

1. Go to the Growing Futures website at <u>www.ndgrowingfutures.org</u>, click on Login.

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Search for Training Jobs Board Login 1-800-897-8516				-
Scrowing Futures North Dakota Early Childhood Workforce Registry				
Become a Member Individuals Organizations Licensers Trainers Standards Career Development Data About Contact				

2. Log in to your Growing Futures individual account by entering your email address and password.

	Email address	
Growing	Password	
ruites	Remember me	
Powered by 🖲 IN SIGHT	+D Loį	gin
	Forgot Password?	🔐 Create Account

3. On the left side navigation of your individual account, Click on Workforce Incentives and Stipends.



4. Click on the Green Apply button.

Growing						
Workforce Incentives and Stipends						
	O You have not submitted any applications. No Workforce location or fitned applications have been requested at this time.					
	No workforce incentive or superio applications have been requested at this time.					

5. There are multiple sections in the application that you will need to Review/Manage. You can track your progress by viewing the (unconfirmed/confirmed, incomplete/complete) icons. Click the **Review/Manage** button to view the information in each section.

Workforce Incentives and Stipend Application							
	All portions of the application must be reviewed and confirmed in order to submit.						
	Personal Information	A unconfirmed	Review				
	Employment Information	A unconfirmed	Review				
	Workforce Incentives and Stipends	A incomplete	Manage				
			Submit Application				

6. It is important that your personal information be correct and up to date. If your personal information needs to be updated, click the **Edit** button in the top right corner. Click **Confirm** when information is accurate and reflects your IRS tax information.

S Workforce Incentives and Stipend Application		×
	Personal Information If the information below is correct, click Confirm. If you need to edit the information below, click Edit.	
	Contact Information a jane Doe Beginal com / \(.(701)) Blast 5 Optio of SN	
	DR DR Cyll BISMACK / Zame No / Zan Core S8504 County Burlegh / County United States	
	Home Address 9: DR Cry BIMARCK / Strav ND / Ito Crie 8554 County Burley / County United States	

7. Once you have made the changes to your personal information you will need to click the **Save** button at the bottom of the page.

Communication Preferences	
Growing Futures sends periodic communications.	
 Unsubscribe You will not receive informational emails from Growing Futures, but you will continue to receive emails regarding your account. Subscribe You will receive informational emails from Growing Futures in addition to emails regarding your account. 	
Save	e Return to My Profile

8. Click the **Review** button and verify that your Employment Information is accurate. If your employment information needs to be updated, click the **Edit** button in the top right corner. Click **Confirm** when employment is accurate.

Workforce Incentives and Stipend Application					
	Employment Information	Edit			
	If the information below is correct, click Confirm. If you need to update your employment, click Edit. ACTIVE The TRUMO222 / For Present The Table of Visual Verified by Program Locase Number of Visu				

- 9. Click the Manage button for Workforce Incentives and Stipends.
- 10. Select the incentive and stipend you would like to apply for. Click •Check Eligibility to see what Workforce Incentives and Stipends you are eligible for.
- 11. If you are not eligible, will appear. Click on the **View Eligibility Requirements** for more information.

O Stipend unavailable due to eligibility requirements. View Eligibility Requirements

- 12. After you have selected everything you want to apply for, click Save & Confirm.
- 13. Once all sections have been Reviewed/Managed and confirmed/complete, click on the green **Submit Application** button.

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۲		All portions of the application must be reviewed and confirmed in order to submit.		
в		Personal Information	Sconfirmed	Review
۵		Employment Information	♥ confirmed	Review
Ø		Workforce Incentives and Stipends	🖉 complete	Manage
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۵				Submit Application
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14. You will need to agree to the Terms and Conditions box and click Continue

≡	Growing		Terms and Conditions	×	<	
۲	Workforce Incentives and Stipend Application	2	You must agree to the terms and conditions in order to	submit this application.		
÷	All portions of the	ppi	I attest that the information I have provided in this application purposes of determining the stipend or incentive amount. By submitting the application form, I understand that the info	, to the best of my knowledge, is accurate and true for the rmation provided may be relied upon to make payments		
в	Personal Info	ma	from receival runds, and any faise information, statements, or prosecuted under applicable Federal and State law. I understand that submitting this application does not guarant submitted will be reviewed in accordance with Federal and Sta	documents or the concealment or material facts may be tee approval of a stipend or incentive and that information te guidelines.		Review
Ð	Employment	.afe [Lagrage to the terms and conditions 		-1	Review
Ø	Workforce In	ent	ragies to the terms and conditions			Manage
8		-	Continue	Cancel		
						Submit Application
Φ						

15. Successful completion of your application will appear as below.



Important

After your application has been successfully submitted you will receive a <u>series</u> of emails for next steps to set up your payments (Payee Profile-Supplier ID Account).