

Updated July 2024

How to Update Your Personal Information

Log into your Registry Account ND Growing Futures

- The Summary page will indicate if your Registry membership is current or expired. If you are not yet a member, you will need to apply in order to access your personal information.
- Your personal information can be updated under the Personal tab.
- If your membership is **expired**, you will have only the Summary and Training tabs. Follow the expired members steps below (page 2).
- **NOTE:** If you have applied for incentives and stipends and your personal information is locked, you must **call** the Registry for assistance updating your information.

My Personal Profile	
Summary Training	Registry ID 89075
Welcome, Jane Johnsontest	Individual Membership Category D
Your Growing Futures membership is expired. You cannot access your account information until you renew. To renew, check the "Renew your membership" box below and then click the green "Apply/Renew" button to complete the renewal process. However, you can register for and complete training. Training can be found on the statewide training calendar in the blue search bar to the left.	Jane Johnsontest 152 43nd St. W LISBON, ND 58801 (701) 866-6187

If your membership is current, you will have multiple tabs:

My Pe	rsona	al Prof	ile					
Summary	Personal	Education	Employment	Training	Professional	Reports		
Welcon Your Grov If it's time members	NE, Jane ving Future to renew o hip" box be	e Johnso es members or if you'd li elow and the	ontest hip is current. to add eduu en click the gro	You can v cation or o een "Apply	riew or update jualifications t //Renew" butt	e your acco to your rec ton.	ount information at any time. cord, check the "Renew your	Registry ID 89075 Individual Membership Category D Expires 3/31/2023 Jane Johnsontest
Renew yo	our members	hip					0	LISBON, ND 58801 (701) 866-6187
Become	a trainer						0	ndgf8516+test5@gmail.com Change Email
Become	a RBPD Specia	list					θ	

Current members can click on the Personal tab and update the information by selecting Edit Personal

• See instructions below - Step 2.

When updates are complete click or tap Save.



Expired Members: You will need to renew your membership to update your information.

New Members: Follow the same steps as for renewal, except check Become a Member to begin.

Renew your membership Become a trainer Become a RBPD Specialist	C Apply/Renew	 Check the box for Renew your membership and select the Apply/Renew button
Click or tap Start.	You will provide the information in complete all steps you may come to 1. Personal Information 2. Education 3. Employment History 4. Training 5. Other Information 6. Submit Application	each of the steps below. Each step will be saved as you go. If you can't back and complete it later.
Personal Information Education Registry First Name Jane Jane Last Name Johnsonte Diffusione Diffusi	Employment History Training y [D 89075 al	2. In the Personal Information section, review all of your information and make any necessary changes. First and last names - Enter your legal name
email will b address, yo Email Addre ndgf85164	s sent to the new email address. After you verify your new email u will log in using your new email address. ss * test5@gmail.com	

Is the Mailing Address correct? If your home and mailing addresses are the same you can check the same as mailing address box.

If they are different, enter the correct information. Both addresses need to be completed.

Street Address * 152 43nd St. W			Apt/Suite #					
Zip	City*		State*					
58801	LISBON		ND	~			This is a busine	ss Addres
County*		Country*					_	
Sargent		United States		~			Apt/Suite #	
							State*	
			/	ity.				
Home Add	ress		Same as maili	ng address			ND	~
lome Add	ress		Same as maili	ng address			ND	~
Home Add	ress		Apt/Suite #	ing address	c	ountry*	ND	~
Home Add Street Address	ress		Apt/Suite #	ing address	c	ountry* Jnited States	ND	~
Home Add Street Address Zip	City		Same as maili	ing address	c	ountry* United States	ND	~
Home Add	City		Apt/Suite #	ing address	C	ountry* United States	ND	~
Home Add Street Address Zip	City		Same as maili Apt/Suite # State	ing address		ountry* United States	ND	→ →
Home Add Street Address Zip County	ress	Country*	Same as maili	ng address		ountry* United States	ND	v v
Home Add Street Address Zip County	ress	Country*	Apt/Suite #	ng address ISBON	c	ountry* United States	ND ✓ Same as mailin Apt/Suite #	♥ ♥
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Home Add Street Address Zip County	ress	Country* United States	Same as maili Apt/Sunte # State	rg address ISBON		Jountry*	Same as mailin Apt/Suite #	ng addres
Home Add Street Address Zip County	ress	Country*	Same as mail	isBoN		ountry*	Same as mailir Apt/Suite # State ND	ng addres

Make sure your birth date is entered correctly.

Birth Date *				
August	✔ 27	✔ , 1991	~	
Θ				
Contrat				

3. Once all your personal information is updated click or tap Save and Continue.

< Previous Step	Save and Continue >

4. Follow through all of the sections and Save and Continue for each page.

5. Read the instructions on the Submit Application tab and then click or tap the button "Submit Application".

My Personal	Profile]/
iviy i ci soliai	i i i onic					
Personal Information	Education	Employment History	Training	More	Submit Application	< Previous Step Submit Application
	Instructions:					
	This is the final step of yo not be able to edit until y	our online application.Once you p your application has been verified.				

	My Personal	Profile			
Application Successfully Submitted will display.	Personal Information	Education	Employment History	Training	More
			 Application Succession four application has been succession 	ssfully Submitted. ully submitted on 03/07/2	022

6. You will be asked if you have any education documents to send - follow the instructions for sending documents.

OR

If you do not have any documents to send, select the "I am not sending any documents" button and Confirm.

I am not sending any documents	iona2 pyers format Allestands at our Held Tenter Confirm No Documentation
	Please confirm you have no documentation to submit. If so, your application will immediately be moved to processing. Return to My Profile
	Restauron Tauchar Familing of the meaning Sails Public of 1.5. Block de

You can Return to My Profile – your information is updated and your membership application is submitted.

