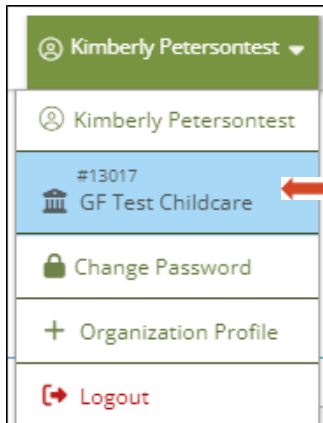# Organization Account Guide
August 2024

Access the organization account from your individual profile:

Log in to your individual profile. Use the drop-down menu below your name (found at the top right) to access the organization profile.

If you have multiple organizations, you will have My Organizations. Select My Organizations to see the list of organizations and then choose the one you want to view.

You may need to read and agree to the terms and conditions if this is the first time you have accessed the account or if you have not accessed it for a while.
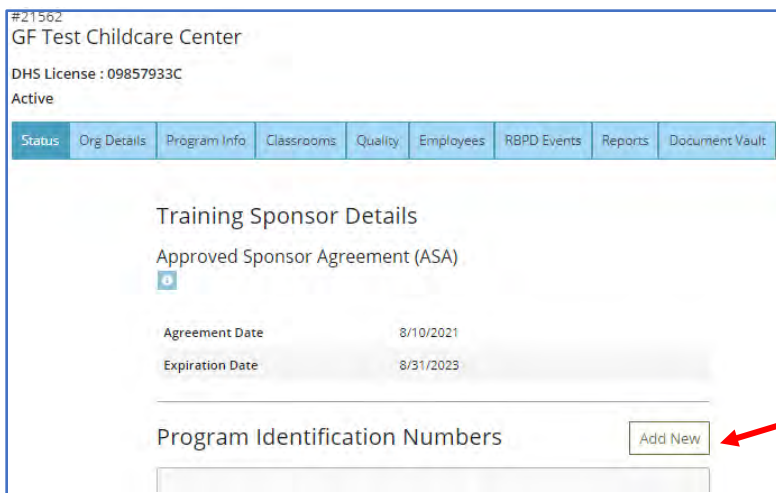
Select Submit after checking the box.
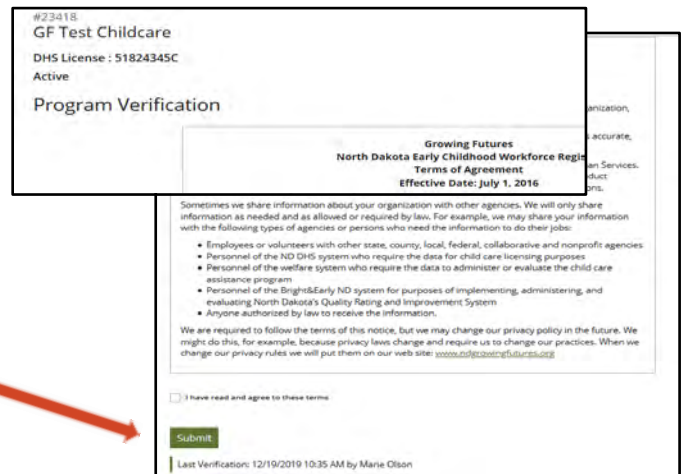
Overview

The account is organized under several tabs. The organization ID number and name of the business are displayed at the top. If there is a DHHS license attached that will also be displayed.
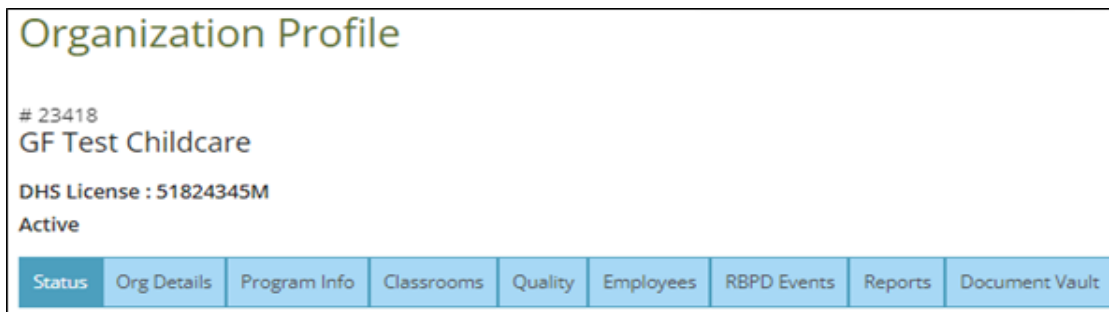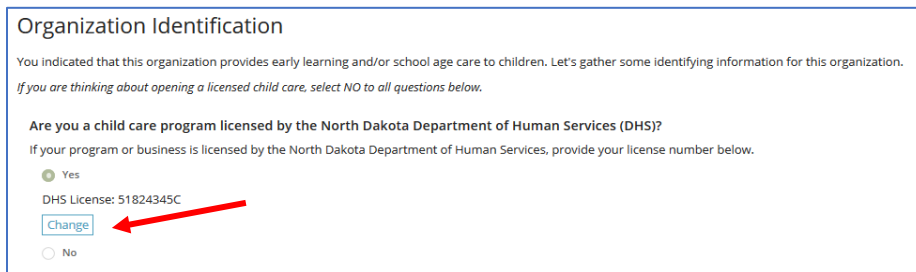
Organization account tabs:

- Status - contains information about the organization such as license number, associations with school districts or Head Start, and possibly a Training Sponsor Agreement.
- Org Details - has contact information and addresses.
- Program Info - lists any accreditations.
- Classrooms - shows the licensed capacity and the enrollment, plus the number of children in each age group. Classrooms can be set up with teachers, ages, and more.
- Quality – this information has moved to the Quality Dashboard in the left menu.
- Employees - has a list of your current employees. A list of previous employees is also available.
- RBPD Events – shows Relation Based Professional Development activities the program has received.
- Reports - has the Facility Staff Report where you can view and save or print current employees' DHS Licensing Training Records.
- Document Vault – documents can be uploaded here for requirements for participation in various quality and other programs.

Status Tab

The status tab has DHHS license information and, if you are a training sponsor, the Approved Sponsor Agreement dates will show. Licenses are automatically updated unless the type of license changes. For example, if the type changes from family to group in facility you will need to request the new license. Click on Add New button.

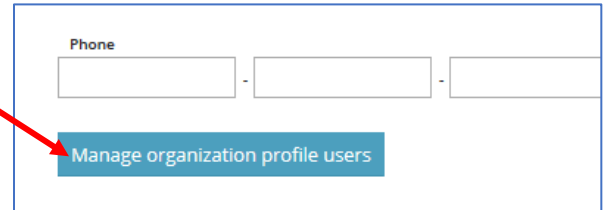Click on Change and enter the new license number (no spaces or dashes)

See the link to the Growing Futures Help Center for full instructions:

How to Add a New License Number to an Existing Organization Account | ND Growing Futures

Org Details Tab

Contact information, communication preferences and addresses can be updated here. The contact information can be whomever you choose but any Registry system-generated emails will be sent to the 'profile owner'. The profile owner is usually the owner or director but can be someone else the organization chooses. If a profile owner leaves the organization contact the Registry for assistance

The profile owner of the organization will have a 'Manage organization profile users' button available. Only the account's Profile Owner will see this button and only one profile owner can be designated. Click the button to add or remove organization account users. Users can access and edit all tabs and information in the account, except manage other profile users.
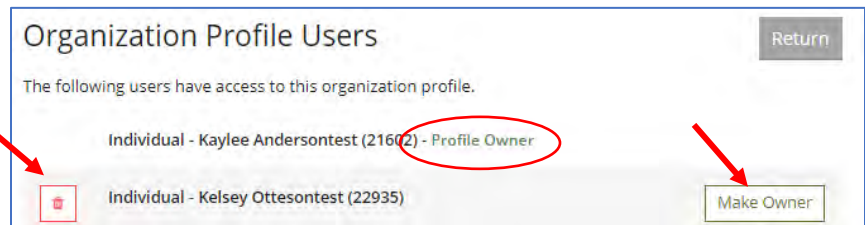

Manage Organization Profile Users:

The top section lists the current profile users and the bottom section lists the verified, current employees. Use the red trash can icon to remove users. The current Profile Owner can make another user the profile owner by clicking on the Make Owner button. As soon as the button is selected, they will no longer have access to the profile users' page.
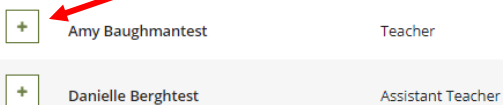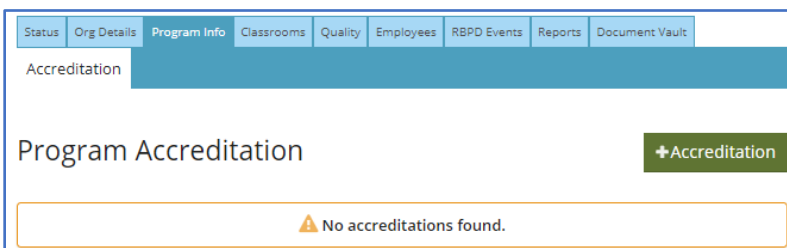

Verified employees are listed in the lower section. An employee can be added as an account user by selecting the green + icon next to the person's name.

Click on Return when changes are complete.

Note: an individual may request access to the organization profile by clicking on +Organization in their personal profile. The organization profile owner will receive this request and either approve or ignore the request. Be sure this is someone you want to have access to the organization before approving the request. Approving someone as an account user will not add them as an employee.

Program Info Tab

Any accreditations, such as NAEYC, can be added here by selecting the green +Accreditation button and completing the information. Documentation of the accreditation will need to be uploaded.

Classrooms Tab

Available to child care programs only. The licensed capacity is provided to Growing Futures from DHS licensing. The number of classrooms and children can be edited by the organization.

The Director of record and specific classrooms can be set up, also. This will be required for participation in Bright & Early and is optional for all programs. Select Edit and enter the director's information. Select Add Classroom to set up individual classrooms with teachers and children. Employees will need to be verified under their correct position titles before adding them to classrooms.

Quality Tab

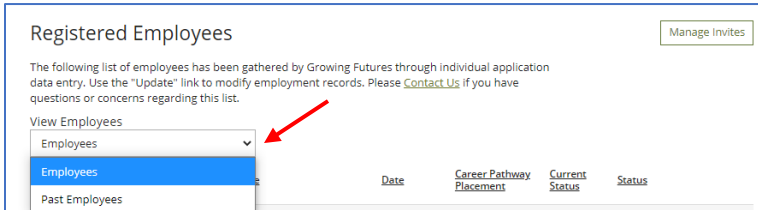The Quality Tab has moved to the left menu under Quality Dashboard.

This for quality improvement and is where you apply for Bright & Early and other state programs and initiatives.

Employees Tab

Employees are listed here. Employees can add your organization as their employer from their individual profiles or an invite can be sent from the organization. See the links to the Help Center for instructions.

[How to Add Employees to Your Organization Account | ND Growing Futures](#)

[Organization Account Help | ND Growing Futures](#)

Once the employee appears on the list you will need to review and approve or deny them. Use the drop-down menu to view past employees and return to current employees.

Column Headers:
- Date is the employment date
- Career Pathways Placement is the person's current placement
- Current Status is the Growing Futures membership status and date of expiration
- Status is the employee's employment verification status
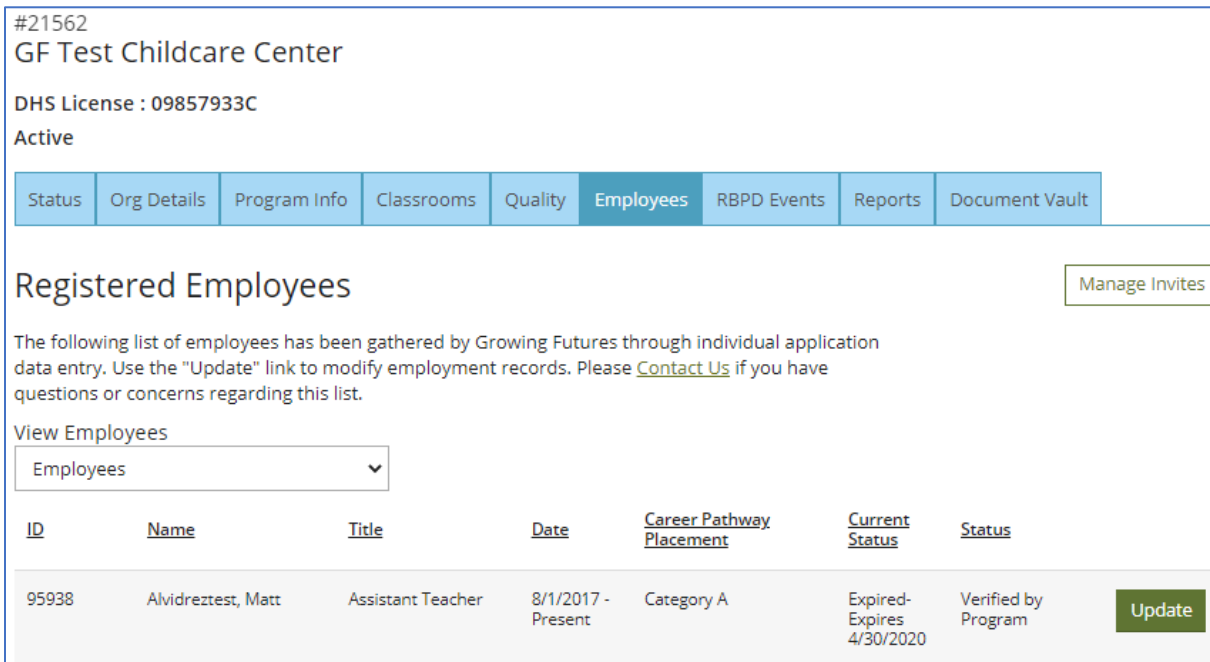
If the Career Pathway Placement and Current Status columns are blank that indicates that the employee only partially completed a Registry membership application. They may have saved their information after entering their employment but did not complete and submit the application. This will allow them to be seen here in the employee section but their DHHS Licensing Training record will not be accessible from the Facility Staff report. The employee will need to submit their Registry membership application.

Select Update to verify self-reported employees. If an employee leaves the organization an end date can be entered to end their employment. Note: If the employee is also an account user their access should be removed when they are no longer employed.

Use the drop-down menu to make your selection.

After making your selection select Save Changes.

Review and update the employees regularly to keep the account current.

RBPD Events Tab

If your organization is participating in Bright & Early or other state programs, events will be listed here.

Otherwise, it will display None Found.

Reports Tab

Two reports are available. The **Facility Staff Report** is available to child care programs. The Training Participation report has information on training events sponsored by the organization.

Click on the Facility Staff Report link to view your staffs' information.

Instructions on viewing the facility staff report are also available in the Help Center on the Registry website: How to View an Organization Facility Staff Report | ND Growing Futures

Employees must be verified and have a current Registry membership to allow access to the training record.

Column Headers:

- Verification Status is employment verification
- Career Pathway is the employee's current placement.
- Membership Status is the employee's current Growing Futures membership status.
- Expiration Date is the employee's Growing Futures membership expiration.
- Last Submit is the employee's most recent membership application date.

DHS Facility Staff				Click on 'Current Staff ID or 'Name' below to view Licensing Learning Record.						

Facility ID	08875512M		**Class**	Multiple Licensed Facility		**Start Date**	6/25/2020			
Facilit:	BORGEN DARREL AND COLLEEN		**Contact**			**Expires**	2/18/2022			
	609 N 34TH STREET			(701) 425-6047		**Status**	Active			
	BISMARCK ND 58501		**County**	Burleigh						
Current Staff ID	**Name**	**Position**	**Employment Start Date**	**Verification Status**	**Career Pathway**	**Membership Status**	**Expiration Date**	**Last Submit**	**Employment End Date**	
102911	Hamretest, Rita	Aide/Float	11/1/2020	Self Reported	Category A	Current	1/31/2022	1/15/2021		
102099	Hartmantest, Miranda	Assistant Teacher	9/21/2020	Verified by Program	Level Not Awarded					
102101	Kressintest, Ramya	Aide/Float	9/20/2020	Self Reported	Level Not Awarded					
19278	Locytest, Ashley	Program Director	3/2/2020	Verified by Program	Category E	Current	7/31/2021	7/6/2020		
90154	Mooretest, Marissa	Teacher	5/22/2017	Verified by Program	Category A	Expired	4/30/2020	4/15/2019		
89866	Simonsontest, Dustin	Teacher	3/2/2020	Verified by Program	Category E	Current	11/30/2021	11/25/2020		
Current Staff Count: 6										

If Verification Status is Self-Reported and/or the Career Pathway is Level Not Awarded & Membership Status is blank, or the Expiration Date is shown in red, the training record cannot be accessed. The employment will need to be verified on the Employees tab and/or the employee may need to submit or renew their Registry membership.

Hover over the person's name to see a message regarding their status. Click on either their name or ID number to view their training record.

| 89866 | Simonsontest, Dustin | Teacher | 3/2/2020 | Verified by Program | Category E | Current | 11/30/2021 | 11/2 |

Current Staff Count: 6 — Click to view Licensing Learning Record.

| 102101 | Kressint | Individual is not a current member or has not submitted a new/renewing membership application or this employment record has not been verified. |
| 19278 | Locytest, Ashley | Program Director | 3/2/2020 | Verified by Program | Category E | Current | 7/31/2021 | 7/6/2020 |

The training record can be printed or saved as a pdf.

The **Training Participation** report will give results only for approved training sponsor organizations.

| Training Starting From: | 6/23/2021 | | Training Starting To: | 7/23/2021 | |
| Event Status: | Accepted, Completed | | Self Paced | Not Self Paced | |

1 of 1 ▷ ▷│ ◇ [ ] Find | Next 💾 ▾ 🔄

Training Registration and Participation

| Course ID | Event ID | Title ‡ | | Trainer Name ‡ | Org ID | Organization Name | Start Date ‡ | End Date ‡ | Self Paced | Loc |

# of Events: 0

Parameters   Event Status 3

This report shows all events that began within a date range w...
It includes training, organization, location, registration, and a...

Event Status: This defaults to 'Accepted' and 'Completed'. Y...
Training Starting From/Starting To: These two parameters de...
Most events begin and end on the same day. Be aware that m...

This report is meant to be both a predictor and a summary of...
1. To view upcoming events and monitor registration set your dates in the future.
2. To get counts of events and participants set your dates in the past and the status to 'Completed'. For accurate counts, do not include other statuses.

View Report

| Location ‡ | County ‡ | Region ‡ | Capacity | # Participants | Available | Verified Participants | Hours | Event Status |
| | | Totals: | | | | | | |

Date: 7/23/202

Enter the date range and scroll to the far right to click on View Report. You can also choose additional Event Statuses and whether the event was self-paced. The report can be saved in several formats found under the disc icon.

Document Vault Tab

You can upload and store documents here.

| Status | Org Details | Program Info | Classrooms | Quality | Employees | RBPD Events | Reports | Document Vault |

Document Vault   Manage

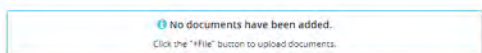⚠ No documents found.

Select the Manage button.

📁 Document Vault   Return

📄 My Documents   +File

Your document vault acts as a virtual filing cabinet to store your program's handbook, policies, and other important files.

ⓘ No documents have been added.
Click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .zip, .jpg, .jpeg, .jpe, .png

Select the +File button.

Select +Find files. Choose your file.

Select a File Type

Then Save.

Success!

The list of documents will be displayed.