

How-To for Licensers

Licensers will have two forms of access in Growing Futures Registry:

- **Licenser Login:** a generic login for all licensers that links directly to Licensing reports. This is where you will verify training completion when conducting license renewal visits.
- **Individual Account:** your own personal account, where your own information and training is recorded. It's very likely that you already have an Individual 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.**

Login to the Licenser reports page:

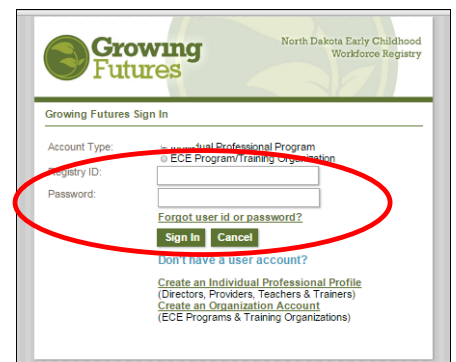
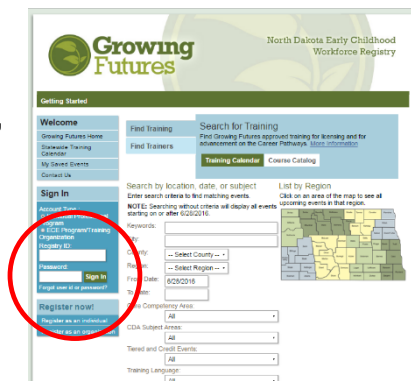
1. Contact the Early Childhood Administrator at the ND Department of Human Services for the Login ID and Password. Access to this information is managed by ND DHS. The Registry will not provide the login information to licensers directly. All Licensers will use the same information. The password will be changed periodically to maintain security.

2. Go to www.ndgrowingfutures.org and click on "Login" in the search bar at the top of the page.



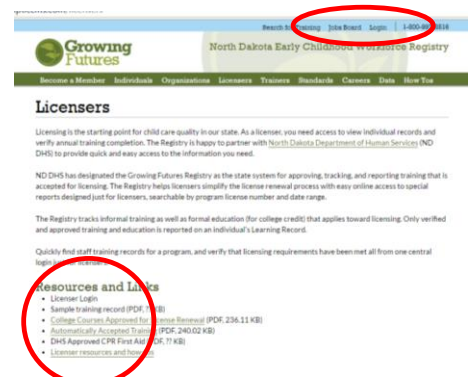
3. On the "Login" page, enter the ID and password you received from ND DHS, and click "Sign In."

The Login page is the most common way for you to access the Licenser reports. However, you can also login from the "Training Calendar" page on the Growing Futures website using the login in the lower left-hand blue boxes.



And you can login from the Licenser page of the Growing Futures website.

No matter where you start, you'll always enter the Login ID and Password you received from ND DHS.



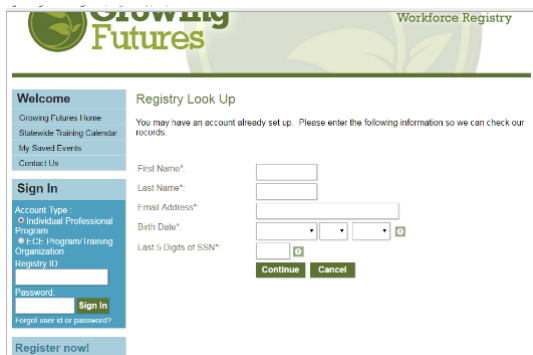
- The login will go directly to the Licenser report page. Here, you can select the **Faculty Staff Report** to find the list of employees attached to a specific program license number and be able to open each staff person's training record. You can also select to see an individual's **Learning Record**, which includes their full profile.

For the first two months of the new Registry system, we've provided a shortcut for you to find individual records. However, this is just a temporary work-around. We need your help to get programs to create organization accounts and get their employees attached to the account so that you can look up a staff list in one spot, rather than having to look up each person's record separately.

Be sure to click "Log out" when you leave a session!

Set up your Individual Account:

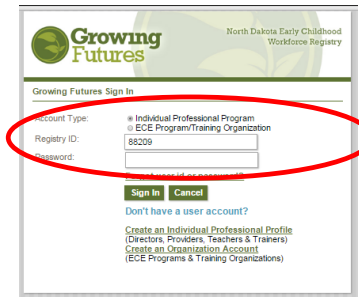
- Licensers are members of the Early Childhood workforce too! That means you need your own membership account to maintain your profile and document completion of any training you're required to take. To find your own account, go to www.ndgrowingfutures.org and click Login just as you did to find the Licenser reports.
- On the Login page, click "Create an Individual Professional Profile."



- On the "Look Up" screen, you'll be asked to provide some information to help us find your existing account or to make sure we don't create a duplicate 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 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.



7. A very important part of the application is **Employment History.** Be sure you find ND DHS and attach yourself to the DHS organization account even though you may work for a country or other entity. You can enter your actual employer as well.

Employment History

Personal Information	Education	Employment History	Training	More	Submit Application
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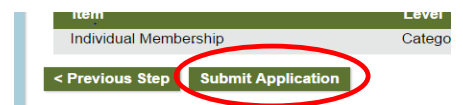
Please add an employment record for every early care and education position you hold or have held in the past.

- 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.

[Add Position](#)



Search by the DHS account by name and city. The contact person for the DHS organization account will receive an email asking for confirmation that you are a licenser. **NOTE:** This is the very same process that staff people will follow to attach themselves to a licensed program's organization account.



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

9. After you submit your online application, you will receive an email confirming that your application was submitted. This email will include a list of any 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. You can access your account and your Learning Record online at any time.

11. **Update your account regularly!** If you change your name, go to work for a different employer 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 membership account, you must renew annually.