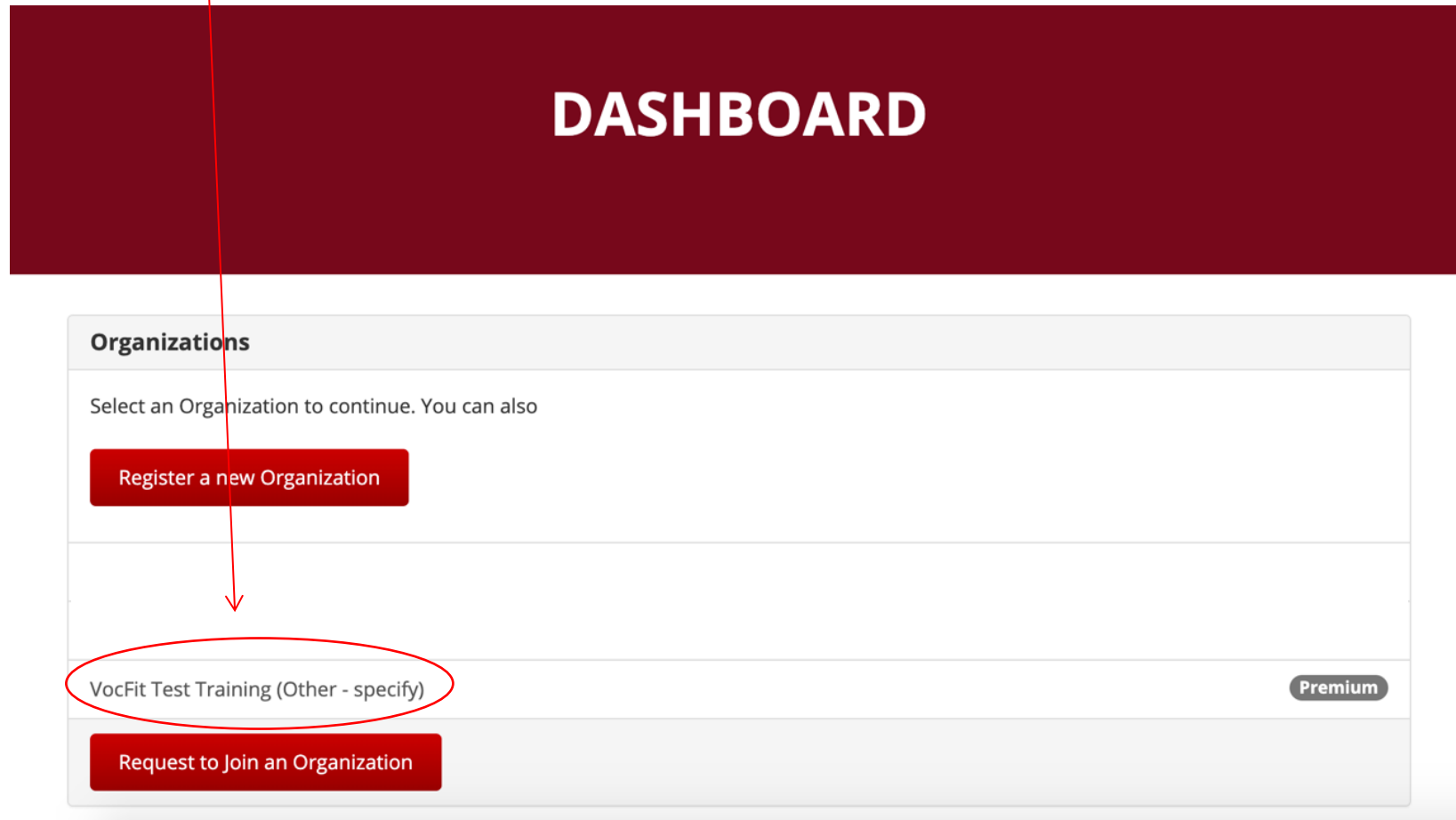


# Adding a Student/Intern/Worker

VocFit.com

## Step 1. Select your Organization from your “Dashboard”

- 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 Students/Interns/Workers”

- In this tutorial we will be focusing on adding students/interns/workers to your organization.
- To input worker profiles into your organization, select “Manage Students/Interns/Workers” button on the left of the screen.

# VOCFIT TEST TRAINING

### Manage Organization

Manage Organization

### You are a member of the following Sites

Main

0 Student/Intern/Workers, 0 Jobs

### Students/Interns/Workers and Jobs

Manage Students/Interns/Workers

Manage Jobs

### Step 3. Click “Add Student/Intern/Worker”

- Select “Add Student/Intern/Worker” to add workers to your organization.



# VOCFIT TEST TRAINING : STUDENTS/INTERNS/WORKERS

[Add Student/Intern/Worker](#)

[Back to Organization](#)

**Name**      **Site**      **Created On**      **Actions**

## Step 4. Fill out information and Click “Add”

- Fill out the following information on the student/intern/worker.
- Make sure the individual is added to the correct site.
- In the “Desired Employment Setting” and “Desired Hours Per Week”, move the left ends of the bar to set the minimum and the right side to set the maximum.
- Click “Add” when information is completed.

### CREATE STUDENT/INTERN/WORKER

[Back to All Students/Interns/Workers](#)

**Code for the Student/Intern/Worker**

Create a code to represent your Student/Intern/Worker and keep this in a secure spot in your location. DO NOT use a person's actual name or share that information with VocFit.com.

**Site**  
Main

**Primary Area of Disability**  
Autism

**Birth Year**

**Race**  
White

**Gender**  
Male

**Currently Employed**  
No

**Currently Seeking Employment**  
No

**Desired Employment Setting**

**Desired Hours Per Week**  
0 40

**Desired Wage Per Hour**  
0 40

**Add**

