

As of July 17, 2018, the Growing Futures Registry has a new look and some new functionality. With the upgrade to the Registry, the site's navigation has changed. Now, you will see a context menu at the top of the page and a navigation menu on the left.

## Menu Changes

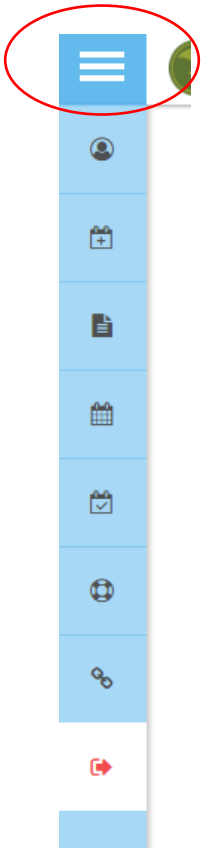
When you are logged in to your account, you'll see this bar at the very top of the screen:



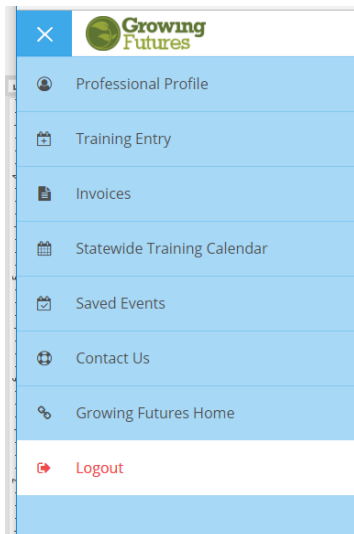
Click here to see the Navigation Menu

Click here to see you Account Profile

Click here to see your Cart



On the left of the screen, below the blue square with the three lines, you'll see these icons. Click on the three lines to expand the Navigation Menu.



Individual Account / current profile

Approved Trainers can submit training

Invoices for Growing Futures approved events

Search for approved training

Events you have saved

Submit a Help Center "Request Support" ticket

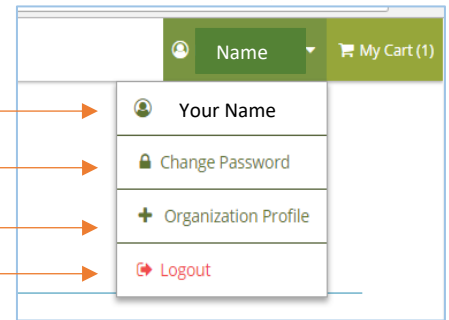
Growing Futures home page

Log out of your Growing Futures account

Click on the icon to view information.

Click on your name in the top bar to manage your account.

- Open your Individual Account
- Change your account password
- Link to an Organization account
- Logout of your Account



### Link to an Organization Account:

If you have an Organization Account, you can link it to your Individual Account. You can also create an Organization Account from your Individual Account. Once the two accounts are linked, you will be able to switch between the accounts from the drop-down below your name.

To link to an Organization Account, click on “+Organization Profile” in the drop-down.



The Organization Profile Lookup box will open.

Enter the Organization ID# of the Organization Account you want to link. Click “Find Profile.”

To create a new Organization Account, click on “Create Profile.” NOTE: In the upgraded Registry system, all new Organization Accounts must be created from an Individual Account. If you don’t have an Individual Account, you will need to create one first before you can create an Organization 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>