develop

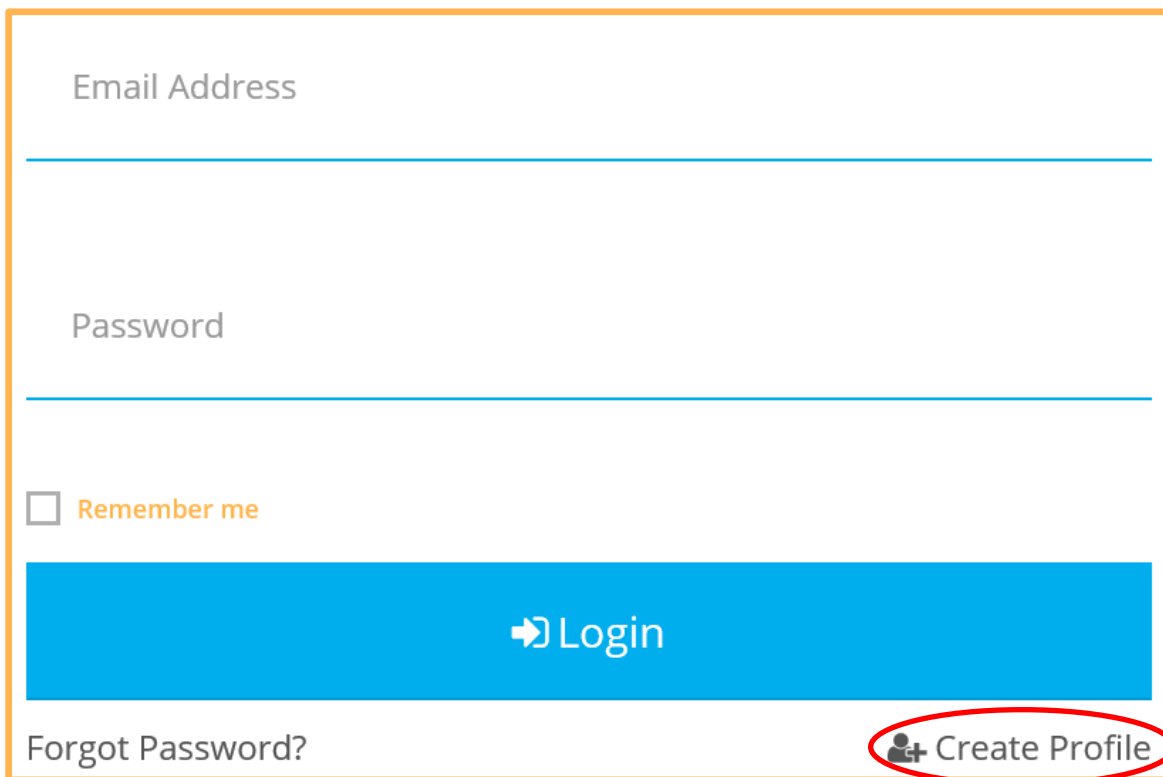## The Minnesota Quality Improvement & Registry Tool

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**.

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Creating an Individual Profile

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

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

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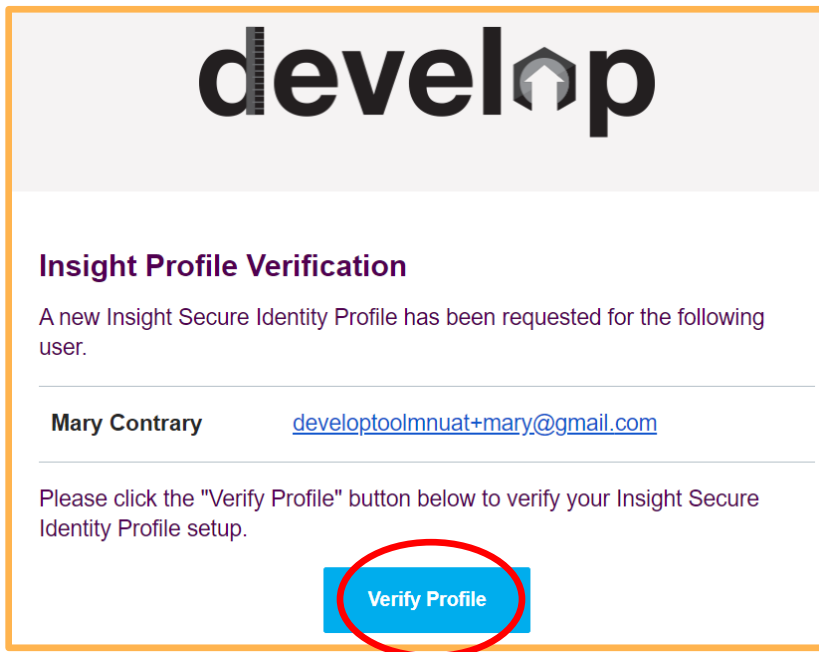
5. When the email arrives, click **Verify Account**. A new browser window will open.
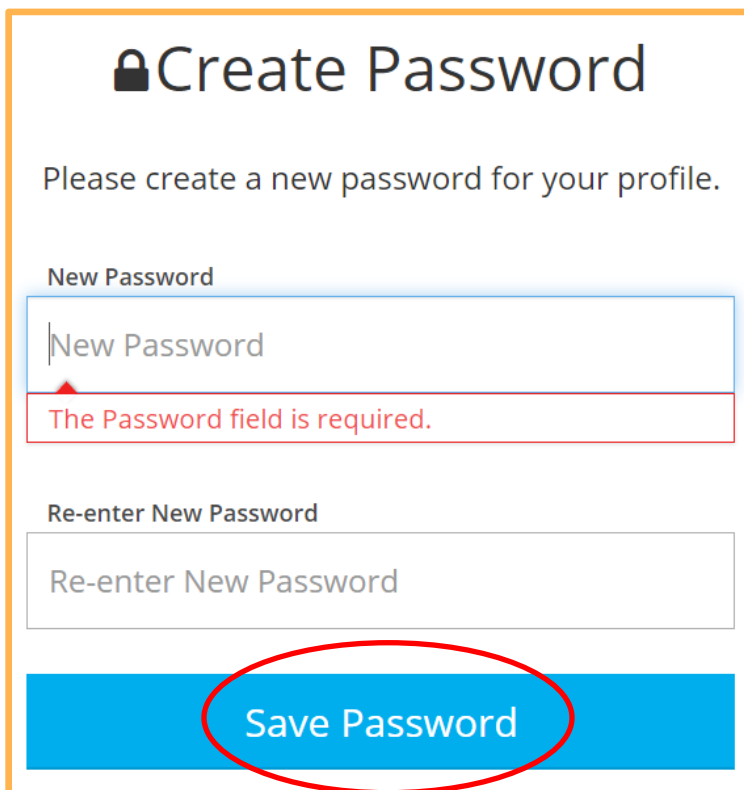

6. Select a password and enter it twice. Click **Save Password**.

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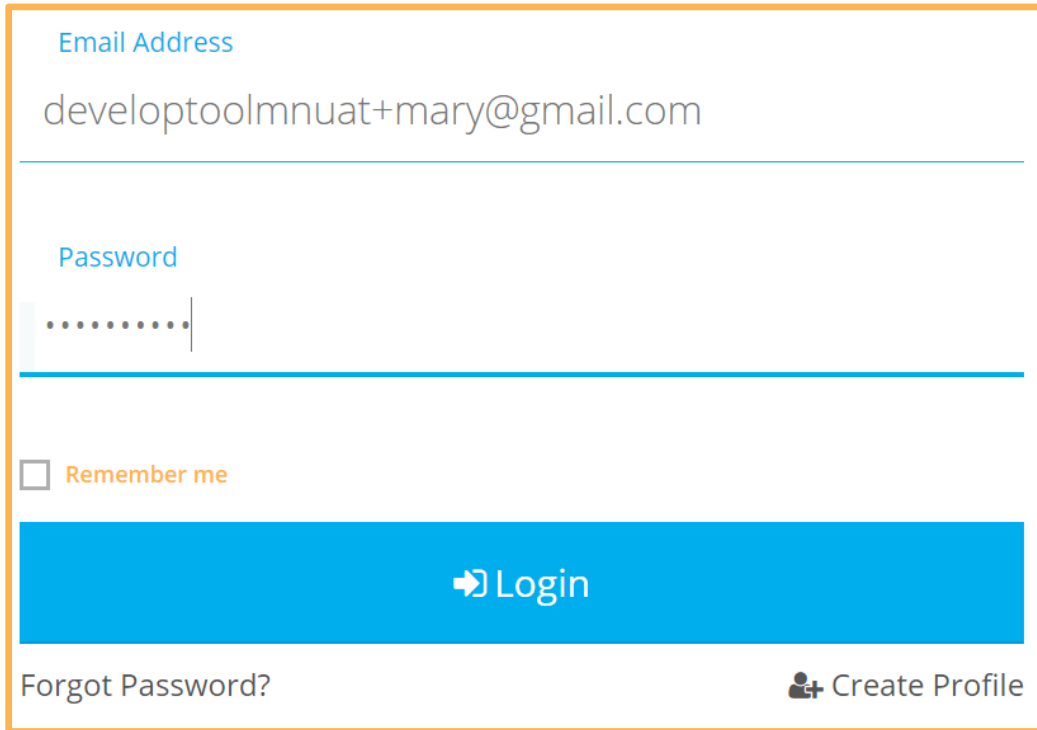
Creating an Individual Profile
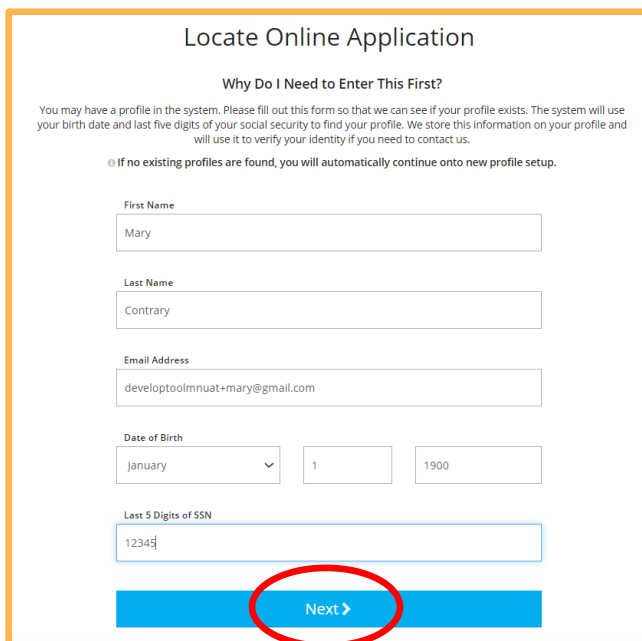
7. After clicking **Save Password**, you can log into Develop with your email address and the password you created.

Email Address

developtoolmnuat+mary@gmail.com

Password

•••••••••

☐ Remember me

➔) Login

Forgot Password?   👤+ Create Profile

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

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

Mary

Last Name

Contrary

Email Address

developtoolmnuat+mary@gmail.com

Date of Birth

January   1   1900

Last 5 Digits of SSN

12345

Next >

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 is 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.

📍 **Original Address**

444 Lafayette Road North
Saint Paul, MN 55155

📍 **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.

Cancel

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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

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‹ Back   **Next ›**

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

☑ I acknowledge that I have reviewed the Privacy Policy.

‹ Back   **Submit**

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

Welcome to Develop
Your profile setup is complete.

OK

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