TASK DETAILS	
Modul	**REGISTERING EMPLOYEE DATA TO VCI PORTAL**
Type	TEAM
Activity Stage	BUILDING A TEAM
Department	HR
Duration	1x SESSION, 1 LESSON HOUR

LEARNING OBJECTIVE	OUTPUT
• Students are able to complete the employee registration process for the VCI Portal. • Students can manage and verify access to VCI Portal features according to departmental needs.	• VCI portal accounts for all employees • Employee database

INTRODUCTION

To access the features of the VCI Portal, every student who is part of the virtual company must be registered and granted access based on their duties and responsibilities. This process will be carried out by the VP of Human Resources under the guidance of the CEO, with support from the facilitator/teacher.

No	ACTIVITY
1	**Discussing Employee Feature Access on the VCI Portal** The VP of HR discusses with the CEO and each department VP to determine the appropriate feature access based on each department's duties and responsibilities. Examples: • The "PE Bank Account" feature should only be accessible to all members of the Finance department, the CEO, and the COO. • The "Store Manager" feature should be accessible to members of the Marketing & IT departments; however, it is recommended that all students receive access to "Store Manager." *Note: The VP of HR must compile a document listing each department's access rights, agreed upon by the CEO.*
2	**Registering Employees on the VCI Portal** The VP of HR uses the facilitator's account to access the VCI Portal and register employees. After logging in, click on "PE Admin" at the top-left corner of the website to start the registration process.

3	**Starting the Employee Registration Process** Once in the PE Admin page, click "ADD" at the top-right corner of the employee list table to begin entering employee data.
4	**Filling in Employee Information** Complete all fields in the employee registration form, ensuring the information matches the previously prepared database.
5	**Assigning Feature Access** Mark "Yes/No" for each feature to grant or restrict access to individual employees according to the access rights discussion in step 1. Then click "Save" to store the data.

6	**Account Verification and Access Testing**
	   a. Once registration is complete, the VP of HR instructs each employee to check their email and log in to the VCI Portal.
	   b. Employees should test their access to ensure they can use the assigned features. If there are issues, the VP of HR may seek assistance from the facilitator.

7	**Documentation & Finalization**
	   a. The VP of HR records and saves the list of access credentials (usernames and passwords) provided to each employee in an internal database.
	   b. If changes to access permissions are needed in the future, the VP of HR must consult with the CEO and facilitator before making modifications.

REFERENCE

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TASK TEMPLATE

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