

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 m Expires 2/28/2022
Your Growing Futures membership is expired. You cannot access your account information until you renew. To renew, check the "Renew your <u>membership</u> 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		
Your Growing Futures membership is current. You can view or update your account information at any time. If it's time to renew or if you'd like to add education or qualifications to your record, check the "Renew your membership" box below and then click the green "Apply/Renew" button.							Expires 3/31/2023 Jane Johnsontest	
Renew yo	our members	hip					0	152 43nd St. W LISBON, ND 58801 (701) 866-6187
Become	a trainer						0	ndgf8516+test5@gmail.com Change Email
Become	RBPD Specia	list					0	

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.
First Name Jane Middle Initi Last Name Johnsonte	al st to provide my previous name. ss serves as your login. If you change your email address, a verific	2. In the Personal Information section, review all of your information and make any necessary changes. First and last names - Enter your legal name
address, yoi Email Addre	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.

Mailing Ad								
Street Address * 152 43nd St. W			Apt/Suite #					
Zip	City*		State*					
58801	LISBON		ND	~			This is a busines	ss Addres
County*		Country*						
Sargent		United States		~			Apt/Suite #	
				ity*			State*	
			/					
Home Add	ress		Same as maili				ND	~
	ress						ND	~
	ress		Apt/Suite #		c	country*	ND	~
	ress					iountry* United States	ND	~
Street Address	City					-	ND	
Street Address			Apt/Suite #			-	ND	
Street Address			Apt/Suite #	ISBON		-		~
Street Address Zip		Country*	Apt/Suite #	ISBON		-	ND Same as mailing	~
Street Address Zip		Country*	Apt/Suite #	ISBON		-		~
Street Address Zip			Apt/Suite #	v		-	Same as mailin	~
Street Address Zip			Apt/Suite #	v		-	Same as mailin	~
Street Address Zip			Apt/Suite #	sbon		-	Same as mailin Apt/Suite #	~
Street Address Zip			Apt/Suite #	v		-	Same as mailin Apt/Suite #	ng addres
Home Add Street Address Zip County			Apt/Suite #	sbon		-	Same as mailin Apt/Suite #	~

Make sure your birth date is entered correctly.

Birth Date *				
	✔ 27	✔ , 1991	~	
Θ				
Gender *				

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 solidi	i i i onic				
Personal Information			More	Submit Application	< Previous Step Submit Application
	Instructions:				
		our online application.Once you p your application has been verified.	ion button below, you will		

	My Personal	Profile			
Application Successfully Submitted will display.	Personal Information	Education	Employment History	Training	More
			Application Succession Your application has been succession		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	iona? Diversity for most hile source at our field Tenter Confirm No Documentation
	Please confirm you have no documentation to submit. If so, your application will immediately be moved to processing.
	Restaurous Taxybar Tambing a Managara Sailu Tablihood 7.5. Block day

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

