

# Creating an Organization

VocFit.com

## Step 1. Register a New Organization

- 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 red "Register a new Organization" button.

**VocFit.com**  
*Customized Employment Support*

Dashboard

Account

Admin ▾

Logout

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# DASHBOARD

### Organizations

Select an Organization to continue. You can also

Register a new Organization

## Step 2. Fill in Information and Create Organization

- 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 any of the required fields are not filled in.
- 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.

**Line two**

**Line three**

**City**

**State**

N/A 

**Zip code**

**Country**

Not in the list 

Opt in to the discovery job bank.

