

Creating an Organization

VocFit.com

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Customized Employment Support

Step 1: Click “register a new Organization”



User created successfully.

Organizations

It looks like you are not a member of any Organization. **You can register a new Organization.**
If you believe this is a mistake please contact your Organization Administrator. Alternatively, email help@vocfit.com and we will be happy to assist you.

- After creating your account, you will be brought to your dashboard. This is your homepage for your account where you can access all of the organizations you are a part of.
- If you ever need to return to your dashboard click on the button that says dashboard in the right hand corner
- To create a new organization, click the blue “register a new Organization” button

Step 2: Click “Create”

Percent white

Percent multiracial

Percent free or reduced lunch

Address
Line one

Line two

Line three

City

State
Alabama

Zip code

Opt in to the discovery job bank.

Create

- You will be taken to the register organization page. Follow the steps to fill out all of the information about your organization. You will be given an error if some of the fields are not filled in (except “line two” and “line three”)
- Leave the checked “opt in to the discovery job bank”. This will give you a mock job to practice using vocfit.com and present you with an example of how it can be used.
- Once all fields are filled out, click the red “Create” button to finish the registration

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