization already has an account:
https://www.maine.gov/labor/etp/docs/Participating_Organizations.xlsx
- If yes, continue to step 4 below. If no, [skip to step 5](#).
4. If your organization already has an account, click “yes” the question “Is your organization approved for data sharing” and use the 8-digit number supplied in the document and complete the rest of the questions to create an account.

Maine.gov A secure, online service provided by the Maine Center for Workforce Research and Information

Center for Workforce Research and Information cwri

Do you know your Organization ID? | [Cancel](#) [Need help?](#)

Organization ID

- -

Your Information

First Name*

Last Name*

Email*

Phone*

Title*

| [Cancel](#)

Upon completion, you will receive this email from info@informe.org

“Your Organization request to use the MaineEARNs Data Submission Site has been received. Once reviewed, you will receive a confirmation email and a link to create a password, activating your account. Response time will vary and may take several days.”

Approving an account may take 24-48 hours, as it must be reviewed by staff. If your account is not approved in 48 hours, please email CWRI_DataSubmission@Maine.gov and hunter.h.morancy@maine.gov.

Once approved by an administrator, you will receive a link to create your password and log into your account.

There are no further steps for you. **The remaining steps are reserved for new organizations.**

5. If your organization does not have an account, click “no” to the question “Is your organization approved for data sharing” and a dropdown menu will appear to create an account. Fill out the corresponding information and click “submit”

The screenshot shows the registration form for the MaineEARNs Data Submission Site. At the top, the header includes the Maine.gov logo and the Center for Workforce Research and Information (CWRI) logo. The main heading is "Is your organization already approved for file submission?" with buttons for "Yes", "No", and "Cancel", and a link for "Need help?". Below this, there are two sections: "Organization Information" and "Contact Information". The "Organization Information" section includes fields for "Name*" and "Address*", and a checkbox for "Are you an Eligible Training Provider?". The "Contact Information" section includes fields for "First Name*", "Last Name*", "Email*", "Phone*", and "Title*". At the bottom of the form are "Submit" and "Cancel" buttons. The footer contains a table with links for Credits, Information, Contact Us, Disclaimers, and Transaction Security, along with the MaineEARNs logo and copyright information.

Credits	Information	Contact Us	Disclaimers	Transaction Security
 Copyright © 2017 All rights reserved.	Department/Agency Website link Maine.gov Site Policies	207-621-5074 hunter.h.morancy@maine.gov	This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. (Click...) The Department of Labor is an equal opportunity provider. Auxiliary aids and services are available to individuals with disabilities upon request.	

6. Upon submission, you will receive this email from info@informe.org

“Your MaineEARNs Data Submission Site user account request has been received by your Organization Admin. You may need to contact your Organization Admin to prompt them to approve you. If you do not know your Organization Admin, call the State Administrator number at the bottom of the MaineEARNs Data Submission Site for help.”

Approving an account may take 24-48 hours, as it must be reviewed by staff. If your account is not approved in 48 hours, please email CWRI_DataSubmission@Maine.gov and hunter.h.morancy@maine.gov .

Once approved by an administrator, you will receive a link to create your password and log into your account.