

## How to Create an Individual Account

Creating an account with the Growing Futures Registry is easy. With your account, you'll be able to track your training, and view or print your Learning Record.



**Before you create a new account, remember that if you've attended training for license renewal in the past several years in North Dakota, you already have an account. DO NOT create another one! Instead, we want to help you find your existing record so you get credit for all the training you've taken. If you think you should have an account but can't find it, give us a call. We'll track it down for you.**

If you are new to the field or have never taken training, follow these steps to create your account:

1. Go to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and click on "Login" in the search bar at the top of the page.



2. On the "Login" page, click "Create an Individual Professional Profile" in the lower part of the screen.



**NOTE:** You can also login from the "Training Calendar" page. You may have landed on this page if you've clicked on "Take Training" on the Child Care Aware of ND website or "Find Approved Training" from the Growing Futures website. You can login or request a new account in the lower left-hand blue boxes.

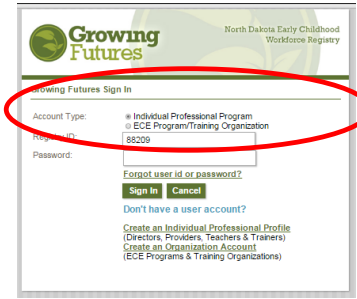


3. On the "Look Up" screen, you'll be asked to provide some information to make sure we don't already have an account for you. This is the only time you'll be asked to provide the last digits of your social security. Once your account is created, you'll use your Registry ID# to login.



4. On the next screen, fill out the basic contact information. **You must provide an accurate personal email. Don't use your employer's email or a generic account.** When you're done, click "Submit." You will be sent an email that contains your **Individual Registry ID# and password.** Be sure to check your Spam and Junk folders. If you do not receive the email within one hour, call us.

5. Now you're ready to login to your own account! Go back to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and again, click on Login in the top navigation bar. This time, enter the Individual Registry ID# and password you received in the email. You'll be able to change your password as part of the next step.



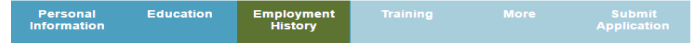
6. Complete your application by filling in the account interview questions. This may take 10-15 minutes. You can sign out and log back in later to finish. Just click "Save and Continue" at the bottom of each page so your information will be there when you come back. Use your Registry ID# and password to login every time.



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7. A very important part of the application is **Employment History**. When you click to add your position, you will be able to select your employer from a list of programs.

### Employment History



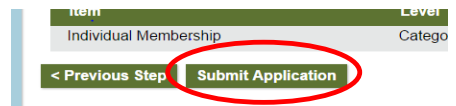
Please add an employment record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.



Search by your employer's name and city if you don't know the program's license number. Doing this means that at license renewal time, your licenser can quickly find your training record simply by typing in the license number of the program(s) where you work. Even Family child care providers should attach themselves to their program license number. You – and your director and licenser – will be glad you did at license renewal time!

8. When you're all done, click "Submit Application."



9. One last thing ---be sure to send in your documentation.

After you submit your online application, you will receive an email confirming that your application was submitted. This email will also give you a list of the documents you need to send to the Registry in order to verify the information on your application. We'll hold your account for 30 days and then process your application with the information we've received.

10. After your application has been reviewed and processed, you will receive a welcome packet that will include your Growing Futures Certificate of Achievement. This may take up to six (6) weeks depending on the documentation you need to send in.

11. After your application has been processed and you've received your packet, you can access your account and your Learning Record online at any time. When you attend approved training, it will be added to your record so your training information is complete.

12. **Update your account regularly!** If you change your name, go to work for a different employer, attend an event that is listed on the Automatically Accepted Training list, or have other changes, update your account. This is as easy as clicking "Renew or Update" on your account Summary page. In order to maintain an active account, you must renew annually.