

## Login Instructions

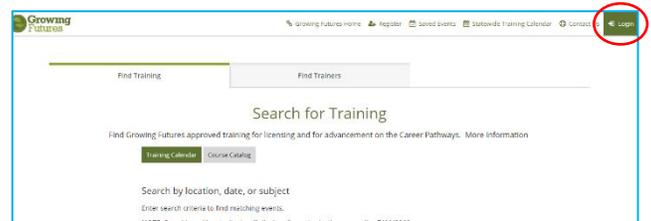
As of July 17, 2018, you are required to log in to the Growing Futures Registry with an email address and password. You will no longer use your Registry ID# to log in.

### If You Know Your Email Address and Password

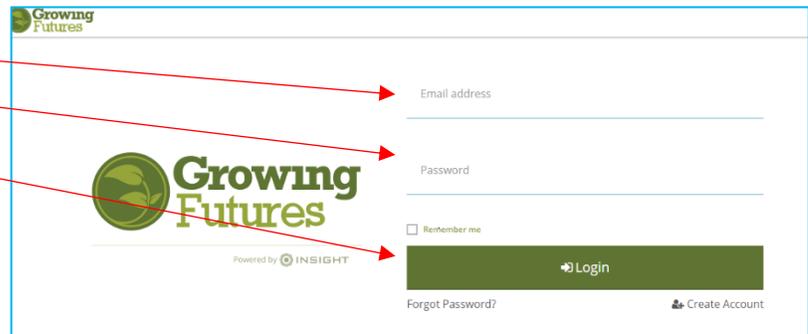
1. Go to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and click on “Login.”



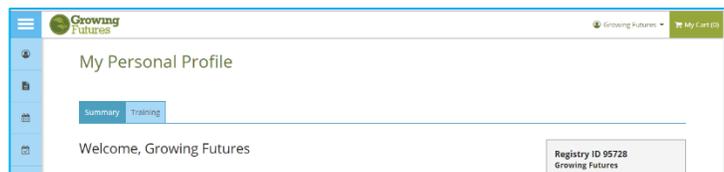
You can also log in on the Statewide Training Calendar page. Click “Login” in the upper right-hand corner



2. On the log in page, enter your email address and password. Then, click “Login.”



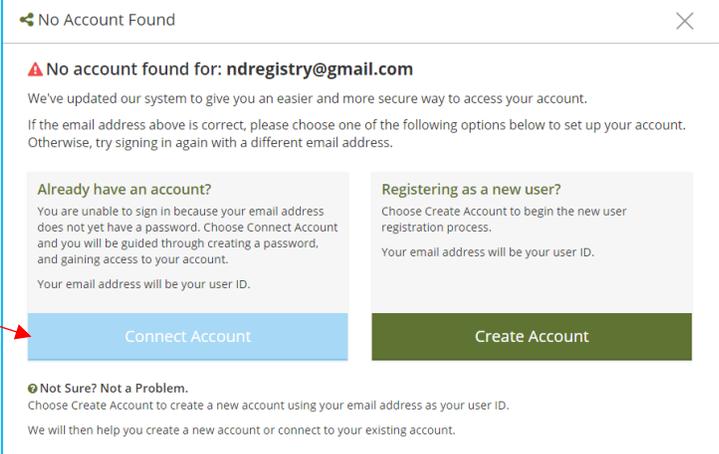
3. Success! You have logged in to your Registry account. You will see that the Registry has a new look, courtesy of the upgraded **Insight Identity\*** software that powers the Registry system.



*\*You may see the words “Insight Identity” as well as the Insight Identity logo when you are interacting with some parts of the Growing Futures Registry system. This is the software product used to run the Growing Futures Registry and ensure data security. Don’t worry if you see it – you are still within the Growing Futures Registry.*

## If Your Account Can't be Located

1. **If the Registry cannot locate your account with the information you provided on the Login screen, you will see a message like the one below. Click "Connect Account" to find your account.**



No Account Found

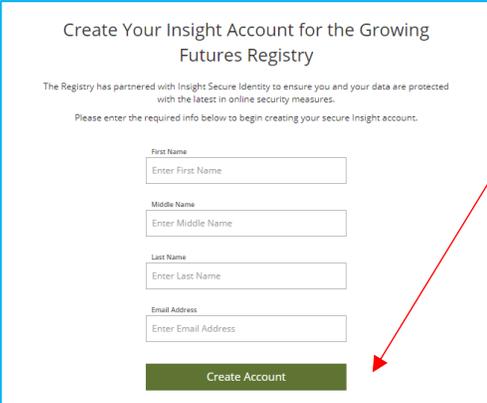
**⚠ No account found for: ndregistry@gmail.com**

We've updated our system to give you an easier and more secure way to access your account. If the email address above is correct, please choose one of the following options below to set up your account. Otherwise, try signing in again with a different email address.

**Already have an account?**  
You are unable to sign in because your email address does not yet have a password. Choose Connect Account and you will be guided through creating a password, and gaining access to your account.  
Your email address will be your user ID.

**Registering as a new user?**  
Choose Create Account to begin the new user registration process.  
Your email address will be your user ID.

**Ⓞ Not Sure? Not a Problem.**  
Choose Create Account to create a new account using your email address as your user ID. We will then help you create a new account or connect to your existing account.



Create Your Insight Account for the Growing Futures Registry

The Registry has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

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

First Name  
Enter First Name

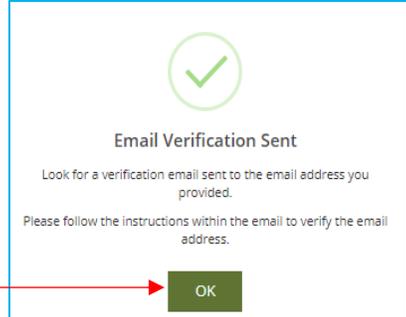
Middle Name  
Enter Middle Name

Last Name  
Enter Last Name

Email Address  
Enter Email Address

2. Enter the information and click "Create Account." **NOTE:** Even if you are connecting to an existing account, you will still click "Create Account."

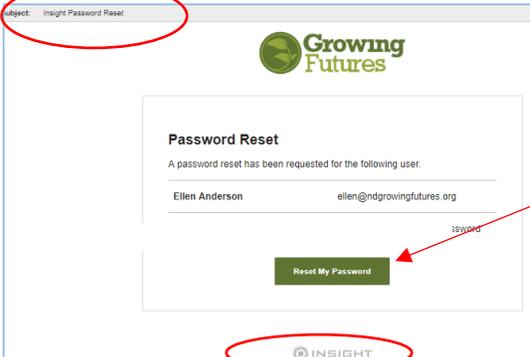
3. A pop-up window will confirm that an email verification has been sent to your email address. Click "OK."



Email Verification Sent

Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.



Subject: Insight Password Reset

**Reset Password**

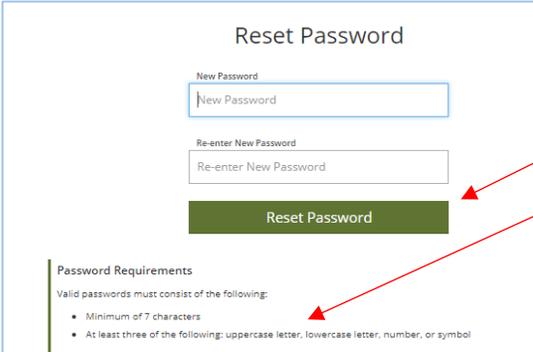
A password reset has been requested for the following user:

Ellen Anderson      ellen@ndgrowingfutures.org

**INSIGHT**

4. Go to your email account and open the verification email. Click on "Reset My Password."

*NOTE: Your email subject line may say that the email is regarding your Insight password, and you will see the Insight logo at the bottom of the email message. Remember, Insight is the software that powers the Registry and you when you see that word and logo, you can be assured you are inside the secure Growing Futures Registry system.*



Reset Password

New Password  
New Password

Re-enter New Password  
Re-enter New Password

**Password Requirements**

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol

5. Enter your new password, then re-enter it to verify it. Click "Reset Password" to save it.

Please note the password requirements.

6. Return to Login, and sign in using your email address and updated password.

- Typically, when you return to the Login and sign in with your email and updated password, you will be immediately linked to your existing account. However, sometimes, the information you've provided is still not enough to locate your account and you may be prompted to provide additional information.

Individual Profile Setup Cancel

1 Locate Online Application

Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us. \*

© If no existing profiles are found, you will automatically continue onto new profile setup.

First Name  
Rory

Last Name  
winterest

Email Address  
Katherine.winterest+roxy@gmail.com

Email Address  
Katherine.winterest+roxy@gmail.com

Date of Birth  
Enter Date of Birth Required

Last 5 Digits of SSN  
Enter Last 5 Digits of SSN Required

Next >

You may be asked to provide information such as your birthdate and the last five numbers of your social security number.

Complete the account look-up and click "Next."

- If no existing account can be found, you will be directed to complete the process to create your Growing Futures Basic Individual Account.

**If you think you already have an account, please contact the Growing Futures Registry for assistance before creating another account.**

### Contact the Growing Futures Registry

For assistance, please contact us in one of the following ways:

Phone: 800-997-8516

Monday to Friday, 8:30 – 4:30 (summer hours are until noon on Friday)

Help Center: Submit a Help Center "Request Support" ticket at

<http://www.ndgrowingfutures.org/basic-member-accounts>