

## How to Create an Individual Account

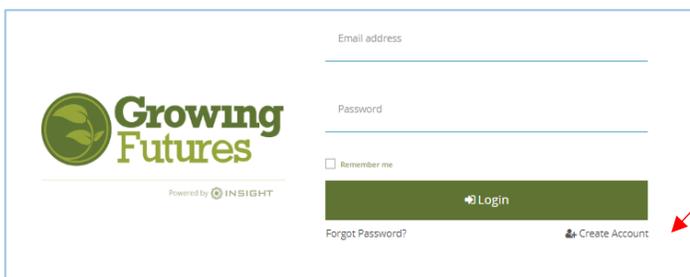
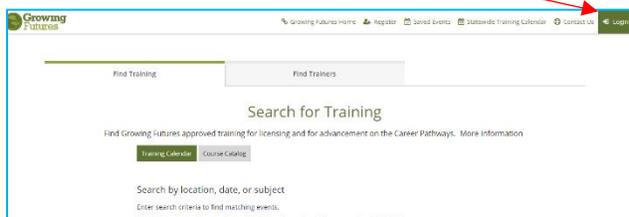
There are two types of **individual** Growing Futures accounts: **basic** and **member**.

- **Basic Account:** The record of your training is called your Basic Account. You may have set up your own basic account, or it may have been set up automatically when you registered for training. Every Basic Account is assigned a Registry ID# and it contains a history of all the Growing Futures approved training you've attended since January 1, 2012. Basic account holders can view their training history but cannot access their official licensing report or add outside training to their record.
- **Member Account:** Having a basic account does not mean you are a member of the Growing Futures Registry. Membership is voluntary. You become a member when you choose to complete the membership application and provide information about your education, professional development, and work experience. Current members can access their official DHS Licensing Report and submit requests for training approval for courses completed outside of the Growing Futures system.

### Create a New Individual Basic Account

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

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



2. On the Login screen, click "Create Account" in the lower right corner.

3. Enter the information requested.

Then, click “Create 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

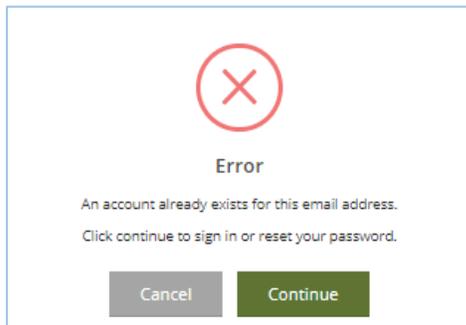
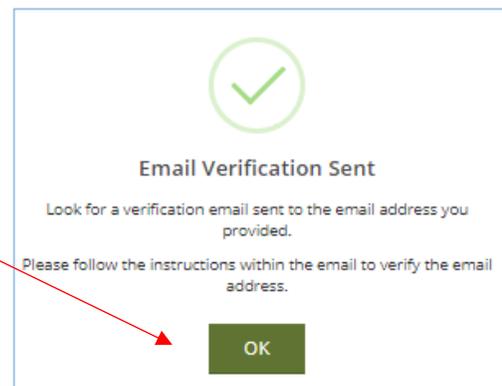
Email Address  
Enter Email Address

Create Account

Creating an Insight account gives you access to the full suite of tools offered within the Growing Futures Registry, including:

- Professional Profile
- Program Profile
- Professional Development Tools
- And much more

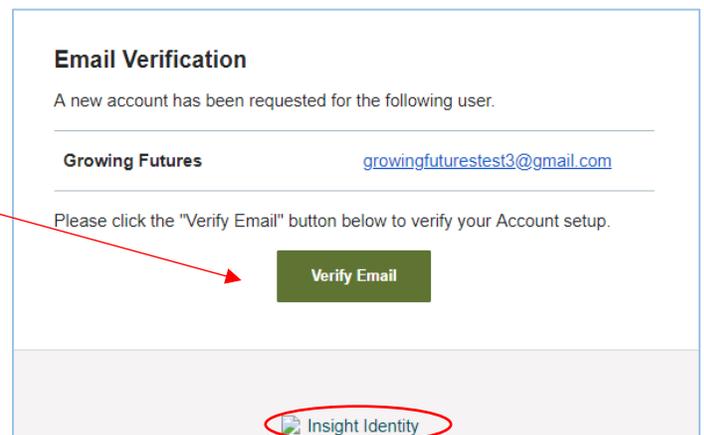
4. A pop-up window will confirm that an email verification has just been sent to your email address. Click “OK.”

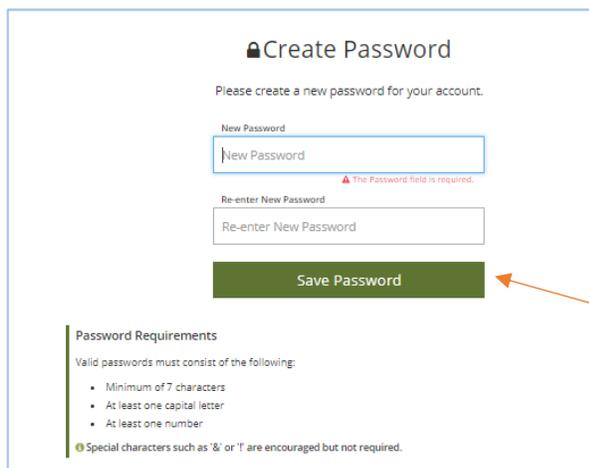


If you entered an email address that is already being used by another Registry account holder, you will see an error message and will need to try again with a different email address.

5. Go to your email account and open the email verification. Click “Verify Email.”

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

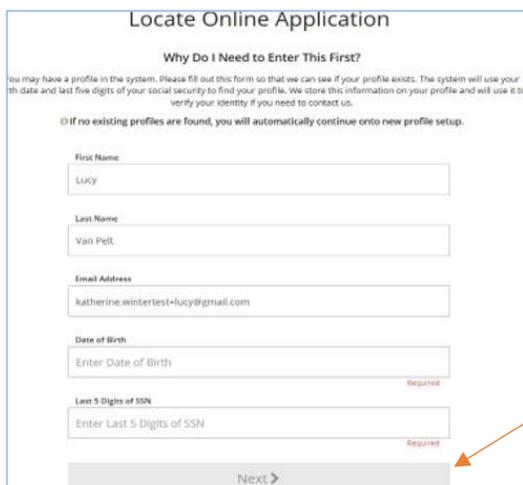




6. You will be prompted to create your password. You will need to create a password that follows the password requirements shown at the bottom of the page.

Enter your password twice to confirm it, and then click “Save Password.”

7. Return to Login and enter your email address and password, then click “Login.”

8. Next, you will be asked to provide information such as your birth-date and the last five numbers of your social security number. This is simply to double-check that you do not already have an account. You do not want to create a new account if an account already exists for you because you will lose any training history you may have.

Click “Next.”

*NOTE: The system will look for an existing account using your birth-date and the last five digits of your social security number. For your security, Registry staff cannot view or edit this information.*

9. If no existing account is found, you will be directed to complete the application form for a new Basic Individual Account. You will need to enter:

- A mailing address
- A home address
- A primary phone number
- Any previous or maiden names, if applicable
- Your enrollment status in a federally recognized tribe, if applicable
- An indication of which age group is your primary focus

10. You will also be asked to indicate your communication preferences and review and accept the Growing Futures Registry Privacy Policy. Then, click “Submit.”

11. Congratulations! You have a brand-new Growing Futures Individual Basic Account!

## Create a New Individual Membership Account

Growing Futures membership is voluntary. You do not need to become a member to register for approved training or to have maintain a record of your training history. However, your employer may expect you to become a member so that they can access your training record. Many licensers also expect you to provide your official DHS Learning Record at relicensing time, which is only available to current members. And, membership is required if you or your program wishes to participate in Bright&Early ND, the state quality improvement system as well as other state initiative projects. If you wish to be endorsed as an approved trainer or consultant, you must have a current membership account as well.

1. Login to your Individual Basic Account using your email address and password.

# 3611 - Leah Krebstest

Account Summary Training

Welcome, Leah Krebstest

We see that you are not yet a member of the Growing Futures Registry. We'd love for you to join our membership community. As a member, you will have access to valuable Registry services in addition to your training list, such as your personal Learning Record and official DHS Licensing Report. Membership is also required for participation in state initiatives such as Bright&Early ND. Becoming a member is free, easy, and voluntary. Just check the "Become a member" box below, and then click the green "Apply" button to complete the membership process.

Whether you chose to become a member or not, you can still search and register for training by clicking on the statewide training calendar in the blue search bar to the left.

Become a member

Become a trainer

Become a RBPD Specialist

Apply/Renew

2. On your account main page, click "Become a member." If you also wish to apply to become an approved trainer or consultant, you may complete those applications at this same time.

Then, click "Apply/Renew."

*NOTE: A Basic account has only two tabs at the top: Summary and Training. Once your Membership account is activated, you will have access to additional tabs including the Reports tab, where you will find your official DHS Licensing Report.*

3. The Membership application includes information that is not part of a Basic account, such as:
  - Education, including professional credentials and certifications
  - Employment history and current employer
  - Professional involvement
4. Complete as much of the Membership application as you can. As you complete each section, be sure to click "Save." That way, you can always pick up where you left off. When you have completed the entire Membership application, be sure to click "Submit."
5. You will receive email messages requesting documentation for any items you indicated in your Membership application, such as official transcripts from colleges/universities you have attended, credentials such as a CDA and Aim4Excellence Director Credential, or other ECE diplomas or certificates. If you applied to be approved as a trainer or consultant, you will need to send additional required documentation.

## What Happens Next?

When you click “Submit” on your Basic or Membership application, several things will happen:

- Your account will be “locked,” which means it will be read-only. You can view your information, but you cannot edit or add to your account.
- A confirmation email will be sent to the email address associated with your account with instructions for sending documents, etc. If you indicated that you are not sending documentation, you can safely ignore these emails.
- If you are applying for Membership, or trainer/consultant approval you are required to send documentation to verify the information you indicated on your application.
- Registry staff will review your information and process your application. Typically, this takes 3-5 weeks. Please be aware that your application will be processed after thirty (30) days with whatever documentation has been supplied.
- You will be awarded a Career Pathways placement, based on the information that has been verified in your account.
- You will receive a mailed Membership packet, including your Career Pathways Certificate of Achievement.
- Your account will be unlocked, and you will be able to edit your information.
- NOTE: Membership, trainer, and consultant accounts expire every twelve (12) months and must be renewed to maintain current status.

## 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>