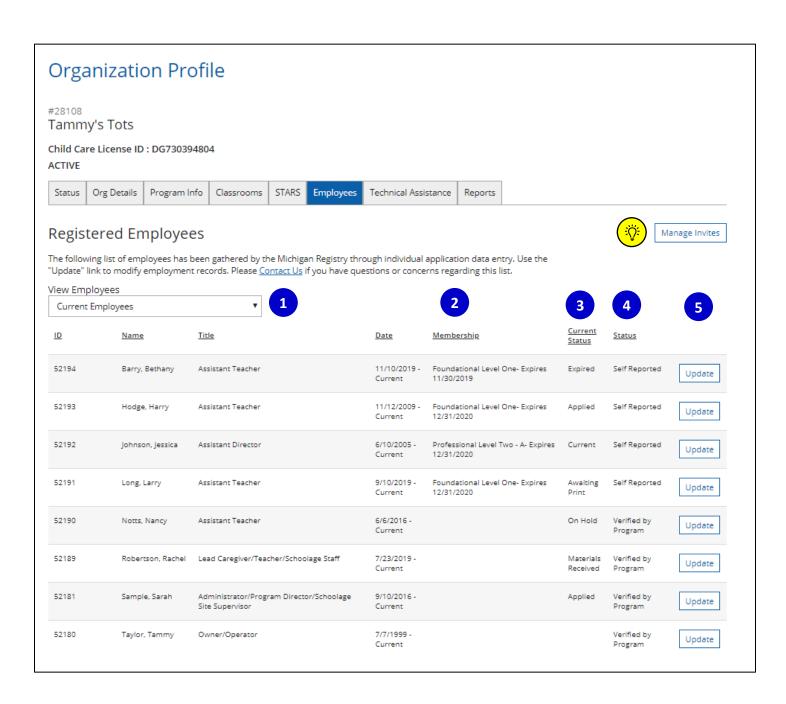


Navigating the Employees Tab of an Organization Profile

This guide will assist you in navigating the Employees tab of an organization profile and understanding an employee's membership status.





- 1. This menu lets you navigate from your current employees to your past employees. You will not have access to your past employees' learning records.
- 2. The Membership column will be populated if an individual has ever had a membership, with the most current membership listed. It will list the Career Pathway Level as well as the expiration date of the current membership. If the column is blank, the individual has never had a current membership. Please take a look at the Career Pathway document hem2.
- 3. The Current Status column is populated with the status of the individual's current status or application for membership. If the column is blank, the individual has not applied for membership.
 - a. Applied- The individual has applied for membership, but we have not received any documentation yet. Once a membership application is submitted the individual's profile is locked from editing. They can still search, register, and complete training.
 - b. **Materials Received** We have received documentation for their membership, the individual can check the staff notes on their individual profile for more information on the documents received. The six week standard membership processing time begins (on the date) when the first piece of documentation is received from the individual.
 - c. On Hold- We have received official transcripts for the employee. The individual will be 'On Hold' until we finalize the credit breakdown from their transcripts. Currently we are prioritizing individuals whose employment is connected to organizations with expiring Great Start to Quality star ratings or whose license is in Original status.
 - d. **Awaiting Print** The individual's documentation has been processed, and we are going through our final quality assurance processes.
 - e. **Current** The individual's membership has been fully processed and they are current. Their profile is open for editing. Membership is current for a year and they can renew at any time.
 - f. **Expired** The individual's membership has expired. They can log in to their account, click the 'Renew your membership' box and click the **APPLY/RENEW** button.
- 4. The status column shows whether an employee has been verified as an employee by an organization profile user.
- 5. Click the **UPDATE** button next to any employee that is listed as 'Self- Reported' and update their status to 'Verified by Program'.



To learn more about the MANAGE INVITES button, please see our step-by-step guide here.