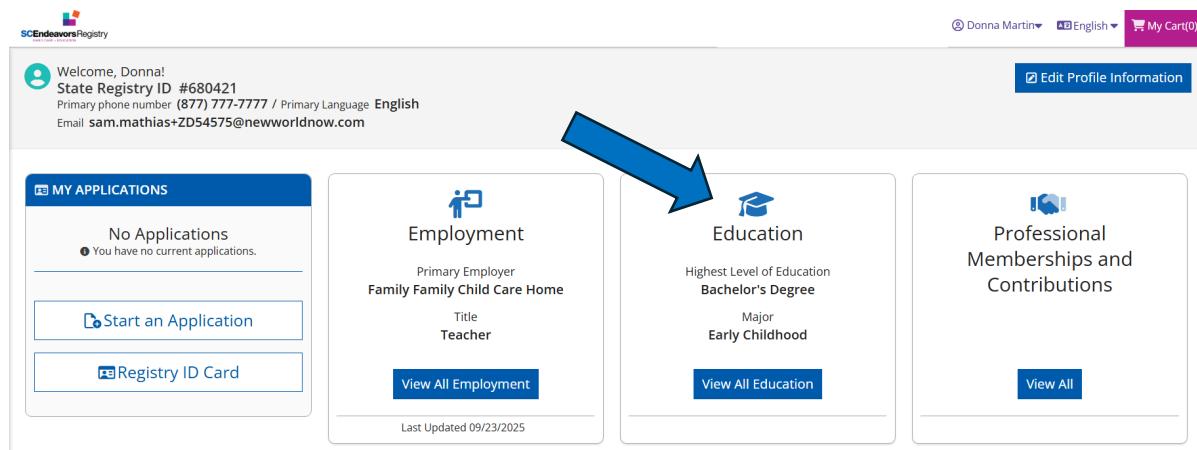


# SC Endeavors Registry

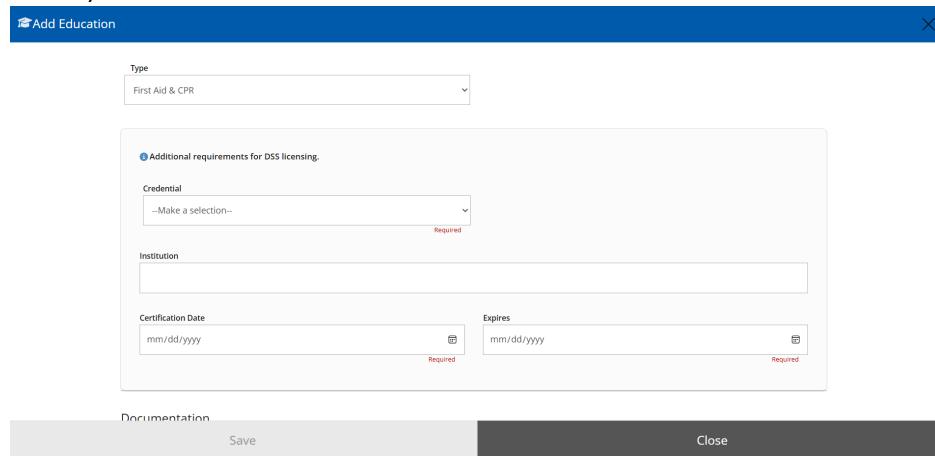
## How To Create CPR/First Aid Record and Upload Documentation

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 dashboard. At the top, there is a user profile for 'Donna Martin' with options to edit profile information and a shopping cart. Below the header, there are four main cards: 'MY APPLICATIONS' (No Applications), 'Employment' (Primary Employer: Family Family Child Care Home, Title: Teacher), 'Education' (Highest Level of Education: Bachelor's Degree, Major: Early Childhood), and 'Professional Memberships and Contributions'. A large 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' modal window. At the top, it says 'Add Education' and has a close button. The form fields are as follows:

- Type: First Aid & CPR
- Additional requirements for DSS licensing:
  - Credential: A dropdown menu with the placeholder 'Make a selection...' and a 'Required' label.
  - Institution: A text input field.
  - Certification Date: A date input field with placeholder 'mm/dd/yyyy' and a 'Required' label.
  - Expires: A date input field with placeholder 'mm/dd/yyyy' and a 'Required' label.
- Documentation: A section with a 'Save' button and a 'Close' button.

# 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.