

# How to Create an Organization Profile

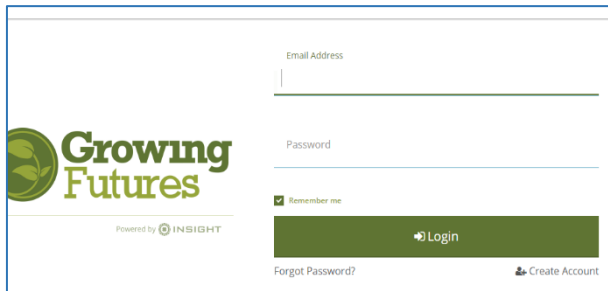
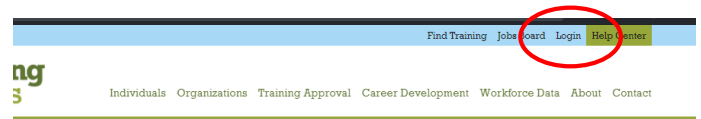
Updated June 2024

An organization profile is your business account. It allows you to track your employees' training and easily provide information to your licenser at renewal time. It also allows access to apply for initiatives, such as Bright & Early ND and North Dakota grants. Organization profiles are for licensed direct-care programs as well as Pre-K, after school programs, early childhood service providers, training organizations, Tribal entities, and others involved in the field of early care and education.

Organization Profiles are linked to and accessed from an Individual Profile, so you must first have an Individual Profile in the Registry. If you do not have an individual profile, follow the instructions here: <https://www.ndgrowingfutures.org/create-new-account>

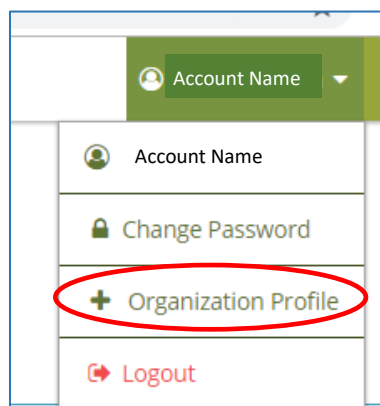
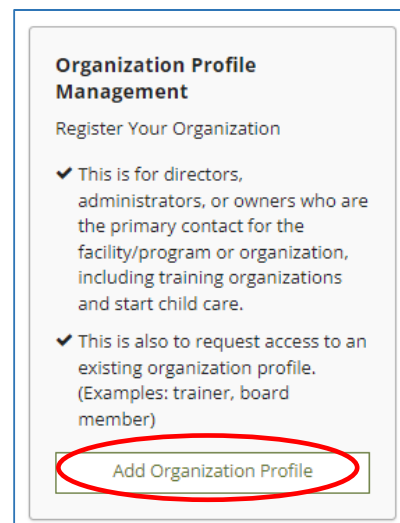
Follow these steps to create your Organization Profile:

1. Go to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and click on "Login" in the search bar at the top of the page.

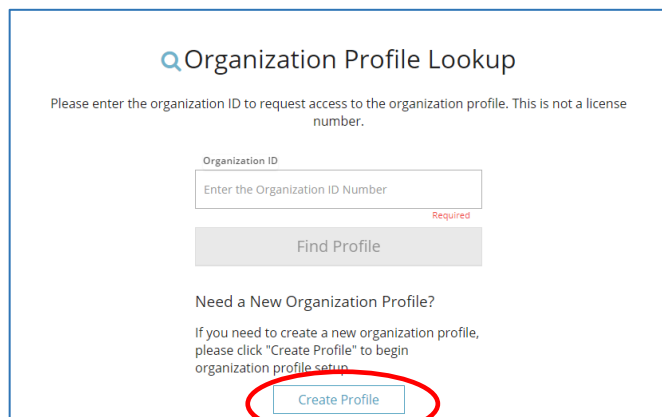
2. Log in with the email address and password for your individual profile.

3. There are two ways to add an Organization Profile from your Individual Profile. Either open the drop-down menu below your name in the upper right corner of your individual profile and then click on **" + Organization Profile,"** or click on **"Add Organization Profile"** on the right-hand menu.

4. Click on "Create Profile."

**Tip:** Do not enter an organization ID in the look up.



Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Enter the Organization ID Number

Required

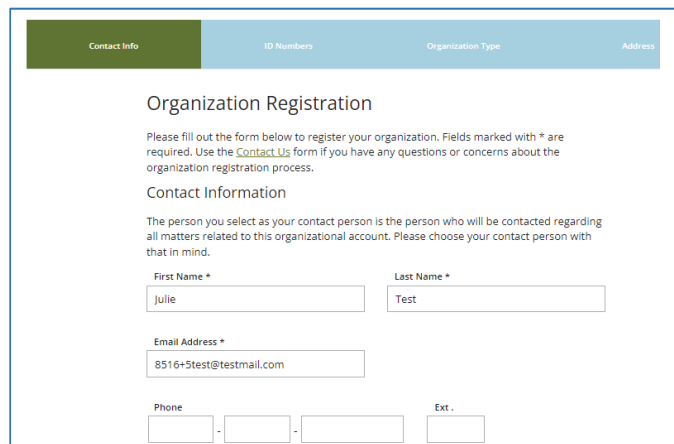
Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

Create Profile

5. Your name, email address, and phone number will appear in the boxes. Verify this information.



Organization Registration

Please fill out the form below to register your organization. Fields marked with \* are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name \*

Julie

Last Name \*

Test

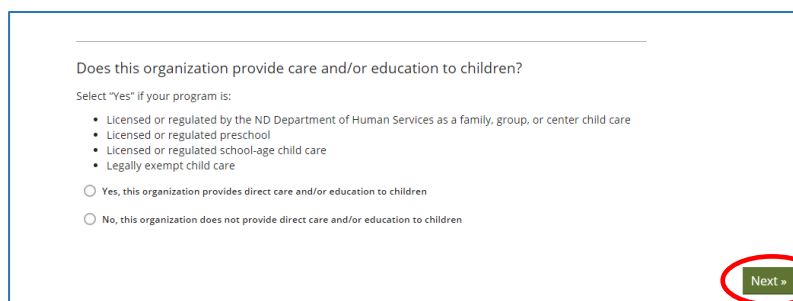
Email Address \*

8516+5test@testmail.com

Phone

Ext.

6. Answer the question about care and/or education, and then select "Next."



Does this organization provide care and/or education to children?

Select "Yes" if your program is:

- Licensed or regulated by the ND Department of Human Services as a family, group, or center child care
- Licensed or regulated preschool
- Licensed or regulated school-age child care
- Legally exempt child care

☐ Yes, this organization provides direct care and/or education to children

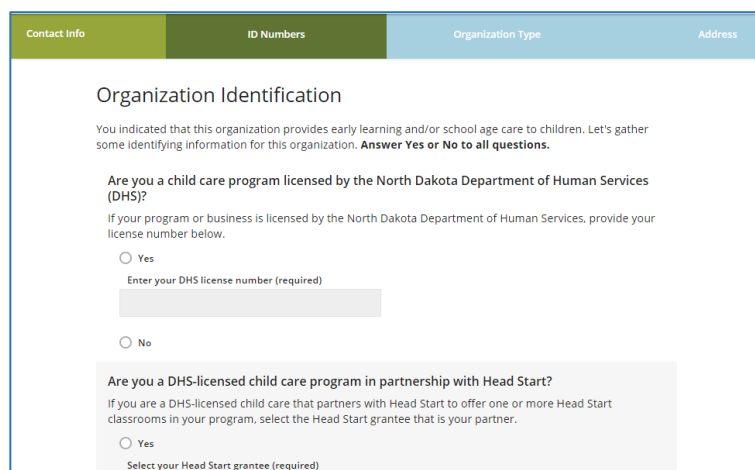
☐ No, this organization does not provide direct care and/or education to children

Next »

7. If you indicate that your organization provides direct care and/or education to children, you will be asked to provide additional information, such as your DHHS child care license number, and if your organization is associated with a Head Start grantee, a school district, or a Tribal grantee.

**Tip:** Enter the license number without dashes or spaces. Example: 12345678A

Complete each section and then click "Next."



Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. Answer Yes or No to all questions.

Are you a child care program licensed by the North Dakota Department of Human Services (DHS)?

If your program or business is licensed by the North Dakota Department of Human Services, provide your license number below.

☐ Yes

Enter your DHS license number (required)

☐ No

Are you a DHS-licensed child care program in partnership with Head Start?

If you are a DHS-licensed child care that partners with Head Start to offer one or more Head Start classrooms in your program, select the Head Start grantee that is your partner.

☐ Yes

Select your Head Start grantee (required)

8. If your organization is not a direct care or education program, you'll be asked to select your Organization Type.

9. Optional: Indicate if you wish to be a training sponsor.

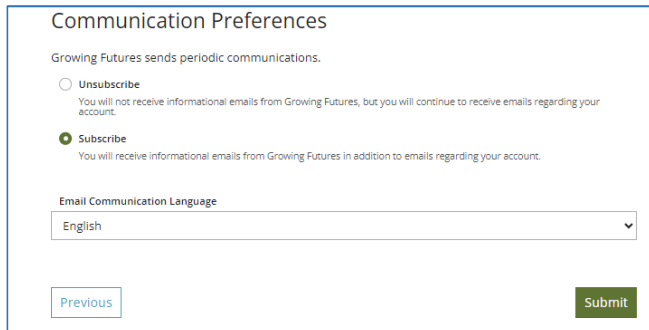
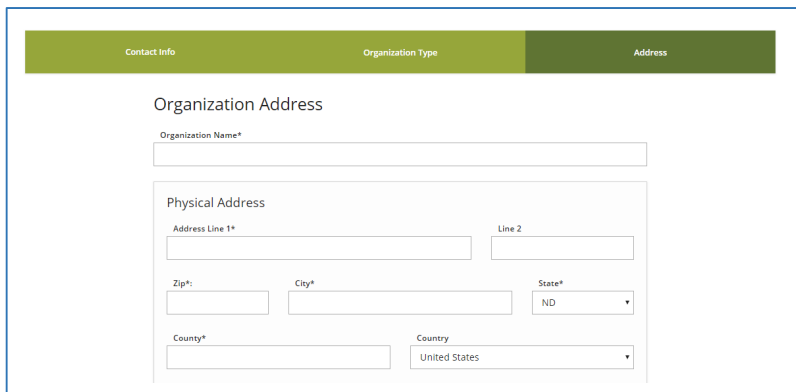
10. Direct care and/or education programs will have the option of selecting program accreditation. If applicable, make your selection and then click "Next."

Age Group	Count	High Needs	Count
Infants (0 - 18 months)	0	High Needs	0
Toddlers (19 - 36 months)	0	High Needs	0
Three Year Olds (37 - 48 months)	0	High Needs	0
Four Year Olds (49 - 60 months)	0	High Needs	0
Five Year Olds (61 - 72 months)	0	High Needs	0

11. Direct care and/or education programs will be asked to provide information on Classroom Enrollment, Program Enrollment, and the number of children with high needs who are served by the program. This information is optional.

12. Direct care and/or education programs must select when the program is open and serving children. This information is required. Complete and then click "Next."

13. On the last page of the Organization Profile, verify the organization's address, phone number, and communication preferences.



After selecting communication preferences, select "Submit."

14. Congratulations! You've created your Organization Profile. A Registry staff person will contact you to review and verify the profile information.

## Registry Help Center

Visit the Registry's Help Center at any time, at [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) to find answers to popular questions.

## Additional Tips

- Connect your employees to your organization profile. This will allow you and your licenser access to employees' training records. It is recommended to make this part of staff orientation so that employees are connected to your organization profile right from the beginning of their employment. **EMPLOYEES SHOULD NOT ADD YOUR ORGANIZATION TO THEIR INDIVIDUAL PROFILE USING THE METHOD SHOWN IN THIS DOCUMENT.** Instead, use the invitation available under the Employees tab. See the Help Center for instructions on How to Add Employees to the organization profile <https://www.ndgrowingfutures.org/how-to-add-employees-organization-account>
- When a person selects your program as their employer, you will get an email asking you to confirm that they work for you. Be sure to confirm them as an employee so that their name is added to your organization profile.
- Update the organization profile regularly. Organization profiles do not expire so it's up to you to keep your information up-to-date. Always update if something changes – address, phone number, license number, contact person, etc. If an employee leaves the organization, add an end date to their employment, so they move off the current employee list.