

develop

The Minnesota Quality Improvement & Registry Tool

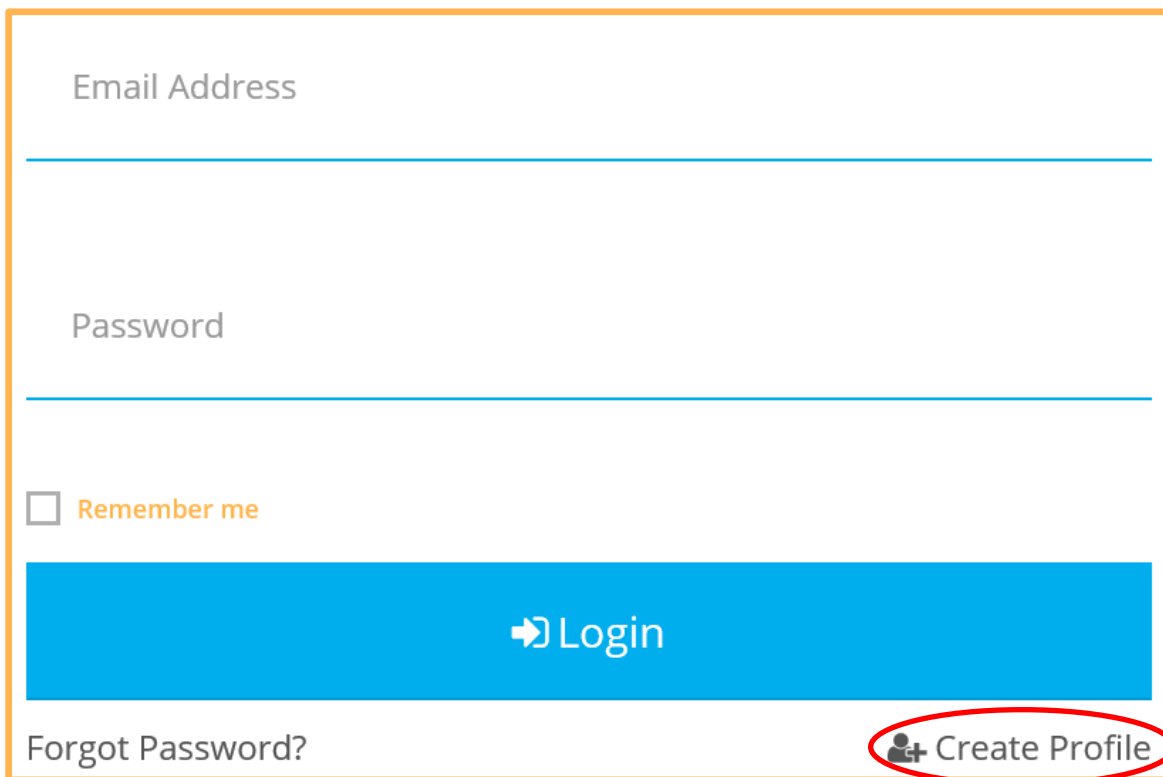
DEVELOP – CREATING AN INDIVIDUAL PROFILE

To register for training, apply for an Individual Membership, or register your Organization, you need to create a **Develop Profile**.

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



2. Click **Create Profile**.

A screenshot of the registration form. It features two input fields: 'Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. A large blue button with a right-pointing arrow and the text 'Login' is centered below the form. At the bottom right, there is a link with a person icon and the text 'Create Profile', which is circled in red. A 'Forgot Password?' link is located at the bottom left.

Creating an Individual Profile

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

Create Your Insight Profile for Develop

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.

First Name


Middle Name

Last Name

Email Address

Create Profile

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



Email Verification Sent

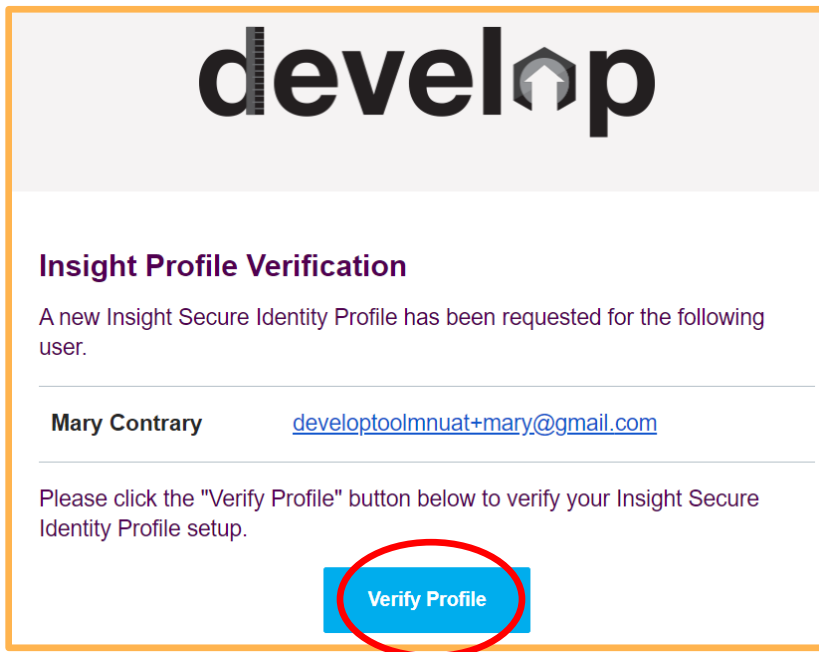
Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.

OK

Creating an Individual Profile

5. When the email arrives, click **Verify Account**. A new browser window will open.



develop

Insight Profile Verification

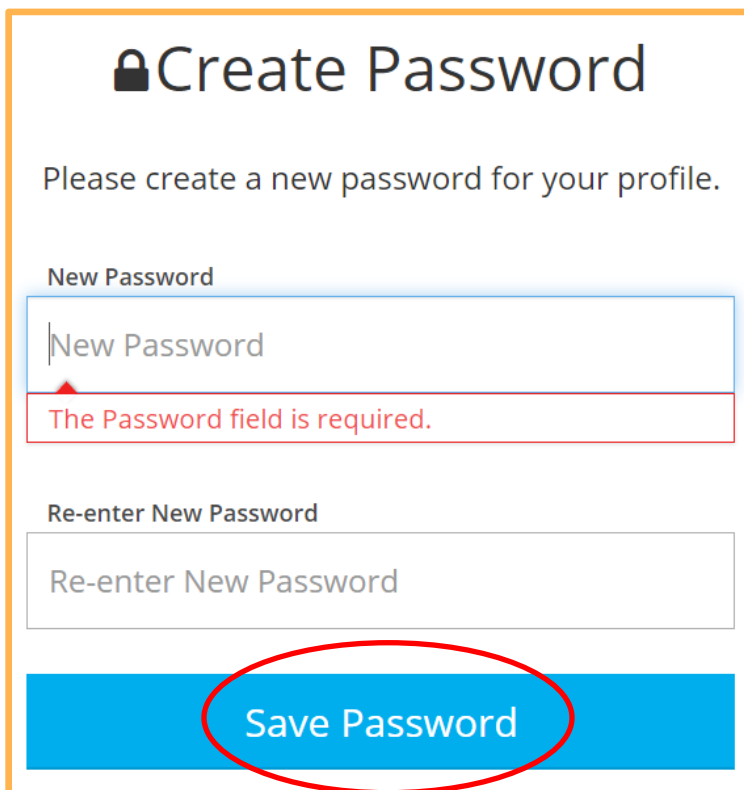
A new Insight Secure Identity Profile has been requested for the following user.

Mary Contrary	developtoolmnuat+mary@gmail.com
---------------	--

Please click the "Verify Profile" button below to verify your Insight Secure Identity Profile setup.

Verify Profile

6. Select a password and enter it twice. Click **Save Password**.



Create Password

Please create a new password for your profile.

New Password

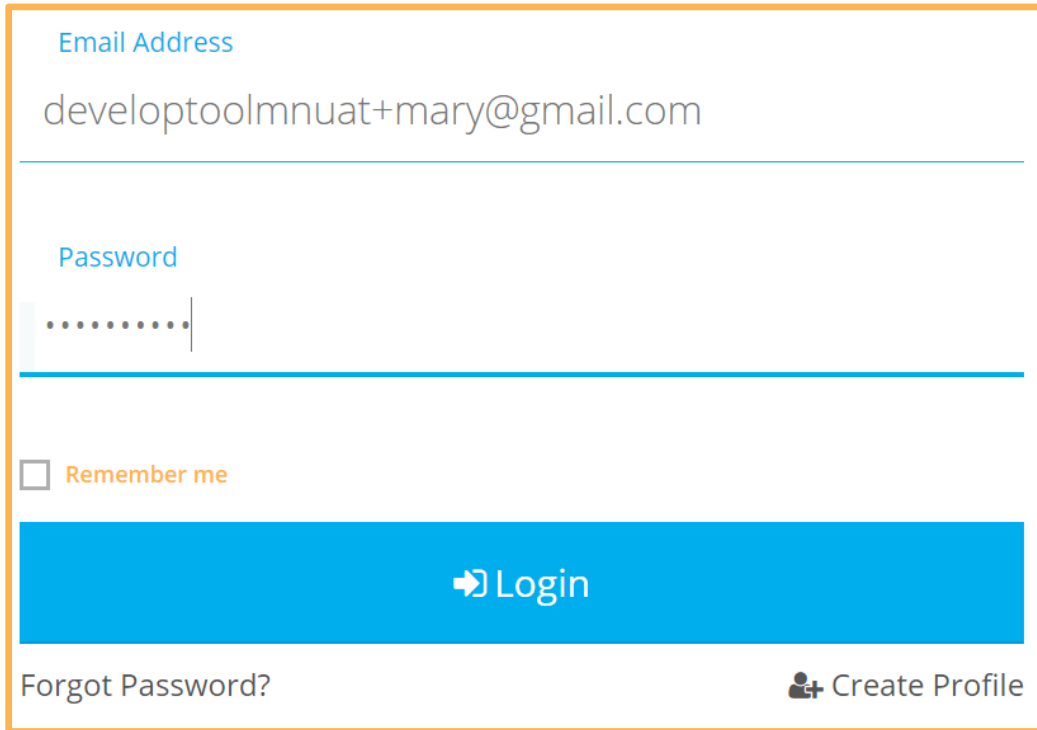
The Password field is required.

Re-enter New Password

Save Password

Creating an Individual Profile

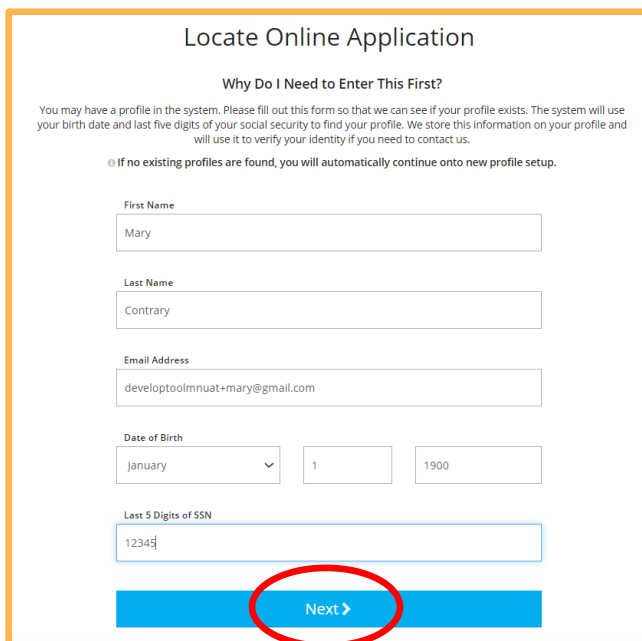
7. After clicking **Save Password**, you can log into Develop with your email address and the password you created.



The screenshot shows a login form with the following elements:

- Email Address:** A text input field containing "developtoolmnuat+mary@gmail.com".
- Password:** A password input field with a masked password of ten dots.
- Remember me:** An unchecked checkbox labeled "Remember me".
- Login Button:** A large blue button with a right-pointing arrow and the text "Login".
- Forgot Password?:** A link located at the bottom left.
- Create Profile:** A link with a person icon and a plus sign, located at the bottom right.

8. Enter the requested information to create a profile or locate an existing profile and select, **"NEXT"**





The screenshot shows a form titled "Locate Online Application" with the following elements:

- Title:** "Locate Online Application"
- Section Header:** "Why Do I Need to Enter This First?"
- Text:** "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."
- Note:** "If no existing profiles are found, you will automatically continue onto new profile setup."
- Form Fields:**
 - First Name:** Text input field containing "Mary".
 - Last Name:** Text input field containing "Contrary".
 - Email Address:** Text input field containing "developtoolmnuat+mary@gmail.com".
 - Date of Birth:** A date picker with a dropdown menu set to "January", a numeric field set to "1", and a year field set to "1900".
 - Last 5 Digits of SSN:** Text input field containing "12345".
- Next Button:** A blue button with the text "Next >" circled in red.



Creating an Individual Profile

9. If you do not have a profile, you can continue with the application. If the system finds an existing profile, you will need to contact the Develop Help Desk.
10. 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
11. Verification of the mailing address will occur and will be matched 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.

<p> Original Address</p> <p>444 Lafayette Road North Saint Paul, MN 55155</p>	<p> USPS Recommendation</p> <p>444 LAFAYETTE RD N SAINT PAUL, MN 55155-3802</p>
---	---

Use Original Address

Use USPS Address

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

Cancel

Creating an Individual Profile

12. The **Communication Preferences** can be edited. 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. You can always update your preferences in your Develop profile.

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.

◀ Back

Next ▶

Creating an Individual Profile

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.

 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.