

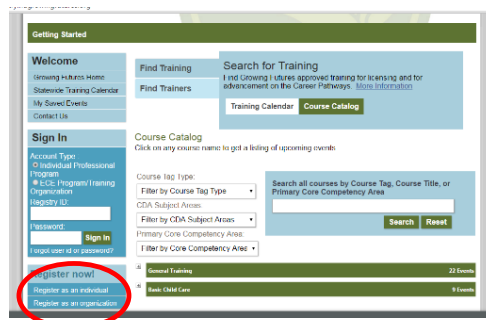
How to Create an Organization Account

Creating an organization account with the Growing Futures Registry is easy. With your account, you'll be able to quickly and easily track your employees' training, provide information to your licenser at renewal time, and submit training for approval. Organization accounts are for licensed direct-care programs as well as Pre-K, after school programs, early childhood service providers, training organizations, Tribal entities, and others involved in the field of early care and education.

Follow these steps to create your account:

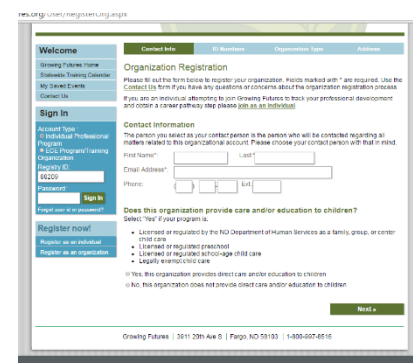
1. Go to www.ndgrowingfutures.org and click on "Login" in the search bar at the top of the page.
2. On the Login screen, select "Create an Organization Account."

Or, from the main page, select "Register as an Organization" in the lower left-side blue boxes.



3. Identify the account manager. This is the person who will be the contact for your organization. **This person will receive all emails and other information for the organization from the Growing Futures Registry. They will also have access to reports about staff and the program.** You can change the account manager at any time.

Then, indicate if your program provides direct care to children or not.



4. If your program provides direct care to children, you'll be asked to identify your program by ND DHS license number. You'll also be asked if your program is associated with a Head Start grantee, school district, or Tribe and will be able to select from a list of entities in North Dakota.

If your program does not provide direct care to children, you'll be asked the type of organization your program is from a drop down list of options.

5. Indicate if your organization provides training.
6. Complete the organization information, such as mailing address and phone number. Then click "Submit" at the bottom of the screen.
7. Once you've finished, you'll get a page that confirms your application was submitted. This means that the Growing Futures Registry has received your information. It may take approximately a week for the Registry to approve your organization account.

Once approved, the person listed as the account manager for your organization (the contact person) will receive an email at the address you provided. The email will include your organization account ID# and password. If the account manager does not receive this email, contact the Registry for help. Before calling, be sure to check the email account Spam and Junk folders. Also, add the Growing Futures Registry to "contacts" to be able to receive all future emails.

8. **Share your Growing Futures Organization ID# with staff!** As soon as you receive your Organization ID#, share it with your employees. If your organization is licensed by the ND DHS, teach your staff to use the Organization ID# when they fill out the Employment section of their individual accounts. This will allow you and your licenser to quickly find a list of employees and open their training records, to make license renewal much easier. In fact, we recommend that you make this part of your staff orientation so that your employees are attached to your account right from the beginning of their employment. **NOTE:** When a person selects your program as their employer, you will get an email asking you to confirm that they work for you. Be sure you confirm them as your employee so that their name is added to your organization account.
9. Update your account regularly. Organization accounts do not expire but you will be prompted on a regular basis to revisit your account and update the information. Always update if something changes – your address, phone number, license number, account manager, etc. If an employee leaves your business, you will want to remove them from your account.
10. Remember that your personal account and those of your employees will need to be renewed annually to remain current.