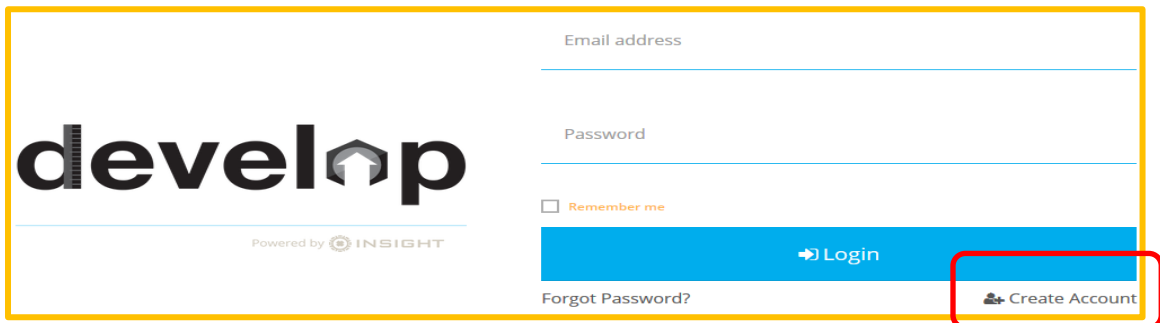


The Minnesota Quality Improvement & Registry Tool

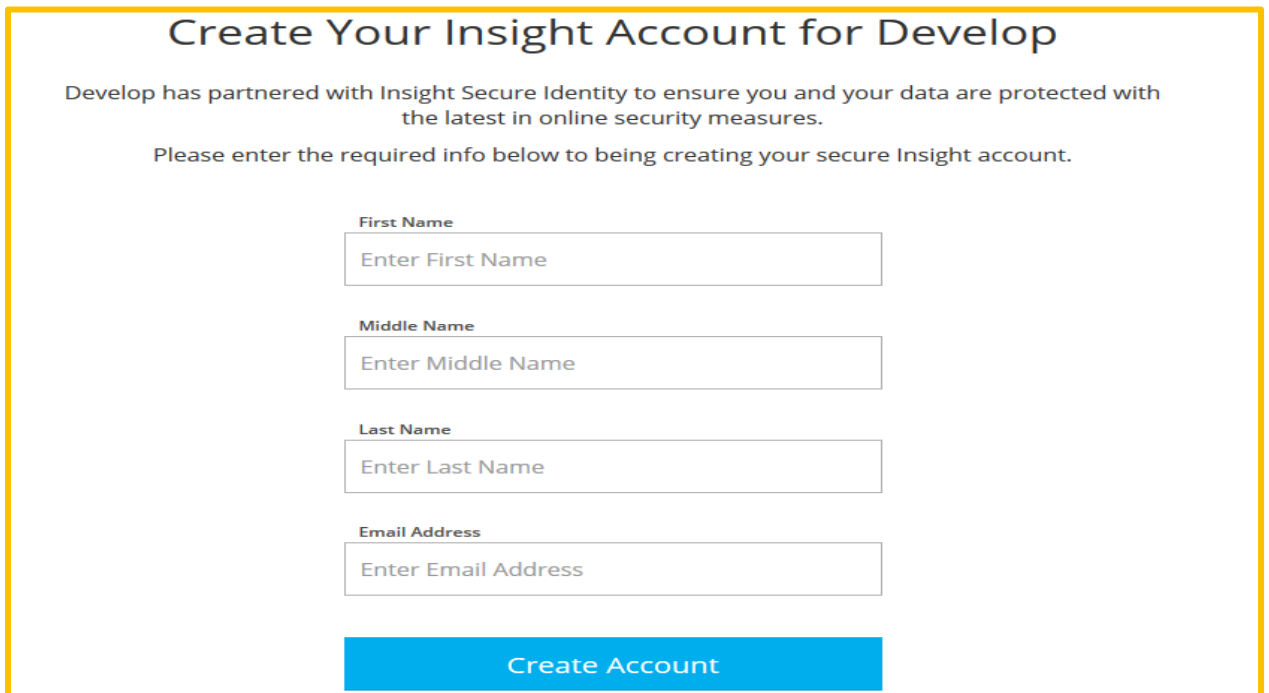
How to Create an Individual Account

1. Sign up for **Develop Individual Account**.
 - Go to www.developtoolmn.org
 - Click on **Register** in the upper right corner.
2. Click on **Create Account**.



The screenshot shows the Develop login page. On the left is the 'develop' logo with a house icon inside the 'o'. Below the logo is the text 'Powered by INSIGHT'. On the right, there are input fields for 'Email address' and 'Password'. Below these is a checkbox labeled 'Remember me'. A blue button with a right arrow and the text 'Login' is present. Below the login button is a link for 'Forgot Password?'. In the bottom right corner, there is a 'Create Account' button with a person icon, which is highlighted with a red box.

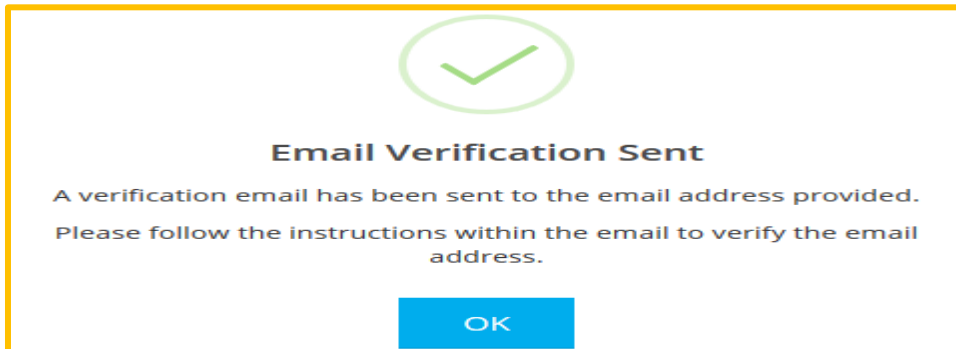
3. Enter the requested information and click on **Create Account**.



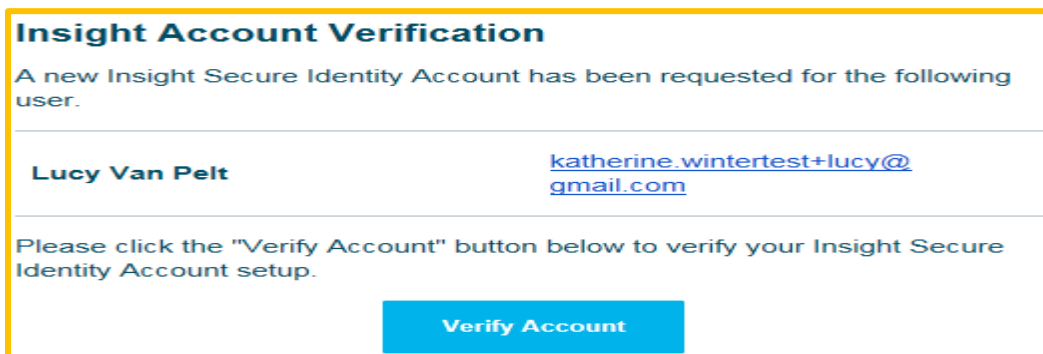
The screenshot shows the 'Create Your Insight Account for Develop' form. At the top, it says 'Develop has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures. Please enter the required info below to being creating your secure Insight account.' Below this 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 is a blue button labeled 'Create Account'.

Accounts and Membership

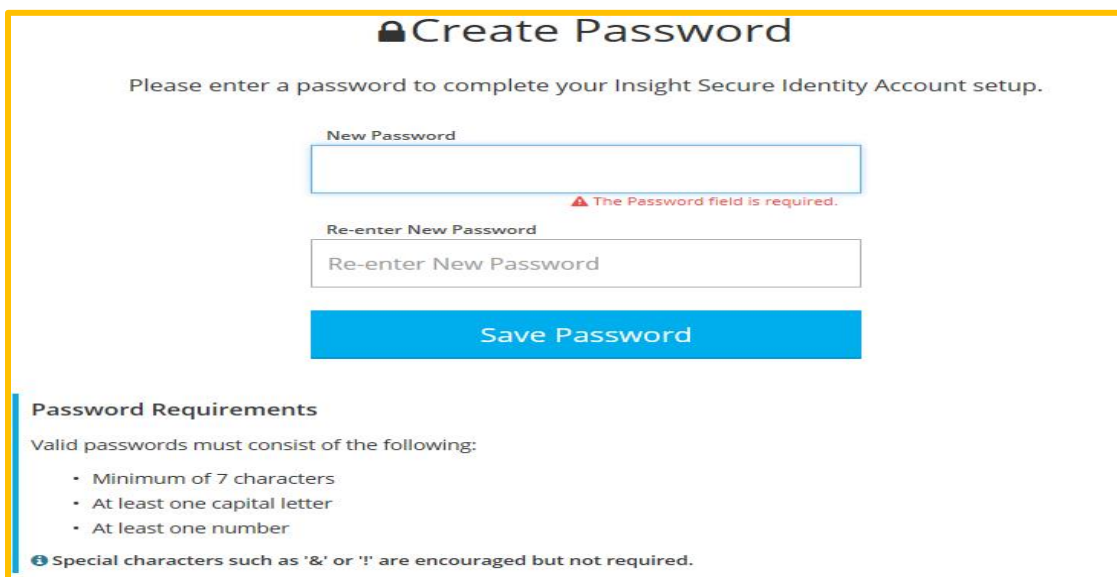
4. Develop will send you an email for verification. Check your email and click **OK**.



5. Click on **Verify Account**.



6. After verifying your account, you are required to update your password. Click on **Save Password** when finished.



Accounts and Membership

7. Log in to Develop with your email address and password.
8. Complete the information to locate your existing Individual Account.

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	<input type="text" value="Lucy"/>
Last Name	<input type="text" value="Van Pelt"/>
Email Address	<input type="text" value="katherine.wintertest+lucy@gmail.com"/>
Date of Birth	<input type="text" value="Enter Date of Birth"/> <small style="color: red;">Required</small>
Last 5 Digits of SSN	<input type="text" value="Enter Last 5 Digits of SSN"/> <small style="color: red;">Required</small>

If you previously had an Individual Account, it will be located with the last 5 (five) digits of your Social Security number and birthdate. For new Individual Accounts, if you do not want to enter the last 5 (five) digits of your Social Security number, you can enter 5 (five) random numbers. For security, Develop staff cannot view or edit the 5 (five) numbers that you select.

9. If no profile is found, you will be directed to complete the application process for your Individual Account.

An online application was not found using the information you provided. Please enter the following to begin the Develop online application process.

10. For your Individual Account you will need:
 - A mailing address
 - A home address
 - A primary and secondary phone number
 - Your previous or maiden name, if applicable
 - Your enrollment status in a federally recognized tribe, or an indication that you are a first or second generation descendant of an enrolled tribal member, if applicable
 - An indication of which age group is your primary focus

Accounts and Membership

11. Enter your Communication Preferences and click on **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 RBPB Specialists and supports available to help me as an approved Trainer or RBPB 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."

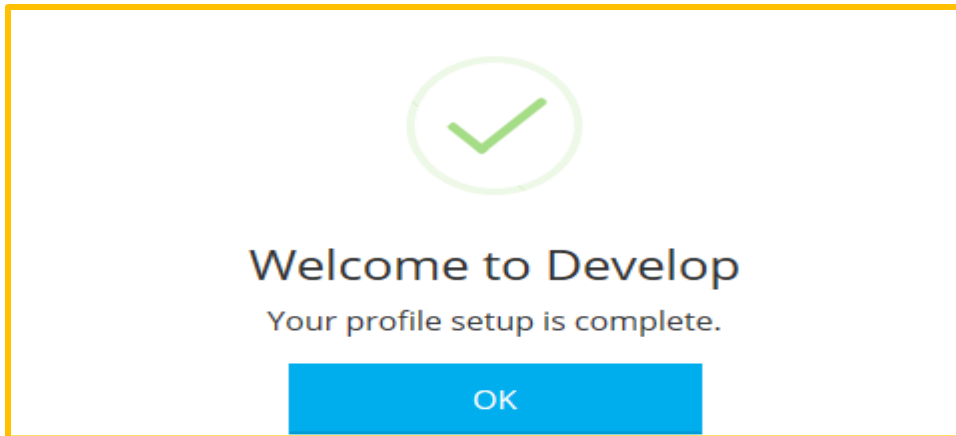
Indicate which counties you would like to be notified of for training.

- Include information on upcoming web-based training.

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

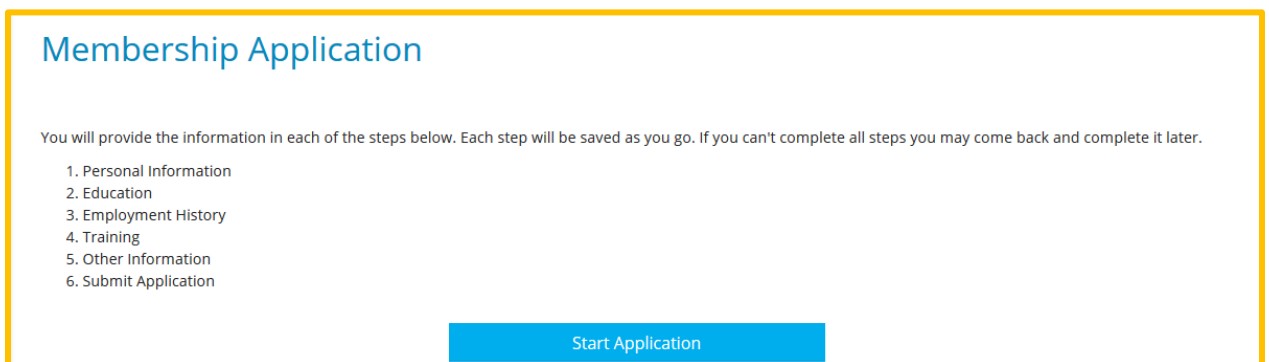
- I acknowledge that I have reviewed the Privacy Policy.

Accounts and Membership



Apply for Membership

1. Log in to Develop with your email address and password.
2. Check the box **Become a Member**, then click on **Apply/Renew** to start your application.
3. For the Membership Application, provide the following:
 - Personal Information
 - Education
 - Employment history
 - Training
 - Other information
4. Click on **Start Application**



You can view the specific requirements [here](#).

5. Complete as much as you can (you can always pick up where you left off). Click **Submit Application** when finished.
6. Send in documentation, if required.

Accounts and Membership

7. Develop will send an email message listing what you need to send to Achieve – The MN Center for Professional Development to finish your application.
8. Any transcripts, training certificates or any proof of membership in professional organizations need to be sent directly to:
Achieve – The MN Center for Professional Development
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719
support@mncpd.org or by fax 877-379-2467

What is next?

Once you press **Submit Application** below, the following will occur:

- Your account will be "locked" which means you can view but not edit your professional record.
- A confirmation email will be sent to you with the instructions for the next step.
- You will need to send in all required documentation outlined in the confirmation email.
- Registry staff will review your documents and process your application.
- Registry staff will mail your Career Lattice Level Certificate and unlock your account.
- This application counts as your official application. You do not need to submit a paper application.

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