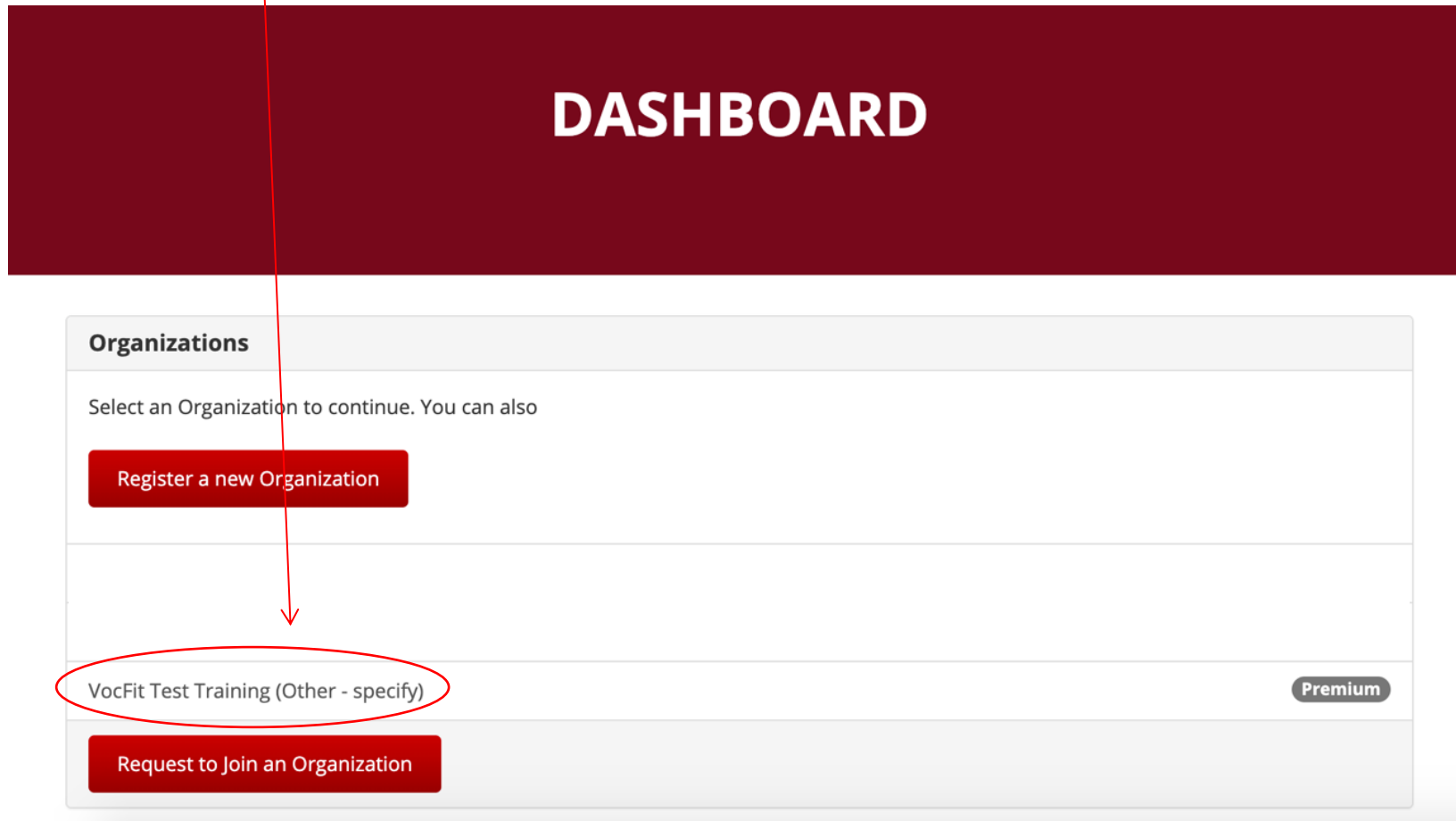


# Adding, Editing Teachers/Trainers/Coaches in Your Organization

VocFit.com

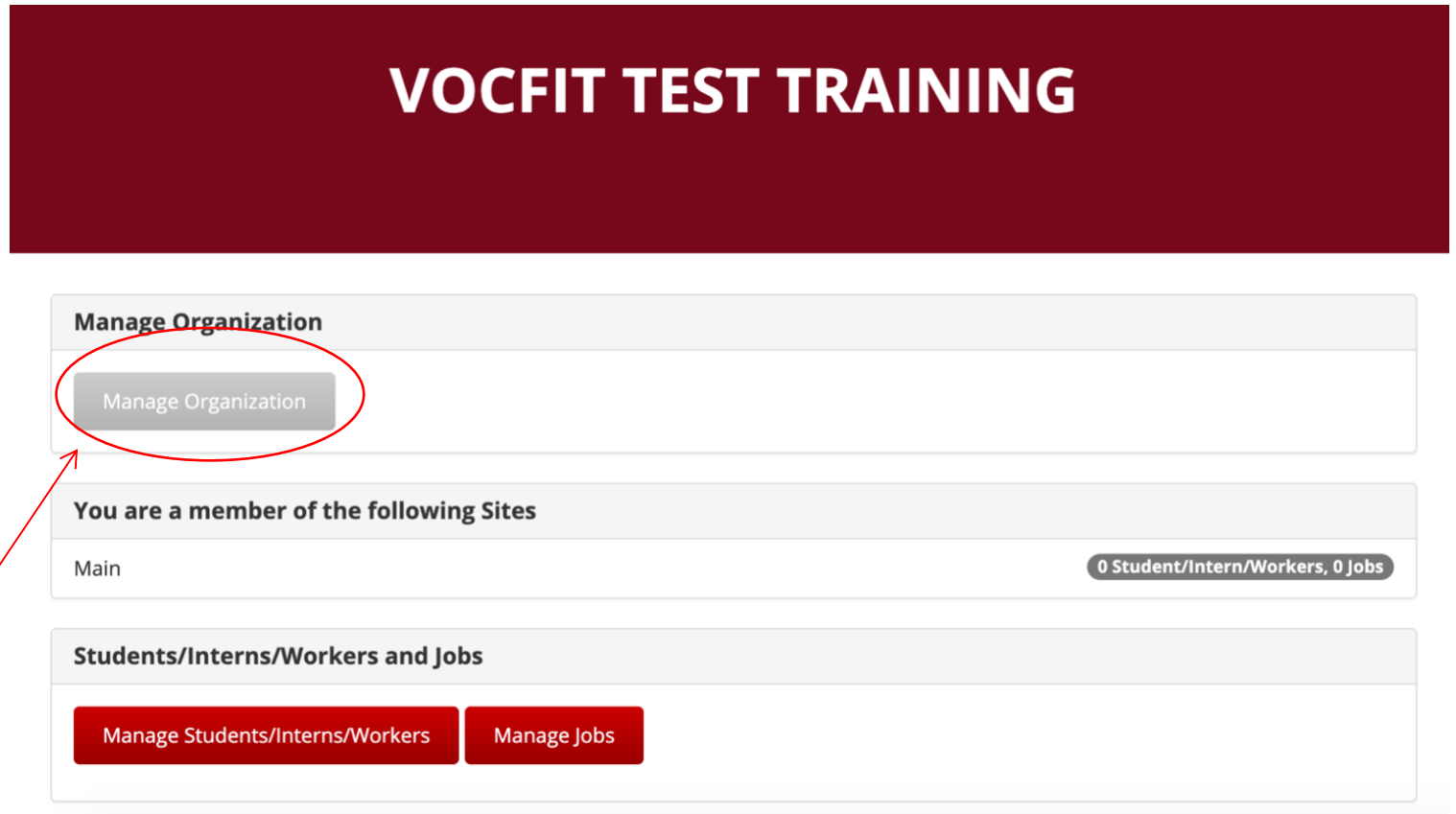
## Step 1. Select your Organization from your Dashboard

- 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 Organization”

- Any time you would like to edit your organization’s information, add users, or add sites you can do so through the grey “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



The screenshot displays the VOCFIT TEST TRAINING interface. At the top, a dark red banner contains the text "VOCFIT TEST TRAINING" in white. Below this, the interface is divided into several sections. The first section is titled "Manage Organization" and contains a grey button labeled "Manage Organization", which is circled in red. The second section is titled "You are a member of the following Sites" and lists "Main" with a badge indicating "0 Student/Intern/Workers, 0 Jobs". The third section is titled "Students/Interns/Workers and Jobs" and contains two red buttons: "Manage Students/Interns/Workers" and "Manage Jobs".

### Step 3. Click “Manage Teacher/Trainer/Coach”

- To add a teacher/trainer/coach or edit the existing users in your organization, select the blue “Manage Teacher/Trainer/Coach” button on the far left. of the screen.

# MANAGE: VOCFIT TEST TRAINING

[Back to Organization](#)

[Edit Organization](#)

[Manage Teacher/Trainer/Coach](#)

[Manage Sites](#)

#### Basic Information

**Account Status:** Premium

**Created:** Fri, Mar 27, 2020 6:58 PM

**Type:** Other - specify

**Total Annual Enrollment:** 0

**Other:** TEST

**Address:**

1234 678th Street  
Anywhere, CO 11111 US

## Step 4. Click “Add Teacher/Trainer/Coach to Organization”

- 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 Teacher/Trainer/Coach to Organization” on the far left corner of the screen to continue adding new users.

# MANAGE USERS: VOCFIT TEST TRAINING

[Add Teacher/Trainer/Coach To Organization](#)

[Back To Organization](#)

**Name**

**Email**

**Role**

**Actions**

## Step 5. Add User Information

- 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”.

\*\*You can repeat this process to add more users to your organization.

**ADD USER TO VOCFIT TEST TRAINING**

[Back To Organization Teachers/Trainers/Coaches](#)

**Email**

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

**Role**

Instructor

**Sites**

Main

**Add**

## Step 6. Viewing Users

- 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

# MANAGE USERS: VOCFIT TEST TRAINING

[Add User To Organization](#)

[Back To Organization](#)

Organization User created successfully.

Name	Email	Role	Actions
VocFit Test	test@vocfittest.com	Instructor	<a href="#">Edit</a>

## Step 7. Editing Users

- In the manage users screen you also have the option to “Edit” your users.
- Select “Edit” of the user you would wish to edit.

**MANAGE USERS: VOCFIT TEST TRAINING**

[Add User To Organization](#)

[Back To Organization](#)

Organization User created successfully.

Name	Email	Role	Actions
VocFit Test	test@vocfittest.com	Instructor	<a href="#">Edit</a>



## Step 7. Editing Users

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

# EDIT USER ROLE FOR: VOCFIT TEST TRAINING

[Back To Organization Users](#)

[Remove User from Organization](#)

**Email**  
test@vocfittest.com

Edit the User Account to change the email address.

**Role**  
Instructor

**Update**