

SC Endeavors Registry

How To Create CPR/First Aid Record and Upload Documentation

1. Go to [Home - SC Endeavors](#)
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.
6. Go to the **EDUCATION** card and click **VIEW ALL EDUCATION**.

The screenshot shows the SC Endeavors Registry user interface. At the top, there is a header with the logo, user name 'Donna Martin', language 'English', and a cart icon. Below the header, a welcome message for Donna is displayed, along with her State Registry ID (#680421), primary phone number, primary language, and email. A blue button labeled 'Edit Profile Information' is visible. The main content area features four cards: 'MY APPLICATIONS' (with 'No Applications' and buttons for 'Start an Application' and 'Registry ID Card'), 'Employment' (showing 'Family Family Child Care Home' as the primary employer and 'Teacher' as the title, with a 'View All Employment' button), 'Education' (showing 'Bachelor's Degree' as the highest level of education and 'Early Childhood' as the major, with a 'View All Education' button), and 'Professional Memberships and Contributions' (with a 'View All' button). A blue arrow points to the 'Education' card.

7. To begin adding your entry, click on **+ ADD EDUCATION ENTRY**
8. On the next screen, Under the TYPE section, click on the down arrow for the drop down menu to populate. Under OTHER PROFESSIONAL DEVELOPMENT, choose “FIRST AID & CPR”.
9. Additional Requirements for DSS Licensing section will populate. Enter the Credential type by clicking on the down arrow for a drop-down menu (i.e. Pediatric First Aid & Infant/child /Adult CPR).

The screenshot shows the 'Add Education' form. At the top, there is a blue header with the text 'Add Education' and a close button. Below the header, the form is divided into sections. The first section is 'Type', which has a dropdown menu currently showing 'First Aid & CPR'. The second section is 'Additional requirements for DSS licensing', which contains three required fields: 'Credential' (a dropdown menu with '--Make a selection--'), 'Institution' (a text input field), and 'Certification Date' (a date input field with a calendar icon). The 'Expires' field is also present, with a date input field and a calendar icon. At the bottom of the form, there are two buttons: 'Save' and 'Close'.

SC Endeavors Registry

10. Enter the name of the institution that issued the certification in the Institution section (i.e. American Red Cross)
11. Enter the date you earned your certification in the "Certification Date"
12. Enter the expiration date as shown on the certificate/card in "Expires"
13. Then scroll down to the DOCUMENTATION section.
14. To add documentation, click on the small blue square with the upload symbol; select the document from your computer, and Open or Save.
15. Once you have all your documentation uploaded, click on **SAVE** then click **OK** to confirm successfully added First Aid/CPR entry.