

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 accounts contain limited information and do not give you access to the full range of Registry services.
- **Member Account:** A Growing Futures membership account is different from a basic account. Taking the step to become a member 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 all their account information, link to their employer, and participate in programs such as Bright & Early ND.

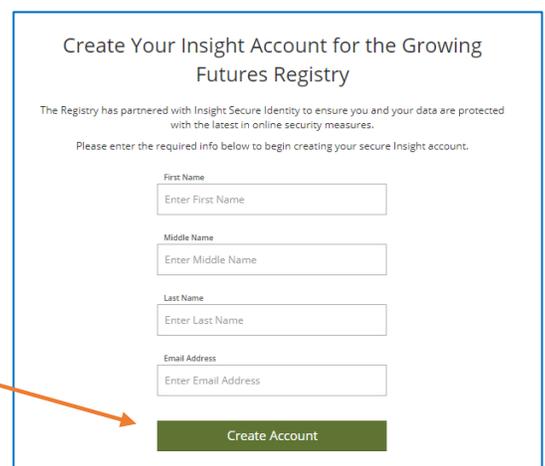
NOTE: Both Basic and Member accounts can view/print their DHS Licensing Report from their Summary tab.

Create a New Growing Futures Basic Account

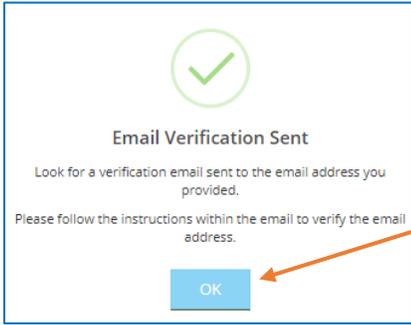
1. Go to www.ndgrowingfutures.org and click "Login."




2. On the log in screen, click "Create Account."

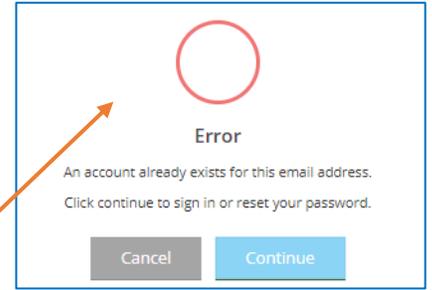


3. Enter the information and then click "Create Account."



4. You will see a message that an email has been sent to the email address you provided. Click “Okay.”

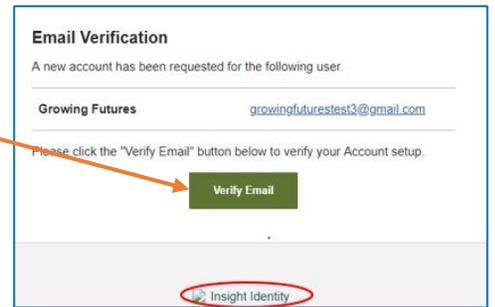
If you entered an email address that is already being used by another Registry account holder, you will see this error message and will need to try again.



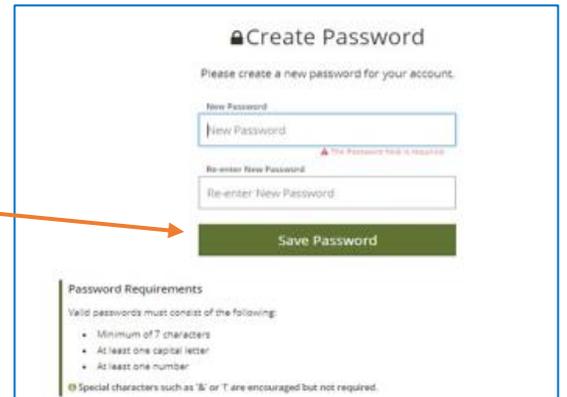
NOTE: You must use a real, working email address to create an account. The email must belong to you personally. DO NOT use an employer’s email or try to share an email with another person.

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

NOTE: Your email subject line may say that the email is regarding our 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 when you see those words and logo, you can be assured you are inside the secure Growing Futures 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.”

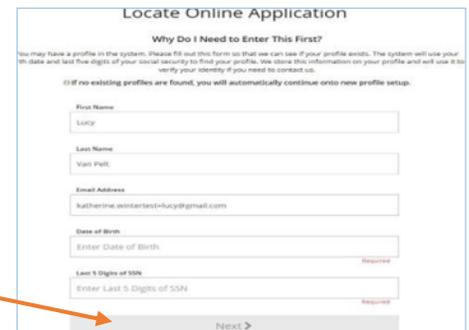


7. Return to the Login and enter your email address and password. Then click “Login.”

8. Next, you’ll be prompted to provide information such as your birthdate and the last five digits 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 have.

After you enter your information, click “Next.” The system will look for existing account with your birth date or last five of social security.

NOTE: Registry staff do not have access to your password 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 (use your own mailing address, not your employer)
 - A home addresses
 - A primary phone number (use your own phone number, not your employer)
 - Any previous or maiden names, if applicable
 - Your enrollment status in a federally recognized tribe, if applicable
 - An indication of which age group you typically work with
10. You will also be asked to indicate your communication preferences and review and accept the Growing Futures Registry Privacy Policy. Then, click “Submit.”

Congratulations! You’ve created a new individual Basic Account with Growing Futures!

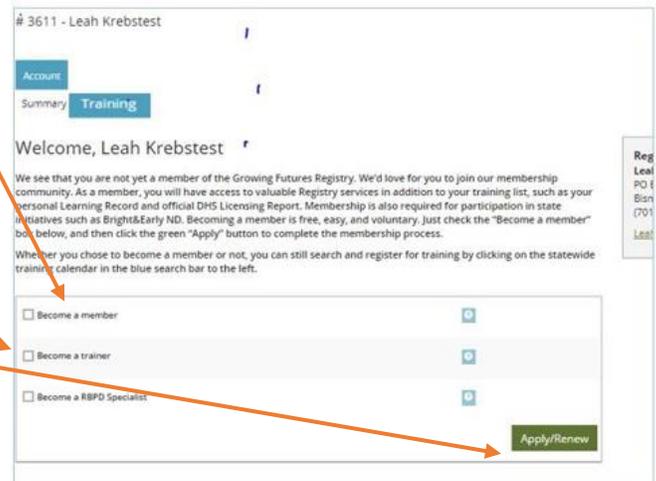
Create a Growing Futures Membership Account

Growing Futures membership is voluntary. You do not need to become a member to register for approved training or to maintain a record of your training history. However, your employer may expect you to become a member so that they can verify your employment and access your training record. Also, membership is required if you or your program wishes to participate in Bright&Early ND 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. Log in to your Growing Futures basic account. On your account Summary tab, click “Become a Member.”

If you are also applying to become an approved trainer or an RBPD Specialist, click those items as well.

Then click “Apply/Renew.”



NOTE: A basic account has access to two tabs: Summary and Training. Once your membership account is activated, you’ll have access to a full range of tabs including the Reports tab where you’ll find your complete Learning Record (all training you’ve completed since 2012) and CDA Credentialing reports.

2. 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

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.”

3. 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 must upload additional required documentation as part of the application process.

What Happens Next?

- When you click “Submit” on your 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.
- 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.
- Once your account has been processed, you will receive an email with instructions to download your membership card and Career Pathways Certificate of Achievement.
- Your account will be unlocked, and you will be able to edit your information.

Keep Your Account Current

- Always keep your account up to date. If you have any changes, such as your contact information (mailing, email, phone), your employer, or if you have completed additional professional preparation such as college courses and professional credentials, log in to your Growing Futures account and update your information.
- **Renewal:** Basic accounts do not expire. However, membership accounts must be renewed every 12-months to maintain current status. Trainer and RBPD Specialist accounts must be renewed every 24-months.