

How-To for Licensers

--updated beginning 1-1-2019

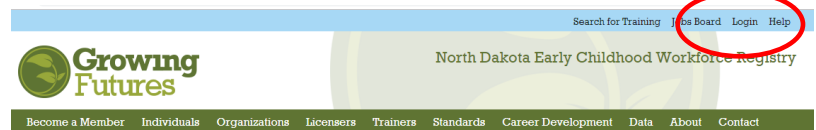
Licensers will have two forms of access in Growing Futures Registry:

- **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.
 - All licensers will login to the reports page of the Registry using the same email address and password.
 - Beginning 1-1-2019, the email address is: dhslicensing@ndgrowingfutures.org
 - The password for the account is controlled by the Early Childhood Administrator at the ND Department of Human Services. Periodically, the password will be changed for security and the DHS Administrator is responsible to distribute the updated password.
The Registry will not provide the login information to licensers directly.
- **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. **To find your personal account, follow the steps found at the Help Center:** <http://www.ndgrowingfutures.org/find-account>

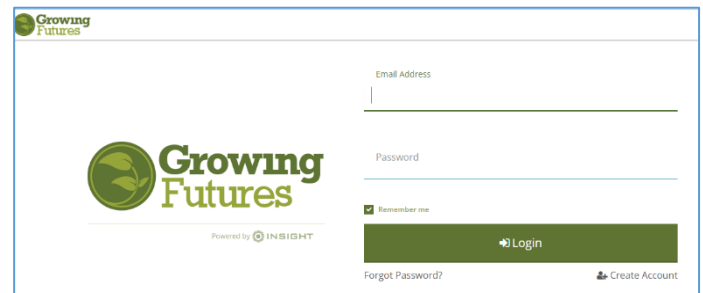
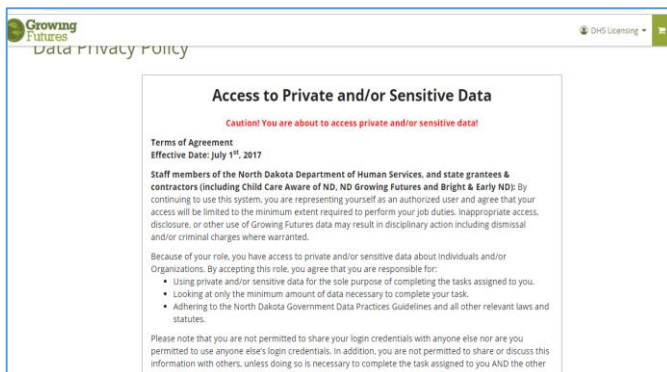
Login to the Licenser reports page:

1. Contact the Early Childhood Administrator at the ND Department of Human Services for the account password.

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

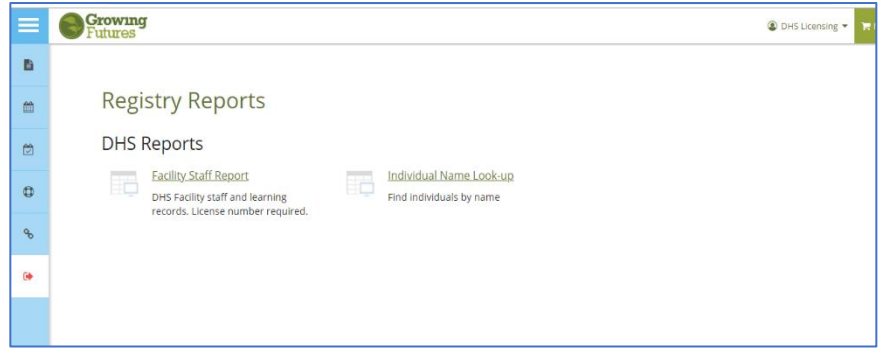


3. On the "Login" page, enter the email address: dhslicensing@ndgrowingfutures.org and password you received from ND DHS. Then click "Login."

4. All administrative users of the Registry must agree to the Data Privacy Policy before viewing individual account information. Read the policy and click the checkbox stating you understand your responsibilities. Then click the green "Agree" box to proceed.

5. The login will go directly to the Licensor 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. Or, select **Learning Record** to see one individual's report.

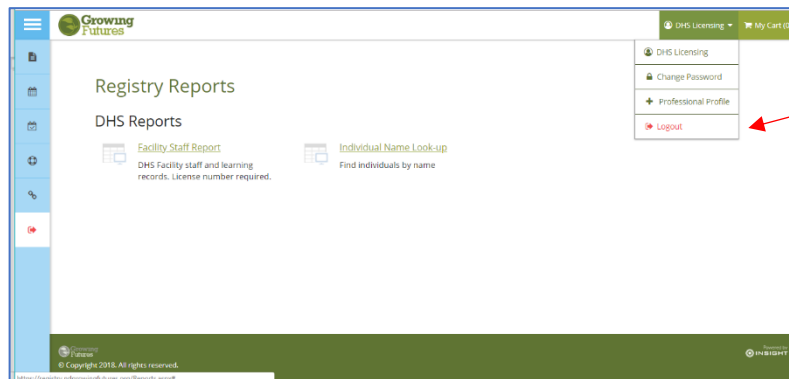
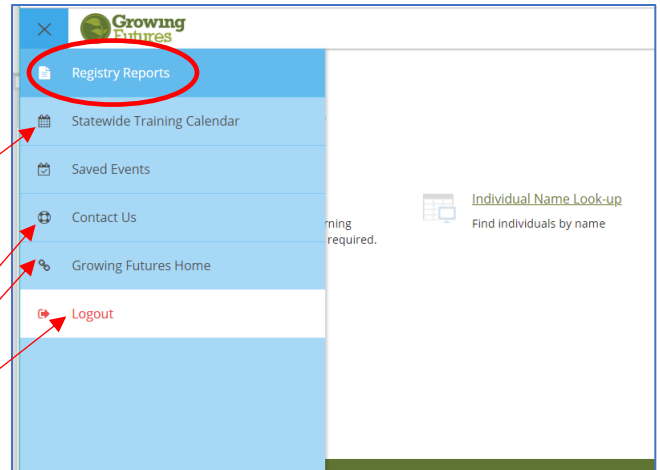


6. You can also access the reports by opening the blue navigation bar on the left of the screen and clicking "Registry Reports."

From the navigation bar, you can quickly access the Statewide Training Calendar, which shows all approved training currently open for registration.

Click on "Contact Us" to send a Help Desk support request. Click "Growing Futures Home" to access the Registry website.

Be sure to click "Log out" when you're done!



7. You can log out from the drop-down bar at the top right of the page as well.

You'll notice that in the top right drop-down box, you have the option of clicking to change the password on the account or create a professional profile. **DO NOT attempt either of these processes. Doing so may result in your access to the Licensers login being removed.**