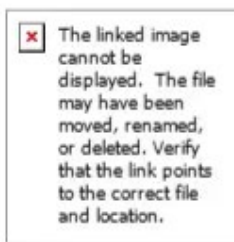# Grofar Login Setup User Guide

1. Too access Grofar you will need to access the invitation that has been sent to your school email address.

2. Below is the invitation which contains your temporary password. Keep this to one side and continue by selecting the "Log in to Grofar" button.

3. At this point create a password that's aligns with the specified password rules as shown below.

4. Once a password has been created, log-in to your account. Do this by selecting the "Sign in with Microsoft" button. If on a personal device, log-in with your school email address and the password you've just created.

5. During the first sign-in, Grofar will request certain permissions. Please select "Accept".

6. Confirm the linking of your account with Grofar by logging in with your school email address and the password you set for Grofar.

7. Check the checkbox and select "Agree" to the Data Protection Policy.

8. Before starting to look for vacancies, complete the simple user profile. This is where you will specify your skills and what makes you stand out.

Grofar

Tell us about yourself

This will help us better tailor content to you and your needs

Select the skills you have

| ○ Listening | ○ Speaking | ○ Problem Solving | ○ Creativity |

| ○ Staying Positive | ○ Aiming High | ○ Leadership | ○ Teamwork |

Select the skills you wish to improve

| ○ Listening | ○ Speaking | ○ Problem Solving | ○ Creativity |

| ○ Staying Positive | ○ Aiming High | ○ Leadership | ○ Teamwork |

Select your interests (up to 3!)

○ Circus Skills ○ Cooking ○ Cycling ○ Dancing ○ Drawing

○ Fashion ○ Football ○ Gaming ○ Jewellery Making

○ Looking after Animals ○ Magic ○ Model Building ○ Music ○ Art

○ Reading ○ Singing ○ Swimming ○ Tennis ○ Writing

○ Yo-yoing ○ Acting ○ Astronomy ○ Blogging ○ Knitting

○ Film Making ○ Gym ○ Yoga ○ Basketball ○ Skateboarding

○ Gardening ○ Hiking ○ Photography ○ Rock Climbing ○ Camping

○ Bird Watching ○ Rugby ○ Travelling

| Add your interest | + |

Select the career areas you are interested to work in

○ Health, Public Services and Care   ○ Science, Engineering and Mathematics

○ Agriculture, forestry and fishing   ○ Manufacturing and Production

○ Construction, Planning and the Built Environment   ○ Information Technology

○ Sales, Hospitality and Services   ○ Art, Media and Publishing

○ Education and Training   ○ Transportation and Warehousing

○ Business, Administration and Law

Select your relevant notification preferences from Grofar

✔ Job opportunities   ✔ Potential employers   ✔ Apprenticeship opportunities

✔ Work experience opportunities   ✔ Training courses   ✔ Careers events & activities

✔ Universities & open days   ✔ Quizzes and prizes

Select your contact preferences from Grofar

☑ By Email

☑ By Phone

☑ By WhatsApp

☑ By Text

You may amend and update your answers within your profile at any time.

Complete

9. Once completed, select "Complete".

Congratulations!

You've now finished setting up your Grofar account and can now begin to search for work experience vacancies. Good Luck!