



Growing Futures Guidebook

Approved Relative Providers

How to create a Growing Futures
account and register for training

Child Care Assistance Program
Economic Assistance Policy

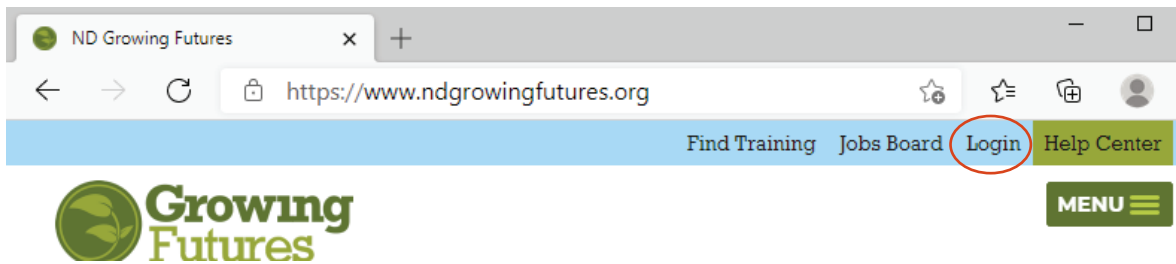
NORTH
Dakota
Be Legendary.™

Human Services

Create an account with Growing Futures

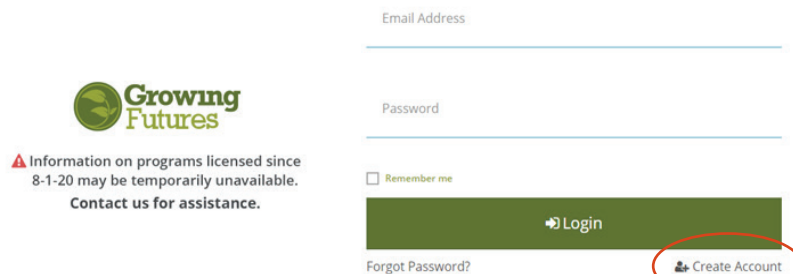
Step One

- Go to www.ndgrowingfutures.org
- Click "Login."



Step Two

- On the log in screen, click "Create Account"



Step Three

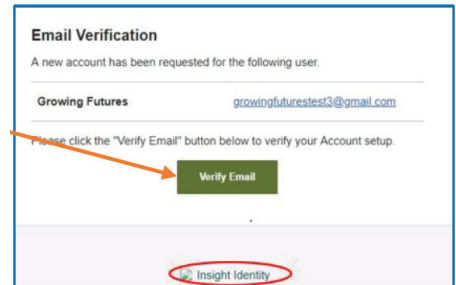
- Enter your information.
 - Note: You must use a real, working email address to create an account. The email address must belong to you personally. DO NOT use an employer's email or try to share an email with another person.
- Click "Create Account."

Step Four

- You will see a message that an email has been sent to the address you provided.
- Click "Okay."

Step Five

- Go to your email account and open the email verification.
- Click on "Verify Email."
- Note: The email may reference an "Insight Account." This is related to the Growing Futures account and is safe to open.



Step Six

- You will be prompted to create a password.
- The password will need to follow the requirements shown at the bottom of the page.
- Enter your password twice to confirm it, and then click "Save Password."

Step Seven

- Return to the login page.
- Enter your email address and password.
- Click "Login."

Step Eight

- To verify you do not already have an existing account you will need to provide information such as birth date and the last five digits of your social security number.
- After you have entered that information click "Next," and the system will look for an existing account with your information.

Step Nine

- If no existing account is found, you will be directed to complete the application form for a new Basic Individual Account.
- You will need to enter the following:
 - A mailing address
 - A home address
 - A primary phone number
 - Any previous or maiden names, if applicable
 - Your enrollment status in a federally recognized tribe, if applicable
 - An indication of which age group you typically work with

Step Ten

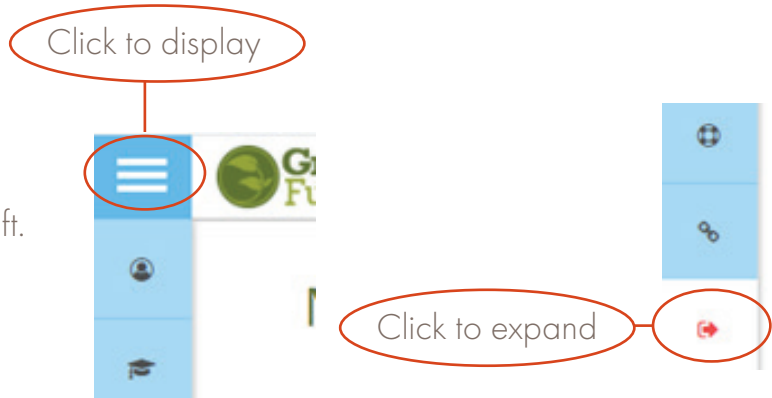
- You will also be asked to indicate your communication preferences, and review and accept the Growing Futures Registry Privacy Policy.
- Once complete, click "Submit."

**Congratulations, your account
set up is complete!**

Step 2: Register for Training

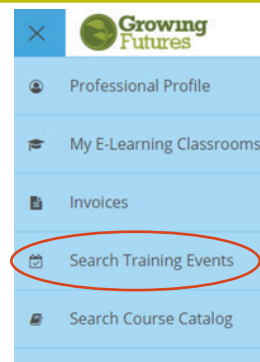
Step One

- Once you are in your account, you can access the training calendar from the blue side bar on the left.



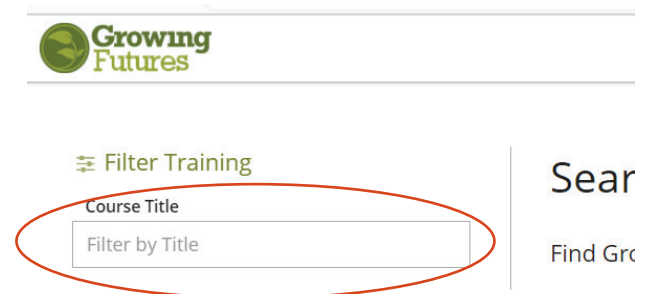
Step Two

- Click "Search Training Events."



Step Three

- In the Course Title box type "Getting Started."
- Hit the enter key.



Step Four

- Click "Register" to enroll in the course.

The screenshot shows a course registration interface. At the top, it says 'Online, E-Learning' in a green box. Below that, the course title is '#26285 Getting Started'. It lists availability: 'Available Monday, February 1, 2021 - Sunday, February 28, 2021' and 'Hours 15.00 / Course Level Level 2 Professional Training'. There is a 'View Details' button in the top right. A 'Registration Required' section is highlighted with a red oval, containing a 'Register' button. Other details include 'Fee Free Event', 'Register By 02/28/2021' with a 'Last day to register' label, 'Online, E-Learning' as the format, 'Child Care Aware® of North Dakota' as the primary trainer, and 'Child Care Aware® of North Dakota' as the sponsor.

What's next?

Notify CCAP

- Once you have completed the training send a copy of your DHS Licensing Training Record to CCAP.
 - Log into your account.
 - Under the "Summary" tab scroll to the bottom of the page. Look for the North Dakota Department of Human Services logo next to the record link.
 - Select the "DHS Licensing Training Record" link. The record will open as a PDF which can be saved or printed.
- Send a copy to CCAP either by mail or email:
 - Email a PDF copy to ccap@nd.gov
 - Mail a paper copy to:
Child Care Assistance Program
600 East Boulevard Ave Dept. 325
Bismarck, ND 58505

Refresh

- The training will need to be completed every four years.
- A reminder notice will be sent out prior to the due date.

Up to Date Information

We do our best to keep this information updated. However the most current instructions on this process can always be found on Growing Future's site.

- <https://www.ndgrowingfutures.org/files/pdf/ndgf-howtocreateindividualaccount.pdf>

Account Assistance

For assistance setting up your account, contact Growing Futures directly:

- Phone: 800-997-8516
- Email: registry@ndgrowingfutures.org.
- Help Center: <https://www.ndgrowingfutures.org/help-center>