DEVELOP – CREATING AN ORGANIZATION PROFILE

After creating an Individual Profile in Develop, you can create an Organization Profile. An Organization Profile is required for Parent Aware.

1. Log into your Individual Profile with your email address and password.
2. You can create your Organization Profile by clicking +Organization Profile from the drop down under your name or Add Organization Profile, under your individual information on the right hand side.

3. Click Create Profile.
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4. As the person creating the Organization Profile, you will be the **Owner** of the profile. You can change the owner of the profile by clicking on Manage Organization Profile Users. Those instructions can be located at (I need to add a link here.)!

5. Complete the requested information. The Contact person is the person who will receive the emails for the profile. This person can be the owner or it can be another user.

   Answer the question about providing care and education to children and click **Next**.

![Organization Registration](image)

6. Enter your organization’s licensing and other partner information, if applicable. Please note that each question must be answered with a **Yes or No**. You can always come back and enter the information later, just click **Previous** on any page. Click **Next**.
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Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. Answer Yes or No to all questions.

Are you licensed by the Minnesota Department of Human Services?

If your program or business is licensed by the Minnesota Department of Human Services, provide your license number below. (If your license number ends with a dash followed by letters and/or numbers, please omit both the dash and the final letters/numbers.) If you are unsure about your license number, you can look it up on the DHS Licensing lookup site: http://licensinglookup.dhs.state.mn.us

- Yes
  - Enter your DHS license number (required)

- No

Are you tribally licensed?

If your organization or business is licensed by a tribe to provide early learning and/or school age care, please report the tribe which licenses you and the license number, if one was issued.

- Yes
  - Enter your tribal license number (optional)
  - What is the name of your tribe?

- No

Are you a school district?

- Yes. Please specify your organization type:
  - School Readiness / PreK Program (District-Level)
  - Early Childhood Special Education (ECSE)

  Select your school district (required)
  -- Make a Selection --

- No

Are you a Child Care program in partnership with a School-based Pre-K program?

If you do not know the name of your district partner, you can look it up here: http://w20.education.state.mn.us/SchoolFinder/index.jsp

- Yes
  - Select your school district (required)
    -- Make a Selection --

- No
7. Select the primary purpose of your organization from the drop down menu. You can also choose if you will be a Training Sponsor. Becoming a training sponsor will allow you to create and provide training through Develop. Guidelines can be found at https://www.mncpd.org. Select and upload any accreditations. Click Next.
8. Enter the number of children to answer the questions on Enrollment, high needs, race and language. The total number of children enrolled should equal to the number of children listed below broken down by age groups. Also indicate your program's hours of business. Also enter when your open hours and time frame of your program. (These are required questions.) Click Next.
9. Enter your Organization name, verify your mailing and physical address information, and phone number. You can also decide if you want to suscribe or unsuscribe from emails that are sent from Achieve MNCPD, Develop or Parent Aware.
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Click **Submit**. The following message will be displayed.

![Thank You For Registering Your Organization!](image)

10. Once your Organization Profile is approved, it will be listed under your **Individual Profile** from the drop down menu under your name. Select the **Org Profile Tab** to view the org details.

![Org Details](image)

11. Under **Org Details**, the contact information for your organization is listed. This information can be updated at anytime.
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Please note: Updating the contact information will not grant access to the Organization Profile. This is the email address that will receive communications from Achieve MNCPD, Develop or Parent Aware.

12. Also under Org Details, is the option to Manage organization profile users. You can grant access to your Organization Profile to users who have added your organization as their employer. Develop – Verifying Employment for Employers.

13. Click Return to go back to your Org Details.