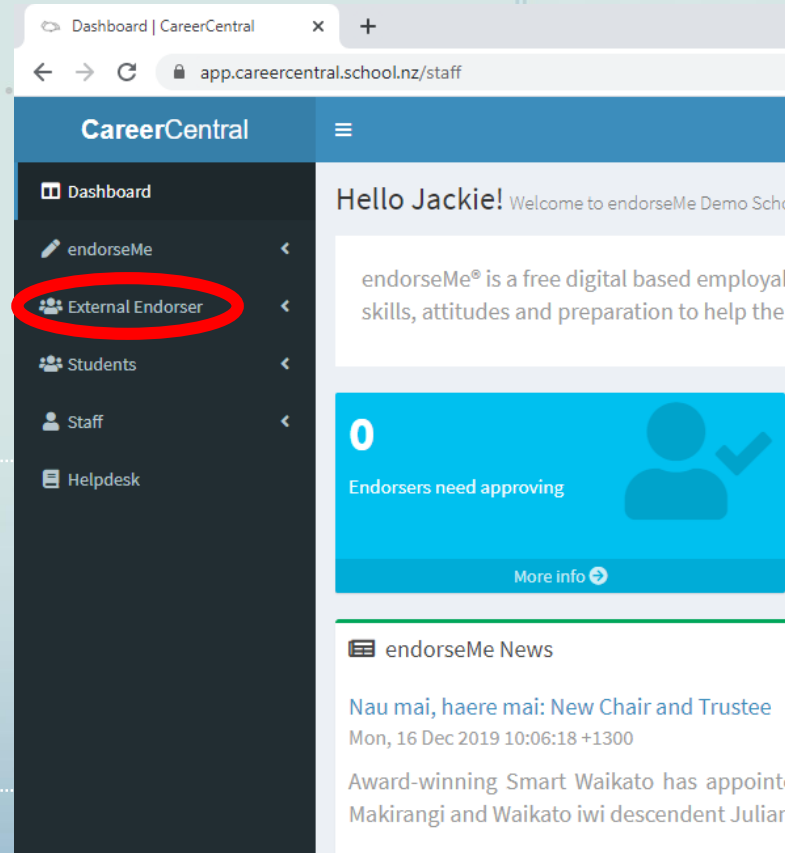


endorseMe<sup>®</sup>  
Online Slide Tutorial 7  
7 slides

“How to View and Edit  
External Endorser”

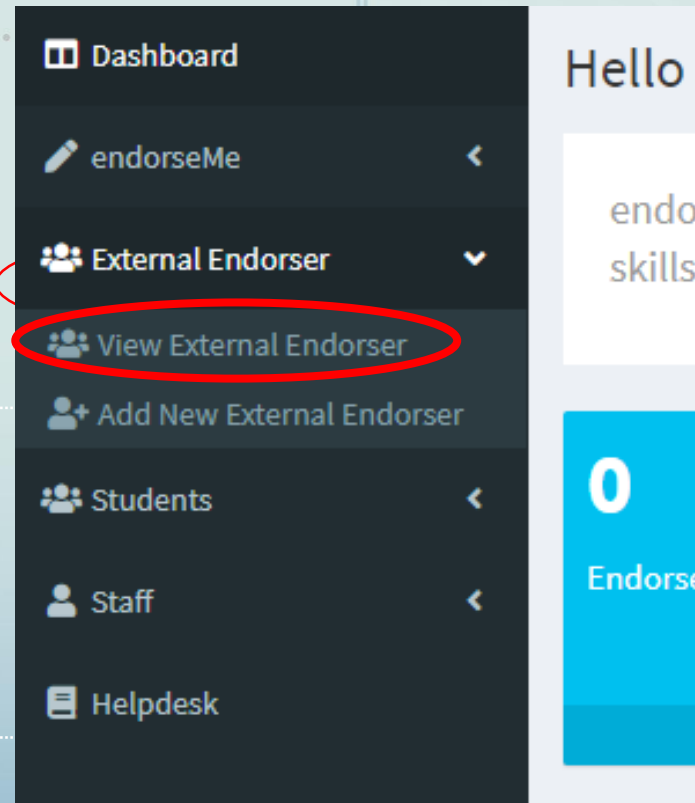




SLIDE 1/7

Click “External Endorser”  
on sidebar





SLIDE 2/7

Click “View External Endorser”. This will open list of all external endorsers



Organisation ↕	Position ↕	Approved ↕	↕
Smart Waikato	Project support	Yes	<a href="#">Edit</a> <a href="#">Remove</a>
Brella	Creative executive	Yes	<a href="#">Edit</a> <a href="#">Remove</a>

To view an individual endorser, click EDIT. This will open the EDIT EXTERNAL ENDORSER PAGE

SLIDE 3/7



Edit External Endorser Anna Allison Home > endorseMe > External Endorser

<b>Name</b>	<b>Email</b>	<b>Phone</b>
<input type="text" value="Anna Allison"/>	<input type="text" value="anna@smartwaikato.co.nz"/>	<input type="text" value="027 *****"/>
<b>Organisation</b>	<b>Position</b>	<b>Approved</b>
<input type="text" value="Smart Waikato"/>	<input type="text" value="Project support"/>	<input type="text" value="Yes"/>
<b>Password</b>	<b>Confirm Password</b>	
<input type="text"/>	<input type="text"/>	

- Edit any field by typing in the corresponding box
- Click UPDATE to save changes
- Click BACK to make no changes and go back to list
- Click DELETE to remove endorser

SLIDE 4/7



Edit External Endorser Anna Allison Home > endorseMe > External Endorser

<b>Name</b> <input type="text" value="Anna Allison"/>	<b>Email</b> <input type="text" value="anna@smartwaikato.co.nz"/>	<b>Phone</b> <input type="text" value="027 *****"/>
<b>Organisation</b> <input type="text" value="Smart Waikato"/>	<b>Position</b> <input type="text" value="Project support"/>	<b>Approved</b> <input type="text" value="Yes"/>
<b>Password</b> <input type="password"/>	<b>Confirm Password</b> <input type="password"/>	

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



Edit External Endorser Anna Allison Home > endorseMe > External Endorser

<b>Name</b>	<b>Email</b>	<b>Phone</b>
<input type="text" value="Anna Allison"/>	<input type="text" value="anna@smartwaikato.co.nz"/>	<input type="text" value="027 *****"/>
<b>Organisation</b>	<b>Position</b>	<b>Approved</b>
<input type="text" value="Smart Waikato"/>	<input type="text" value="Project support"/>	<input type="text" value="Yes"/>
<b>Password</b>	<b>Confirm Password</b>	
<input type="password"/>	<input type="password"/>	

- Enter and confirm the endorsers password
- Can be co-ordinator or endorser choice
- **Need to let them know their password and login**
- Passwords can be changed here if they are forgotten

SLIDE 6/7



Edit External Endorser Anna Allison Home > endorseMe > External Endorser

<b>Name</b>	<b>Email</b>	<b>Phone</b>
<input type="text" value="Anna Allison"/>	<input type="text" value="anna@smartwaikato.co.nz"/>	<input type="text" value="027 *****"/>
<b>Organisation</b>	<b>Position</b>	<b>Approved</b>
<input type="text" value="Smart Waikato"/>	<input type="text" value="Project support"/>	<input type="text" value="Yes"/>
<b>Password</b>	<b>Confirm Password</b>	
<input type="text"/>	<input type="text"/>	

- Click UPDATE to save changes
- Click BACK to make no changes and go back to list
- Click DELETE to remove endorser

SLIDE 7/7

