7.0 Creating an Organization Profile

Organization Profiles will now be created from Individual Accounts. These accounts will be linked and access will be available through the drop down menu.

1. Log in to Develop at [www.developtoolmn.org](http://www.developtoolmn.org). Click on Login and then again on the search page. Enter your email address and password.
2. There are two ways you can add the Organization Profile to your account. You can click on + Organization Profile from the drop down menu or Add Organization Profile on the right hand menu.
3. Click on Create Profile.

4. Verify the information listed, answer the question about providing care and/or education, and click on Next.
Enter your Organization Information for these areas:

- Minnesota Department of Human Services (licensing)
- Tribal license
- School district information
- Partnership with school-based pre-k program
- Head Start grantee or site
- Child Care Assistance Program

When finished, click on Next.

Enter the Organization Type and if you are a training sponsor.

Select your Program Accreditation from the drop down menu and click on Next.

The next page for Classroom Enrollment, Program Enrollment, and Race of Children Enrolled is optional.
9. Select when your program is open and serving children (this question is required). Click on Next.

10. On the last page, you will verify your organization address, phone number and communication preferences. Click on Submit.

11. A Develop staff member will contact you to verify your account information

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