

# Updating employment for ODE programs



- ⇒ Sign into your profile with your OPIN and password to view your registry profile page
- ⇒ Click the large green rectangle in the right-hand corner named: **Edit/View Registry Profile**
- ⇒ Click on the Employment tab and select your current employment entry by clicking EDIT (if you need to create a new entry click the green “Add Employment” button).
- ⇒ This will pop-up the Employment Details screen which will allow you to edit the employment information.

EMPLOYMENT DETAILS

Employment Type  
ODE Licensed Program

Employer Name  
Northpoint ESC  
*Start typing to see suggestions.*

ODE Program License Number

Roles at Employer

Primary	Role*	Start*	End	
<input type="radio"/>	Preschool Interiver	08/01/2015		<input type="button" value="Remove"/>

This will not pull correctly and you will receive error messages that you must fix this issue. It will affect your PD Certificate as well.

- ⇒ Employment drives all other components in the OPR and needs to be entered correctly.
- ⇒ Once a role is selected and the start date is entered, select save employment and this will update your record and tie it to the correct program.

EMPLOYMENT DETAILS

Employment Type  
ODE Licensed Program

Employer Name  
Graytown Building (ps) - 1000020329

ODE Program License Number  
1000020329

Roles at Employer

Primary	Role*	Start*	End	
				<input type="button" value="+ Add Role"/>

*You must enter at least one role.*