

## How to Enter Pre & Post Employment updates for Students

Instruction to log in and enter students' employment updates to the Xendirect Registration system:

1. Go to the website: <a href="https://laguardia.xendirect.com/login">https://laguardia.xendirect.com/login</a>; your loading page will look like this:

Enter your user id and	password and	l click on	Sign In.
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• If credentials have not been provided please contact your program director.



2. Once you log in, the main page will look like this:

3. To access to students records, click on Clients from the left upper corner. Once you click on Client, your page will look like this:

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4. Select the More option in the middle of the page and select Employment

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5. The Employment section will list all existing entries and you can enter a new employment entry by pressing **Add Employment**.

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	Glast		Pre/Post	Start Date	End Date		
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	Aadams, Abigail (CE100000)	Reartshare Salet Vincent's	Pre Employment				
	Meyer, Bob (CE103211)	McDonald's	Pre-Employment	11/1/2021	1/10/2021		
	Meyer, Bob (CE103211)	Sonctuary for Families	Post Employment				
	Andams, Abigail (CE100000)	U.S. Department of Veteran Alfairs	Post Employment				

6. The new client employment page will display and you can enter the information that you have but you will need to enter all required fields marked with \* in order for the entry to be entered in the system.

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Pre/Post *	Post-E	mployment		×
Supervisor Firs	l Name			
Supervisor Las	Name			
🖌 Company A	ddress			
	Address			

7. The Pre/Post determines if the employment entry pertains before employment (**Pre-Employment**) or if the entry is after employment (**Post-employment**)

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3	Supervisor Last Name	-	0			-
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8. Once all the fields have been completed you press create

Work Phone	()· X	,
Fax	()	
Email		
Email	test@gmail.com	

a. Please note that Pre and Post entries each have to be created separately in order to accurately capture the employment. If you attempt to edit an existing by replacing the employment on the record the previous information will be lost and cannot be recovered. 9. If the employment entry was successfully entered you will see a confirmation on the right side.

XenDirect Enterprise	≡ LaGuardia Commu	nity College ACE			≡ ¢ 🕚
Home Clients Companies	Home / Client Employment / E	Employment (CE100874)	MORE *		Employment successfully created     X
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Staff	Employer		B SAVED CANCEL	Job Details	✓ EDIT +
In Sight			DELETE	Wages / Verification	✓ EDIT +
	Client Employer Company * Pre/Post * Supervisor First Name Supervisor Last Name Company Address Address 2 City State	Saab. Martha (CE1008/24) McDonald's Post-Employment test address	× - = × -		

10. Once the employment is entered you can return to the Employment section and search for the record, if you require to enter additional information.

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	Client	Temployer Company	Pt#/Post	Start Date	End Date
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	Andums, Abigail (CE100000)	Heartshare Saint Vincent's	Pre Employment		
	Moyet, Bob (CE103211)	McDonald's	Pre-Employment	11/1/2021	11/10/2021
	Saab, Martha (CE100874)	McDenald's	Post-Employment		
	Moyer, Bob (CE103211)	Sanchuary for Families	Post-Employment		
	Andams, Abigail (CE100000)	U.S. Department of Veteran Alfairs	Post-Employment		
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For further info, please visit the Xendirect Knowledge Base page:

https://xenegrade.kayako.com/article/162-employment