SC Endeavors Registry

Create an Organization Profile and Add Employees

For organizations that **do not** provide direct care to children

Sign In:

1. Go to www.scendeavors.org.
2. Click "Registry login" in the top right-hand corner.
3. Click "Login" in the top right-hand corner.
4. Enter your email and password.
5. Click **LOGIN.**

Organization Profile Management:

1. Scroll down on your Personal Profile to see the Organization Profile Management section.
2. Click **ADD ORGANIZATION PROFILE**.
3. One designated person from the organization should make and manage the Organization Profile. Click **CREATE PROFILE.**
4. Enter contact information.
5. Select that your organization provides non-direct care to children.

Non-Direct Care Organization:

6. Select the organization type from the list provided.
7. Check the box for Training Sponsor Organization if this organization provides training.
8. Click **NEXT**.
9. Fill in the information.
10. Click to subscribe or unsubscribe from updates from SC Endeavors.
11. Click **SUBMIT**.
12. Thank you for registering your organization. Your application has been submitted for review. You'll be notified via email when it is approved. You will then be able to sign in, access the organization maintenance features, and begin entering training courses and events as a Training Sponsor Organization.

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.**

SC Endeavors Registry

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:

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

Adding Staff to Help Manage Organization Profile:

1. Staff added here can submit training courses for approval and schedule events, unlike employees listed on the Employees tab. A staff person must be entered on the Employees tab first to be given access to the Organization Profile in the steps below.
2. Click on **ORG DETAILS.**
3. Click on **MANAGE ORGANIZATION PROFILE USERS.**
4. You can select the staff you want to add from the list on the screen by clicking the **+** button.
5. Confirm you want to give that person access.