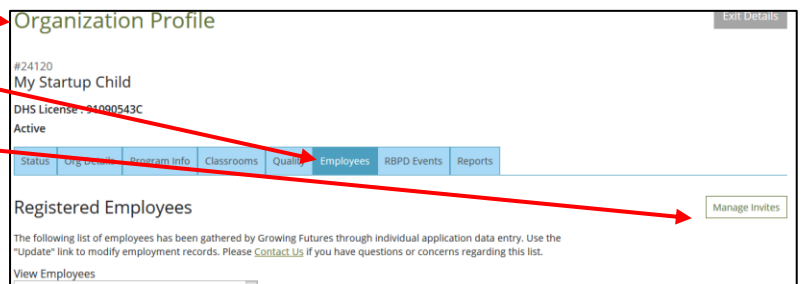


## How to Attach Staff to Your Organization

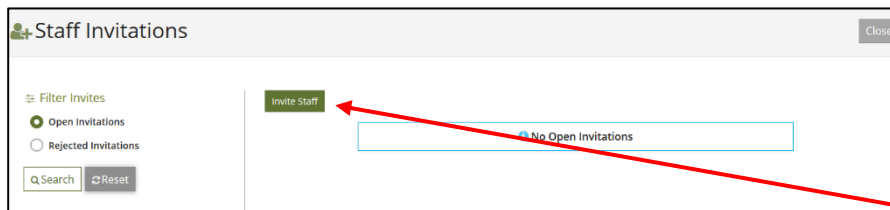
Use the Director's Employee Invitation feature to easily add employees to your organization account. Having staff attached to your organization account is particularly important for licensed childcare programs because it gives the organization access to view and print staff training records via the Facility Staff Report. If your program is participating in Bright & Early ND, your program is required to have staff attached to your organization account.

To get started with the Director's Employee Invite, complete the following steps:

1. On the Organization Profile page, select the "Employees" tab.



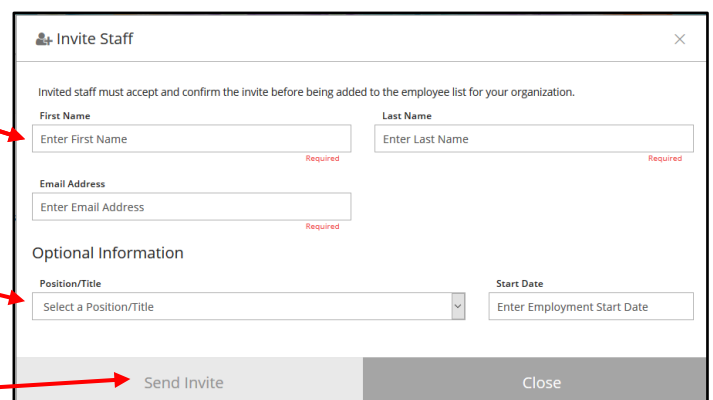
2. Click on "Manage Invites."



3. In Staff Invitations, you can search for and view previous invites. You can also create and send new invites.

For a new invitation click the green "Invite Staff" button.

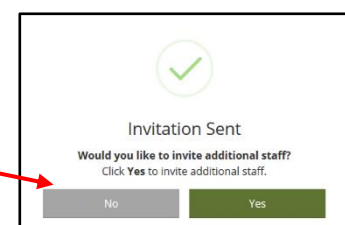
4. A new form will open. All indicated fields are required (the staff person's first and last names, and their personal email address).

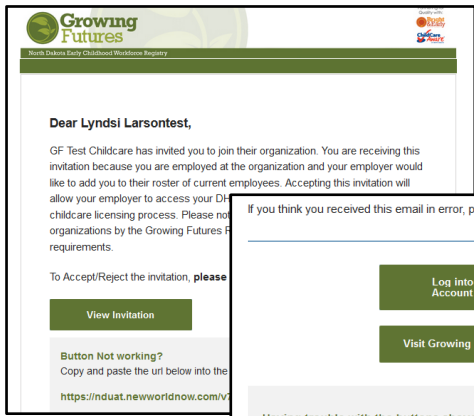


You may want to complete the "Position/Title" and "Start Date" fields to ensure they are correct.

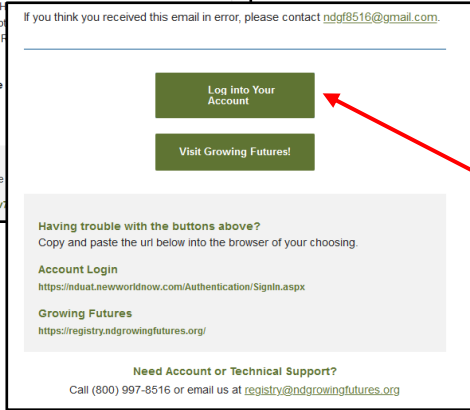
Once you've entered the information, click "Send Invite."

Success! You'll see the "Invitation sent" box. If you want to send another staff invite, click "yes." If you're done, click "no."





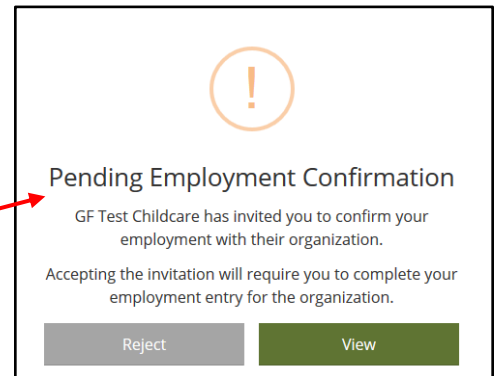
5. The employee will receive an email. The email tells them who sent the invitation, provides your contact email, and gives them instructions on what to do next.



**NOTE:** Be sure to let your employee(s) know they will be receiving an email invitation to join your organization account, and that they will need to complete their portion of the process. Ask them to log into their Registry account as instructed in the email.

6. When the employee logs into their personal individual Registry account, they will see this message. They can view the invitation or reject it.

If the employee is not yet a member of the Growing Futures Registry, they will be prompted to complete the membership application and the employer information in the Employment section.



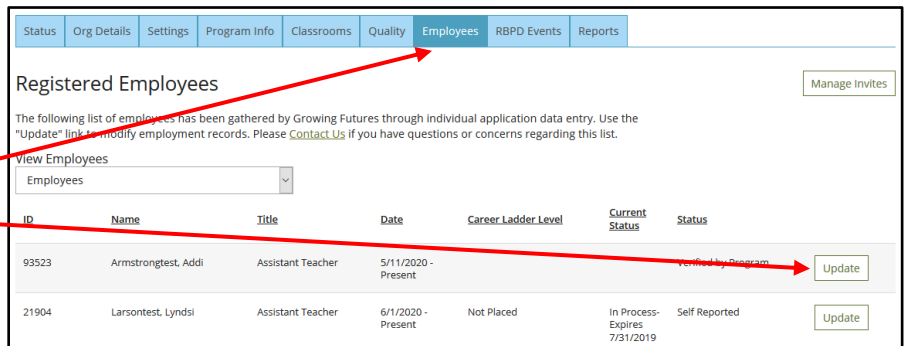
Employee fills in information and then clicks the green "Confirm Employment" button. If the button is not green, the employee still has required information to enter on the form.

The employee then clicks “okay” to confirm.

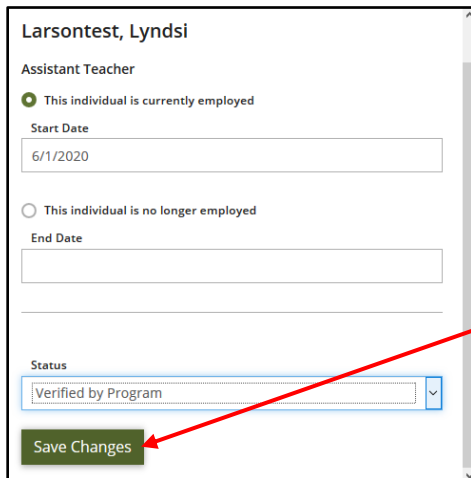


7. Almost done! Now, it's back to you to verify the information the employee has provided.

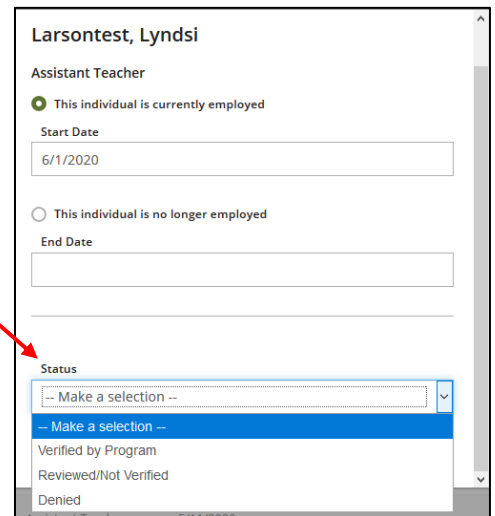
In your organization account, on the Employee tab, click on the “Update” button for each employee that needs to be verified.



The employee's information will open. Click the “Status” drop down and select “Verified by Program.”



Then, click “Save Changes.”



The employee is now “Verified” and their name will appear on your Facility Staff Report, found on the Reports tab of your organization account.

**NOTE:** Remember, the employee must be BOTH “Verified” and have current Growing Futures membership for you to be able to open their DHS Licensing Report. Help your employees keep their membership current and remind them to update their account if they have any changes, such as mailing address, email address, additional education, or new professional qualifications or certifications.