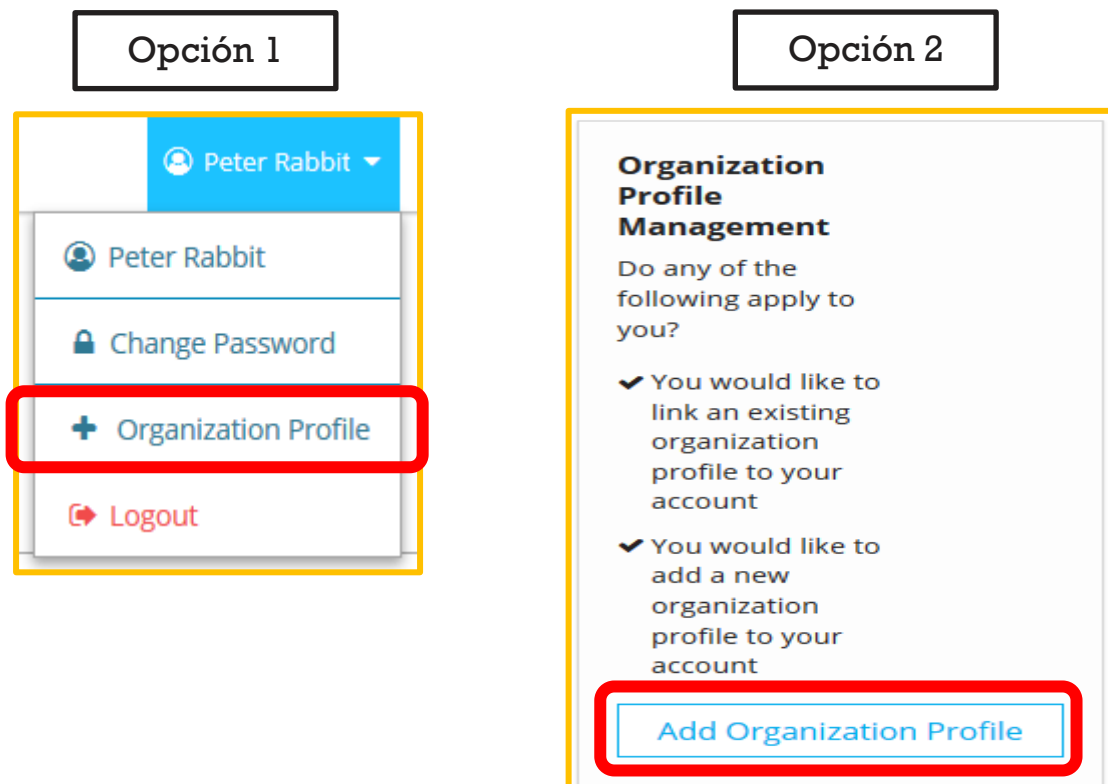


## The Minnesota Quality Improvement & Registry Tool

### 7.0 Crear una cuenta de organización

Puede crear una cuenta de organización en Develop para su programa de cuidado infantil/educación temprana a través de su cuenta individual de Develop. Los dos tipos de cuenta (individual y organización) estarán vinculadas y tendrá acceso en el menú desplegable de la parte superior derecha de su perfil que muestra su nombre.

1. Vaya a [www.developtoolmn.org](http://www.developtoolmn.org) y haga clic en el enlace **Login** (ubicado en la esquina superior derecha). Será dirigido a la página de acceso donde podrá ingresar el correo electrónico personal y la contraseña registrada con su cuenta de Develop; después, haga clic en el botón azul **Login**.
2. Hay dos formas de agregar un perfil de organización. Haga clic en **+ Organization Profile** en el menú desplegable o **Add Organization Profile** en el menú de la derecha.



# Cuenta de organización

3. Haga clic en **Create Profile**.

## Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Required

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

Create Profile

4. Verifique la información que aparece, responda la pregunta sobre la provisión de servicios de cuidado y/o educación y haga clic en **Next**.

Contact Info	ID Numbers	Organization Type	Address
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### Organization Registration

Please fill out the form below to register your organization. Fields marked with \* are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

If you are an individual attempting to join Develop to track your professional development and obtain a career lattice step please [join as an individual](#).

#### Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name\*

Last Name\*

Email Address\*

Phone  -  -  Ext.

# Cuenta de organización

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

- Yes, this organization provides direct care and/or education to children
- No, this organization does not provide direct care and/or education to children

Next »

5. Ingrese la información de su organización para estas áreas:

- *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*

Cuando haya terminado, haga clic en **Next**.

6. Indique su tipo de organización y si usted es un patrocinador de capacitación.

## Organization Type

### Parent Aware Application Type \*

If you apply for Parent Aware, this will be your application type.

-- Select Track --

#### Training Sponsor Organization

Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.

CEU Provider

MNCPD recognizes CEUs awarded by accredited institutions of higher education and organizations with current accreditation from the International Association for Continuing Education and Training (IACET). (<http://www.iacet.org/>)

## Program Accreditation

Select the accreditations your program holds

-- Select Accreditation --

Add

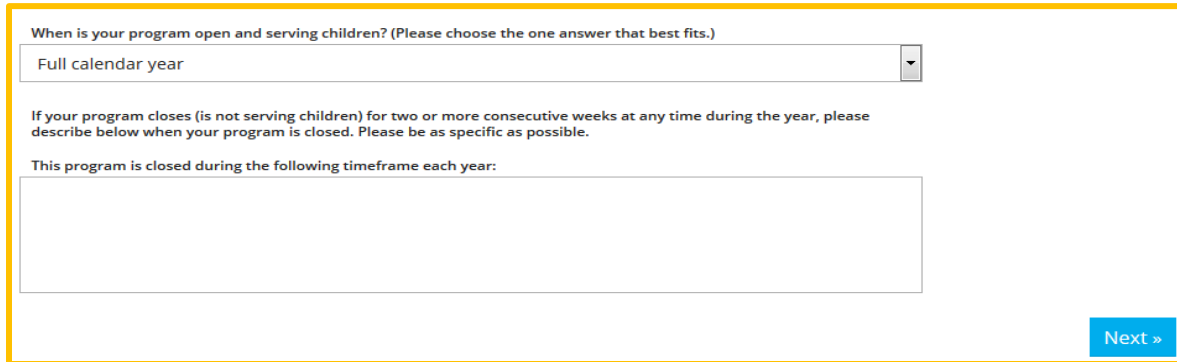
Next »

7. Seleccione el tipo de acreditación que tenga su programa (si es el caso) de las opciones disponibles en el menú desplegable y haga clic en **Next**.

8. La siguiente página que trata con *Classroom Enrollment*, *Program Enrollment*, y *Race of Children Enrolled* es opcional.

# Cuenta de organización

9. Seleccione cuándo está abierto su programa para atender a niños (esta pregunta es obligatoria). Haga clic en **Next**.



When is your program open and serving children? (Please choose the one answer that best fits.)

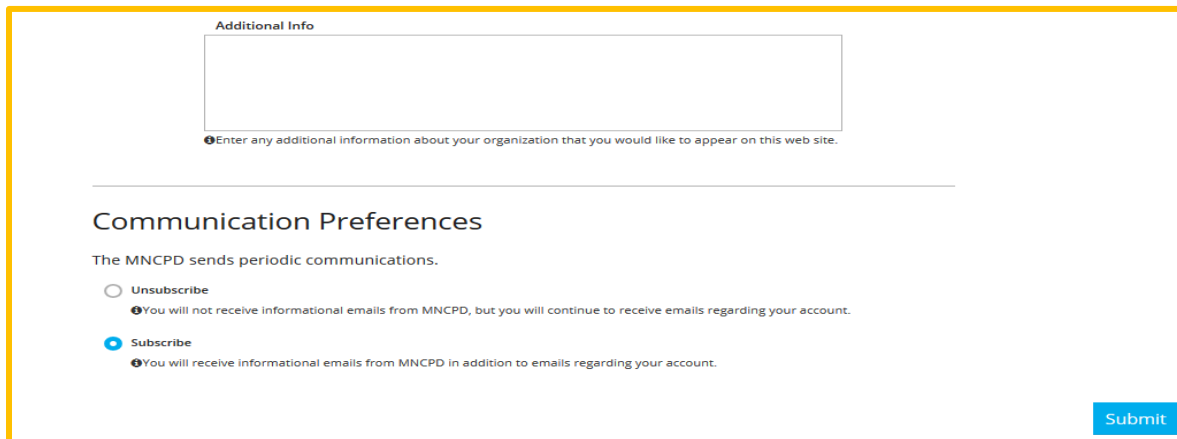
Full calendar year

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

Next »

10. En la última página, verifique la dirección postal de su organización, el número de teléfono y las preferencias de comunicación. Haga clic en **Submit**.



Additional Info

Enter any additional information about your organization that you would like to appear on this web site.

Communication Preferences

The MNCPD sends periodic communications.

Unsubscribe  
You will not receive informational emails from MNCPD, but you will continue to receive emails regarding your account.

Subscribe  
You will receive informational emails from MNCPD in addition to emails regarding your account.

Submit

11. Un miembro del personal de Develop se pondrá en contacto con usted para verificar la información de su cuenta.

## DEVELOP HELP DESK

Comuníquese con la línea de asistencia técnica de Develop por teléfono al 1-844-605-6938 o por correo electrónico a [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com).

El horario de asistencia es el siguiente:

Lunes, miércoles y viernes de 8 am - 5 pm, con horario extendido de 8 am - 7 pm los martes y jueves.

Para ayuda con interprete en español, llame al 612-345-9182 (área metropolitana).