

## Early Childhood Workforce Registry

# **Individual Account Guide**

April 2025

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## Call the Registry at 800-997-8516 for help if:

- You do not know what email address is in your account
- You still can't log in after resetting your password
- You're not sure if you have an account

# **Create a Registry Account and Apply for Membership**

**Add Registry Membership after creating your account:** Taking the step to become a member is voluntary. You become a member when you choose to complete the membership application.

Part 1: Create a Registry Account		
<b>1.</b> Go to <u>www.ndgrowingfutures.org</u> and select "Login".	Prind Training Jobs Board Logn 2 EC Practitioners Organizations Training Approval Career Development Workforce Data About Contact	
<b>2.</b> On the log in screen select "Create Account."	Emeil address Password Password Perget Password? All Create Account	
<b>3.</b> Enter your information and then select "Create Account". You must use an accurate email address. The Registry will use that email to contact you.	Create Your Insight Account for the Growing Lutures Registry         The Registry has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.         We are not the required info below to begin creating your secure Insight account         The Name         Enter First Name         Enter Middle Name         Enter Ental Name         Enter Ental Name         Enter Ental Address	
<b>4.</b> You will see a message that an email has been sent to the email address you used. Select "OK."	Email Verification Sent Look for a verification email sent to the email address you provided. Please follow the instructions within the email to verify the email address.	

<b>5.</b> Go to your email account and open the email verification. Select "Verify Email."	Email Verification         A new account has been requested for the following user.         Growing Futures         growing futures         growing futures         Please click the "Verify Email" button below to verify your Account setup.         Verify Email
<ul> <li>6. Follow the password requirements shown at the bottom of the page.</li> <li>Enter your password in both boxes and then select "Save Password."</li> <li>Note: Registry staff cannot see passwords.</li> </ul>	Create Password     Figure trace a new password for your account.     Figure trace a new password for your account.     Figure trace a new password for your account.     Figure To Minimum of A characters     Andrew of the following: uppercase letter, lowercase letter, number, or symbol     Asswords cannot contain your first name. middle name. last name. or email address.     Asswords cannot contain more fina name. middle name. last name. or email address.     Asswords cannot contain more fina name. middle name. last name. or email address.     Asswords cannot contain more fina name. middle name. last name. or email address.     Asswords cannot contain more fina name. middle name. last name. or email address.     Asswords cannot contain more fina name. middle name. last name. or email address.     Asswords cannot contain more fina name. middle name. last name. or email address.     Asswords cannot contain more fina name. middle name. last name. or email address.
<b>7.</b> Return to the Login page and enter your email address and password. Then select "Login."	Anni esties: Person
8. Enter your information. Then select "Next." The system will check for an account with your birth date and last five of social security number.	Locate Online Application     Way Do I Need to Enter This First?  Instance base a profile or other genese, these at their reliable or other genese these at the reliable or other genese. These reliable or other genese these at the reliable or other genese these at the reliable or other genese these at the reliable or other genese. These reliable or other genese these at the reliable or other genese the reliable or other genese the reliable or other genese these at the reliable or other genese the reliable or othere genese the reliable or othere genese the reliable or othere gene
<b>NOTE:</b> Do not create a new account if an account already exists. Call the Registry to access your existing account.	Instant Additional Add
<ul> <li>9. If no account is found, complete the form for a new Individual Account. You will need to enter: <ul> <li>Personal mailing address</li> <li>Personal home address</li> <li>Personal primary phone number</li> <li>Any previous or maiden names, if applicable</li> <li>Your enrollment status in a federally recognized to</li> <li>The age group you work with the most</li> </ul> </li> </ul>	ribe, if applicable

**10.** Choose your communication preferences and review and accept the Registry Privacy Policy. Then, select "Submit".

Congratulations! You've created an Account with the Registry!

#### Part 2: Apply for Registry Membership

Registry membership allows you to link to your employer, participate in North Dakota initiatives, and access additional reports. Your employer may expect you to become a member so that they can verify your employment and see your training record. You must have a current Registry membership to be an approved trainer or consultant.

1. Log in to your Registry account.	Find Training Login Help Center
<ol> <li>On your profile Summary tab, select "Become a Member." If you are also applying to become a trainer or an RBPD Specialist, select those as well.</li> </ol>	My Personal Profile Become a member Become a trainer Become a RBPD Specialist
3. Select "Apply/Renew."	Apply/Renew
<ul> <li>4. Select Start. The membership application includes:</li> <li>a. Education, including professional credentials a certifications</li> <li>b. Employment - current and past</li> <li>c. Professional involvement</li> </ul>	and
<ol> <li>Complete all sections of the Membership applica and Continue" on each page. When all sections are "Submit".</li> </ol>	tion, selecting "Save complete, select

6. If you do not have any documents to send select the "I am not sending any documents" button.

I am not sending any documents

**Note:** If you are applying as a trainer or consultant, you must upload the required documentation as part of the application process.

#### What Happens Next?

When you select "Submit" on your Membership application, several things will happen:

- Your profile will be read-only. You can view your information, but you cannot edit or add information. You will still be able to take training.
- An email will be sent to the email address in your account. The email will have instructions for sending documents. If you said that you are not sending documents, you can ignore this email.
- Registry staff will process your application.
- You will receive a Career Pathway, based on the information that has been verified in your profile.
- Once your application has been processed, you will receive an email with instructions to download your membership card and Career Pathways Certificate of Achievement. Your profile will no longer be read-only and you will be able to edit your profile information.

#### **Keep Your Registry Profile Current**

- Keep your profile up to date. If you have any changes, such as your contact information, address, email, phone, employer, or education, log in to your Registry profile and update your information. Note: if your personal information is locked, *call* the Registry for assistance.
- **Renewal:** Registry membership must be renewed every 12-months. Trainers must renew every 24-months and RBPD Specialists must be renew either every 12 or 36-months.



# How to Log into your Registry account

You must use the email address that is in your account to log in or reset your password. If you do not know what email address is in your account or that email is not a good email, **call** the Registry at 800-997-8516 for help.

If You Know Your Email Address and Password		
1. Go to <u>www.ndgrowingfutures.org</u> and select "Login."	Find Training Login Heig Futures Individuals Organizations Training Approval Career Development Workforce Data About	Center
You can also log in on the Search for Training page. Select "Login" in the upper right-hand corner	<sup>®</sup> Growing Futures Home La Register ∰Find Training ♥ (B) Contact Us IDEnglish ♥ ♥ Login	
<ol> <li>On the log in page, enter your email address and password. Then, select</li> </ol>	Email Address Crowing Password	

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3. Success! You have logged in to your Registry account.

"Login."

Growing Futures	Growing Futures - The My Line
My Personal Profile	
Summary T/Stoing	
Wolcomo Growing Futuros	and the statement
welcome, drowing rutures	Registry ID 95728

+1 Login

A+ Create Acc

#### If You Know Your Email Address but Forgot Your Password Email Address 1. On the Registry Login page, select "Forgot Password?" Password Growing Login utures Forgot Password? 2. Enter your email address and Forgot Password? × select "Next". Enter the email address associated with your account to request a password reset. 1 The system will send an email to Email Address Password Email Sent your email address. Select OK. with has known sent with michaethors an investing by internet for your profile This ensuit will be valid for 48 Youre Close 3. Go to your email account, open the email, and **Reset My Password** select Reset My Password. Reset Password 4. Follow the password requirements to create a new password. Alter Patrialord Revenuer have Recovered Enter your password in both boxes and then select "Reset Password". Password Requirements taid same to want or set of the following When the new password is accepted you will see + Mercuri et Rutranseni · At test three of the following upper last letter, investigat letter, number, or surfact "Success". score) carine i compri your first name, mittige have, lant name, or amail address: · Parametria partoni contant more than show (2) repeat or sequenced where or numbers in the second section in F or T are second and the rest second bill

5. Return to the Registry Login, and sign in using your email address and new password.

If you can't log in after resetting your password, **call** the Registry at 800-997-8516 for help.