



# The Minnesota Quality Improvement & Registry Tool

## Steps for Linking an Individual Account to an Organizational Account

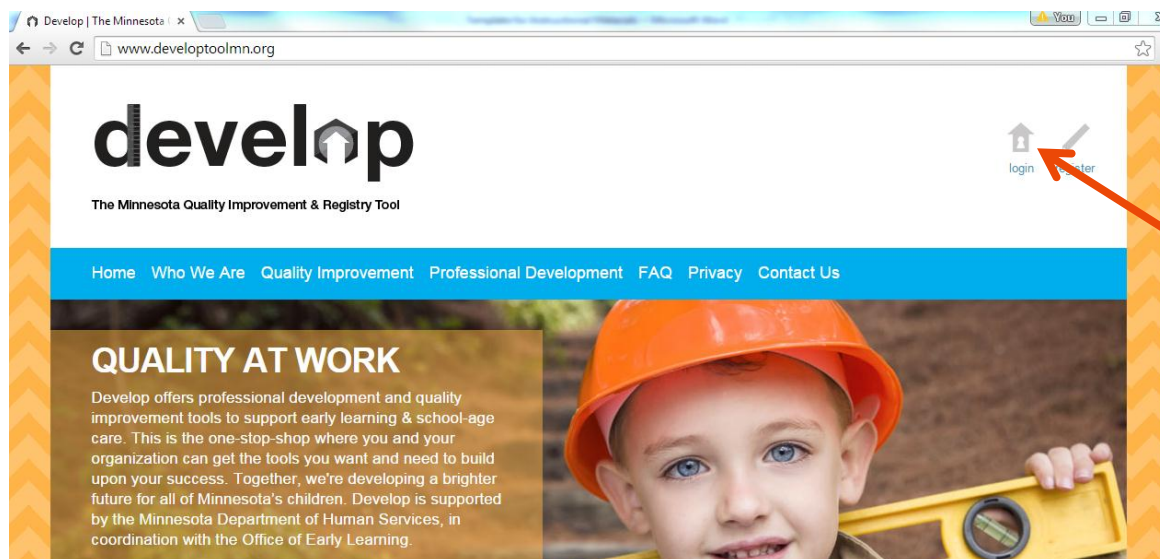
The following instructions are to be used when the owner/director of a child care program wants to link their individual Develop account to their business's Organizational Account so that they log in only once and can toggle back and forth between their individual account and their organizational account. **This process is NOT about employment.**

There are two ways to link an individual account to an organization account. Choose one. The link only has to be made one time and then the accounts will remain linked.

- A) You can login to your individual account and then add an organizational profile. (pp 1 – 5)
- B) You can login to your organization account and then add an individual profile. (pp 6 – 10)

## OPTION A: ADDING AN ORGANIZATIONAL PROFILE TO YOUR INDIVIDUAL ACCOUNT

1. Go to [the Develop home page](#).
2. Click on Login.



# Individual and Org Accounts

3. Sign in to your individual account as you usually would by entering your Individual ID and your password, then clicking on Sign In. (Make sure you choose “Individual” as your User Type.)



The screenshot shows the 'Develop Sign In' page. At the top is the 'develop' logo. Below it is the title 'Develop Sign In'. A grey box contains a warning: 'You can login using your ID # or your email address. Be sure to select Individual or Organization as appropriate.' The 'User Type' section has two radio buttons: 'Individual' (selected) and 'Organization'. The 'Individual ID' field contains '51195'. The 'Password' field is masked with dots. Below the password field is a link for 'Forgot user id or password?'. There are two buttons: 'Sign In' and 'Cancel'. At the bottom, there is a link for 'Don't have a user account? Register as a...' followed by two sub-links: 'Register as an individual' and 'Register as an organization'.

# Individual and Org Accounts

4. Click on "Add Organization Profile."

**develop** account logout

**Welcome** [Sign Out]

- Home
- Search for Training
- My Saved Events
- Contact Us

**My Account**

- Sample Individual #51195
  - Individual Profile
  - Training Entry
  - RBPD Entry

**Profile Management**

Do any of the following apply to you?

- You would like to link an existing organization profile to your account
- You would like to add a new organization profile to your account

[Add Organization Profile](#)

**My Individual Profile**

Summary | Personal | Education | Employment | Training | More | Trainer | RBPD Specialist

Welcome, Sample Individual  
Your individual application is currently open for editing. If you would like a new Certificate with your updated Career Lattice Step, please renew your membership.

Your Membership is current.

- Renew your membership
- Renew your trainer membership
- Renew your RBPD Specialist membership

[Apply/Renew](#)

**Notes From Staff (9)** [Print All](#)

**Career Level Status [Current]** Filter by Activity: -- Filter by Activity --

We received the materials you sent to MNCPD. Thank you!

Unfortunately, we are unable to process the materials until you have pressed the "SUBMIT" button at the end of your application which places your application in the queue to be processed. So take a few minutes to go back to your application to ensure that the information is complete and correct. Follow the following steps:

Individual ID: 51195  
Individual Membership: Step 10a  
Expires: 1/31/2016  
Trainer: Content Expert  
Expires: 9/30/2016  
RBPD Specialist: RBPD Specialist  
Expires: 2/29/2015

**Sample Individual**  
MN Department of Human Services  
444 Lafayette Rd N,  
Saint Paul, MN 55155  
(651) 431-4203  
sample@example.org  
[Change Email](#) [Change Password](#)

**Application Reports:**  
[CDA Learning Record](#)  
[Core Competency Learning Record](#)  
[DHS Licensing Learning Record](#)

To save your learning record as a PDF, right click on the name of the Report and select "Save link as..." or "Save Target"

# Individual and Org Accounts

5. If you have already created your organization's account, simply enter the Organization ID and Password for your Organizational Account.
6. Click on "Submit."

**develop** account logout

**Welcome** [Sign Out]

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**My Account**

- Sample Individual #51195
  - Individual Profile
  - Training Entry
  - RBPD Entry

**Profile Management**

Do any of the following apply to you?

- You would like to link an existing organization profile to your account
- You would like to add a new organization profile to your account

[Add Organization Profile](#)

**Add Organization Profile**

Are you a program director, licensed family provider, or a Training Organization? Add your Organization profile to your Individual account!

My organization has an existing account...  
Enter the Organization's Develop ID # and password.  
Organization ID:   
Password:   
[Submit](#) [Forgot your password?](#)

My organization does not have an existing account...  
You can create a new program profile if one does not already exist. All requests will be verified before access is granted.  
[New Profile](#)

7. If you have not already created your organization's account, click on **New Profile** in the screen above.
8. Follow the instructions to register your organization. After providing some basic information, your account will be reviewed. This will likely involve a phone call from a Minnesota Department of Human Services staff person to confirm the account information.

# Individual and Org Accounts

9. Your organization will now appear under “My Account” in addition to your Individual account.
10. Click on “Organization Profile” to see that Organization’s account information.

The screenshot displays the 'develop' website interface. At the top left is the 'develop' logo. At the top right are icons for 'account' and 'logout'. A navigation menu on the left includes 'Welcome [Sign Out]', 'Home', 'Search for Training', 'My Saved Events', and 'Contact Us'. The 'My Account' section is expanded, showing two organization profiles: 'Sample Individual #51195' and 'Fake County Licensed Family Child Care Association #118356'. Under the second profile, the 'Organization Profile' link is highlighted with a red arrow. Below this is a 'Profile Management' section with a question 'Do any of the following apply to you?' and two checked options: 'You would like to link an existing organization profile to your account' and 'You would like to add a new organization profile to your account'. A blue button labeled 'Add Organization Profile' is present. At the bottom left, a section titled 'How long does it take to process an application?' states 'We are currently processing materials received 4/2/2015'.

# Individual and Org Accounts

## OPTION B: YOU CAN LOGIN TO YOUR ORGANIZATION ACCOUNT AND THEN ADD AN INDIVIDUAL PROFILE.

1. Go to [the Develop home page](#).
2. Click on Login.
3. Sign in to your organizational account as you usually would by entering your Organization ID and your password, then clicking on Sign In. (Make sure you choose "Organization" as your User Type.)
4. Click on "Add Individual Profile"

The screenshot displays the 'develop' user interface. At the top, the 'develop' logo is on the left, and 'account' and 'logout' links are on the right. The main content area is titled 'Organization Profile' for '#1928 - Brookdale KinderCare' with a 'DHS License: 800453'. Below this are several tabs: 'Status', 'Org Details', 'Program Info', 'Classrooms', 'Parent Aware', 'Employees', 'RBPD', and 'Reports'. The 'Contact Information' section includes fields for 'Email Address\*' (000058@klcorp.com), 'First Name\*' (Tester), 'Last Name\*' (Director), and 'Phone' (763 561 7013). The 'Communication Preferences' section has radio buttons for 'Unsubscribe' and 'Subscribe'. The 'Add Individual Profile' button is highlighted with a red arrow.

# Individual and Org Accounts

5. Enter your name, email address, birthdate, and last 5 digits of your SSN.

**Welcome** [Sign Out]

Home  
Search for Training  
My Saved Events  
Contact Us

**My Account**

▼ Brookdale KinderCare #1928  
Organization Profile

**Profile Management**

Do any of the following

### Locate Online Application

You may have an account already set up. Please enter the following information so that we can locate your online application.

First Name\*:

Last Name\*:

Email Address\*:

Birth Date\*:

Last 5 Digits of SSN\*:

6. Click on “Continue.”
7. If you don’t already have an individual account, you can create one at this time.
8. If you already have an individual account, you’ll be asked to enter the password for your Individual account.

**Welcome** [Sign Out]

Home  
Search for Training  
My Saved Events  
Contact Us

**My Account**

▼ Brookdale KinderCare #1928  
Organization Profile

### Add Individual Profile

Good news! We found an account that matches the information you provided. Please enter the account's password to confirm your identity:

Password:

[Forgot your password?](#)

9. Click on “Submit”
10. You will now see both your individual account *and* your organization account under “My Account.”