



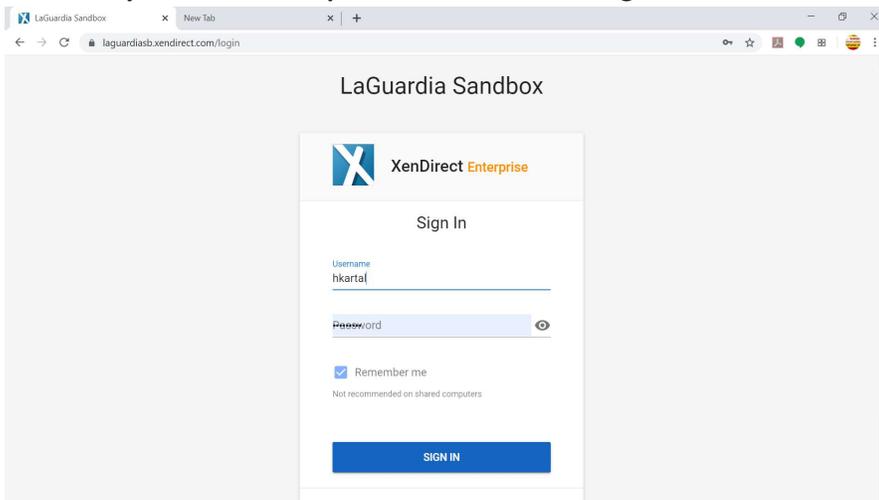
DARE TO DO MORE

How to Enter Pre & Post Employment updates for Students

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

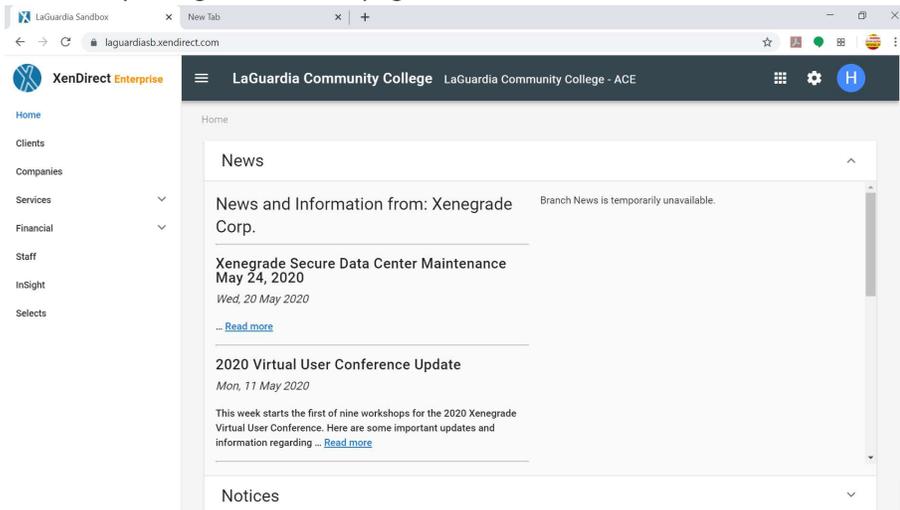
1. Go to the website: <https://laguardia.xendirect.com/login>; your loading page will look like this:

Enter your user id and password and click on Sign In.

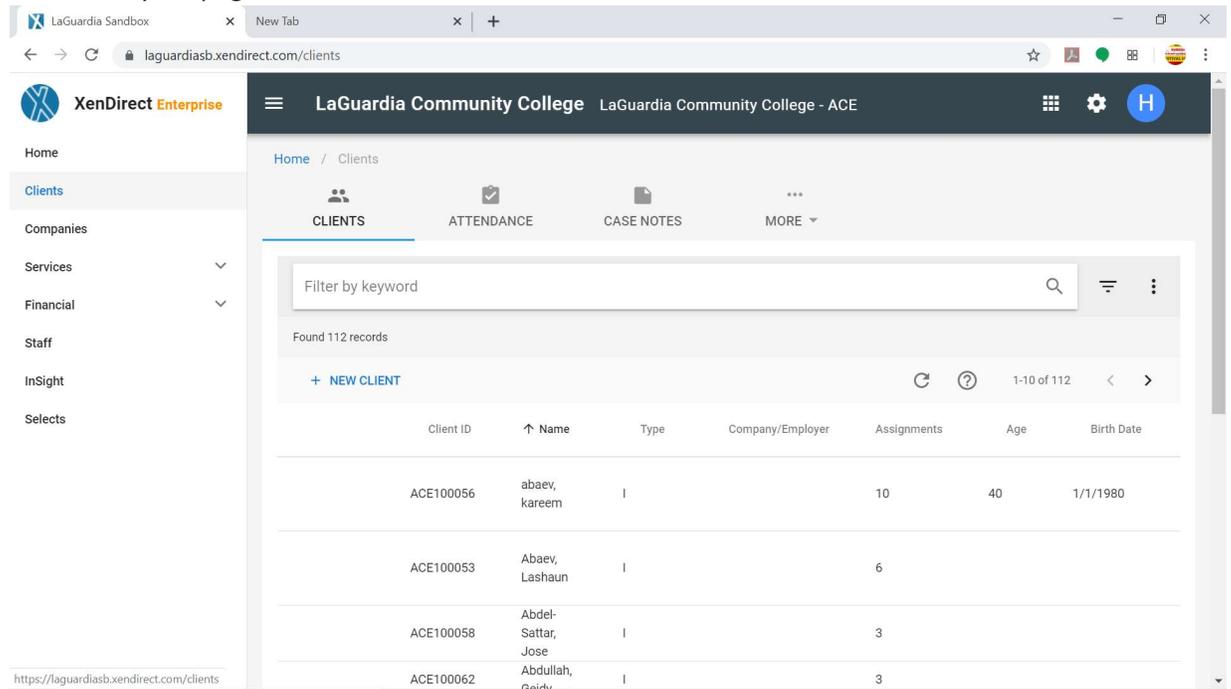


- If credentials have not been provided please contact your program director.

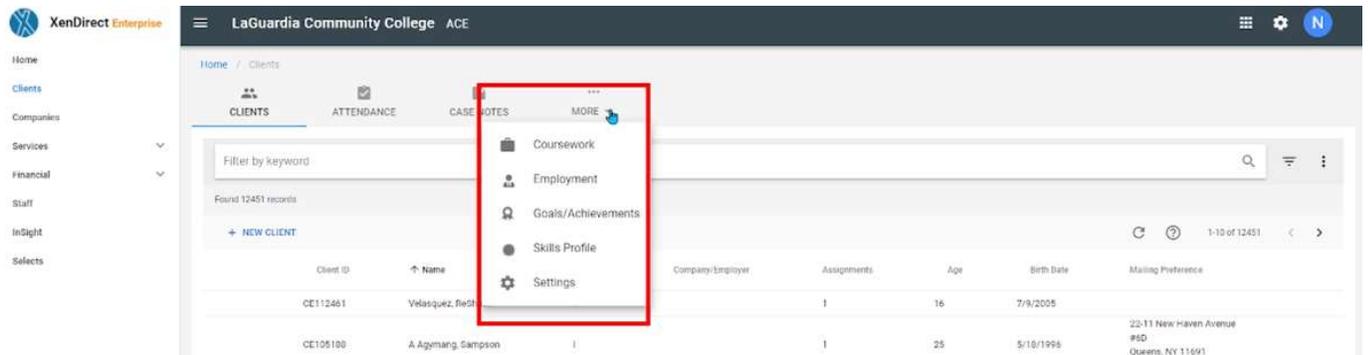
2. Once you log in, the main page will look like this:



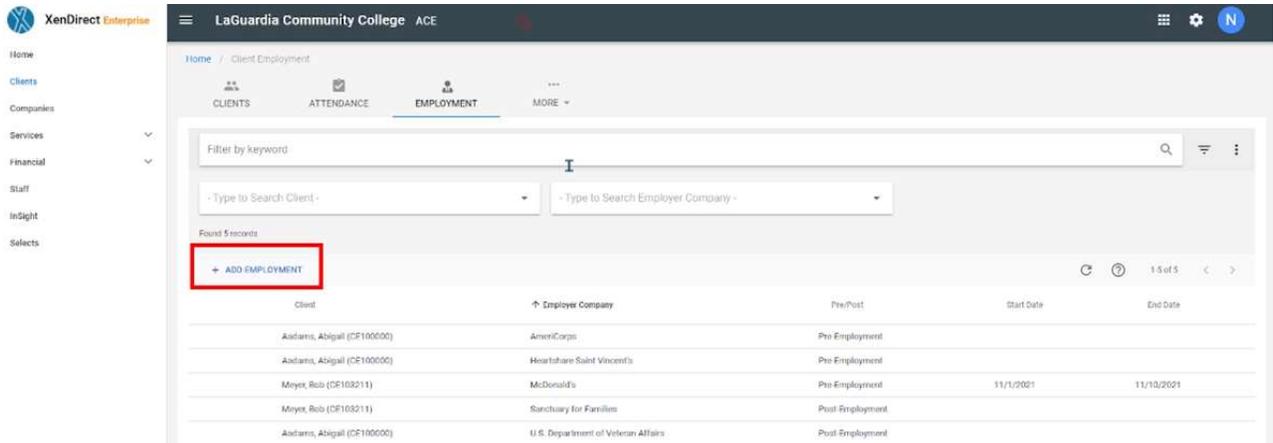
3. To access to students records, click on Clients from the left upper corner. Once you click on Client, your page will look like this:



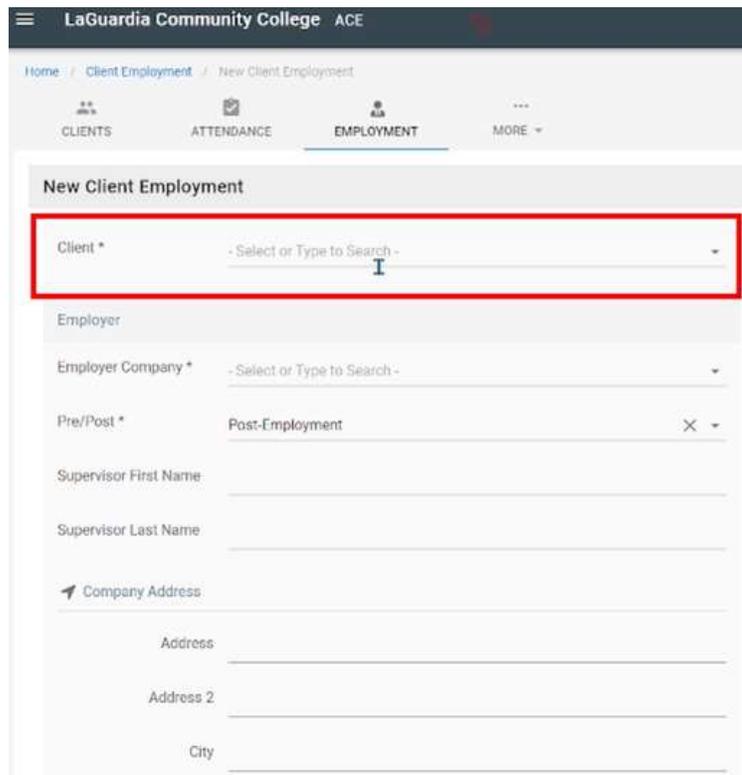
4. Select the More option in the middle of the page and select Employment



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



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

LaGuardia Community College ACE

Home / Client Employment / New Client Employment

CLIENTS ATTENDANCE EMPLOYMENT MORE

New Client Employment

Client * Saab, Martha (CE100874) X

Employer

Employer Company * McDonald's X

Pre/Post * **Post-Employment** X

Supervisor First Name

Supervisor Last Name

Company Address

Address

Address 2

City

8. Once all the fields have been completed you press create

Contact

Work Phone () - - X

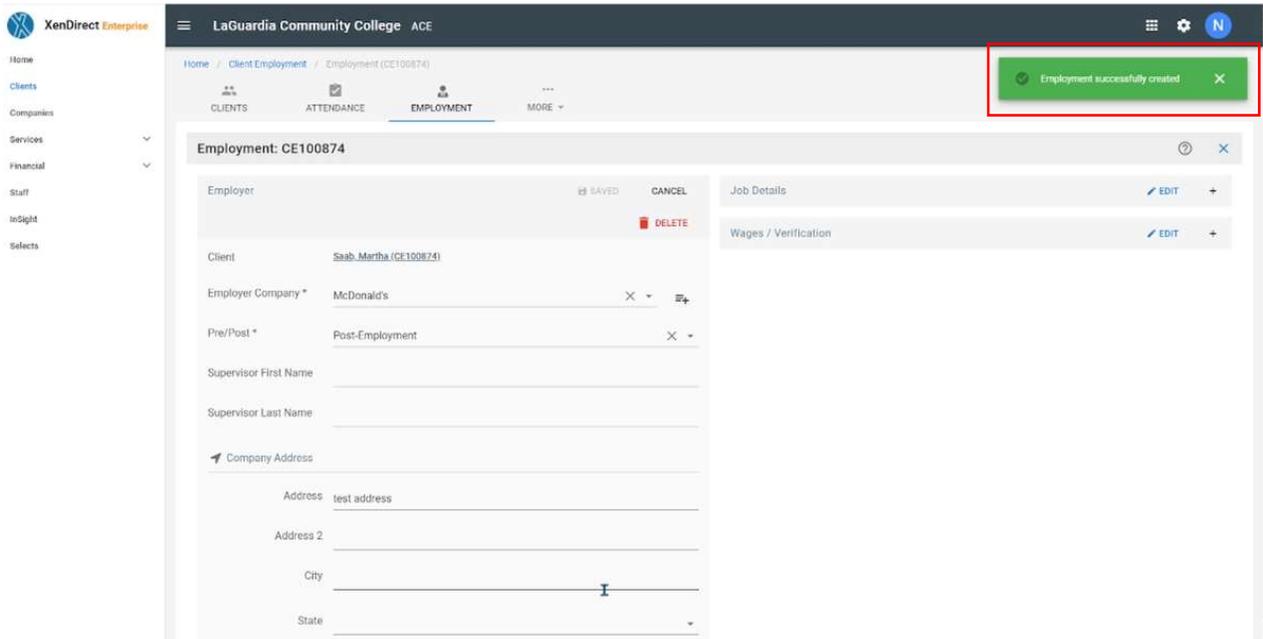
Fax () - -

Email test@gmail.com

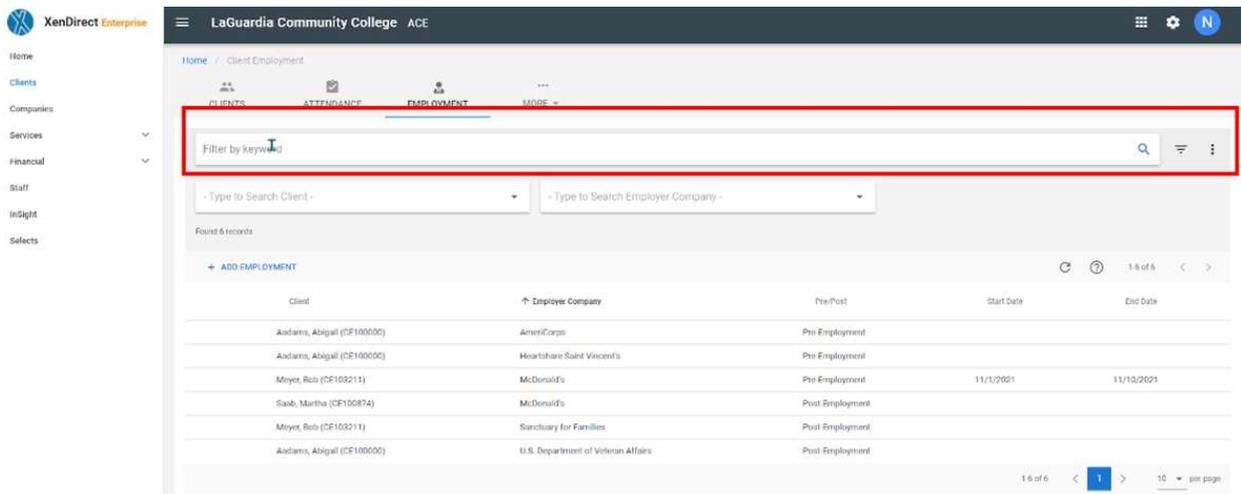
+ CREATE CANCEL

- 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.



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.



For further info, please visit the Xendirect Knowledge Base page:

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