MANAGING EMPLOYEE INVITATIONS

Part 1 - For Employers: This part will walk Organization Profile Owners through accessing their organization profile and managing their employee invites.

Part 2 - For Employees: This part shows how employees can accept invitations from their employer and update their MiRegistry employment records.

Part 1: Sending Invites

Please Note: Only Organization Profile Owners may invite employees to be included on the Organization Profile’s Employees page. For more information on how to edit your Organization Profile’s Owner, please review our online guide on Managing Organization Profile Users.

Go to www.miregistry.org

1. Click SIGN IN.
Log in to your MiRegistry Account

1. Enter your credentials.
2. Click LOGIN.

Accessing your Organization Profile

1. Choose your training organization’s name from the top right drop-down menu.

Please Note: If you are not the Organization Profile Owner, you will be unable to continue. If you are unsure about who the Owner is for your Organization Profile, please email support@miregistry.org for more information.
1. To access your employee list, click the ‘Employees’ tab on your organization profile.
2. Make sure your employees are verified. Please see the Verifying Employment Guide for more information.
1. To access your invites, click the **MANAGE INVITES** button.

1. You can filter your invites by ‘Open Invitations’ or ‘Rejected Invitations’.
2. To invite an employee to add their employment to their profile, click the **INVITE STAFF** button.
3. You can delete an invite by clicking the red trashcan next to the individuals name or resend an invite by clicking the **RESEND** button.
1. Enter the employee information into the fields, click **SEND INVITE**.

1. An invitation has been sent to your employee.
2. If you are finished inviting employees click **NO**, if you want to add additional employees click **YES**.
Part 2: Accepting Invites

Part 2 will outline how employees can accept an invite to add their employment.

Accept an Invite

1. Employees will receive an email notification from support@miregistry.org.
2. Click the VIEW INVITATION box.
1. You will be prompted to log in. Enter your credentials and click **LOGIN**.

   **Please Note:** If you do not have an account, click the **CREATE ACCOUNT** link and follow the steps outlined in the [Getting Started Guide](#).

1. Once you have logged in, the Pending Employment Confirmation box will pop up. Click **VIEW** to enter and confirm your employment information.

   **Please Note:** If you find that this employment invite was an error, click **REJECT**.
1. Enter your employment details fields that are blank and confirm that the fields entered are correct. Click CONFIRM EMPLOYMENT.

1. Click YES to confirm that the employment information entered is accurate. Click NO if you need to make changes.
1. Click **OK** on the Employment Confirmed pop up.