DEVELOP – CREATING AN INDIVIDUAL PROFILE

To register for training or apply for a membership, you need to create a **Develop Profile**.

1. Go to www.developtoolmn.org. Click **Register** in the upper right corner.

2. Click **Create Profile**.

3. Enter the requested information and click **Create Profile**.
Creating an Individual Profile

4. After clicking **Create Profile**, a verification email will be sent to the email address you provided. Click **OK**.

5. Click **Verify Account** and create a password for your account.

6. After clicking **Save Password**, you can log into Develop with your email address and the password you created.
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7. Completing the information below, will create a profile or locate an existing one.

8. If you do not have a profile, you can continue with the application. If the system finds an existing profile, you will be directed to contact the help desk.

9. For your profile, you will need:
   - Mailing and home address
   - Primary and secondary phone number
   - Your previous or maiden name, if applicable
   - To indicate if you are enrolled in a federally recognized tribe
   - To identify which age group you consider your primary focus

10. The address you entered will be verified against the format used by the United States Postal Service (USPS.)
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11. The Communication Preferences can be edited to include specific counties or regions. These options can be changed at any time on your individual profile. Click Next.

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

13. Your profile is complete! Click Ok.