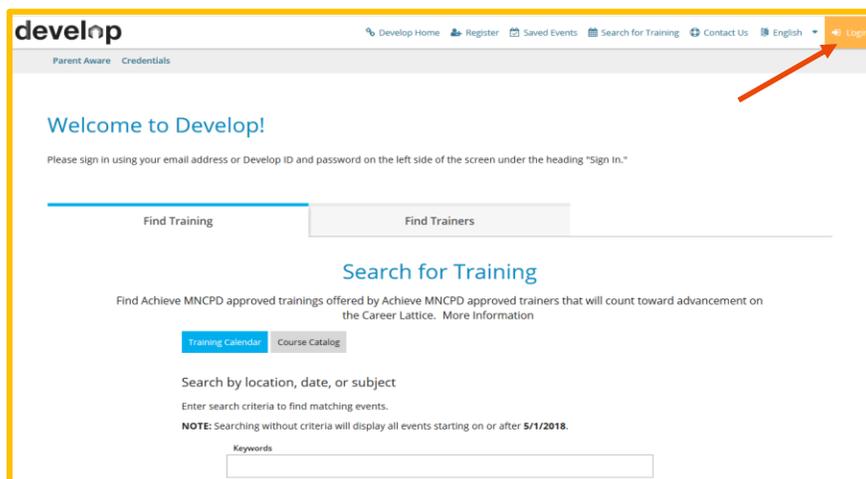


## The Minnesota Quality Improvement & Registry Tool

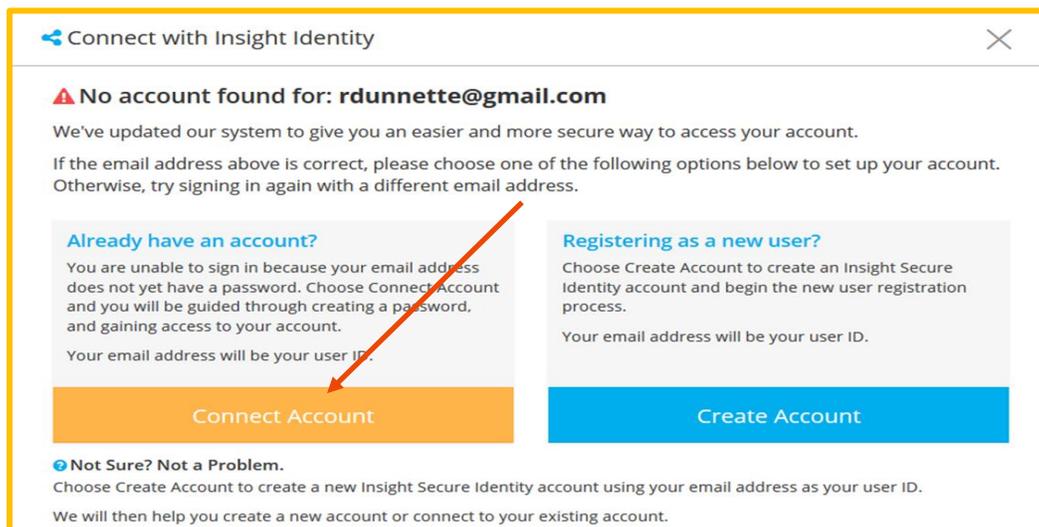
### Develop 7.0 Login Instructions

You are now required to log into Develop with an email address. If Develop cannot locate your account, you will need to provide some additional information.

1. Go to [www.developtoolmn.org](http://www.developtoolmn.org) and click **Login** or **Register**. Click **Login** in the upper right hand corner.



2. If Develop cannot locate your account, you will see a message like the one below. Click **Connect Account** to find your account.



# Develop 7.0 Login Instructions

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- 3. Enter the requested information and click **Create Account**. (Note: even if you are connecting to an existing account, you will click the Create Account button.)

**Create Your Insight Account for Develop**

Develop has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to being creating your secure Insight account.

First Name  
Enter First Name

Middle Name  
Enter Middle Name

Last Name  
Enter Last Name

Email Address  
Enter Email Address

**Create Account**

- 4. A pop-up window will confirm that an email verification will be sent to your email address on file. Click **OK**.

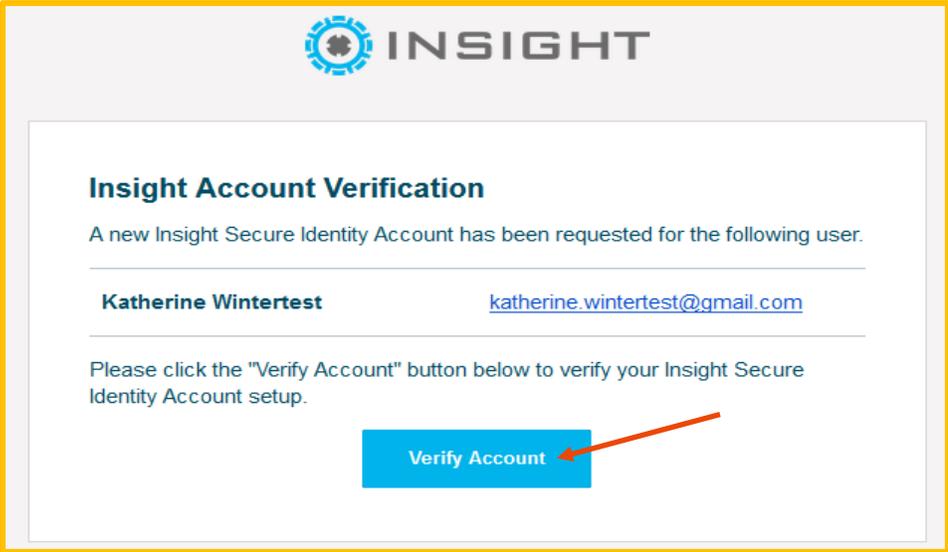
**Email Verification Sent**

A verification email has been sent to the email address provided.  
Please follow the instructions within the email to verify the email address.

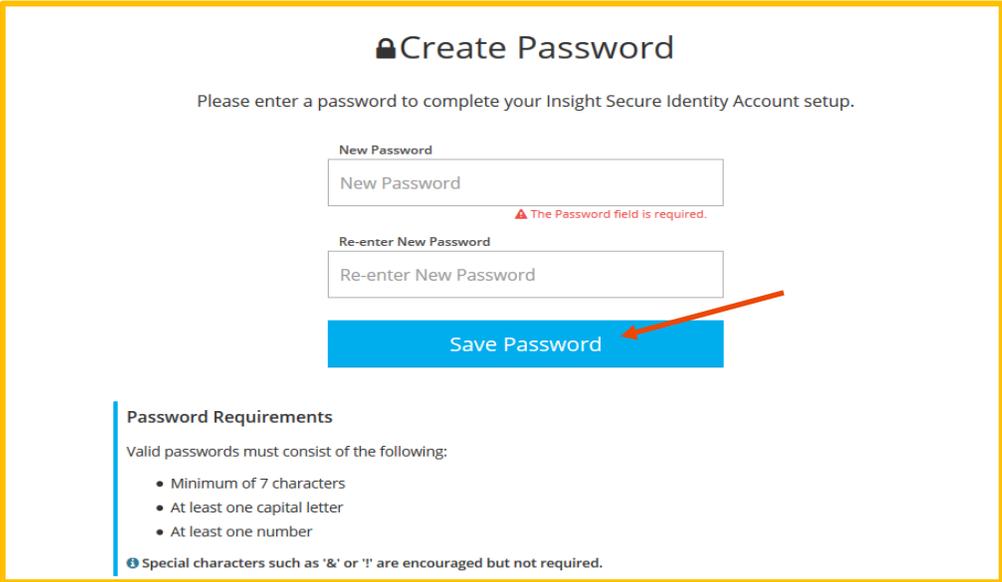
**OK**

# Develop 7.0 Login Instructions

5. When you receive the email, click **Verify Account**.



6. Enter your new password, then re-enter to verify it. Click **Save Password**.



7. Log into Develop with your email address and your updated password.

# Develop 7.0 Login Instructions

- 8. Develop will prompt you to enter information to locate your existing account. When finished, click **Next**.

**Individual Profile Setup** Cancel

**1 Step** **Locate Online Application**

**Why Do I Need to Enter This First?**

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

Ⓞ If no existing profiles are found, you will automatically continue onto new profile setup.

**First Name**  
Rory

**Last Name**  
wintertest

**Email Address**  
Katherine.wintertest+rory@gmail.com

**Email Address**  
Katherine.wintertest+rory@gmail.com

**Date of Birth**  
Enter Date of Birth Required

**Last 5 Digits of SSN**  
Enter Last 5 Digits of SSN Required

**Next >**

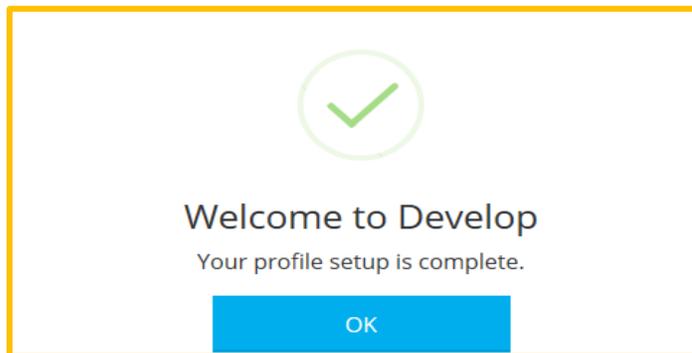
- 9. If no profile is found, you will be directed to complete the process to create your **Develop Individual Account**.

An online application was not found using the information you provided. Please enter the following to begin the Develop online application process.

# Develop 7.0 Login Instructions

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10. When you have entered your personal information, completed your Communication Preferences and accepted the Privacy Policy, click **Submit**. You will see a confirmation message like the one below. Click **OK**.



11. If you think you already have an account, please contact the Develop Help Desk for support.

## DEVELOP HELP DESK

833-605-6938 § [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com)

Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9811
- 651-655-0150