

Create an Employment Record for Direct Care Positions

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**.

Employment:

1. Click the Employment tab.
2. Click **EDIT EMPLOYMENT**.
3. Select **ADD POSITION**.

Employer Search-Direct Care and Education Programs:

1. Click **SELECT** next to the Direct Care and Education option.
2. Use the fourth search field to enter the License number of the child care program.
 - a. Search for license exempt programs by name or Org ID.
3. Scroll down and select your organization from the results.
4. Click **CONFIRM** if the information is correct.
5. Enter your position information.
6. Click **SAVE**.

Employment Verification:

Once you have completed the steps above, please let your director know that you have created a Self-Reported employment record that is attached to the organization profile that you need them to verify.

If you are a director, regularly check your organization profile for employees that have created a Self-Reported employment record so that you can update it to Verified by Program.

As a director, you will also need to follow these steps to create an employment record that is connected to the organization profile that you create.