

### Locate, print or save your Learning Record

Before you start, make sure you have some type of PDF-viewing software installed on your computer. You can download a free version of Adobe Reader at <https://get.adobe.com/reader/>.

1. Go to <https://www.developtoolmn.org/app> and click **Login**. Use your email address and password to log into the website.
2. You will be on the **Summary** tab of your Individual Profile. Scroll to the very bottom of the page until you see the box below.

#### Application Reports

[CDA Learning Record](#)

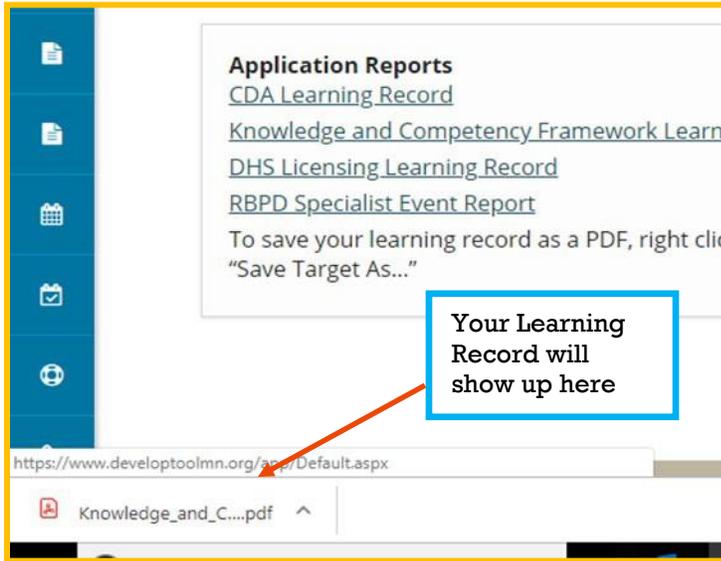
[Knowledge and Competency Framework Learning Record](#)

[DHS Licensing Learning Record](#)

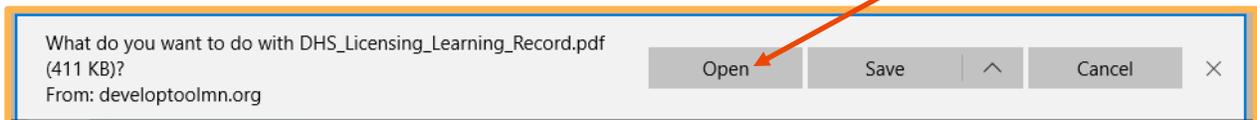
- a. There are three types of Learning Records:
  - Child Development Associate (CDA) Learning Record – record of your employment history, credentials, education and training organized by CDA Content Area
  - Knowledge and Competency Framework (KCF) Learning Record – record of your employment history, credentials, education and training organized by KCF area
  - DHS Licensing Learning Record – record of your employment history, credentials, education and training organized in a way that is helpful for Minnesota Department of Human Services Licensing
- b. Choose the Learning Record you want to download, and left click on its name.

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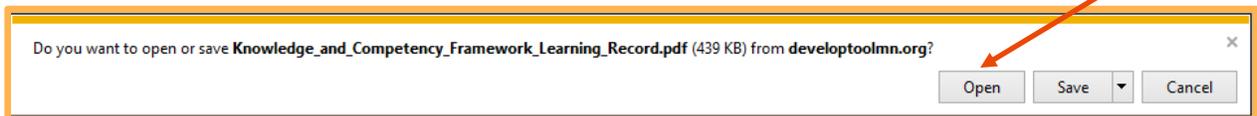
3. Depending on the browser you are using, you will either see a message asking what you want to do with the downloaded document or the document will download at the bottom of the page. Here are common internet browsers and how to download a Learning Record for each one.
  - a. Chrome – Click on the **file** that appears in the lower, left-hand side of the screen to open and view your Learning Record.



- b. Microsoft Edge – A window will appear at the bottom of your screen. Click **Open** to open and view your Learning Record.

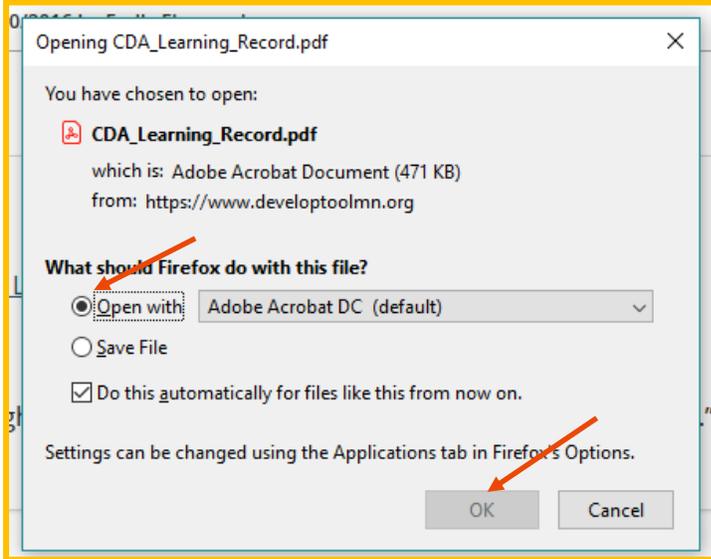


- c. Internet Explorer – A window will appear at the bottom of your screen. Click **Open** to open and view your Learning Record.

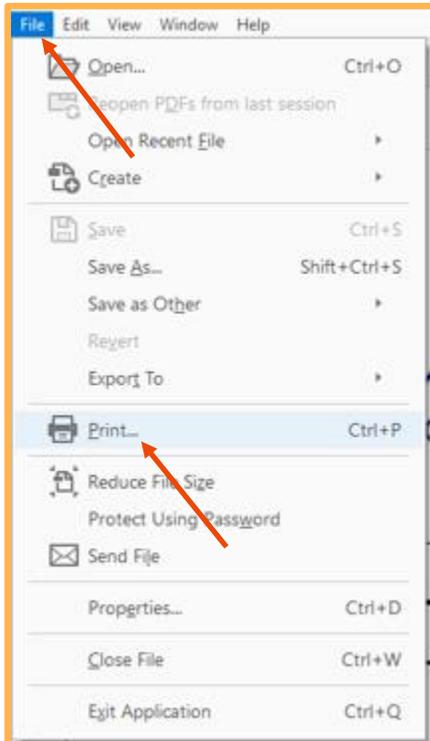


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- d. Mozilla Firefox – A pop-up will appear. Select the radio button next to **Open with** and then **OK**. (Make sure Adobe Acrobat or Adobe Reader – or some other type of PDF-viewing software – is selected from the drop-down menu.)



- 4. If you need to print your Learning Record, select **File**, then **Print**.



## Locate, print or save your Learning Record

5. If you want to save a copy of your Learning Record on your computer, select **File**, then **Save As**. You will be asked where you want to save the file. Saved documents can be attached to an email and sent to other people.

