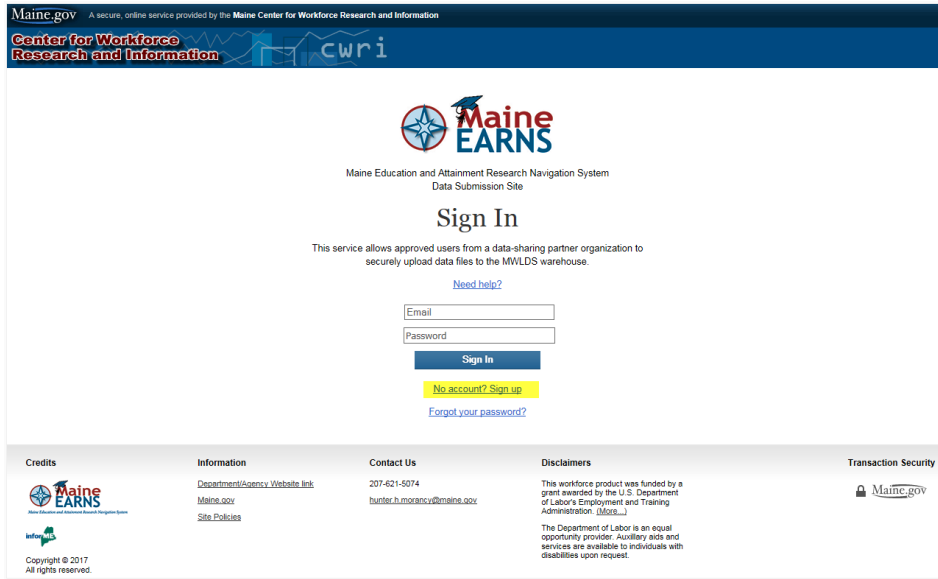
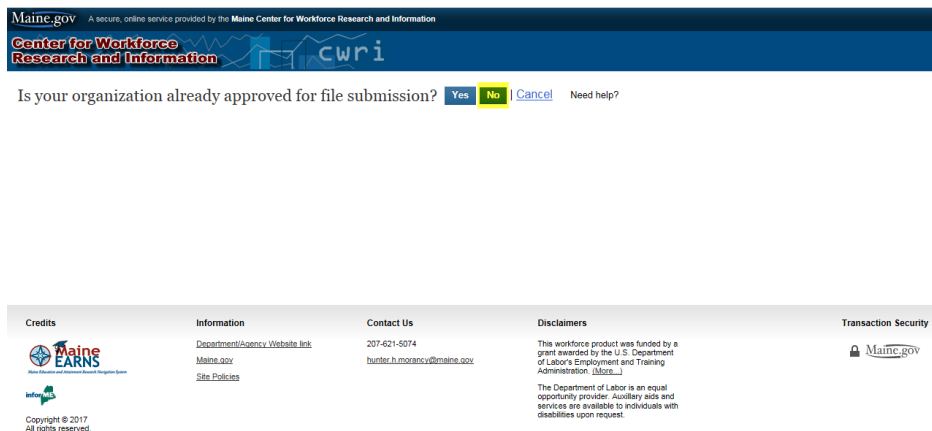


Creating a New Data Sharing Account on the MaineEARNs Data Submission Site

1. Go to home page <https://www1.maine.gov/cji-bin/online/cwri/start> and click “No account? Sign Up”



2. If your organization does not currently have an account of the MaineEARNs data submission portal, click “no.”



3. A dropdown will appear on the page. Enter corresponding information to create your account.

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Center for Workforce Research and Information cwri

Is your organization already approved for file submission? [Yes](#) [No](#) | [Cancel](#) Need help?

Organization Information

Name*

Address*

Are you an Eligible Training Provider?

Contact Information

First Name*

Last Name*

Email*

Phone*

Title*

[Submit](#) | [Cancel](#)

Credits

Information

Department/Agency Website Link

Maine.gov

Site Policies

Contact Us

207-621-5074

hunter.h.moran@maine.gov

Disclaimers

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. (Info...)

The Department of Labor is an equal opportunity provider. Auxiliary aids and services are available to individuals with disabilities upon request.

Transaction Security

Maine.gov

info@informe.org

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4. Once you click submit, you will receive the following 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.”

NOTE: You must wait to be approved by a State Administrator before you can proceed. When your organization is approved, you will receive an email from info@informe.org stating:

“Your MaineEARNs Data Submission Site user account has been approved. Please click the link below to select a password: <https://www3.maine.gov/cgi-bin/online/cwri/resetpwd?uid=236&n=63c6aa25a3479289e22f4ad715f297269b5729fb>

This link may only be used once and will expire in three days.”

5. Click on the link to create a new password.

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Complete Password Reset

New Password

New Password

Confirm Password

Reset Password Cancel

Credits Information Contact Us Disclaimers Transaction Security

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Passwords must be at least 8 characters and must include at least one number, one uppcase letter one and lowercase letter.

6. When you click “reset password” your password will be generated.

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Maine EARNs

Maine Education and Attainment Research Navigation System
Data Submission Site

Sign In

This service allows approved users from a data-sharing partner organization to securely upload data files to the MWLDS warehouse.

Need help?

Email

Password

Sign In

No account? Sign up

Forgot your password?

Credits Information Contact Us Disclaimers Transaction Security

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7. Now you may sign into the MaineEARNs Data submission site using your email and the password you just created. If you have any further questions about signing up, please refer to the user guide or call the number at the bottom of the site.