

Our MRTQ Registry has a new look! In addition to the new layout, there are some changes you should be aware of regarding your use of the new Registry.

- Layout The new layout includes a responsive design to create a better user experience for viewing on devices such as smart phones and tablets.
- Password Security There are new requirements to the Registry password in order to make it more secure for the individual Registry user. The new requirements are that each password must:
 - o Be at least 8 characters long
 - o Include at least one uppercase and one lowercase letter
 - o Include at least one number (digit)
 - o Include at least one special character (!@#\$%^&*)

If your old password does not meet these requirements the next time you log in, the application will require you to reset your password via email. Click on "Forgot your password?" on the login page.

- Registry Members without Online Access Registry members who have not yet set up online access can create a username and password by selecting "Log in," then "Create a new user account," then "Already a Registry Member?" to establish online access.
- Registry Access to MRTQ PDN Trainings On-Demand and Online Training Access is now a one-step process. Registry members can simply click a button from the Registry to enroll and access their Moodle account.
- Finally, The MRTQ Registry is meant for individual users. For security of user information, please do not ever share your password. The new Registry only allows an email to be associated with one account. If someone has created an account with an email and tries to create another one with the same email, the user will be notified that the email is already in use. Once someone has created an account, this is what they will use to register for training, take on-demand training, and access their Moodle account.

We hope that you enjoy the new MRTQ Registry. If you have any questions, please contact the Registry staff at <u>mrtq.registry@maine.edu</u> or call our Registry team at (207) 780-4367.