

How to Create an Organization Account

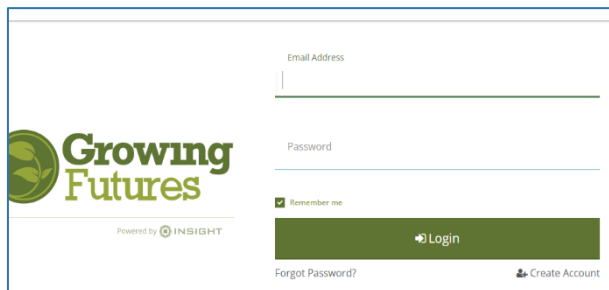
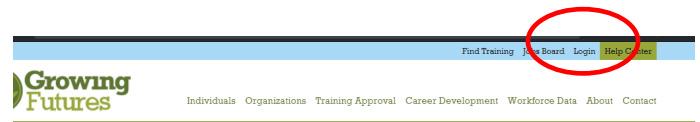
Updated April 2021

Creating an organization account with the Growing Futures Registry is simple and free. With your account, you'll be able to quickly track your employees' training and easily provide information to your licenser at renewal time. You will also be ready to participate in the state Bright&Early program. Organization accounts 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 Accounts are linked to and accessed from an Individual Account, so before you can create an organization account you must first have an Individual Account in the Registry.

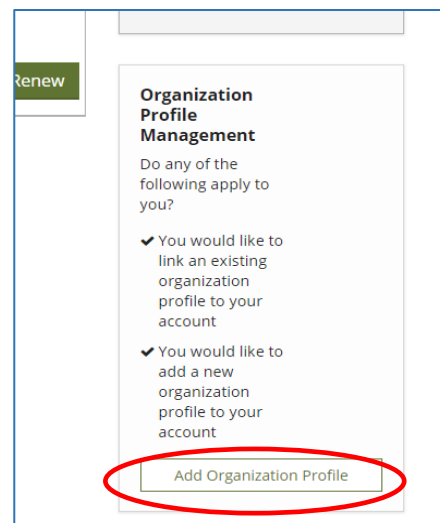
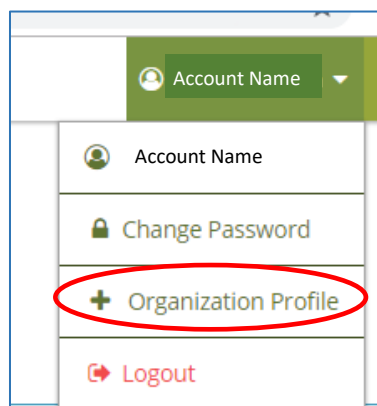
Follow these steps to create your Organization Account:

1. Go to 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 account.

3. There are two ways to add an Organization Account from your Individual Account. You can open the drop-down menu below your name in the upper right corner of your account main page and then click on "+Organization Profile," or click on "Add Organization Profile" on the right-hand menu.



4. Click on “Create Profile.”

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

6. Answer the question about care and/or education, and then click “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 DHS child care license number, and if your organization is associated with a Head Start grantee, a school district, or a Tribal grantee.

Complete each section and then click “Next.”

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

9. Indicate if you wish to be considered as a training sponsor.

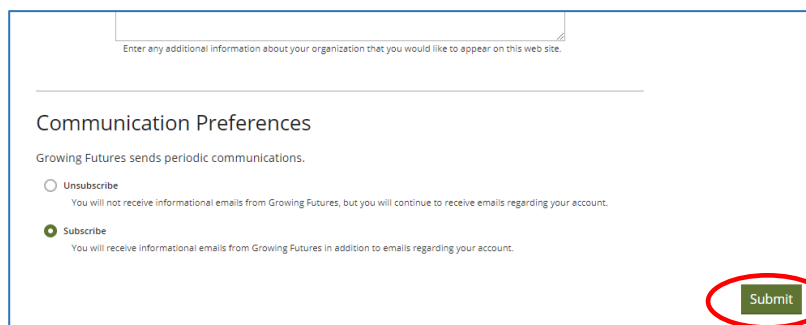
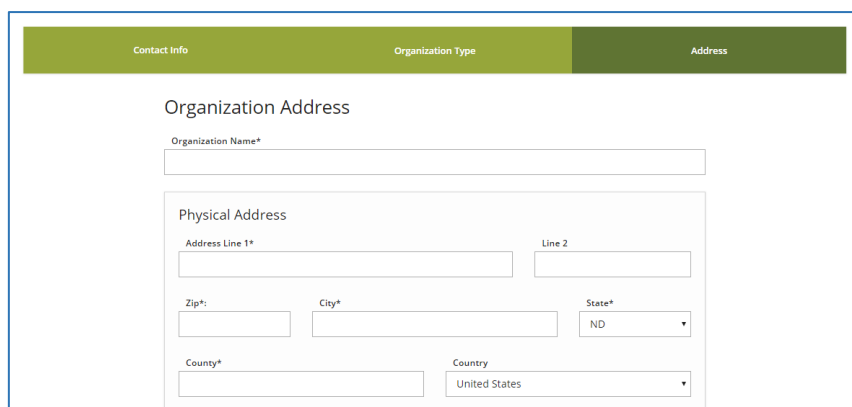
10. Direct care and/or education programs will have the option of selecting program accreditation. If applicable, make your selection and then click "Next."

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 not optional.** Complete and then click "Next."

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



After selecting your communication preferences, be sure to click “Submit.”

14. Congratulations! You’ve created our Organization Account. A Growing Futures Registry staff person will contact you shortly to review and verify your account information.

Growing Futures Help Center

Please visit our Help Center at any time, at www.ndgrowingfutures.org to find more answers to popular questions.

Additional Tips

- Attach your employees to your organization account. This will allow you and your licensor to quickly find a list of employees and open their training records, to make license renewal much easier. In fact, we recommend that you make this part of your staff orientation so that your employees are attached to your account right from the beginning of their employment. **EMPLOYEES SHOULD NOT ADD YOUR ORGANIZATION TO THEIR ACCOUNT 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 your account. <https://www.ndgrowingfutures.org/how-to-add-employees-organization-account>
NOTE: 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 you confirm them as your employee so that their name is added to your organization account.
- Update your account regularly. Organization accounts do not expire so it’s up to you to keep your account information up-to-date. Always update if something changes – your address, phone number, license number, contact person, etc. If an employee leaves your organization, you will want to add an end date to their employment, so they move off your current employee list.