

Login Instructions

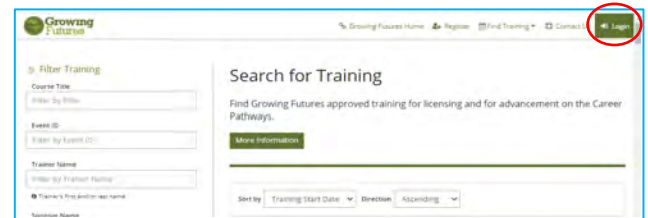
July 2021

If You Know Your Email Address and Password

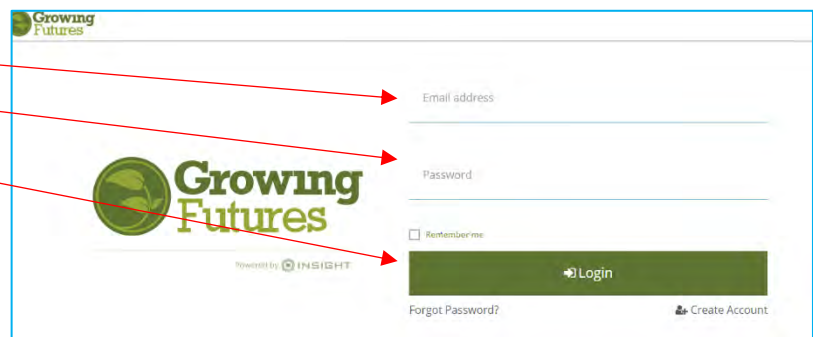
1. Go to www.ndgrowingfutures.org and click on “Login.”



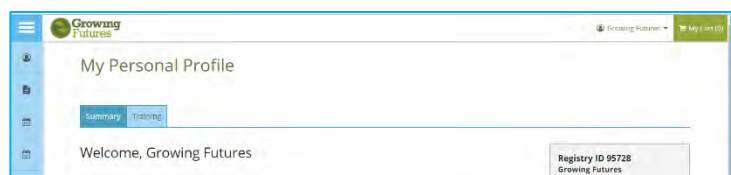
You can also log in on the Training Calendar page. Click “Login” in the upper right-hand corner



2. On the log in page, enter your email address and password. Then, click “Login.”



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

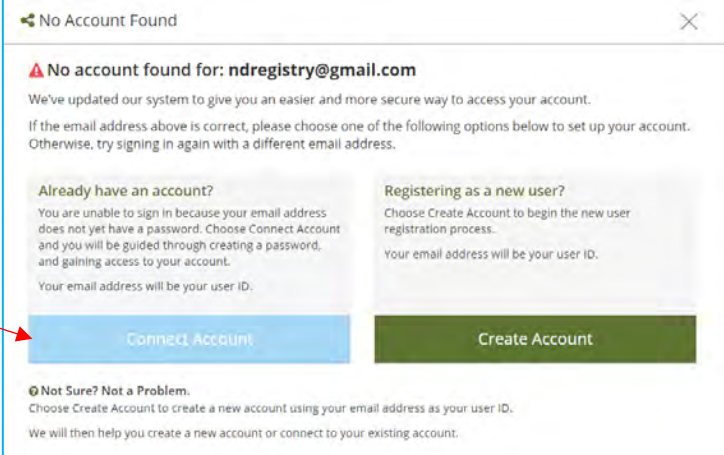


**You may see the words “Insight Identity” as well as the Insight Identity logo when you are interacting with some parts of the Growing Futures Registry system. This is the software product used to run the Growing Futures Registry and ensure data security. Don’t worry if you see it – you are still within the Growing Futures Registry.*

If Your Account Can't be Located

1. **If the Registry cannot locate your account with the information you provided** on the Login screen, you will see a message like the one below. Click "Connect Account" to find your account.

NOTE: You must use the email address that is in your account. If you do not know what email address is in the account or the email is no longer valid, contact Growing Futures for assistance.



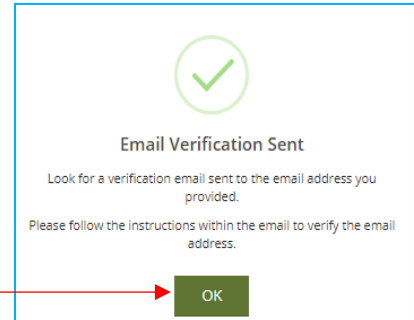
A screenshot of a web browser window titled "No Account Found". The message states: "No account found for: ndregistry@gmail.com". It explains that the system has been updated for security and offers two options: "Already have an account?" (which includes instructions to choose "Connect Account" to create a password and gain access) and "Registering as a new user?" (which includes instructions to choose "Create Account" to begin registration). At the bottom, there is a link "Not Sure? Not a Problem." and a note that choosing "Create Account" will create a new account or connect to an existing one.



A screenshot of the "Create Your Insight Account for the Growing Futures Registry" form. It includes fields for "First Name", "Middle Name", "Last Name", and "Email Address". Below the fields is a green "Create Account" button. A red arrow points from the "Connect Account" button in the previous screenshot to this form.

2. Enter the information and click "Create Account." **NOTE:** Even if you are connecting to an existing account, you will still click "Create Account."

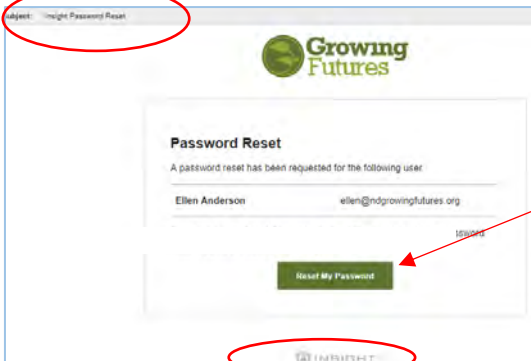
3. A pop-up window will confirm that an email verification has been sent to your email address. Click "OK."



A screenshot of a green "Email Verification Sent" pop-up window. It contains a green checkmark icon and text: "Email Verification Sent", "Look for a verification email sent to the email address you provided.", and "Please follow the instructions within the email to verify the email address." At the bottom right is a green "OK" button. A red arrow points from the "Click 'OK.'" instruction to this button.

4. Go to your email account and open the verification email. Click on "Reset My Password."

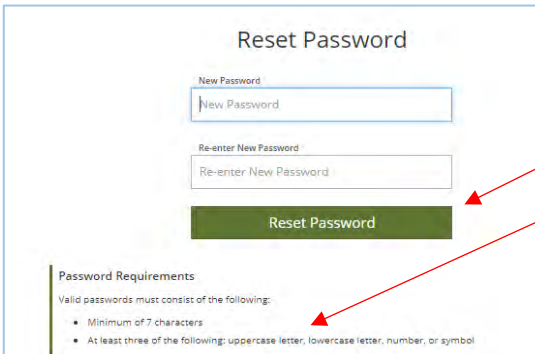
NOTE: Your email subject line may say that the email is regarding your Insight password, and you will see the Insight logo at the bottom of the email message. Remember, Insight is the software that powers the Registry and you when you see that word and logo, you can be assured you are inside the secure Growing Futures Registry system.



A screenshot of an email titled "Insight Password Reset". The email body says "A password reset has been requested for the following user:" followed by "Ellen Anderson" and "ellen@ndgrowingfutures.org". At the bottom is a green "Reset My Password" button. A red circle highlights the "Insight" logo at the bottom of the email. A red arrow points from the "Reset My Password" button in the previous screenshot to this button.

5. Enter your new password, then re-enter it to verify it. Click "Reset Password" to save it.

Please note the password requirements.



A screenshot of the "Reset Password" form. It has fields for "New Password" and "Re-enter New Password", followed by a green "Reset Password" button. Below the button are "Password Requirements": "Valid passwords must consist of the following:" and a list: "• Minimum of 7 characters" and "• At least three of the following: uppercase letter, lowercase letter, number, or symbol". A red arrow points from the "Reset Password" button in the previous screenshot to this button.

6. Return to Login, and sign in using your email address and updated password.

- Typically, when you return to the Login and sign in with your email and updated password, you will be immediately linked to your existing account. However, sometimes the information you've provided is still not enough to locate your account and you may be prompted to provide additional information.

Individual Profile Setup

Locate Online Application

Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

If no existing profiles are found, you will automatically continue onto new profile setup.

First Name: Rory

Last Name: WINTERBERRY

Email Address: Katherine.Winterberry@gmail.com

Email Address: Katherine.Winterberry@gmail.com

Date of Birth: 1/1/1980 (Required)

Last 5 Digits of SSN: 12345 (Required)

Next >

You may be asked to provide information such as your birth date and the last five numbers of your social security number.

Complete the account look-up and click "Next."

- If no existing account can be found, you will be directed to complete the process to create your Growing Futures Basic Individual Account.

If you think you already have an account, please contact the Growing Futures Registry for assistance before creating another account.

Contact the Growing Futures Registry:

<https://www.ndgrowingfutures.org/contact>