

Joining Organizations

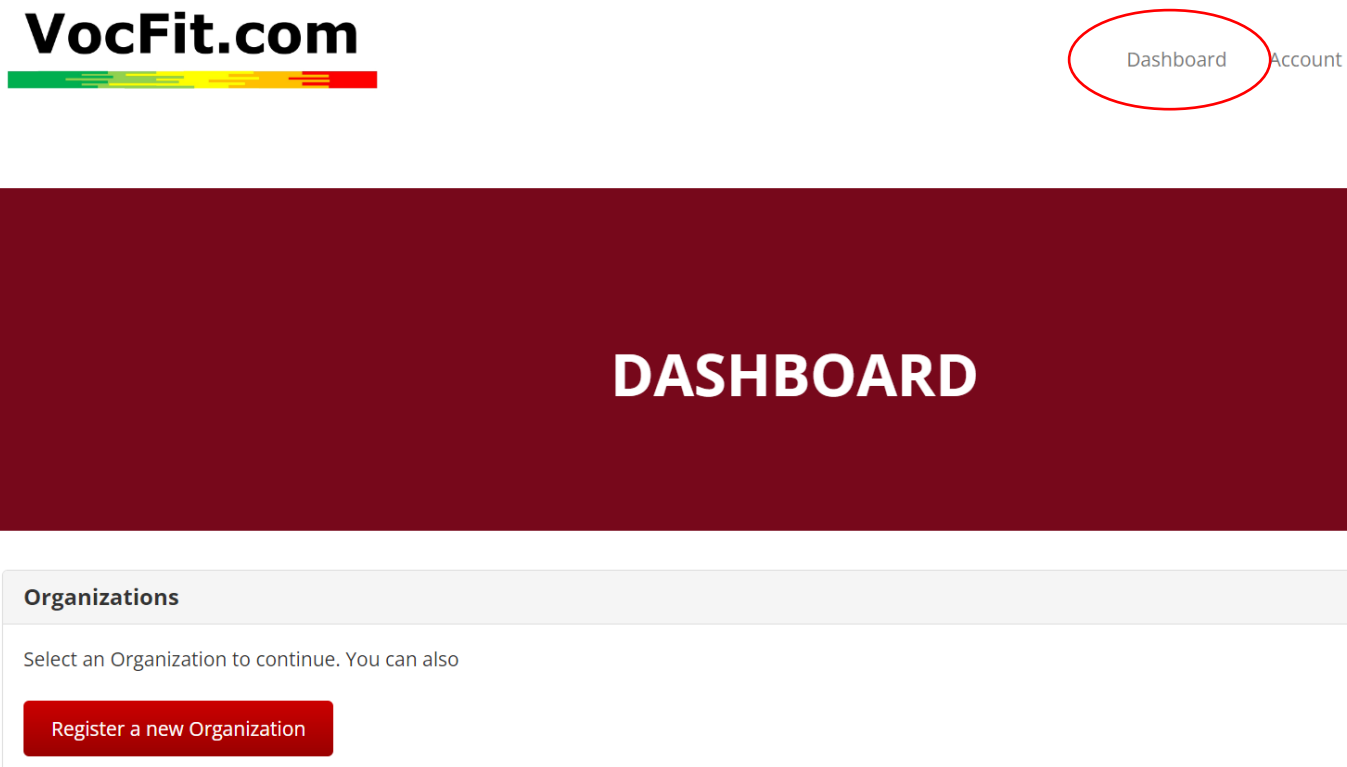
VocFit.com

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Overview

- After creating and logging in to 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 "Dashboard" button in the upper-right corner.
- You cannot use the Vocational Fit Assessment or other tools unless you are part of an organization.



Joining an Existing Organization

Step 1. Click "Request to Join an Organization"

- If your company already has an organization in VocFit.com, you will need to join the existing organization.
- To join, click the red "Request to Join an Organization" button in the middle of your screen.

DASHBOARD

Organizations

Select an Organization to continue. You can also

Register a new Organization

Request to Join an Organization

Step 2. Search for Organization and Send Request

- Type the name of your organization in the search box.
- Select the organization you would like to join and click the red "Add" button.
 - This will send a request to the organization's admin. If they accept, the organization will then appear on your dashboard under "Organizations."
 - If you are not accepted, please check with your supervisor or company to ensure that you requested to join the correct organization.
- If your company or site does not have an organization on VocFit.com, you will need to create one.

REQUEST TO JOIN AN ORGANIZATION

Request to Join an Organization

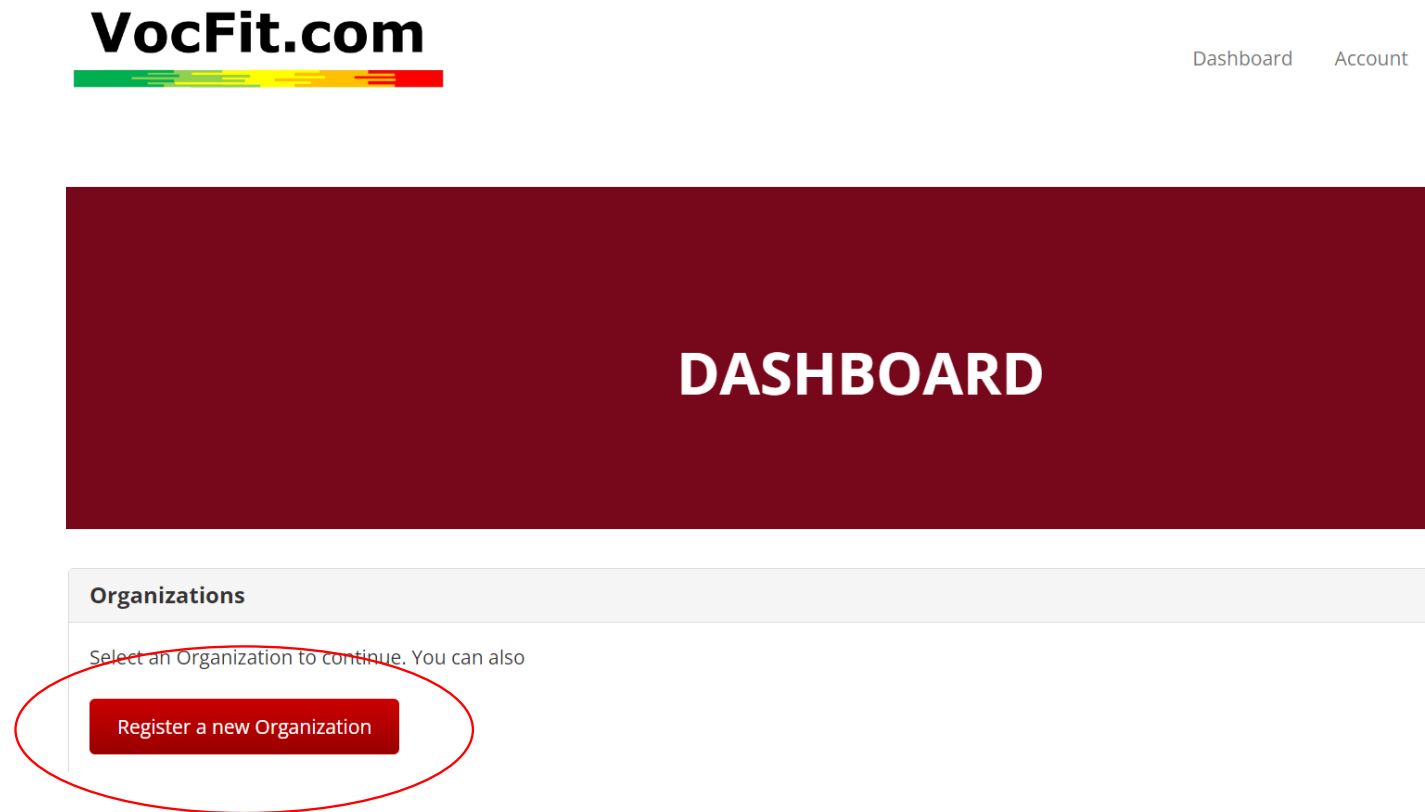
Search for an organization:
Organization

Add

Creating a New Organization

Step 1. Register a New Organization

If you are not associated with an existing organization, you will need to create one. To do so, click the red "Register a new Organization" button.



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Dashboard Account

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 this page. Follow the steps to fill out all of the information about your organization. You will see an error message if any of the required fields are not filled in.
- Once all fields are filled out, click the red “Create” button.

City

State

Zip code

Country

Create