

Adding and Editing Users in your Organization

VocFit.com

VocFit.com
Customized Employment Support

Step 1: Select your organization from your “Dashboard”



Organizations

Select an Organization to continue. You can also [register a new Organization](#).

Test Organization (School District)

Premium

- After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website *not shown in this image*)
- Select your Organization

Step 2: Click “Manage Organization”



Manage Organization

Manage Organization

You are a member of the following Sites

Main 0 Workers, 1 Job

Workers and Jobs

Manage Workers Manage Jobs

Job Matching Reports

Run a New JMR

- Any time you would like to edit your organization’s information, add users, or add sites you can do so through the “Manage Organization” button
- In this tutorial we will be focusing on adding users to your organization
- To add a user to your organization, select the “Manage Organization” button on the far left of the screen

Step 3: Click “Manage Users”



Edit Organization

Manage Users

Manage Sites

Organization updated successfully.

Basic Information

Account Status: Premium
Created: Wed, May 3, 2017 3:46 PM
Type: School District
Total Annual Enrollment: 100
Address:

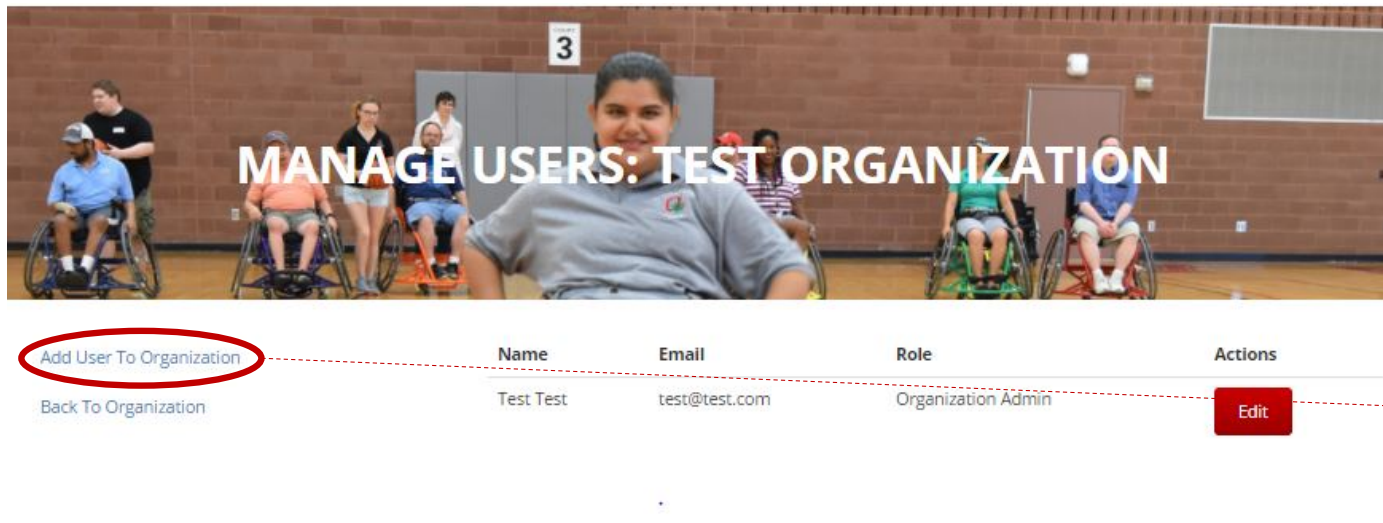
Test Address
Test City, AL 12345

School District Information

Percent Asian: 10
Percent Pacific Islander: 10
Percent Black: 10
Percent American Indian Or Alaska Native: 10
Percent Hispanic: 10
Percent White: 45
Percent Multiracial: 5
Percent Free Or Reduced Lunch: 50

- To add a user or edit your existing users in your organization, select the blue “Manage Users” button on the far left of the screen

Step 3: Click “Add User to Organization”



	Name	Email	Role	Actions
Add User To Organization	Test Test	test@test.com	Organization Admin	Edit

- You will then be directed to the following page titled “Manage Users: (name of organization)”.
- You should see your name, email address and role listed as “Organization Admin” if you were the creator of the organization.
- Select “Add User to Organization” on the far left corner of the screen to continue adding new users.

Step 4: Type email, select role of user, sites, and click “Add”



[Back To Organization Users](#)

Email

If a user does not already exist with this email, an invitation will be sent.

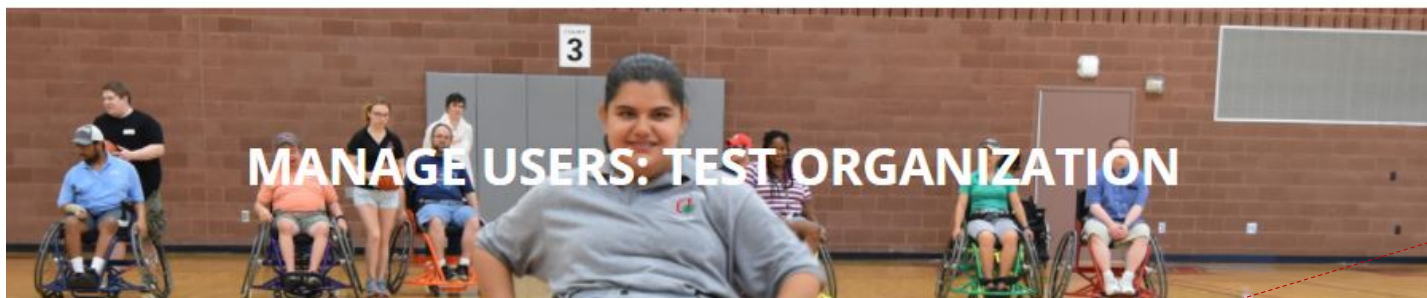
Role

Sites
 Main

- You will then be directed to the following page titled “Add User to (Name of Organization)”
- Type in the email of the user you would like to add to your organization. If they do not have an account with VocFit.com, they will be sent an email to create one
- Select what role you would like this user to have.
 - “Instructor” gives the user to ability to create jobs, workers, and run job matching reports.
 - “Organization Admin” gives the user the same abilities as the individual who created the organization. Can add users and edit organization settings
- Next, select which sites you would like that user to have access to. “Main” is the site that automatically populates when you create an organization. **WITHOUT SELECTING SITES, USER WILL NOT HAVE ACCESS TO ANY DATA.** Once you add more sites to your organization (go to “Adding Sites” tutorial to learn how), users can be added to multiple sites or just one.
- Once finished, select “Add”

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Step 5: Viewing users



[Add User To Organization](#)

[Back To Organization](#)

Organization User created successfully.

Name	Email	Role	Actions
	testuser@gmail.com	Instructor	Edit
Test Test	test@test.com	Organization Admin	Edit

- If user was successfully added, the following page should pop up with their email under the list of users in your organization as shown in the image to the left.
- If the user was new to vocfit.com and an email request was sent to create an account, you will not see their name. You will only see their “Email” and “Role” until they create their account.
- You will know once they have activated their account because their name will be listed under the “Name” section as shown in this example

Step 6: Editing users



[Add User To Organization](#)

[Back To Organization](#)

Organization User created successfully.

Name	Email	Role	Actions
	testuser@gmail.com	Instructor	Edit
Test Test	test@test.com	Organization Admin	Edit

- You can repeat the same process to add more users to your organization.
- In the manage users screen you also have the option to “Edit” your users.
- Select “Edit” of the user you would wish to edit.

Step 7: Select “Update” or “Remove User from Organization”



[Back To Organization Users](#)

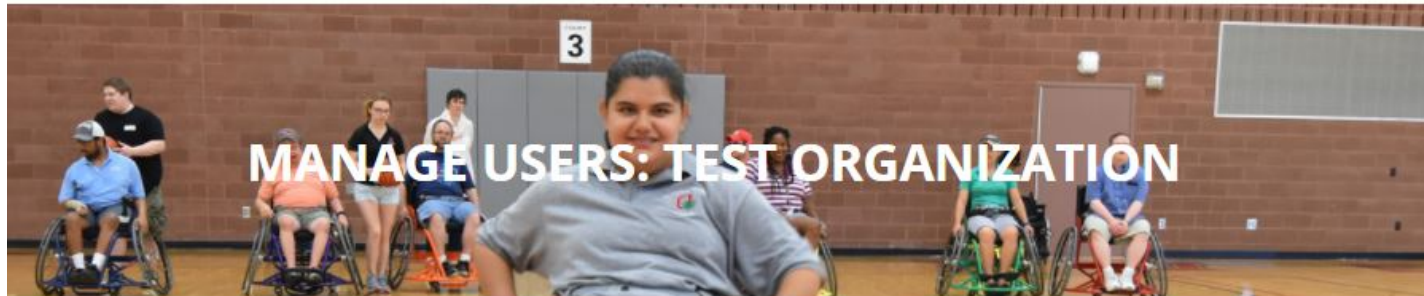
[Remove User from Organization](#)

Email
test@test.com
Edit the User Account to change the email address.

Role
Organization Admin

- In this window you can edit the “Role” of the user to either “Instructor” or to “Organization Admin”
- Select “Update” when finished editing role
- You can also select “Remove User from Organization” if you would not long like this user to be in your organization

Step 8: Click “Back to organization”



[Add User To Organization](#)

[Back To Organization](#)

Organization User created successfully.

Name	Email	Role	Actions
	testuser@gmail.com	Instructor	Edit
Test Test	test@test.com	Organization Admin	Edit

- You can repeat the same process to add more users to your organization.
- When you are finished adding or editing users, select “Back to Organization” to continue managing your organization.