# **SC Endeavors Registry**

# How to create your SC Endeavors Registry Account

### Creating an Account- Part 1:

- 1. Go to registry.scendeavors.org
- 2. Click login in the top right-hand corner
- 3. Click CREATE ACCOUNT
- 4. Please note that the SC Endeavors Registry requires a unique email to create an account. To complete the registration process, you will need to be able to log in to your email account.
- 5. Enter your information in the fields
- 6. Click **CREATE ACCOUNT**

#### **Email Verification:**

1. A verification email has been sent to the email address provided. Please log in to your email account to verify your account.

#### **Check Your Email:**

- 1. You will receive an email <u>SCEndeavors@dss.sc.gov</u> titled 'Insight Account Confirmation' as the subject. Please check your Spam and Junk folders if you don't see it in your inbox.
- 2. Click VERIFY ACCOUNT.

#### **Create Password:**

- 1. After verifying, you will be brought to a page to create your account password.
- 2. Create your password.
- 3. Click SAVE PASSWORD.

#### **Create Your Account- Part 2:**

- 1. After creating a password, you will be directed to login.
- 2. Enter your email and password.
- 3. Click LOGIN.

#### **Create or Locate Your Account:**

- 1. Click CREATE ACCOUNT.
- 2. Click CONTACT SUPPORT for assistance if needed.

### **Registry Look Up:**

- 1. Enter the required information and click **NEXT.**
- 2. For individuals new to the SC Endeavors Registry, the system will note that an online application was not found-this is correct.
- 3. Enter the required information and click **NEXT**.

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# **Communication Preferences:**

- 1. We recommend leaving the box checked for email communications as we only send out pertinent information.
- 2. Click NEXT.

## Terms of Use:

- 1. Read through the listed Terms of Use on this page.
- 2. Check the acknowledgment box.
- 3. Click SUBMIT.
- 4. Success! You have created your SC Endeavors Registry account.