SC Endeavors Registry

How to Verify Employees

Access Organization Profile After Approval:

1. Once notified that the Organization Profile has been approved, log back in.
2. Use the navigation in the top right to click on your Organization Profile. a. The first time you do this, you will need to agree to the terms of agreement and submit.

Inviting Employees to Connect to the Organization Profile:

1. Click on the **EMPLOYEES** tab.
2. Click **MANAGE INVITES.**
3. Click **INVITE STAFF.**
4. Enter Staff information, select position, and enter start date. a. Please make sure the email address that you use is the email address the staff member uses/will use to log into the registry.
5. Click **SEND INVITE**.
6. Click **YES** or **NO** to invite additional staff or exit.
7. When all staff have been invited, click **CLOSE.**
8. Employees will populate when they have accepted.

Directors- please remember to include yourself in these efforts to add staff records to the organization profile. You can send yourself an invitation to create an employment record using the steps above or add an employment record on the Employment tab of your individual profile.**

Verifying Employees Self-Reported Records:

1. On the Employees tab of the organization profile, you will see anyone that has created an employment record for your program.
2. This record is listed as Self-Reported until it is updated to Verified by Program.
3. Click **UPDATE** beside any record you wish to verify. Change the drop-down box in the pop-up to Verified by Program and **SAVE**.