develop

The Minnesota Quality Improvement & Registry Tool
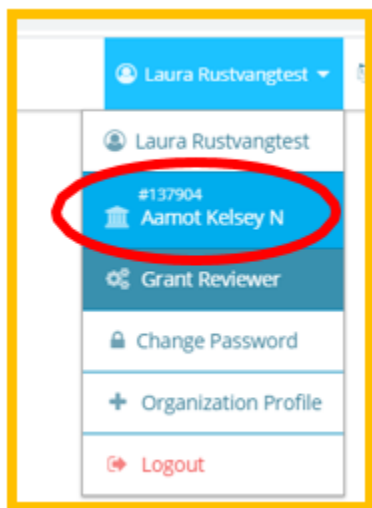
Inviting Individuals to Report Employment

An organization profile owner and a profile user (who has administrative access) has the ability to invite individuals to report their employment. This ensures that the individual selects their correct employer. Below are the instructions to invite an individual.

INSTRUCTIONS

1. Log into Develop with user name and password.

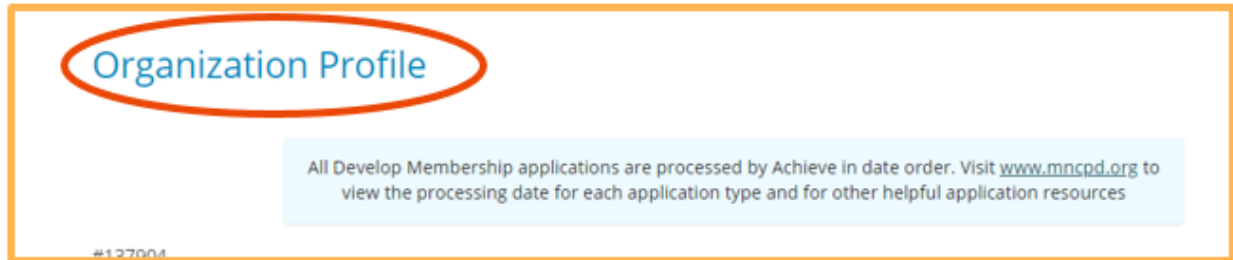2. Navigate to the name displayed in the right hand corner of the **My Personal Profile**.
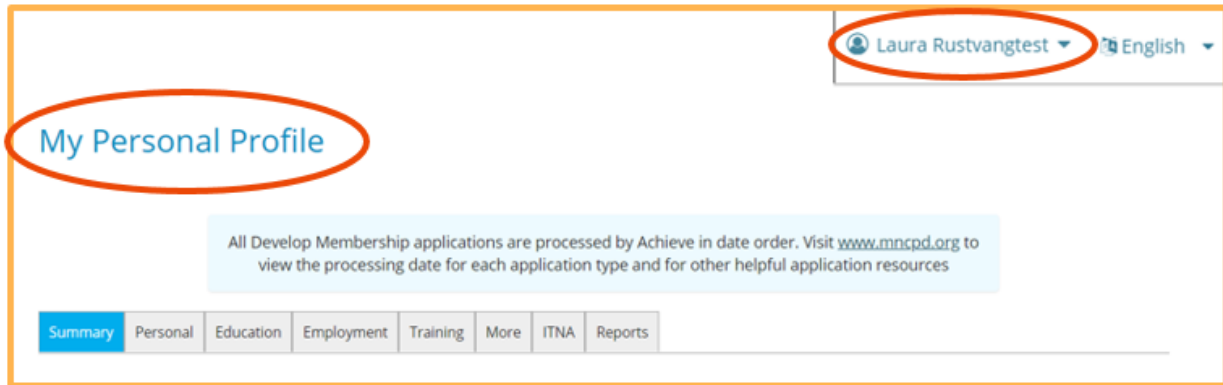
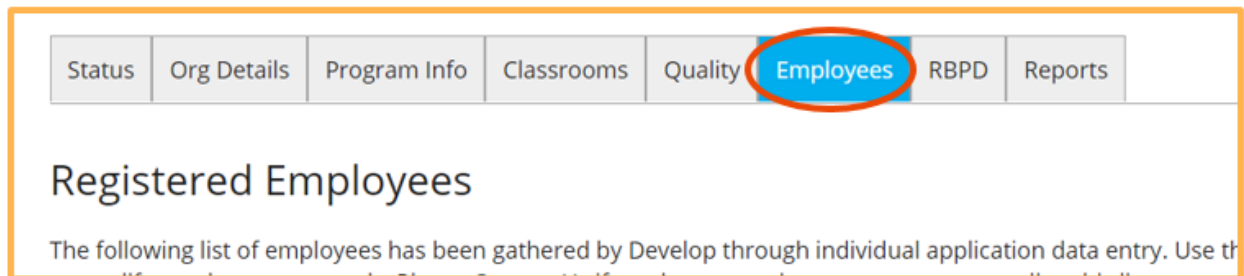3. Click on the name and select the organization from the drop down menu options.

DEPARTMENT OF HUMAN SERVICES

Inviting Individuals to Report Employment

4.   The **Organization Profile** page will display.
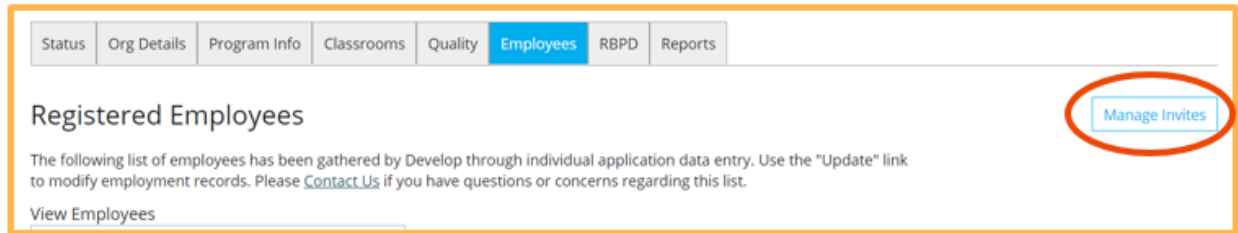

5.   Select the **Employees** tab. The tab will display a list of registered employees.
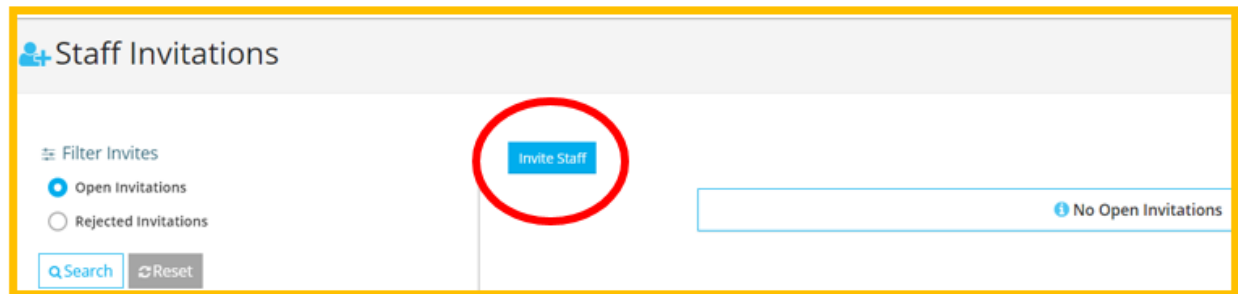
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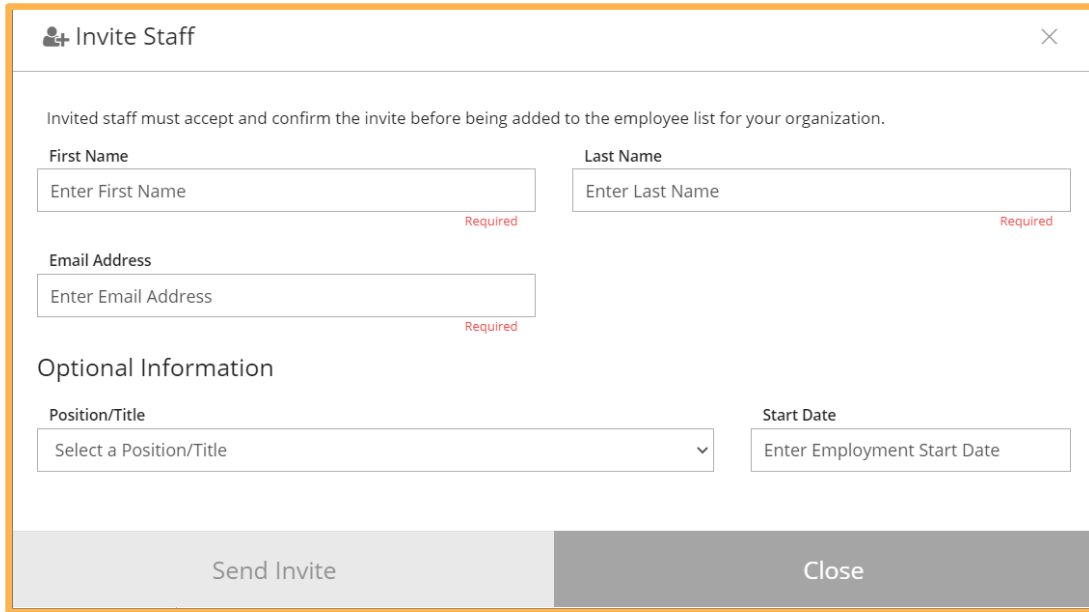6.   Select the **Manage Invites** button to invite others to the organization's profile.

Status	Org Details	Program Info	Classrooms	Quality	Employees	RBPD	Reports

Registered Employees   Manage Invites

The following list of employees has been gathered by Develop through individual application data entry. Use the "Update" link to modify employment records. Please Contact Us if you have questions or concerns regarding this list.

View Employees

7.   Select the **Invite Staff** button on this screen.

&+ Staff Invitations

⇌ Filter Invites
◉ Open Invitations
○ Rejected Invitations

[Invite Staff]

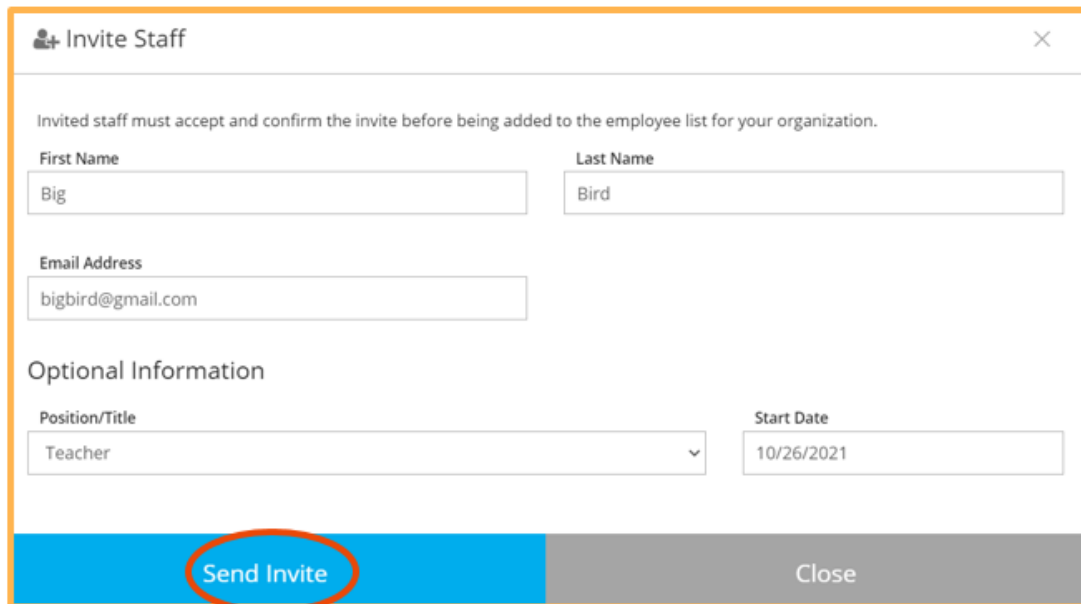ⓘ No Open Invitations

Q Search   ⟳ Reset

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8.   Enter the required information in the fields. Select the individual's position/title from the drop down list. Enter the individual's start date. Once all information has been entered, select **Send Invite**.

Note: The invited individual will be able to accept the invitation and report employment. The invited member will receive an email asking them to accept or deny the invitation request.

DEVELOP HELP DESK

The Develop help desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.

- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.

- Call 844-605-6938 or email support@develophelp.zendesk.com

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

- 888-291-9611 **or** 651-655-0150

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