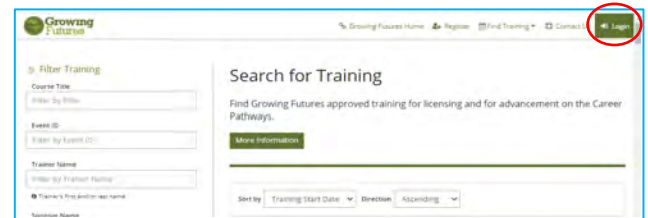## Login Instructions

July 2021
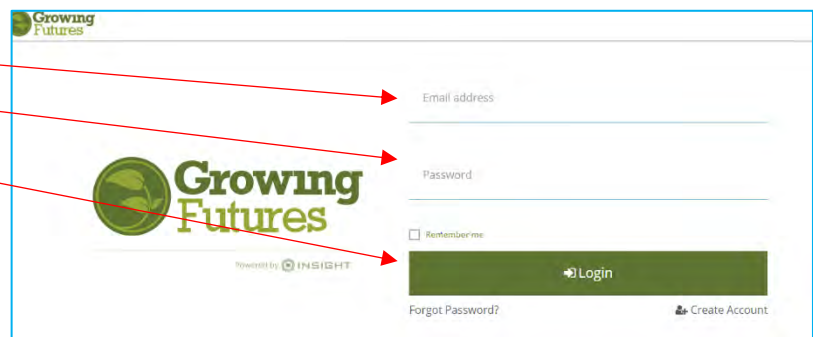
If You Know Your Email Address and Password

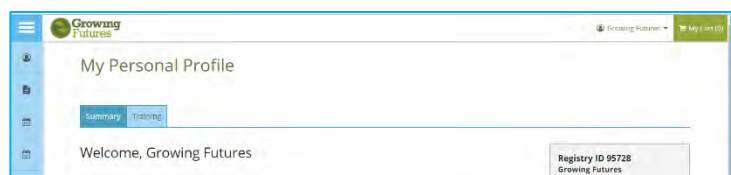1. Go to www.ndgrowingfutures.org and click on "Login."

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."

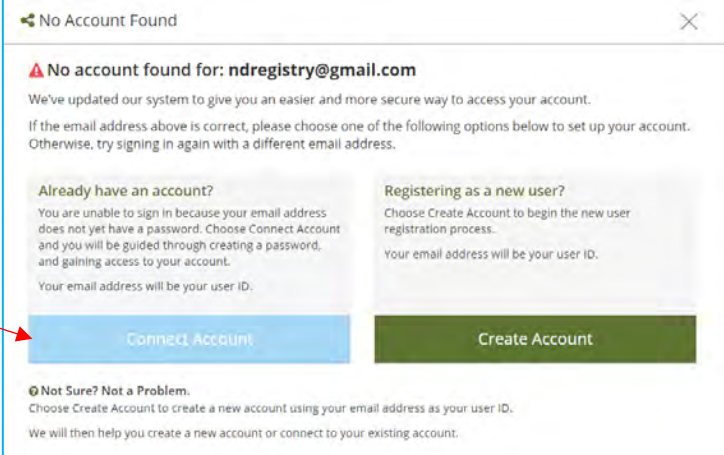3. Success! You have logged in to your Registry account.

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 If you do not know what email address is in the account or the email is no longer valid, contact Growing Futures for assistance.
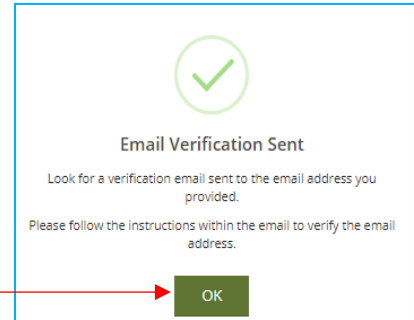

   No Account Found
   ⚠ No account found for: ndregistry@gmail.com
   We've updated our system to give you an easier and more secure way to access your account.
   If the email address above is correct, please choose one of the following options below to set up your account. Otherwise, try signing in again with a different email address.

   Already have an account?
   You are unable to sign in because your email address does not yet have a password. Choose Connect Account and you will be guided through creating a password, and gaining access to your account.
   Your email address will be your user ID.

   Registering as a new user?
   Choose Create Account to begin the new user registration process.
   Your email address will be your user ID.

   Connect Account   Create Account

   ⓘ Not Sure? Not a Problem.
   Choose Create Account to create a new account using your email address as your user ID.
   We will then help you create a new account or connect to your existing account.

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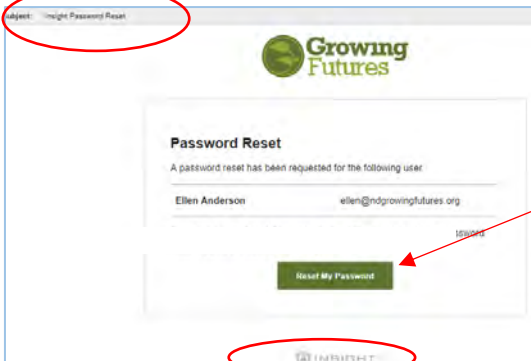

   Create Your Insight Account for the Growing Futures Registry

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

   Email Verification Sent
   Look for a verification email sent to the email address you provided.
   Please follow the instructions within the email to verify the email address.
   OK

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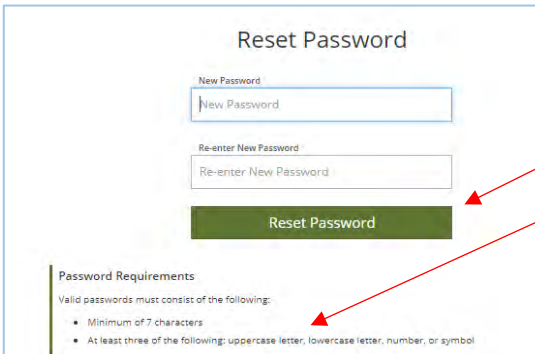

   Password Reset

   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.

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

   Please note the password requirements.

   Reset Password

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

ND Growing Futures Registry

www.ndgrowingfutures.org

7. 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.

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."

8. 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