

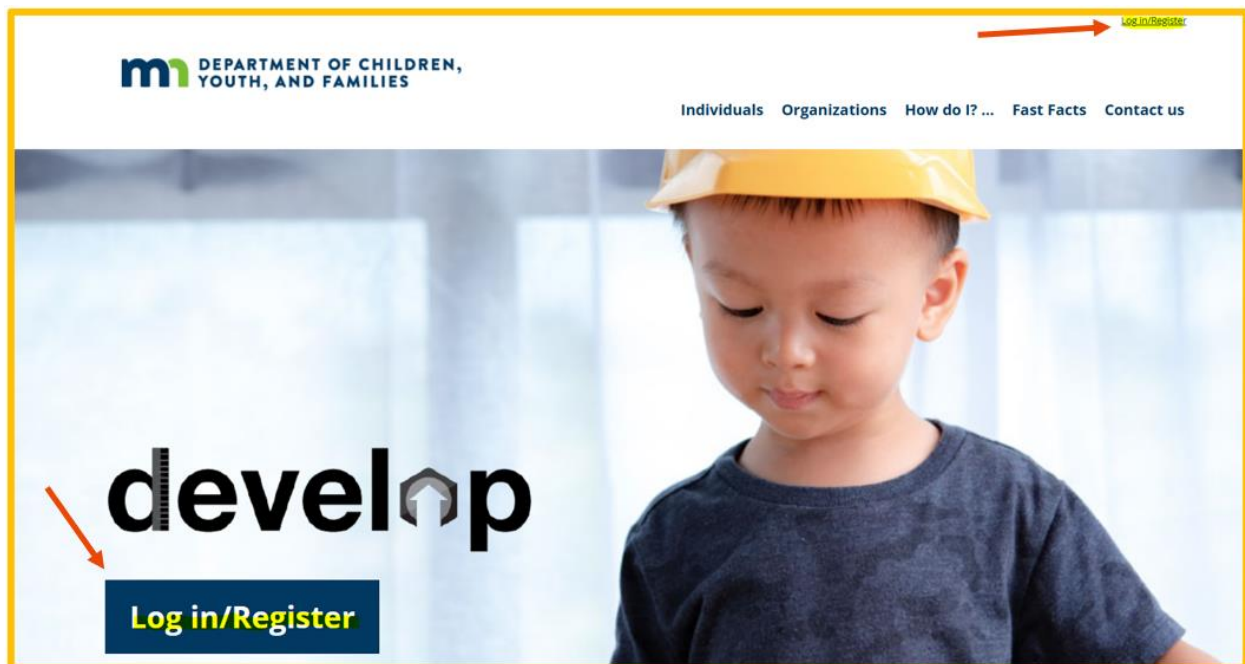
Creating an Individual Profile

Creating an Individual Profile assigns you a Develop ID and completes the creation of your account with Develop. This gives you the ability to register for training/s, apply for memberships, register organization profiles and furthermore.

INSTRUCTIONS

Follow the steps below to create your Individual Profile.

1. Go to www.developtoolmn.org.
2. Click on the **Login/Register** button on the bottom of the screen or in the upper right-hand corner of the page.



Creating an Individual Profile

3. Click on the **+Register tab** in the top right-hand corner



4. Enter your email address then click **Create Profile**.

NOTE:

- The email address used is your login.
- Users can create an email account through email clients like Yahoo, iCloud or Gmail
- The Develop system requires each profile holder to have a unique email address and password to log into their Develop Profile.
- Develop users cannot share emails.

A screenshot of the 'develop' login and registration page. The 'develop' logo is on the left, with 'Powered by INSIGHT' below it. On the right, there is a form with an 'Email Address' field (highlighted with a red box), a 'Password' field, a 'Remember me' checkbox, a blue 'Login' button, and a 'Forgot Password?' link. Below the 'Forgot Password?' link is a 'Create Profile' button (highlighted with a red box) with a red arrow pointing to it from the 'Forgot Password?' link.

Creating an Individual Profile

5. Enter the requested information and click **Create Profile** on the screen below.

Create Your Insight Profile for Develop

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 begin creating your secure Insight profile.

First Name

Enter First Name

Middle Name


Enter Middle Name

Last Name

Enter Last Name

Email Address

Enter Email Address



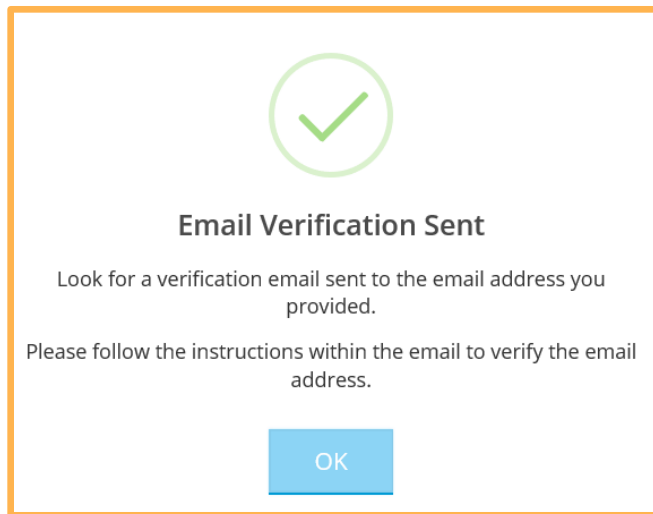
Create Profile

Creating a Develop profile gives you access to the following:

- Training Registration
- Individual Membership
- Professional Development
- And much more!

6. After clicking **Create Profile**, a verification email routes to the email address you provided. Click **OK**.
 - When checking for the verification email the subject line will read 'Insight Identity Email Verification'
 - Make sure to check the junk or spam folder and keep in mind the email links are only valid for 48 hours.
 - If there are multiple emails, click the most recent email since the others have expired

Creating an Individual Profile



- When the email arrives, click **Verify Profile** button. A new browser window will open.

Note: Users may need to move the email to their inbox before proceeding.

Insight Profile Verification

A new Insight Secure Identity Profile has been requested for the following user.

ABC 123

developtoolmnuat+abc@gmail.com

Please click the "Verify Profile" button below to verify your Insight Secure Identity Profile setup.

Verify Profile

- Create a password and enter it twice. Click **Save Password**. Make sure your password meets the requirements and contains the following:
 - Minimum of 8 characters
 - At least three of the following: uppercase letter, lowercase letter, number, or symbol
 - Passwords cannot contain your first name, middle name, last name, or email address.

Creating an Individual Profile

- Passwords cannot contain more than three (3) repeat or sequential letters or numbers.
- Special characters such as '&' or '!' are encouraged but not required.



Create Password

Please create a new password for your profile.

New Password

Re-enter New Password

Save Password

9. Log back into Develop with your email address and the password to create your Develop Profile. A profile needs to be created so that a Develop ID can be assigned to your account.
10. Enter the requested information to create an Individual Profile or locate an existing profile and select **Next**.

Note: The PIN is created by the user and cannot include sequential numbers or identifiable digits.

Creating an Individual Profile

Locate Online Application

Why Do I Need to Enter This First?

You may have a profile in the system. Fill out this form so we can search for a matching profile in the system. We used to ask for the last five digits of your SSN when creating a profile, so if you are trying to find a profile you previously created, try entering those digits or contact support@develophelp.zendesk.com.

❶ If no existing profiles are found, you will automatically continue onto new profile setup.

First Name

ABC

Last Name

123

Email Address

developtoolmnuat+abc@gmail.com

Date of Birth

December

1

1980

Five (5) digit PIN

12345

Next >

11. If you do **not** have a profile, you can continue with the application. The page will display the **Individual Profile Setup**. A message will display that an online application was not found using the information provided and you can continue the process.

If the system finds an existing profile, please contact the Develop Help Desk at 844-605-3968 or support@develophelp.zendesk.com for help.

Creating an Individual Profile

Individual Profile Setup

Profile Information

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

First Name	Middle Name
Barb	
Last Name	Email Address
Bee	nwntestmk+barb@gmail.com
Date of Birth	Five (5) digit PIN
December 1 1980	45879

Why can't I change my information?
Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.

Please enter any prior last names used on employment or education records that may be added to your profile.

12. To complete your profile, enter the requested information on each screen:

a. Gender and Race Orientation

Gender

Select Gender

Required

Are you of Hispanic or Latino origin? ?

☐ Yes

☒ No

☐ Unspecified

Do you consider yourself? ?

Select one or more

Select All that Apply

Required

b. Mailing and home address

c. Primary phone number

Creating an Individual Profile

Mailing Address

☐ This is a Business Address

Country

United States

Address

Enter Address

Required

Apt/Suite #

Enter Apt, Unit, Suite

Zip Code

Enter Zip Code

Required

City

Enter City

Required

State

MN

County

Enter County

Required

ⓘ Enter a valid zip code to choose a county.

Home Address

☐ Same as Mailing Address

Country

United States

Address

Enter Address

Apt/Suite #

Enter Apt, Unit, Suite

Zip Code

Enter Zip Code

City

Enter City

State


MN

County

Enter County

ⓘ Enter a valid zip code to choose a county.

Primary phone number

 e.g. (201) 555-0123

Required

Creating an Individual Profile

- d. Indicate if you are enrolled in a federally recognized tribe
- e. Identify which age group you consider your primary focus

Are you an enrolled member of a federally recognized tribe, or a first or second generation descendant of an enrolled member?

☐ Yes ☐ No

What age group do you consider your primary career focus in the field?

-- Select One --

13. Verification of the mailing address may occur and is matched against the format used by the United States Postal Service (USPS.) It is recommended users click the Use USPS Address Tab.

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

1802 West Cheyenne Court
Polk City, IA 50226

📍 USPS Recommendation

1802 W CHEYENNE CT
POLK CITY, IA 50226

Use Original Address

Use USPS Address

After choosing an option above, you will be redirected back to your page.

14. Select your **Communication Preferences**. These options can be changed at any time on your Individual Profile. Click **Next**.

Note: We recommend users of Develop to subscribe to the monthly emails by entering their preferred county or counties to be notified of upcoming approved training events that are available on the Develop.


Creating an Individual Profile

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 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.

Select all counties that apply

☒ Include information on upcoming web-based training.

< Back

Next >

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

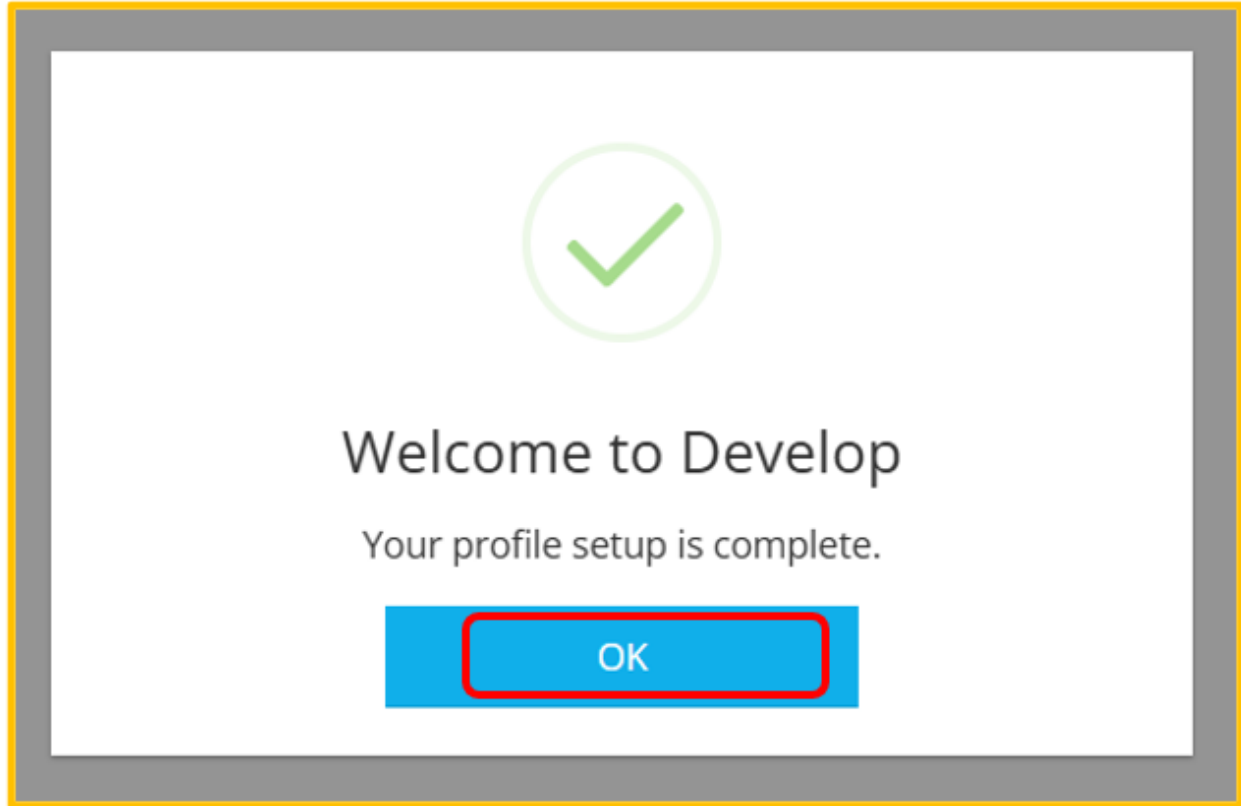
☒ I acknowledge that I have reviewed the Privacy Policy.

< Back

Submit

Creating an Individual Profile

16. Congratulations, your profile is complete! Click **Ok**.



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.

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