VIRGINIA DEPARTMENT OF EDUCATION

REGISTER FOR A CENTRAL REGISTRY SYSTEM ACCOUNT

Quick Reference Guide (QRG)

OVERVIEW

This QRG provides an overview of how to register for a Central Registry account within the OBI web-based portal in order to submit Central Registry Search (CRS) requests and Portability requests.

AUDIENCE

This QRG is for VDOE Providers, including child care providers, school systems, Head Start programs, and other educational based programs. VDOE Providers should select DOE User type when registering for a Central Registry System account.

About Registering for an Account: The OBI Portal is accessed via the DSS website and is a public-facing site allowing providers, government agencies, and individuals to complete and submit a Central Registry Search request and submit a payment for the application being submitted.

REGISTER FOR AN ACCOUNT

Access the **OBI Portal** homepage at **https://centralregistry.dss.virginia.gov/**.

First-time users: Click REGISTER to register for an account.

Enter the information of the user who will be accessing the OBI portal to submit Central Registry Search requests and Portability requests, and then select SIGN UP.

1. All items with a red asterisk * are required fields.
2. **Child care programs, school systems, Head Start programs, and other educational based programs should select DOE User (Childcare/Education related) as the User Type.**

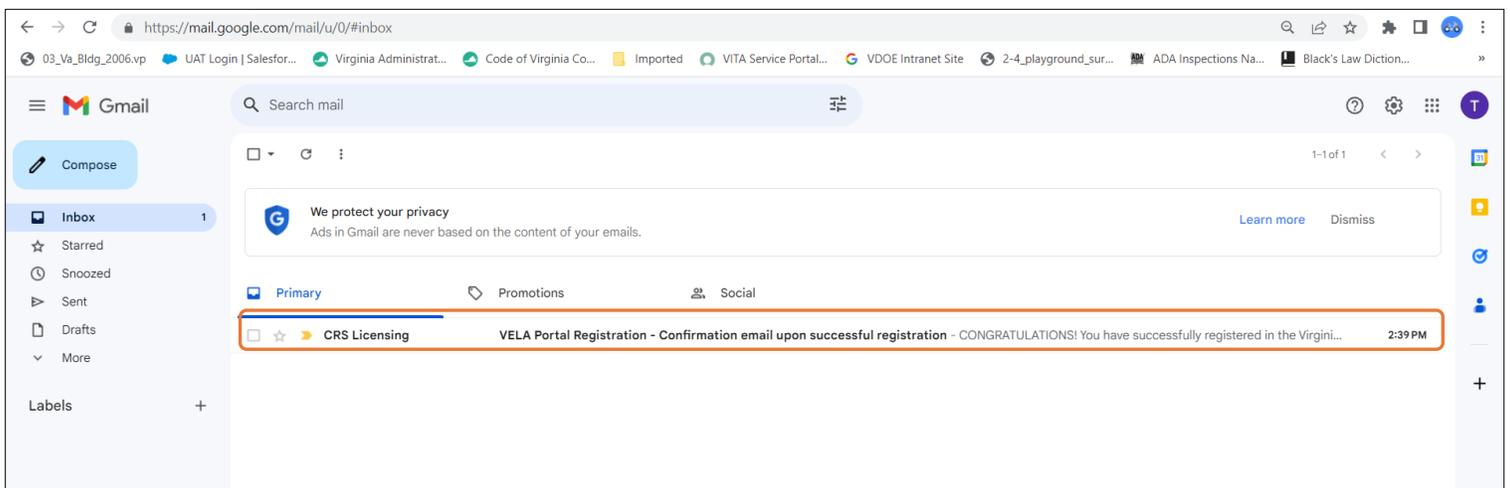When the user registration is accepted, a success image will display, indicating that an activation email has been sent to the email address used to create the account.
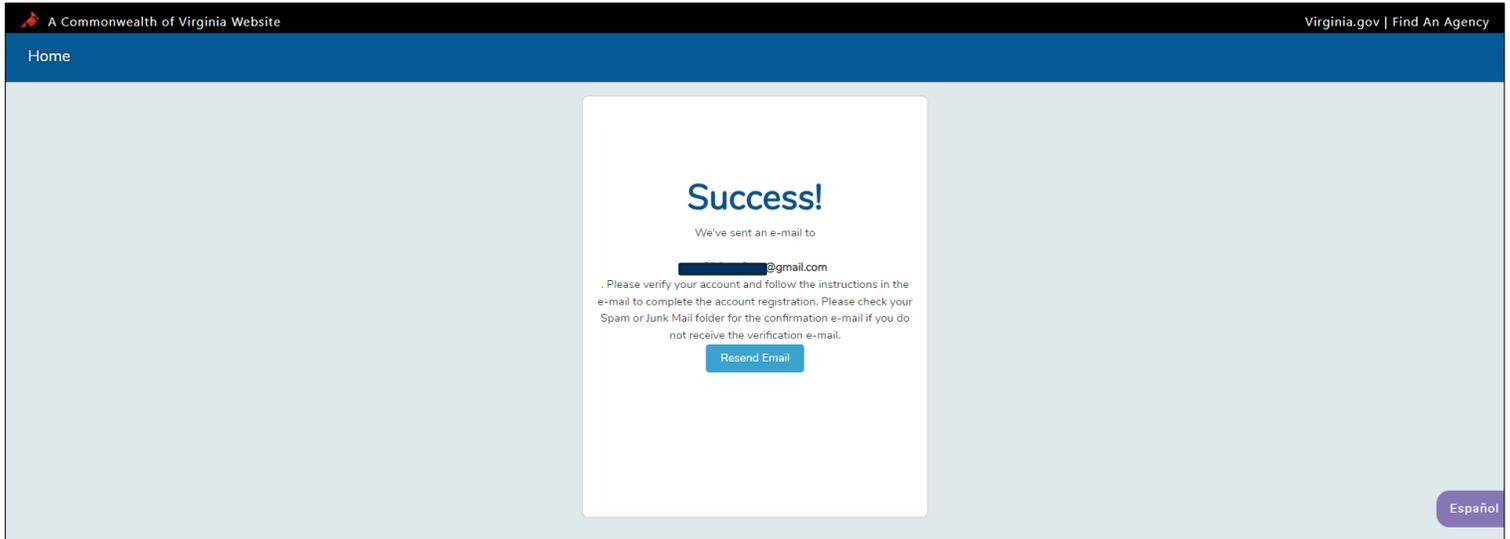
Access your email account and look for an email from CRS Licensing titled VELA Portal Registration – Confirmation email upon successful registration. Open the email from CRS Licensing.

1. Check your spam or junk folder if you do not see the email.

Select "click here" to verify your CRS account.

You will return to the OBI portal login screen where you can enter your username and password.