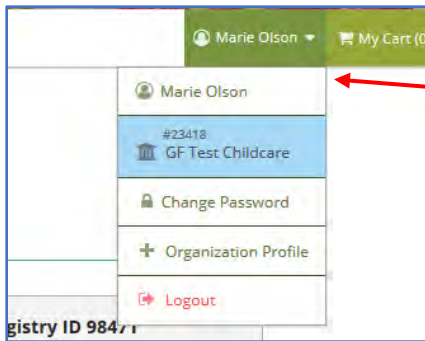


August 2021

How to Manage an Organization Account

Access the organization account from your individual profile:

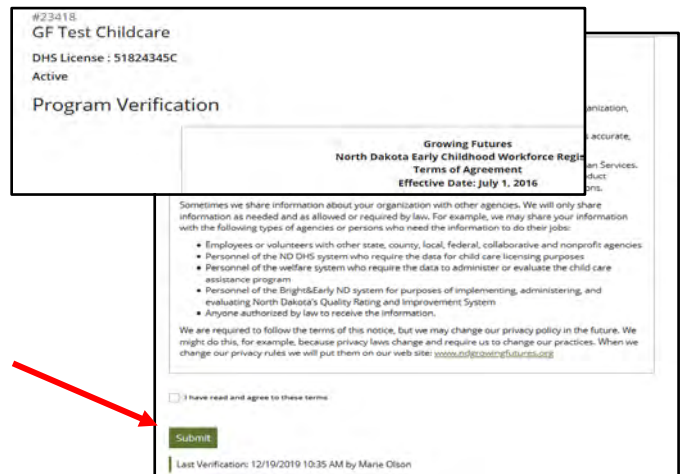


Log in to your individual profile. Use the drop-down menu below your name (found at the top right) to access the organization profile.

If you have multiple organizations, you will have My Organizations. Click 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.

Click 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 DHS 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

#21562
GF Test Childcare Center
DHS License : 09857933C
Active

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

Training Sponsor Details

Approved Sponsor Agreement (ASA)

Agreement Date 8/10/2021

Expiration Date 8/31/2023

Program Identification Numbers

The status tab has DHS 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.

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.
If you are thinking about opening a licensed child care, select NO to all questions below.

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

DHS License: 51824345C

No

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

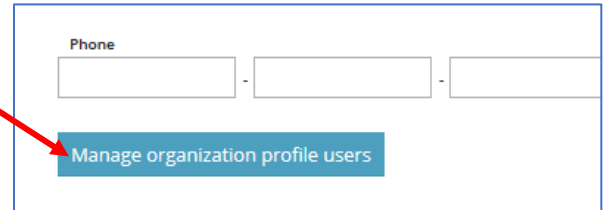
See the link to the Growing Futures Help Center for full instructions:

[How to Add a New License Number to an Existing Organization Account | ND Growing Futures](#)

Org Details Tab

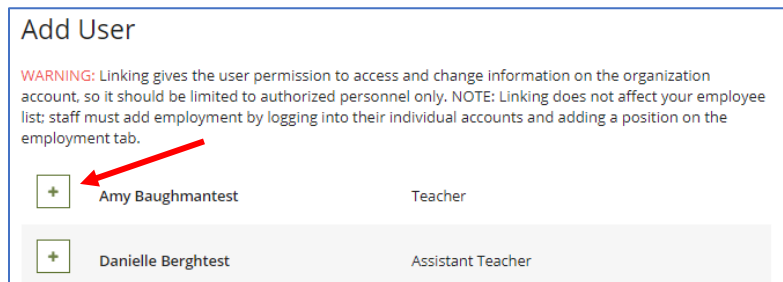
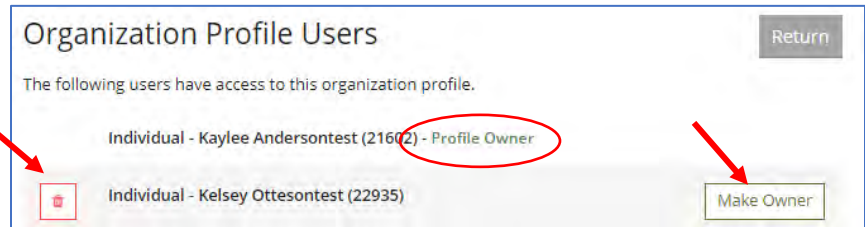
Contact information, communication preferences and addresses can be updated here. The contact information can be whomever you choose but any Registry system-generated emails will be sent to the 'profile owner'. The profile owner is usually the owner or director but can be someone else the organization 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. Once they do so, they will no longer have access to the profile users' page.



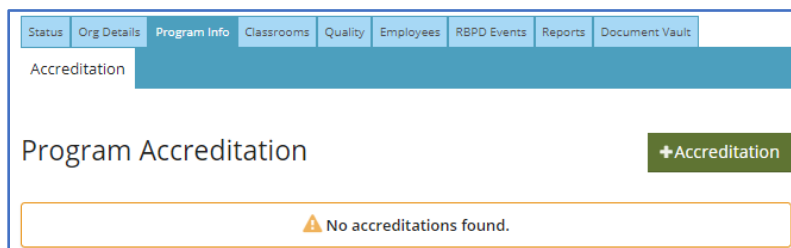
Verified employees are listed in the lower section. An employee can be added as an account user by clicking the green + icon next to the person's name.

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 clicking 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.

When is your program open and serving children? (Please choose the one answer that best fits.)
No Selection

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:
No Selection

Director of Record Edit

None

Classrooms Add Classroom

No Classrooms exist

| Status | Org Details | Program Info | Classrooms | Quality | Employees | RBPD Events | Reports | Document Vault |
|--------------------------------------|-------------|--------------|------------|---------|-----------|-------------|---------|----------------|
| Program Enrollment Edit | | | | | | | | |
| Licensed Capacity | | | | 32 | | | | |
| Number of Classrooms / Groups | | | | 10 | | | | |
| Number of Children Enrolled | | | | 85 | | | | |
| Infants (0-17 months) | 0 | High Needs | 0 | | | | | |

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. Click on Edit and enter the director's information. Click on 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.

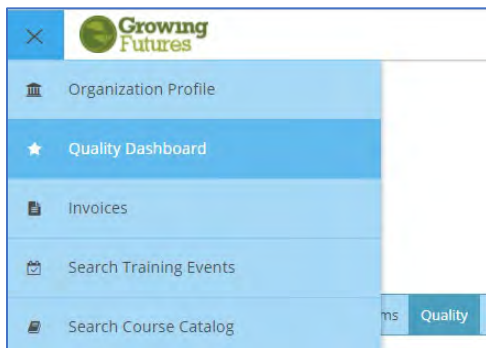
Quality Tab

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

The quality tab has moved

Your Quality Dashboard can be accessed from the menu on the left side of your screen. Or just click the button below!

Quality Dashboard



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

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](#)

Registered Employees Manage Invites

The following list of employees has been gathered by Growing Futures through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Employees

| Date | Career Pathway Placement | Current Status | Status |
|------|--------------------------|----------------|--------|
|------|--------------------------|----------------|--------|

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

#21562
GF Test Childcare Center
DHS License : 09857933C
Active

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

Registered Employees Manage Invites

The following list of employees has been gathered by Growing Futures through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Employees

| ID | Name | Title | Date | Career Pathway Placement | Current Status | Status | |
|-------|-------------------|-------------------|--------------------|--------------------------|----------------------------|---------------------|---------------------|
| 95938 | Alvidreztst, Matt | Assistant Teacher | 8/1/2017 - Present | Category A | Expired- Expires 4/30/2020 | Verified by Program | Update |

| ID | Name | Title | Date | Career Pathway Placement | Current Status | Status | |
|-------|---------------------|-------------------|---------------------|--------------------------|----------------|---------------------|---------------------|
| 93523 | Armstrongtest, Addi | Assistant Teacher | 5/11/2020 - Present | | | Verified by Program | Update |

If the Career Pathway Placement and Current Status columns are blank that indicates that the employee only partially completed a Growing Futures 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 DHS Licensing Training record will not be accessible from the Facility Staff report. The employee will need to submit their Growing Futures membership application.

| | | | | | | | |
|-------|-----------------|-------------------|---------------------|------------|----------------------------|---------------|--------|
| 23379 | Smithtest, Erin | Assistant Teacher | 5/11/2020 - Present | Category E | Expired- Expires 5/31/2019 | Self Reported | Update |
|-------|-----------------|-------------------|---------------------|------------|----------------------------|---------------|--------|

Click on 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.

Update Employment Record X

Smithtest, Erin

Assistant Teacher

This individual is currently employed

Start Date
5/11/2020

This individual is no longer employed

End Date

Status
-- Make a selection --

Status

-- Make a selection --

-- Make a selection --

Verified by Program

Reviewed/Not Verified

Denied

Use the drop-down menu to make your selection.

Save Changes

After making your selection click on 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.

RBPD Activities Received

Primary RBPD Specialist

| Case ID 2082 | Maintaining Quality | Cohort: | Status Selected |
|--------------|---------------------|---------|---------------------------------|
| | | | Total Hours of Support - 0.25 |
| Date | Title | Type | RBPD Specialist Attendees Hours |

Status
Org Details
Program Info
Classrooms
Quality
Employees
RBPD Events

RBPD Activities Received

⚠ None Found

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.

Active

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

Program Profile

[Facility Staff Report](#) 

DHS Facility staff and learning records.

Training

[Training Participation](#)

This report shows all courses that are owned by this organization regardless of who scheduled, sponsored or funded the event

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 Growing Futures website: [How to View an Organization Facility Staff Report | ND Growing Futures](#)

Employees must be verified and have a current Growing Futures 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 Growing Futures 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. | | | | | | |
| This report shows all staff with a District employment record at the requested facility. This report shows all staff with a District employment record at the requested facility. | | | | | | | | |
| 102101 | Kressins | 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, Jennifer | Program Director | 3/2/2020 | Verified by Program | Category E | Current | 7/27/2021 | 7/9/2020 |

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

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

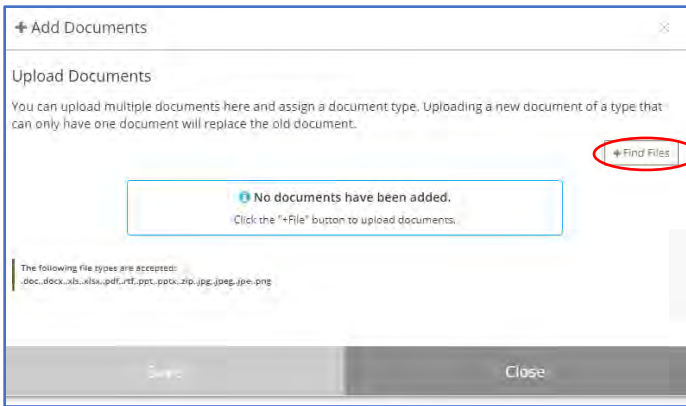
Enter the date range and scroll to the far right to click on View Report. You can also choose additional Event Statuses and whether the event was self-paced. The report can be saved in several formats found under the disc icon.

Document Vault Tab

You can upload and store documents here.

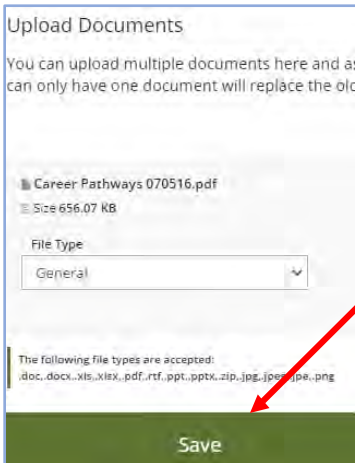
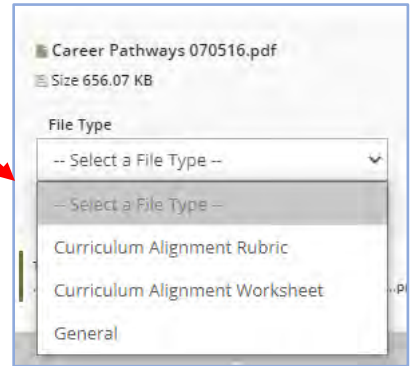
Click on the Manage button.

Click the +File button.



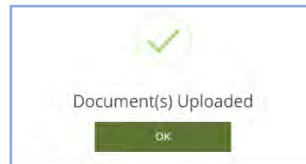
Click on +Find files. Choose your file.

Select a File Type



Then Save.

Success!



The list of documents will be displayed.

