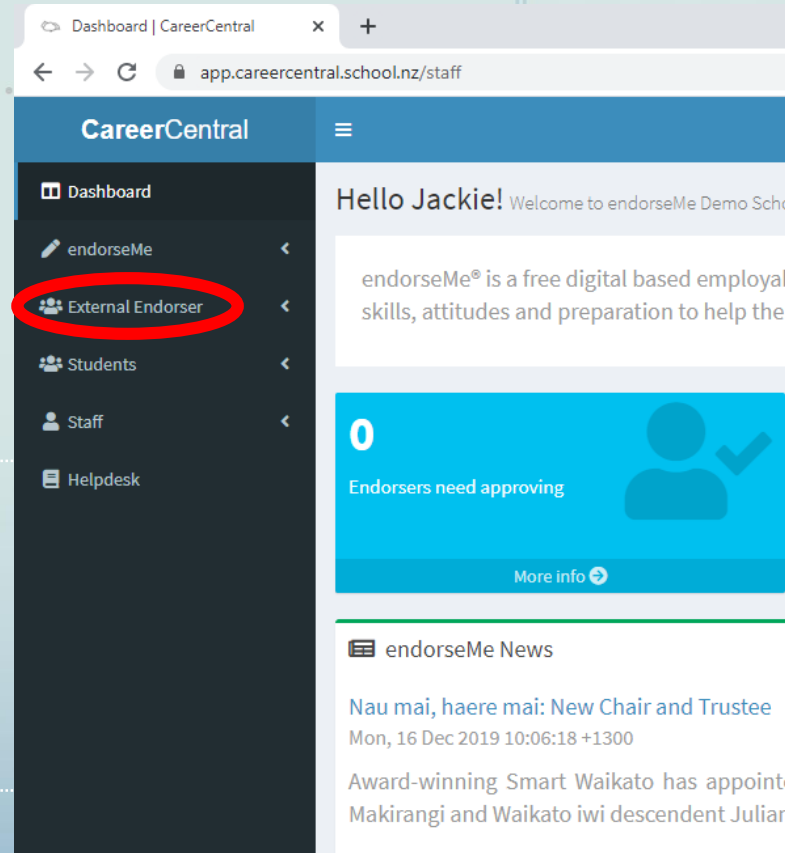


endorseMe[®]
Online Slide Tutorial 5
7 slides

“How to Add New External
Endorser”

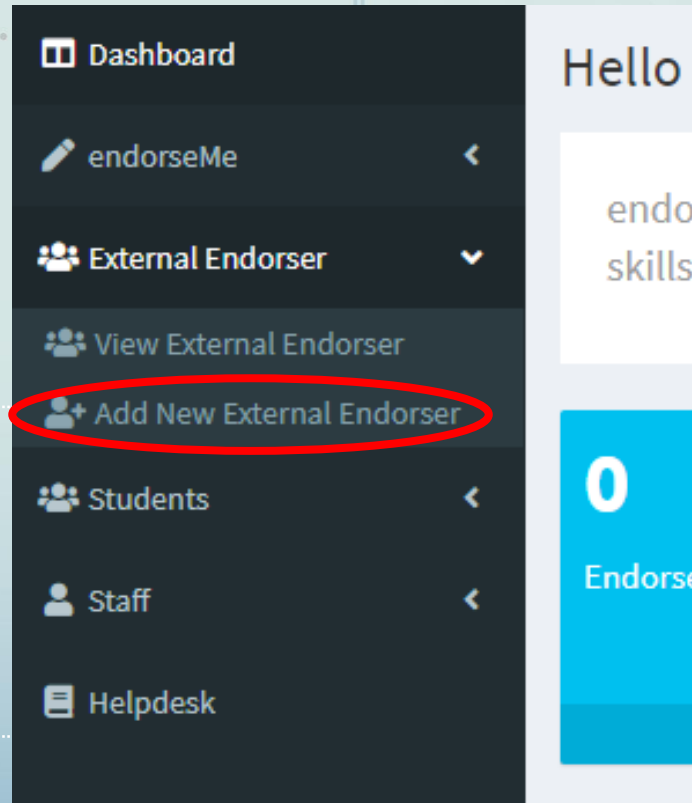




SLIDE 1/7

Click “External Endorser”
on sidebar





Click “Add New External Endorser”

SLIDE 2/7



New External Endorser

Home > endorseMe > External Endorser

Email

Back

Next

- Enter email address of new endorser
- Click **NEXT OR**
- Click **BACK** if you don't wish to save email

SLIDE 3/7



New External Endorser

Home > endorseMe > External Endorser

Name	Email	Phone
<input type="text"/>	<input type="text" value="john@hgc.nz"/>	<input type="text"/>
Organisation	Position	Approved
<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>
Password	Confirm Password	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Back"/>		<input type="button" value="Create"/>

- Fill each field by typing in the corresponding box
- Click UPDATE to save changes
- Click BACK if you do not wish to save this endorser's details

SLIDE 4/7



New External Endorser

Home > endorseMe > External Endorser

Name	Email	Phone
<input type="text"/>	<input type="text" value="john@hgc.nz"/>	<input type="text"/>
Organisation	Position	Approved
<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>
Password	Confirm Password	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Back"/>		<input type="button" value="Create"/>

An endorser must be approved to be able to endorse students.
Click YES or NO in APPROVED box to approve or unapprove endorser

SLIDE 5/7



New External Endorser

Home > endorseMe > External Endorser

Name	Email	Phone
<input type="text"/>	<input type="text" value="john@hgc.nz"/>	<input type="text"/>
Organisation	Position	Approved
<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>
Password	Confirm Password	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Back"/>		<input type="button" value="Create"/>

- Enter and confirm the endorser's password
- Can be co-ordinator or endorser choice
- They will be sent an email with login details

SLIDE 6/7



New External Endorser Home > endorseMe > External Endorser

Name	Email	Phone
<input type="text"/>	<input type="text" value="john@hgc.nz"/>	<input type="text"/>
Organisation	Position	Approved
<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>
Password	Confirm Password	
<input type="text"/>	<input type="text"/>	

- Click CREATE to save changes
- Click BACK to make no changes and go back to list

SLIDE 7/7

