

SC Endeavors Registry

Creating an Employment Record

Sign In:

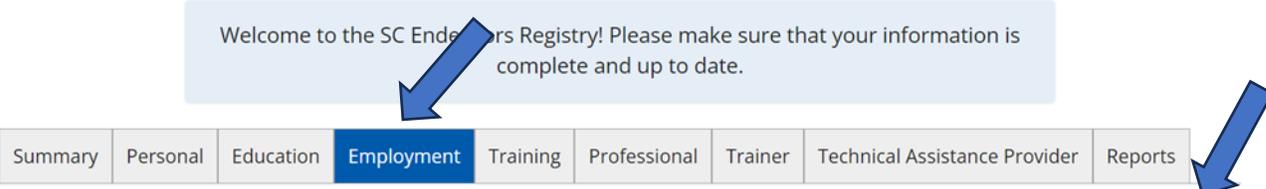
1. Go to www.scendeavors.org.
2. Click **REGISTRY LOGIN** in the top right-hand corner.
3. Click **LOGIN** in the top right-hand corner.
4. Enter your email and password.
5. Click **LOGIN**.

Employment:

1. Click on the **EMPLOYMENT** tab.
2. Click **EDIT EMPLOYMENT**.

My Personal Profile

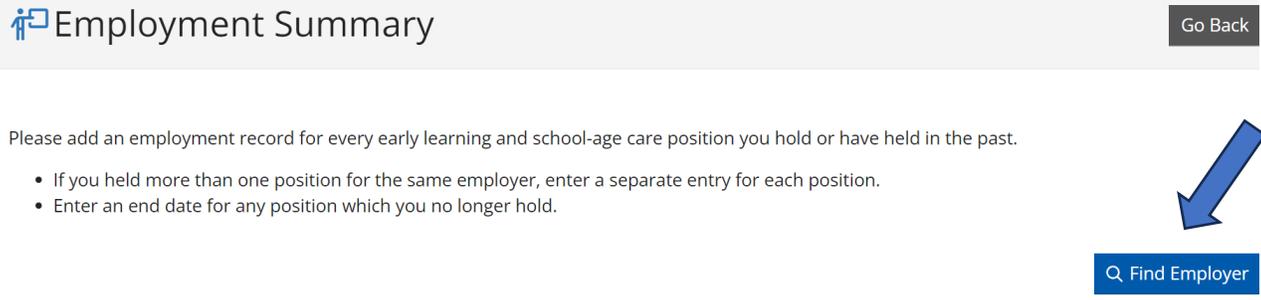
Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.



Summary Personal Education **Employment** Training Professional Trainer Technical Assistance Provider Reports

Employment [Edit Employment](#)

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

SC Endeavors Registry

- 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 the filter icon to search for applicable employers.

Cancel

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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.

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 Select
State SC / Zip Code -
Phone (843) 224-9992 / Email Greene.Shelika@email.com

#7256
Leasheada Wingo Select
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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SC Endeavors Registry

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

SC Endeavors Registry

#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.

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 Ⓞ + 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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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.

#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 01/03/2021
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

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12. You will follow the same steps for creating an employment record.

13. After you have completed the employment record, click SAVE then click on the GO BACK

in the top right hand corner. *(TIP: The MANAGE button next to each employment record allows you to edit or delete the employment record.)*

#12468 Shea Afterschool Academy + Add Position

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

SC Endeavors Registry

14. This will return you to the Employment Summary page to review your employment records.

The screenshot shows the SC Endeavors Registry interface. At the top, there is a navigation bar with the logo on the left, the user name 'Phebe Novakovic' in the center, and a 'My Cart' icon on the right. Below the navigation bar is a welcome message: 'Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.' Below this is a horizontal menu with tabs for 'Summary', 'Personal', 'Education', 'Employment' (which is selected), 'Training', 'Professional', and 'Reports'. The main content area is titled 'Employment' and includes an 'Edit Employment' button. Below the title is a table with the following columns: Program, Title, Compensation, Start, End, Status, Created, and Last Updated. The table contains two rows of employment data. The first row is for 'Shea Afterschool Academy' as a 'Curriculum Coordinator' with a compensation of '\$20.00 / hr.' starting on '1/3/2021' and ending 'Present'. The second row is for 'Shea Afterschool Academy' as a 'Teacher' with a compensation of '\$12.00 / hr.' starting on '1/3/2020' and ending '1/2/2021'. Both rows have a status of 'Self Reported' and a creation date of '10/31/2023'. The footer of the page includes the copyright notice '© Copyright 2023. All rights reserved.' and the text 'Powered by INSIGHT'.

Summary Personal Education **Employment** Training Professional Reports

Employment [Edit Employment](#)

Program	Title	Compensation	Start	End	Status	Created	Last Updated
Shea Afterschool Academy Primary Employment	Curriculum Coordinator	\$20.00 / hr. 1/3/2021	1/3/2021	Present	Self Reported	10/31/2023 Phebe Novakovic	-- --
Shea Afterschool Academy	Teacher	\$12.00 / hr. 1/3/2020	1/3/2020	1/2/2021	Self Reported	10/31/2023 Phebe Novakovic	-- --

Test Site Release 2023.10.5

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