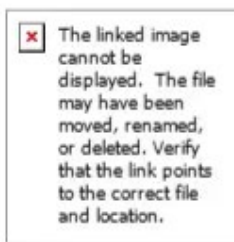


# Grofar Login Setup User Guide

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1. To 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.



## Ercall Wood Academy

### Grofar Invitation

Dear

You have been invited to Grofar which is an application that has been chosen by your school to help deliver the careers service and the work experience service helping to prepare you for what lies beyond your current studies.

Please use your email address or the username below to gain access.

When you login, you will be invited to choose a password and create your profile.

[Log in to Grofar](#)

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

**Welcome to Grofar.**

Please create a password for your account

### Create a password

Welcome to Grofar. To login for the first time you will need to create a new password for your account.  
Enter a new password below to continue. Make sure it is something you can remember.

**i** Your password must be at least 8 characters long and contain 1 capital letter, 1 lowercase letter and 1 number.

**NEW PASSWORD**

**CONFIRM PASSWORD**

**Save Password**

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- 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.

**Welcome**

### Login to Grofar

Enter your login details to proceed

**USERNAME OR EMAIL ADDRESS**

**PASSWORD**

KEEP ME LOGGED IN.

[Forgot your password?](#)

**Login**

**Sign in with Microsoft**

**Sign in with Google**

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



## Permissions requested



**This application is not published by Microsoft or your organisation.**

This app would like to:

✓ Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their Terms of Service and Privacy Statement. **The publisher has not provided links to their Terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel

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.

**Link your account**

To link your Microsoft account with you Grofar account please enter your Grofar login details below.

**GROFAR USER NAME OR EMAIL**

**GROFAR PASSWORD** [Forgot your password?](#)

**Link Microsoft account**

[Return to Login](#)

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

# Grofar Licencing & Data Protection

**i** Welcome to Grofar! Please accept the Grofar Data Protection Policy before accessing the system.

Grofar Data Protection Policy

## Data Protection Policy - Apr 2020

This document should be read in conjunction with:

- Grofar Licence Agreement Apr 2020
- Grofar Data Sharing Policy Apr 2020

Grofar Data Protection Policy

[Click here to accept the Grofar Data Protection Policy](#)

Agree

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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.



## 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!