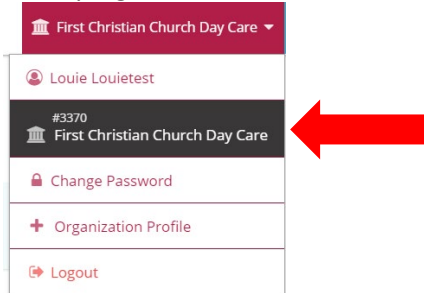
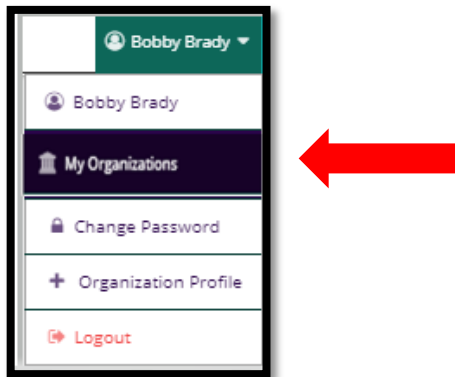


DIRECTOR INVITING STAFF TO ADD EMPLOYMENT

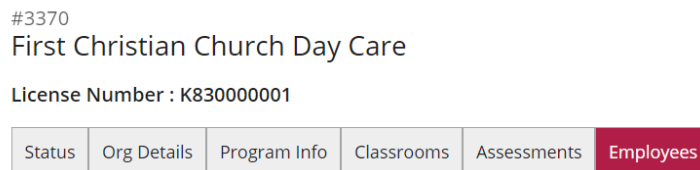
1. a. Click on the tab with the name of your organization in the drop-down menu under your name in the top right corner of the home screen.



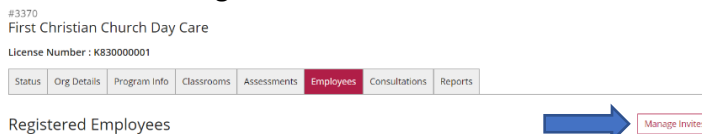
- b. If you are the Director/Administrator of multiple organizations/programs, click on the **My Organizations** tab in the same drop-down menu as shown above and then select the appropriate organization/program.



2. Click the **Employees** Tab on the Organization Profile Page.



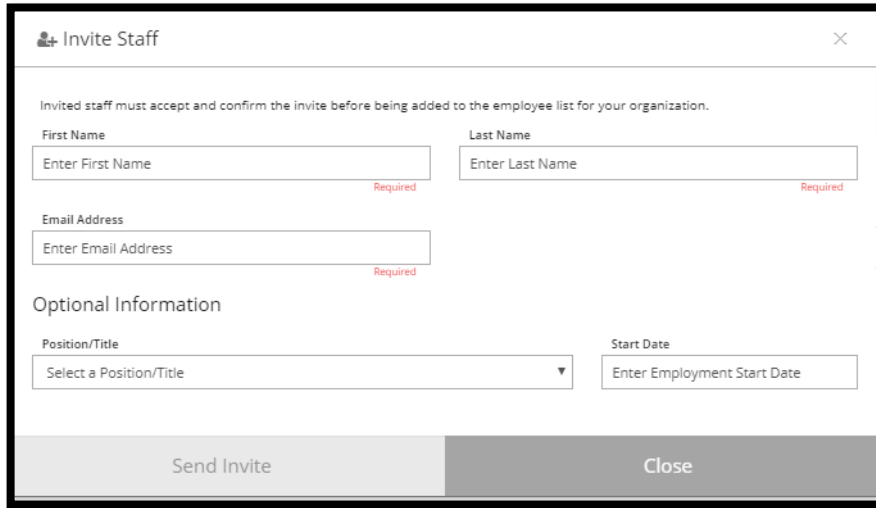
3. Click on the **Manage Invites** Tab.



4. Click the red **Invite Staff** tab.

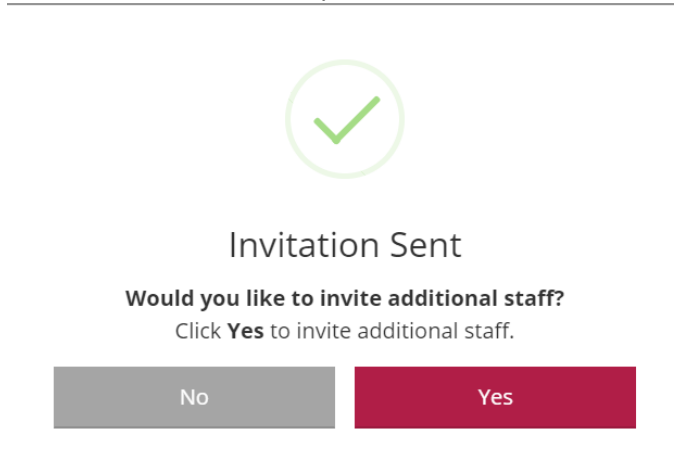


5. Complete the information on the pop-up screen and click **Send Invite**.



The screenshot shows a pop-up window titled "Invite Staff" with a close button (X) in the top right corner. Below the title bar, there is a message: "Invited staff must accept and confirm the invite before being added to the employee list for your organization." The form contains several input fields: "First Name" (with "Enter First Name" placeholder and "Required" label), "Last Name" (with "Enter Last Name" placeholder and "Required" label), and "Email Address" (with "Enter Email Address" placeholder and "Required" label). Under the heading "Optional Information", there is a "Position/Title" dropdown menu (with "Select a Position/Title" placeholder) and a "Start Date" field (with "Enter Employment Start Date" placeholder). At the bottom of the form, there are two buttons: "Send Invite" and "Close".

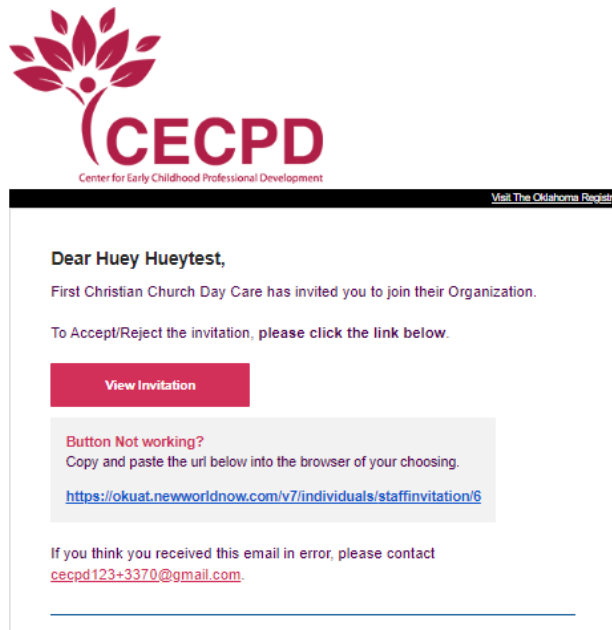
6. The next screen will ask if you want to invite other staff. Select **Yes** or **No**.



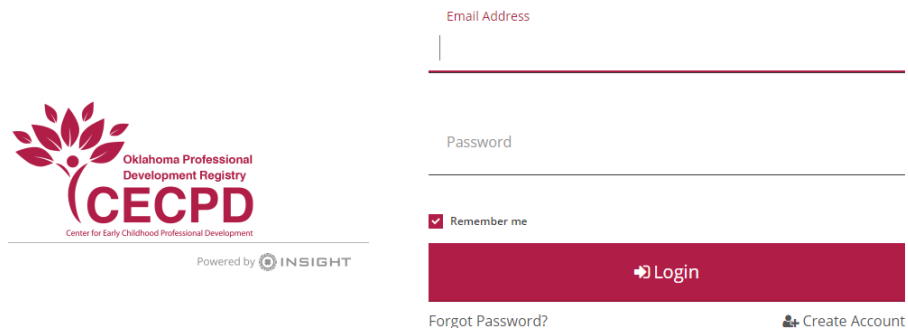
The screenshot shows a confirmation screen with a green checkmark icon in a circle at the top. Below the icon, the text reads "Invitation Sent". Underneath, it asks "Would you like to invite additional staff?" and provides the instruction "Click **Yes** to invite additional staff." At the bottom, there are two buttons: "No" and "Yes".

Steps 7-11 are to be completed by the employee through an email link.

7. An email will be sent to your employee. They will need to click the teal **View Invitation** tab within the email to accept or reject the invitation.




8. They will be promoted to enter their email and password to access the PD Registry from the email link.



The login form features the CECPD logo on the left, including the text "Oklahoma Professional Development Registry" and "Center for Early Childhood Professional Development". Below the logo is the text "Powered by INSIGHT". On the right side, there are two input fields: "Email Address" and "Password". Below the "Email Address" field is a teal button labeled "Login". To the left of the "Login" button is a checked checkbox labeled "Remember me". Below the "Login" button are two links: "Forgot Password?" and "Create Account".

9. A message will appear to **Reject** or **View** the employment to the organization. Click **View** if this is the correct employer.



Pending Employment Confirmation

First Christian Church Day Care has invited you to confirm your employment with their organization.

Accepting the invitation will require you to complete your employment entry for the organization.

Reject
View

10. The staff member will make sure information is correct and add any information that has not already been updated such as position/title, start date, hours worked per week, hours worked per year, wage, and ages of children. Once information is complete, click on **Confirm Employment**.

Confirm Employment
✕

Employment Information

#3370
First Christian Church Day Care
Address 206 East 1st Street / City Edmond / State OK

This is my primary employer

Position/Title

Family Child Care Home Assistant

Start Date

04/01/2020

Hours Per Week

Enter Hours Required

Months Per Year

Enter Months Required

It is recommended that you enter your wage information.

I receive an hourly wage

I receive an annual salary

I do not wish to provide this information

Hourly Wage

\$ Enter Hourly Wage Required

Date of Last Wage Increase

Enter Date

Age of Children Required

Infants (0-12 months)

Toddlers (13-24 months)

Two's (25-36 months)

Preschooler 3's (37-48 months)

Preschool 4's and 5's (49-72 months)

Elementary (K-3rd grade)


Middle (4th-8th grade)

Secondary (High School)

Adults

Confirm Employment
Close

11. Confirm employment in the last step and the organization Administrator/Director will verify information entered. Click **Yes**.



Confirm Employment?

Once confirmed, First Christian Church Day Care will need to review your employment information and verify it is correct.