

Adding Employment to Develop Logs

** If you would like licensing to be able to view your develop log, please complete the following steps on when you log into your develop account. **

1. Login to your Develop Account - <https://www.developtoolmn.org/>
2. Click "Employment" Tab
3. Click on the "Edit Employment tab"
4. Click the blue "add position" button
5. Select "Direct Care and Education Programs"
6. Scroll down to "DHS License" and enter your number and hit search.
7. Scroll down then click on your name to select that program as your "employer" and "Confirm"
8. Fill out your position details.
9. Must enter age of children
10. ** End Date not needed **
11. Click Save – this is now visible to licensing staff.