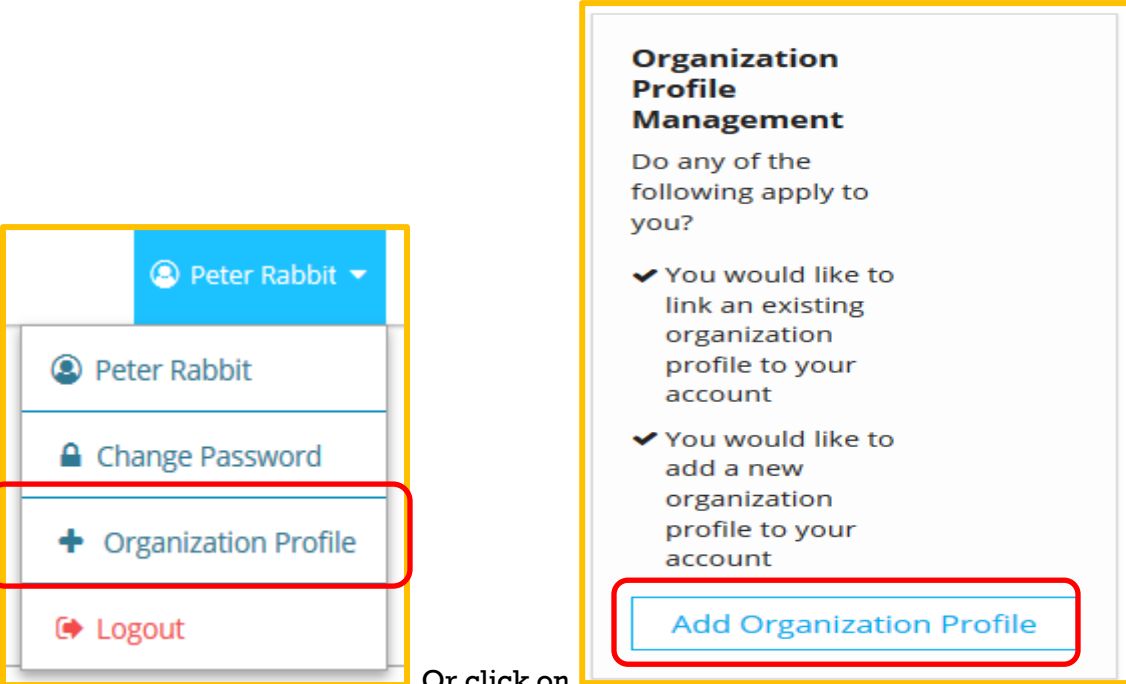


The Minnesota Quality Improvement & Registry Tool

7.0 Linking Accounts

If you are the owner of an Organization Profile, you can add access to your Individual Account.

1. Go to www.developtoolmn.org and click on **Login**. On the search page, click on **Login** and enter your Individual Account email address and password.
2. There are two ways to add an Organization Profile. Click on **+ Organization Profile** from the drop down menu or **Add Organization Profile** on the right hand menu.



The image shows two screenshots from the application. The left screenshot is a user profile dropdown menu for 'Peter Rabbit'. It contains options for 'Peter Rabbit', 'Change Password', '+ Organization Profile' (highlighted with a red box), and 'Logout'. The right screenshot is the 'Organization Profile Management' page, which asks 'Do any of the following apply to you?' and lists two checked options: 'You would like to link an existing organization profile to your account' and 'You would like to add a new organization profile to your account'. A red box highlights the 'Add Organization Profile' button at the bottom of this page.

Or click on

Organization Profile Access

3. Enter the Develop Organization ID number and click on **Find Profile**.

Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Required

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

Create Profile

Don't Know the Organization ID?

The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.

Contact Support

4. The Organization Lookup screen will appear with the organization information. If this is correct, click on **Send Request**. If not, click on **New Search**.

Organization Lookup

We found the following organization:

#131267
100 Acre Wood
1313 mocking bird lane
1819 Hunny Bear Ln
Ashdown Forest, MN 55070

Next Steps


If this is the correct organization, click **Send Request** to send an approval request to the owner of the organization profile.

If this is not the correct organization, click **New Search** to re-type your organization ID or set up a new organization profile.

Send Request **New Search**

Organization Profile Access

5. Develop will send your request to the email address on file for the organization.
6. When your access is approved, you'll receive an email that your access is granted.



Request Sent

An approval request was sent to the owner of this organization.

Once approved, you will have access to the requested organization profile.

🔔 You will receive a notification email confirming your access to the requested organization when your access request is approved.

[Search Again](#) [Close Search](#)

DEVELOP HELP DESK

833-605-6938 § support@develophelp.zendesk.com

Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9811
- 651-655-0150