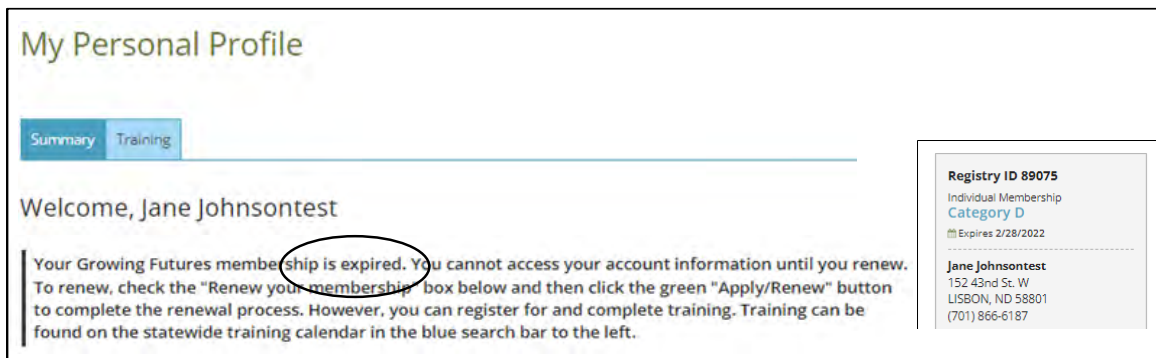


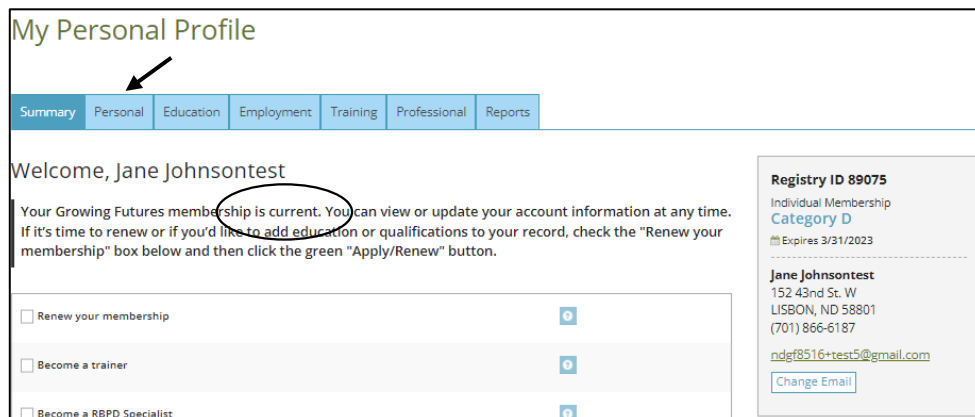
How to Update Your Personal Information

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.



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

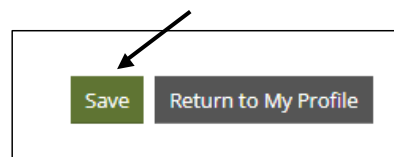


Current members can click on the Personal tab and update the information by selecting

[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.



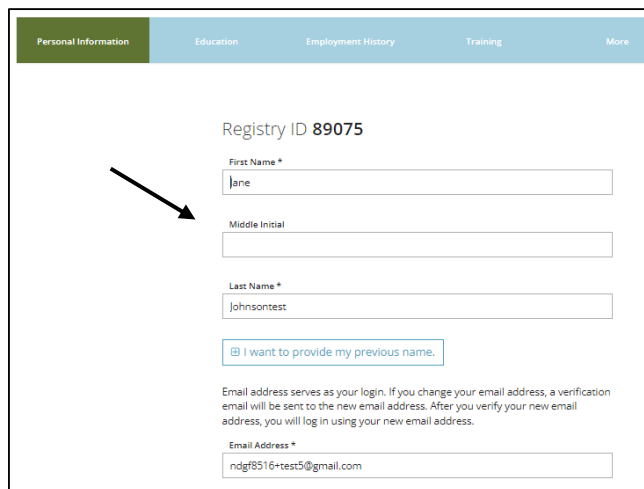
1. Check the box for Renew your membership and select the Apply/Renew button

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Other Information
6. Submit Application

Click or tap Start.

Start

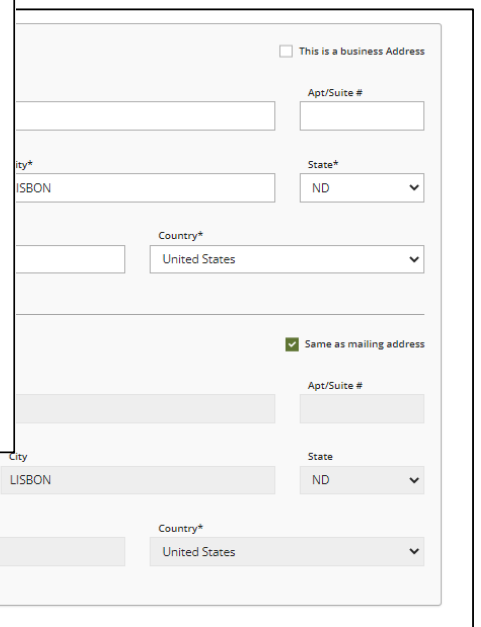
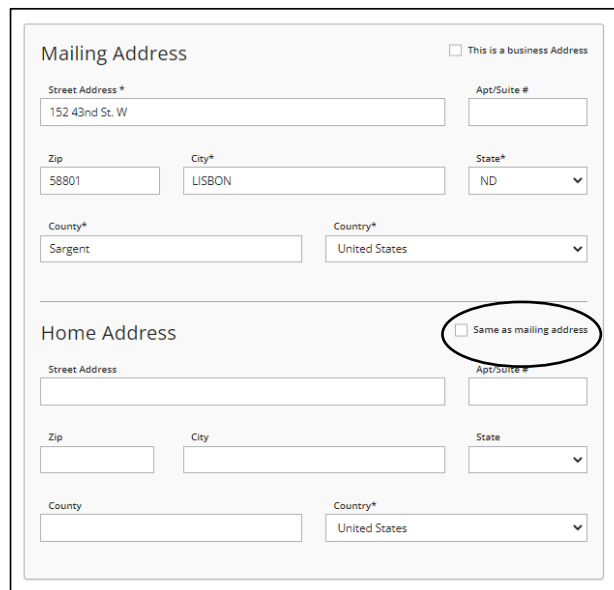


2. In the Personal Information section, review all of your information and make any necessary changes.

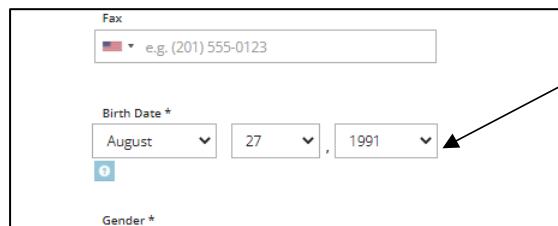
First and last names - Enter your legal name

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.



Make sure your birth date is entered correctly.



A screenshot of a form section for birth date. It includes a 'Fax' field with a dropdown arrow and the text 'e.g. (201) 555-0123'. Below it is the 'Birth Date *' section with three dropdown menus: the first shows 'August', the second shows '27', and the third shows '1991'. An arrow points to the year dropdown. Below the birth date is a 'Gender *' field.

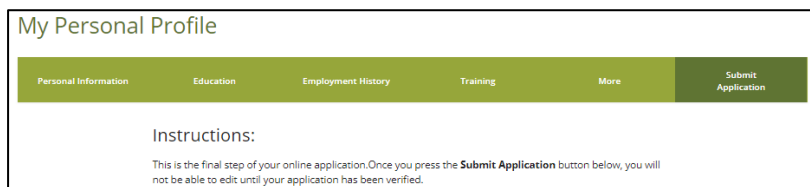
3. Once all your personal information is updated click or tap Save and Continue.



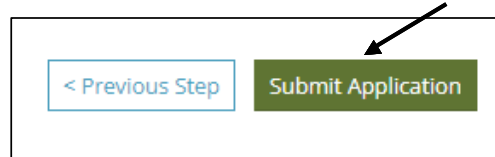
A screenshot of two buttons: a light blue button with a left arrow and the text '< Previous Step', and a dark green button with the text 'Save and Continue >'. An arrow points to the 'Save and Continue >' button.

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".

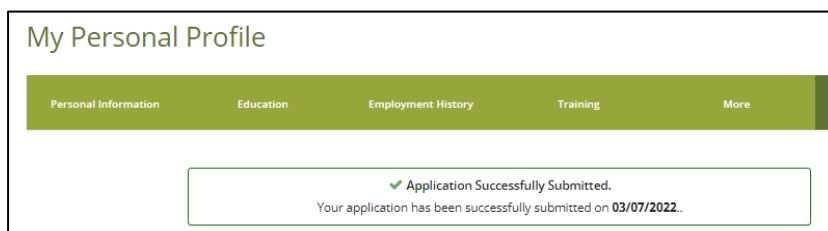


A screenshot of the 'My Personal Profile' page. It has a green header with tabs: 'Personal Information', 'Education', 'Employment History', 'Training', 'More', and 'Submit Application'. Below the tabs, it says 'Instructions:' followed by a paragraph: 'This is the final step of your online application. Once you press the Submit Application button below, you will not be able to edit until your application has been verified.'



A screenshot of two buttons: a light blue button with a left arrow and the text '< Previous Step', and a dark green button with the text 'Submit Application'. An arrow points to the 'Submit Application' button.

Application Successfully Submitted will display.



A screenshot of the 'My Personal Profile' page. It has a green header with tabs: 'Personal Information', 'Education', 'Employment History', 'Training', and 'More'. Below the tabs, there is a green box with a checkmark and the text: '✓ Application Successfully Submitted. Your application has been successfully submitted on 03/07/2022.'

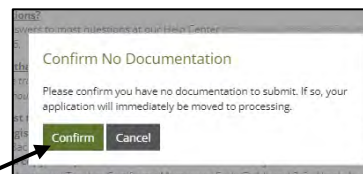
6. You will be asked if you have any education documents to send - follow the instructions for sending documents.

OR

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



A screenshot of a button that says 'I am not sending any documents'. An arrow points to this button. Below it is a green button that says 'Return to My Profile'.



A screenshot of a dialog box titled 'Confirm No Documentation'. It says: 'Please confirm you have no documentation to submit. If so, your application will immediately be moved to processing.' Below the text are two buttons: 'Confirm' and 'Cancel'. An arrow points to the 'Confirm' button.

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

✓ Application Successfully Submitted.
Your application has been successfully submitted on **03/07/2022**.

You have elected not to send verification materials.

Return to My Profile