

SC Endeavors Registry

Creating an Employment Record

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. Go to **EMPLOYMENT** card and click on VIEW ALL EMPLOYMENT box.

The screenshot shows the user dashboard for Donna Martin. At the top, there is a header with the SC Endeavors Registry logo, user name, language (English), and cart status. Below the header, a welcome message displays the user's State Registry ID (#680421), phone number, primary language, and email. A sidebar on the left contains navigation icons. The main content area features several cards: 'MY APPLICATIONS' (showing no current applications), 'Employment' (showing no employment history), 'Education' (showing a Bachelor's Degree in Early Childhood), and 'Professional Memberships and Contributions'. Each of these cards has a 'View All' button. A blue arrow points to the 'Employment' card and its 'View All Employment' button. At the bottom, there is a 'Training Hours' section showing 0.00 hours and an 'Upcoming Training Events' section with a message stating the user is not scheduled for any training events.

Welcome, Donna!
State Registry ID #680421
Primary phone number (877) 777-7777 / Primary Language English
Email sam.mathias+ZD54575@newworldnow.com

MY APPLICATIONS
No Applications
You have no current applications.
Continue Application
Registry ID Card

Employment
You have no employment history.
View All Employment

Education
Highest Level of Education
Bachelor's Degree
Major
Early Childhood
View All Education

Professional Memberships and Contributions
View All


Training Hours
0.00

Upcoming Training Events
You are not scheduled for any training events.

2. Click **FIND EMPLOYER**.


SC Endeavors Registry

3. Click on **FIND EMPLOYER**

 Employment Summary Go Back

Please add an employment record for every early learning and school-age care position you hold or have held in the past.


- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

 Find Employer

4. You will be apply to search for your employer using the listed filters:

- Employer Name
- City
- Organization ID
- License
- License Source

Find Employer ×

 Filter Employers

Employer Name

Search by Employer Name

City

Search by City


Organization ID


Search by Organization ID

License

Search by License

License Source

 Search to Find Employers

Use the provided search fields found under  to search for applicable employers.

Cancel

5. Enter information for at least ONE of the filter boxes. Scroll down to the end of the page to click **SEARCH**.
6. A list of programs matching the filter employer information will populate to the right.

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Find Employer

Filter Employers

Employer Name
Shea

City
Search by City

Organization ID
Search by Organization ID

License
Search by License

License Source

Sort by Name Direction Ascending

Showing 1-9 out of 9

#6730
German KikiMashea
State SC / Zip Code -
Phone (843) 224-9992 / Email Greene.Shelika@email.com

#7256
Leasheada Wingo
Program Leasheada Wingo / SC DSS CC# 44888 / Effective 12/30/1899 - 12/30/1899
Address 404 All Season Dr. / City Boiling Springs / State SC / Zip Code 29316 /

Cancel

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7. After you have located the program for the employment record, click SELECT next to the program's name.

Find Employer

Address 3100 Temple Road / City Sumter / State SC / Zip Code 29153 / County Sumter
Phone (843) 475-5924 / Email Oree.Bennett@email.com
Director Sammarika Shearin

#12468
Shea Afterschool Academy
Address 123 Main Street / City Greenville / State SC / Zip Code 29607 / County Greenville
Phone (864) 250-5589 / Email nicole.shea@dss.sc.gov

#10471
Shealsea Robinson
Program Shealsea Robinson / SCDSS License 23544 / Effective 06/10/2022 - 08/30/2023 /
ABC Quality Level No Quality Level
Address 3786 W. Pointe Drive / City FLORENCE / State SC / Zip Code 29501 /
County Florence

Cancel

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8. Complete the following employment information:

- Title
- Is this your primary employment (*Select This is my primary employment. OR Not my primary employment.*)
- Age of Child

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- Employment Status (*Select I currently work in this position. OR I am no longer in this position.*)
- Start Date
- End Date (*If no longer in this position, you can provide a reason for leaving the position.*)
- Hours per Week
- Months per Year
- Compensation

#12468
Shea Afterschool Academy

Address 123 Main Street / City Greenville / State SC / Zip Code 29607 / County Greenville
Phone (864) 250-5589 / Email nicole.shea@dss.sc.gov

Employment Information

Title
Teacher

Is this your primary employment?
☐ This is my primary employment

Save Close

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9. Click SAVE when you have completed the employment record. Then click OK.

#12468
Shea Afterschool Academy

Address 123 Main Street / City Greenville / State SC / Zip Code 29607 / County Greenville
Phone (864) 250-5589 / Email nicole.shea@dss.sc.gov

Employment Information

Title
Teacher

Is this your primary employment?
☐ This is my primary employment

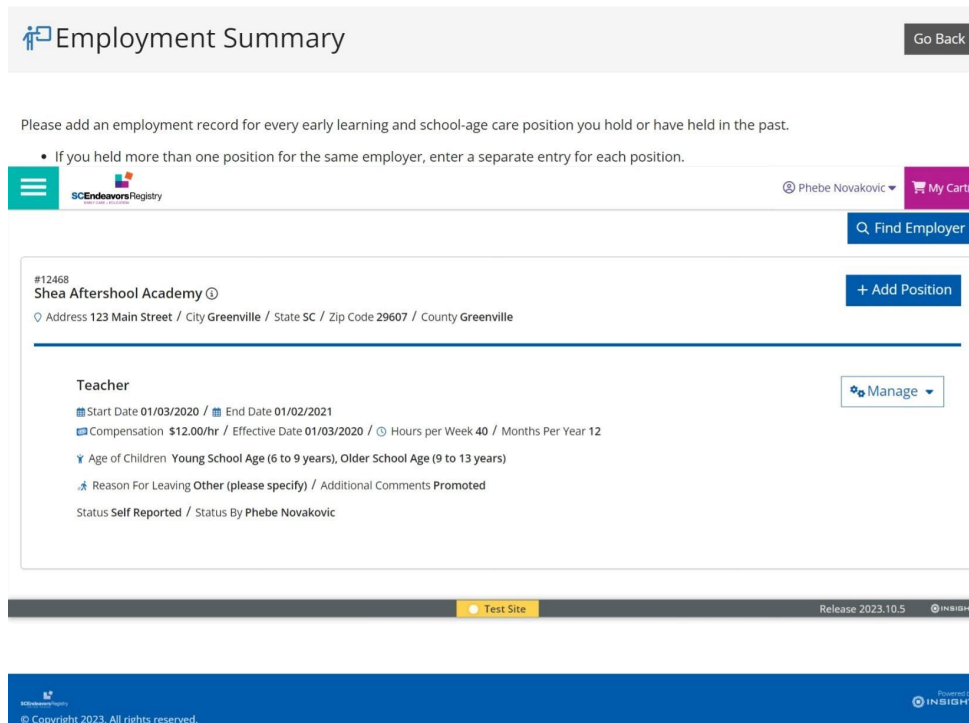
Save Close

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Saved
Your employment position has been successfully added.
OK

10. Click GO BACK in the top right hand corner to return to the Employment Summary page.

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Employment Summary [Go Back](#)

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.

SC Endeavors Registry [Phebe Novakovic](#) [My Cart](#)

[Find Employer](#)

#12468
Shea Afterschool Academy [+ Add Position](#)

[Address 123 Main Street / City Greenville / State SC / Zip Code 29607 / County Greenville](#)

Teacher [Manage](#)

[Start Date 01/03/2020 / End Date 01/02/2021](#)
[Compensation \\$12.00/hr / Effective Date 01/03/2020 / Hours per Week 40 / Months Per Year 12](#)
[Age of Children Young School Age \(6 to 9 years\), Older School Age \(9 to 13 years\)](#)
[Reason For Leaving Other \(please specify\) / Additional Comments Promoted](#)
[Status Self Reported / Status By Phebe Novakovic](#)

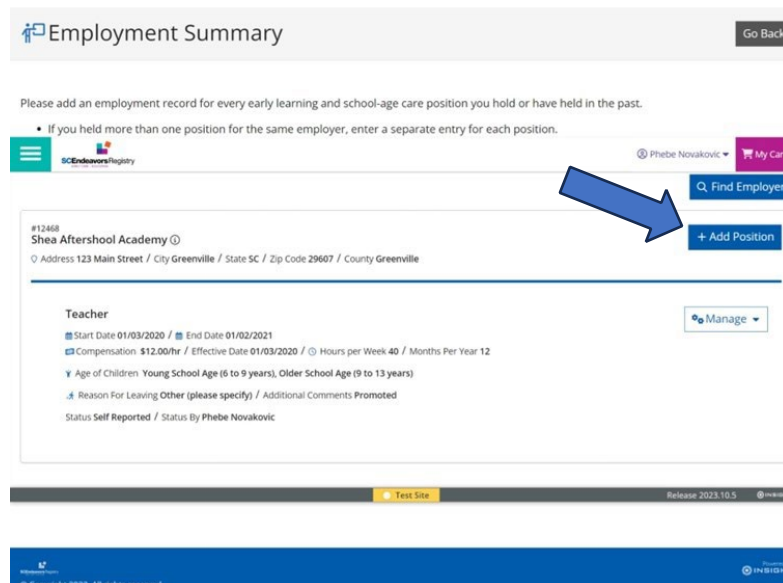
[Test Site](#) Release 2023.10.5 [INSIGHT](#)

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If you need to add another position at a **DIFFERENT** location, you will click on the **FIND EMPLOYER** to search the new location. You will follow the previous steps.

If you have worked multiple positions at the **SAME** location, you can now add a new position to document promotions, title changes, etc.

11. Click on the **+ADD POSITION** button in the right hand corner, then click **CONTINUE**.



Employment Summary [Go Back](#)

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.

SC Endeavors Registry [Phebe Novakovic](#) [My Cart](#)

[Find Employer](#)

#12468
Shea Afterschool Academy [+ Add Position](#)

[Address 123 Main Street / City Greenville / State SC / Zip Code 29607 / County Greenville](#)

Teacher [Manage](#)

[Start Date 01/03/2020 / End Date 01/02/2021](#)
[Compensation \\$12.00/hr / Effective Date 01/03/2020 / Hours per Week 40 / Months Per Year 12](#)
[Age of Children Young School Age \(6 to 9 years\), Older School Age \(9 to 13 years\)](#)
[Reason For Leaving Other \(please specify\) / Additional Comments Promoted](#)
[Status Self Reported / Status By Phebe Novakovic](#)

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SC Endeavors Registry

Employment Summary

Go Back

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.

#12468
Shea Afterschool Academy ⓘ
Address 123 Main Street / City Greenville / ST

Teacher

Start Date 01/03/2020 / End Date 01/02/2021
Compensation \$12.00/hr / Effective Date 01/03/2020
Age of Children Young School Age (6 to 9 years)
Reason For Leaving Other (please specify)
Status Self Reported / Status By Phebe Novakovic

Find Employer

Add Position

Manage

Test Site

Release 2023.10.5

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?

Add New Position?

Would you like to add an additional position for Shea Afterschool Academy?

CancelContinue

- You will follow the same steps for creating an employment record.
- After you have completed the employment record, click **SAVE** then click **OK** to successfully add your employment record.

#12468
Shea Afterschool Academy ⓘ

+ Add Position

SC Endeavors Registry

Phebe Novakovic My Cart

Curriculum Coordinator

Manage

Start Date 01/03/2021
Compensation \$20.00/hr / Effective Date 01/03/2021 / Hours per Week 40 / Months Per Year 12
Age of Children Pre-K (4 to 5 years), Kindergarten (5 to 6 years), Young School Age (6 to 9 years), Older School Age (9 to 13 years), Adult
Status Self Reported / Status By Phebe Novakovic
Primary Employment

Teacher

Manage

Start Date 01/03/2020 / End Date 01/02/2021
Compensation \$12.00/hr / Effective Date 01/03/2020 / Hours per Week 40 / Months Per Year 12
Age of Children Young School Age (6 to 9 years), Older School Age (9 to 13 years)
Reason For Leaving Other (please specify) / Additional Comments Promoted
Status Self Reported / Status By Phebe Novakovic

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14. This will return you to the Employment Summary page to review your employment records. Click **GO BACK** to return to Profile page.

SC Endeavors Registry

Welcome, Nicole!
State Registry ID #680344
Primary phone number (864) 346-4538 / Primary Language English
Email nicole.shea@dss.sc.gov

[Edit Profile Information](#)

MY APPLICATIONS

Career Ladder
Level 1
Expires 12/31/2026

Trainer
Registered
Expires 05/31/2030

[View Trainer Info](#)

[Manage Applications](#)

[Start an Application](#)

[Registry ID Card](#)

Employment

Primary Employer
Sunshine House Early Learning Academy
#82

Title
Teacher

[View All Employment](#)

Last Updated 12/16/2025

Education

Highest Level of Education
High School Diploma/GED

[View All Education](#)

Professional Memberships and Contributions

[View All](#)

Upcoming Training Events

Training Hours
0.00

[You are not scheduled for any training events.](#)