



## Claiming your account with your new Email Address

### The Oklahoma Professional Development Registry (OPDR)

1. Once you have confirmation that a staff member has updated your email address, complete the following steps to claim your **OPDR Individual Account**.

- Go to [www.okregistry.org](http://www.okregistry.org)
- Click on **Register** in the upper right corner.

2. Click on **Create Account**.



Powered by INSIGHT

Email Address

Password

Remember me

→ Login

[Forgot Password?](#)

[Create Account](#)

3. Enter the requested information and click on **Create Account**.

- **Be sure and use your NEW email address**

### Create Your Insight Account

Please enter the required info below to begin creating your secure account.

First Name

Enter First Name

Middle Name

Enter Middle Name

Last Name

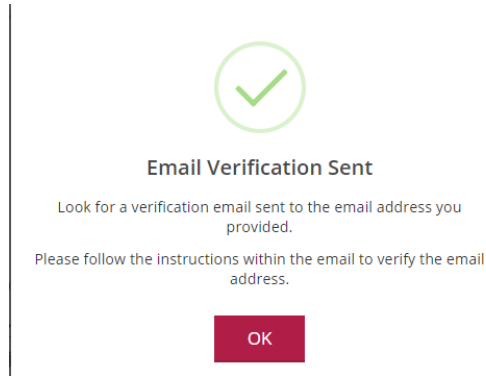
Enter Last Name

Email Address

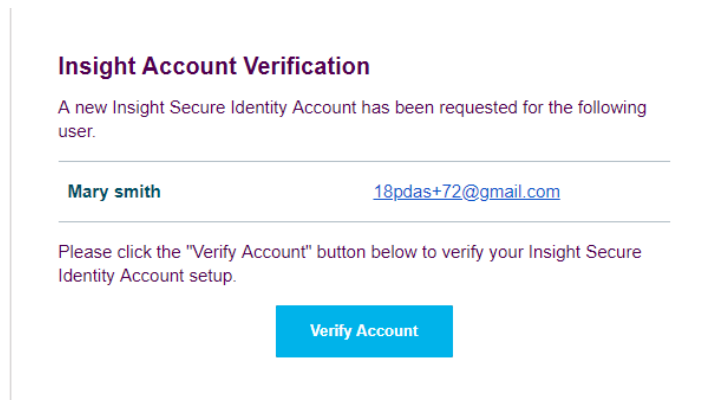
Enter Email Address

Create Account

4. OPDR will send you an email for verification to your new email address, click **OK**.



5. Check your new email and look for a message from [no-replay@okregistry.org](mailto:no-replay@okregistry.org). Open the email and Click on **Verify Account**.



6. After verifying your account, you are required to update your password. Click on **Save Password** when finished.

The screenshot shows a form titled "Create Password" with a lock icon. Below the title, it says "Please create a new password for your account." There are two input fields: "New Password" and "Re-enter New Password". The "New Password" field has a red error message below it: "The Password field is required." At the bottom of the form is a red button labeled "Save Password".

**Password Requirements**  
Valid passwords must consist of the following:

- Minimum of 7 characters
- At least one capital letter
- At least one number

• Special characters such as '&' or '!' are encouraged but not required.

Once you update your password, you will be able to login to your okregistry.org account with your new email address and password.