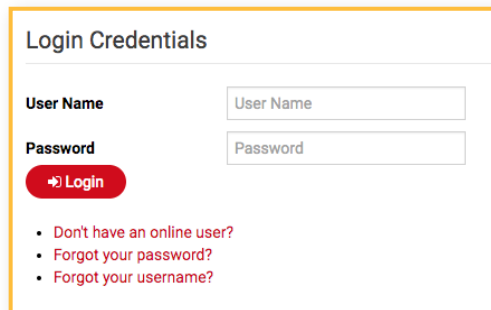
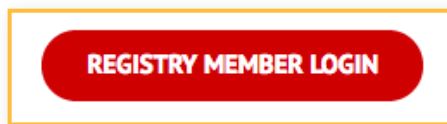


Gateways to Opportunity® Registry Tips

How to Add CPR/First Aid Certification to Your PDR

This certification must be entered as a certification to the Registry.

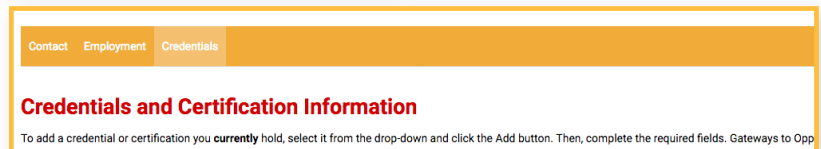
- 1 Go to **www.ilgateways.com**. Click the **Registry Member Login** button. Log into the Gateways Registry Dashboard with your **username** and **password**.

A screenshot of the "Login Credentials" form. It includes fields for "User Name" and "Password", a "Login" button, and links for "Don't have an online user?", "Forgot your password?", and "Forgot your username?".

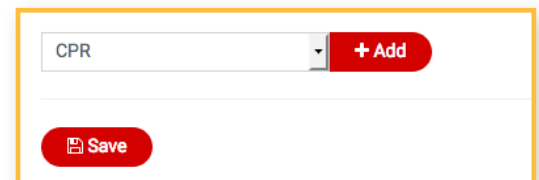
- 2 Click the **My Registry** Portal. Then click the **Update** section.



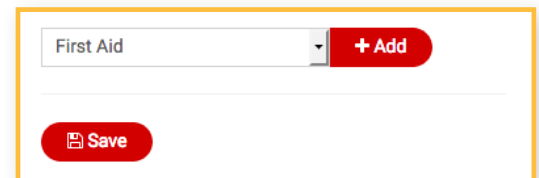
- 3 Click the **Credentials** tab.

A screenshot of the "Credentials and Certification Information" tab. It shows a navigation bar with "Contact", "Employment", and "Credentials" tabs. Below the navigation bar, there is a heading "Credentials and Certification Information" and a sub-heading "To add a credential or certification you currently hold, select it from the drop-down and click the Add button. Then, complete the required fields. Gateways to Opp".

- 4 Select **CPR** from the drop-down, click **Add**, and enter the required information. Finally click the **Save** button.

A screenshot of the "CPR" form. It shows a drop-down menu with "CPR" selected, a "+ Add" button, and a "Save" button.

- 5 Select **First Aid** from the drop-down, click **Add**, and enter the required information. Finally click the **Save** button.

A screenshot of the "First Aid" form. It shows a drop-down menu with "First Aid" selected, a "+ Add" button, and a "Save" button.

For more detail about how to enter CPR/First Aid visit <http://urls.inccrra.org/report-cpr>

Keep your CPR/First Aid certification in a file. You must be able to produce a copy when requested by IDHS.