

develop

The Minnesota Quality Improvement & Registry Tool

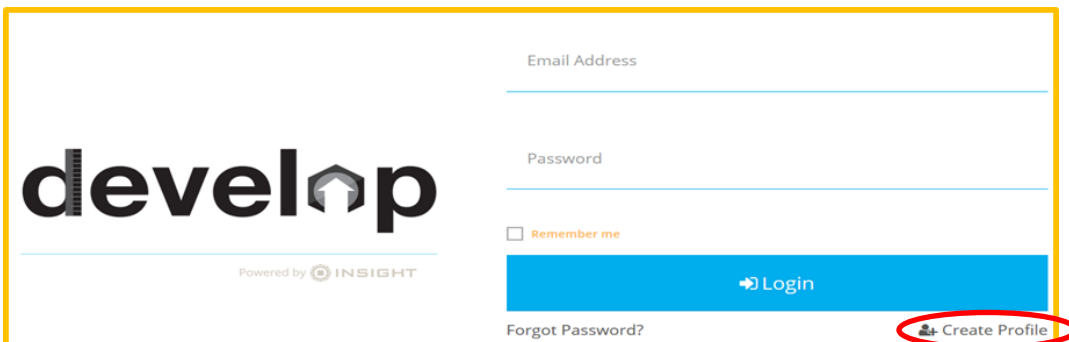
DEVELOP – CREATING AN INDIVIDUAL PROFILE

To register for training or apply for a membership, you need to create a **Develop Profile**.


1. Go to www.developtoolmn.org. Click **Register** in the upper right corner.



2. Click **Create Profile**.

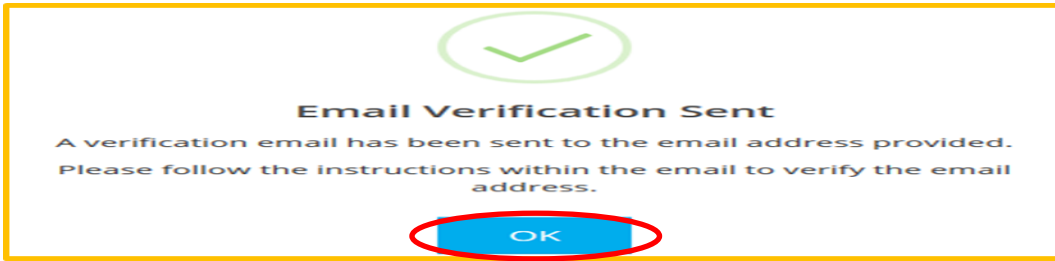


3. Enter the requested information and click **Create Profile**.

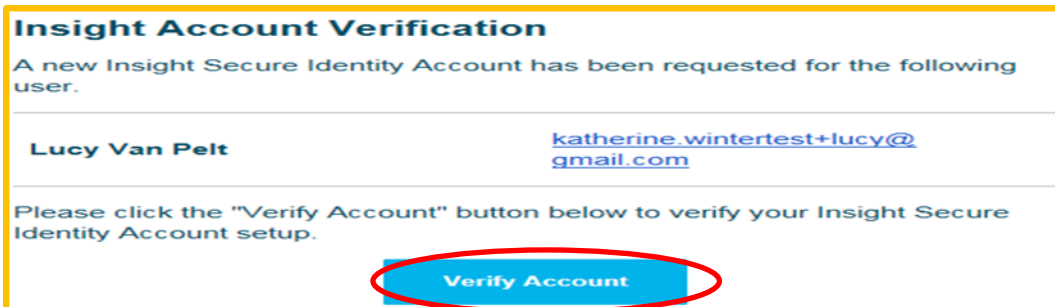
A screenshot of the 'Create Your Insight Profile for Develop' form. The title is 'Create Your Insight Profile for Develop'. Below the title is a security notice: 'Develop has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures. Please enter the required info below to begin creating your secure Insight profile.' There are four input fields: 'First Name' (with placeholder 'Enter First Name'), 'Middle Name' (with placeholder 'Enter Middle Name'), 'Last Name' (with placeholder 'Enter Last Name'), and 'Email Address' (with placeholder 'Enter Email Address'). At the bottom, there is a blue button with the text 'Create Profile', which is circled in red.

Creating an Individual Profile

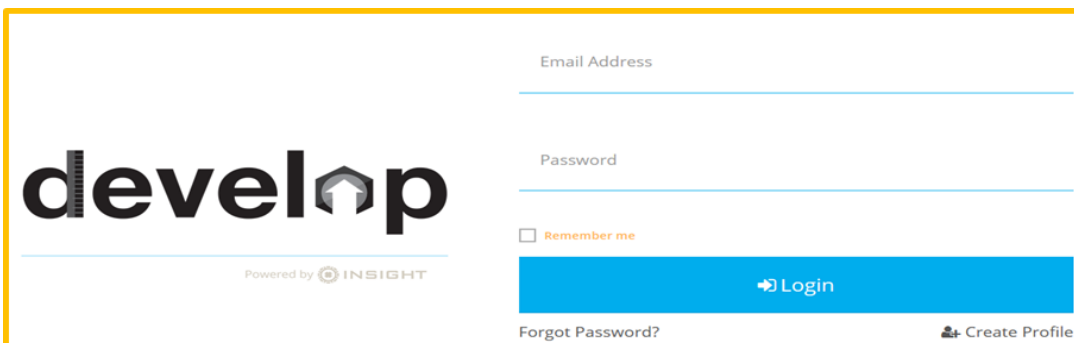
4. After clicking **Create Profile**, a verification email will be sent to the email address you provided. Click **OK**.



5. Click **Verify Account** and create a password for your account.



6. After clicking **Save Password**, you can log into Develop with your email address and the password you created.



Creating an Individual Profile

7. Completing the information below, will create a profile or locate an existing one.

Locate Online Application

Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

ⓘ If no existing profiles are found, you will automatically continue onto new profile setup.

First Name
Lucy

Last Name
Van Pelt

Email Address
katherine.wintertest+lucy@gmail.com

Date of Birth
Enter Date of Birth Required

Last 5 Digits of SSN
Enter Last 5 Digits of SSN Required

Next >

8. If you do not have a profile, you can continue with the application. If the system finds an existing profile, you will be directed to contact the help desk.

9. For your profile, you will need:

- Mailing and home address
- Primary and secondary phone number
- Your previous or maiden name, if applicable
- To indicate if you are enrolled in a federally recognized tribe
- To identify which age group you consider your primary focus

10. The address you entered will be verified against the format used by the United States Postal Service (USPS.)

Mailing Address Verification

⚠ Address Verification Required
According to the USPS, the mailing address you entered doesn't appear to be in the proper format.

Original Address
444 Lafayette
Saint Paul, MN 55102

USPS Recommendation
444 LAFAYETTE RD N
SAINT PAUL, MN 55155-3802

Use Original Address Use USPS Address

After choosing an option above, you will be redirected back to your page.

Creating an Individual Profile

11. The **Communication Preferences** can be edited to include specific counties or regions. These options can be changed at any time on your individual profile. Click **Next**.

Communication Preferences

What is This?

Develop and its partners send periodic communications about the Early Learning & School-Age Care system in Minnesota
Please indicate which communications you would like to receive.

Does not impact communications/emails regarding your account and/or membership.

Yes, I wish to receive informational emails from **Achieve**. If you do not select this option, you will still receive emails regarding your account and/or membership.

Yes, I wish to receive informational emails from **Develop** about how best to utilize this technology and to notify me about new features within the system.

Yes, I wish to receive informational emails from **Child Care Aware of Minnesota** about best practices for Trainers and RBPD Specialists and supports available to help me as an approved Trainer or RBPD Specialist.

Yes, I wish to receive monthly emails from Develop about **upcoming training opportunities**. If you select this, please indicate in which counties you might take training and whether you are interested in hearing about web-based training. Note that you will always have access to the Develop Training Calendar by clicking on "Search for Training."


Indicate which counties you would like to be notified of for training.
Select all counties that apply

Include information on upcoming web-based training.

12. After you review and accept the Privacy Policy, click **Submit**.

I acknowledge that I have reviewed the Privacy Policy.

13. Your profile is complete! Click **OK**.



Welcome to Develop
Your profile setup is complete.