

Early Childhood Workforce Registry

Individual Account Guide

November 2024

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Call the Registry at 800-997-8516 for help if:

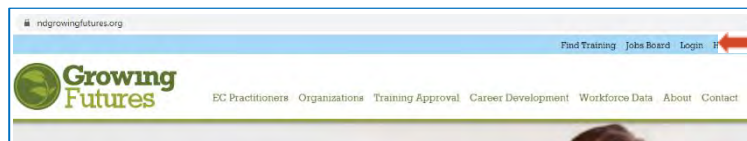
- You do not know what email address is in your account
- You still can't log in after resetting your password
- You're not sure if you have an account

Create a Registry Account and Apply for Membership

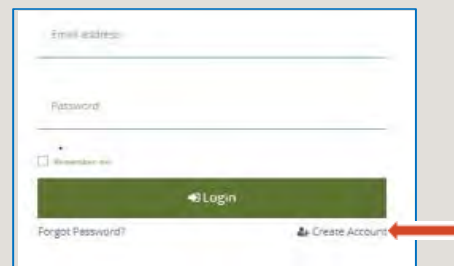
Add Registry Membership after creating your account: Taking the step to become a member is voluntary. You become a member when you choose to complete the membership application.

Part 1: Create a Registry Account

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



2. On the log in screen select "Create Account."



3. Enter your information and then select "Create Account".
You must use an accurate email address.
The Registry will use that email to contact you.

Create Your Insight Account for the Growing Futures Registry

The Registry has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to begin creating your secure Insight account.

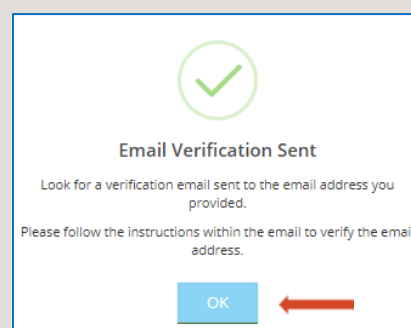
First Name

Middle Name

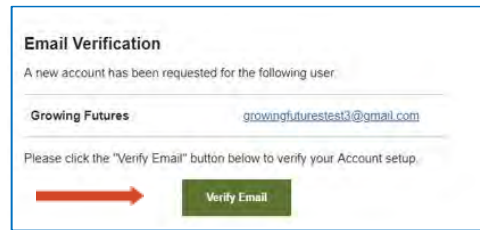
Last Name

Email Address

4. You will see a message that an email has been sent to the email address you used. Select "OK."

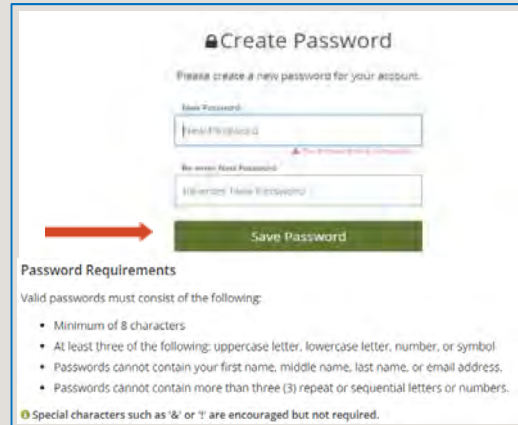


5. Go to your email account and open the email verification. Select "Verify Email."



6. Follow the password requirements shown at the bottom of the page. Enter your password in both boxes and then select "Save Password."

Note: Registry staff cannot see passwords.



7. Return to the Login page and enter your email address and password. Then select "Login."



8. Enter your information. Then select "Next."

The system will check for an account with your birth date and last five of social security number.

NOTE: Do not create a new account if an account already exists. Call the Registry to access your existing account.



9. If no account is found, complete the form for a new Individual Account. You will need to enter:

- Personal mailing address
- Personal home address
- Personal primary phone number
- Any previous or maiden names, if applicable
- Your enrollment status in a federally recognized tribe, if applicable
- The age group you work with the most

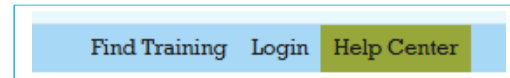
10. Choose your communication preferences and review and accept the Registry Privacy Policy. Then, select "Submit".

Congratulations! You've created an Account with the Registry!

Part 2: Apply for Registry Membership

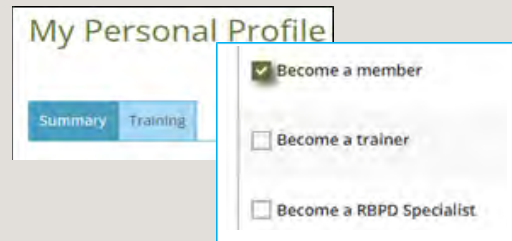
Registry membership allows you to link to your employer, participate in North Dakota initiatives, and access additional reports. Your employer may expect you to become a member so that they can verify your employment and see your training record. You must have a current Registry membership to be an approved trainer or consultant.

1. Log in to your Registry account.

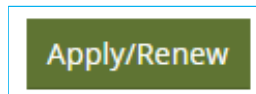


2. On your profile Summary tab, select "Become a Member."

If you are also applying to become a trainer or an RBPB Specialist, select those as well.



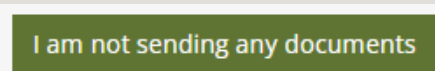
3. Select "Apply/Renew."



4. Select Start. The membership application includes:
 - a. Education, including professional credentials and certifications
 - b. Employment - current and past
 - c. Professional involvement

5. Complete all sections of the Membership application, selecting "Save and Continue" on each page. When all sections are complete, select "Submit".

6. If you do not have any documents to send select the "I am not sending any documents" button.



Note: If you are applying as a trainer or consultant, you must upload the required documentation as part of the application process.

What Happens Next?

When you select "Submit" on your Membership application, several things will happen:

- Your profile will be read-only. You can view your information, but you cannot edit or add information. You will still be able to take training.
- An email will be sent to the email address in your account. The email will have instructions for sending documents. If you said that you are not sending documents, you can ignore this email.
- Registry staff will process your application.
- You will receive a Career Pathway, based on the information that has been verified in your profile.
- Once your application has been processed, you will receive an email with instructions to download your membership card and Career Pathways Certificate of Achievement. Your profile will no longer be read-only and you will be able to edit your profile information.

Keep Your Registry Profile Current

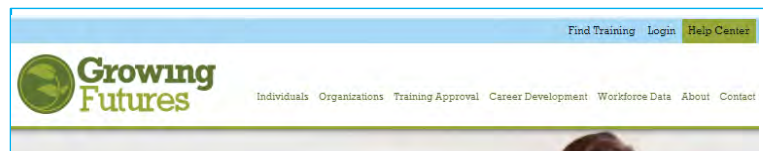
- Keep your profile up to date. If you have any changes, such as your contact information, address, email, phone, employer, or education, log in to your Registry profile and update your information. Note: if your personal information is locked, *call* the Registry for assistance.
- **Renewal:** Registry membership must be renewed every 12-months. Trainers must renew every 24-months and RBPD Specialists must be renew either every 12 or 36-months.

How to Log into your Registry account

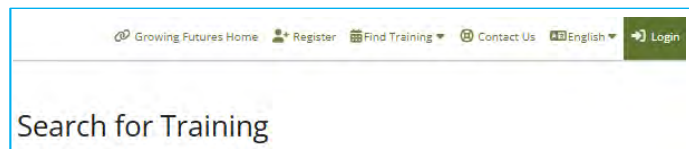
You must use the email address that is in your account to log in or reset your password. If you do not know what email address is in your account or that email is not a good email, **call** the Registry at 800-997-8516 for help.

If You Know Your Email Address and Password

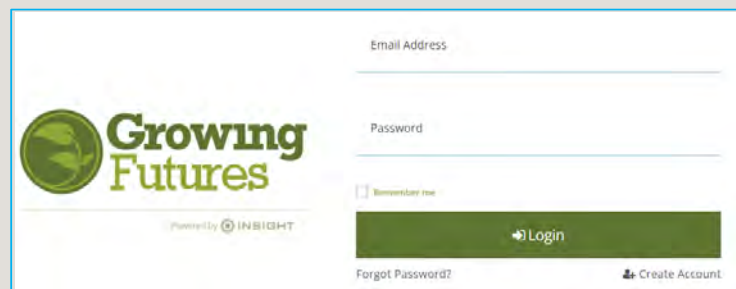
1. Go to www.ndgrowingfutures.org and select "Login."



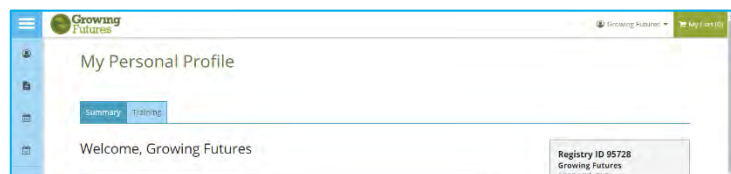
You can also log in on the Search for Training page. Select "Login" in the upper right-hand corner



2. On the log in page, enter your email address and password. Then, select "Login."

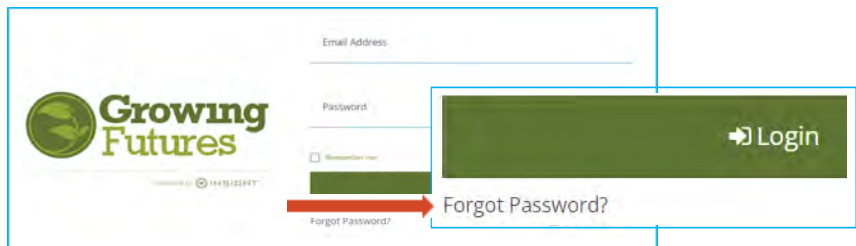


3. Success! You have logged in to your Registry account.



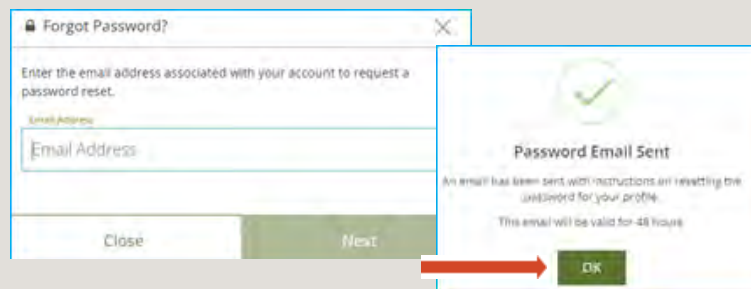
If You Know Your Email Address but Forgot Your Password

1. On the Registry Login page, select "Forgot Password?"

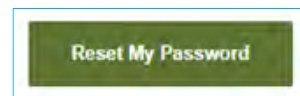


2. Enter your email address and select "Next".

The system will send an email to your email address. Select OK.



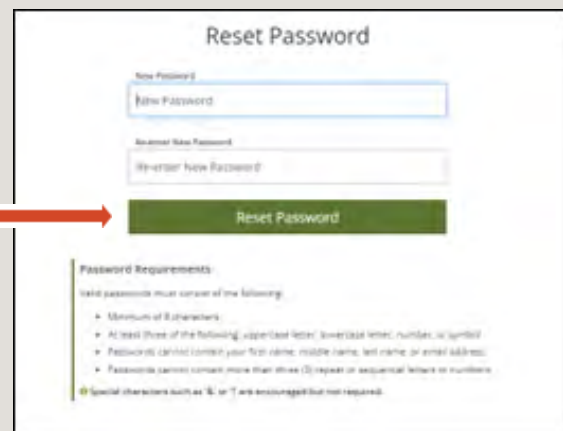
3. Go to your email account, open the email, and select Reset My Password.



4. Follow the password requirements to create a new password.

Enter your password in both boxes and then select "Reset Password".

When the new password is accepted you will see "Success".



5. Return to the Registry Login, and sign in using your email address and new password.

▶ If you can't log in after resetting your password, **call** the Registry at 800-997-8516 for help.