



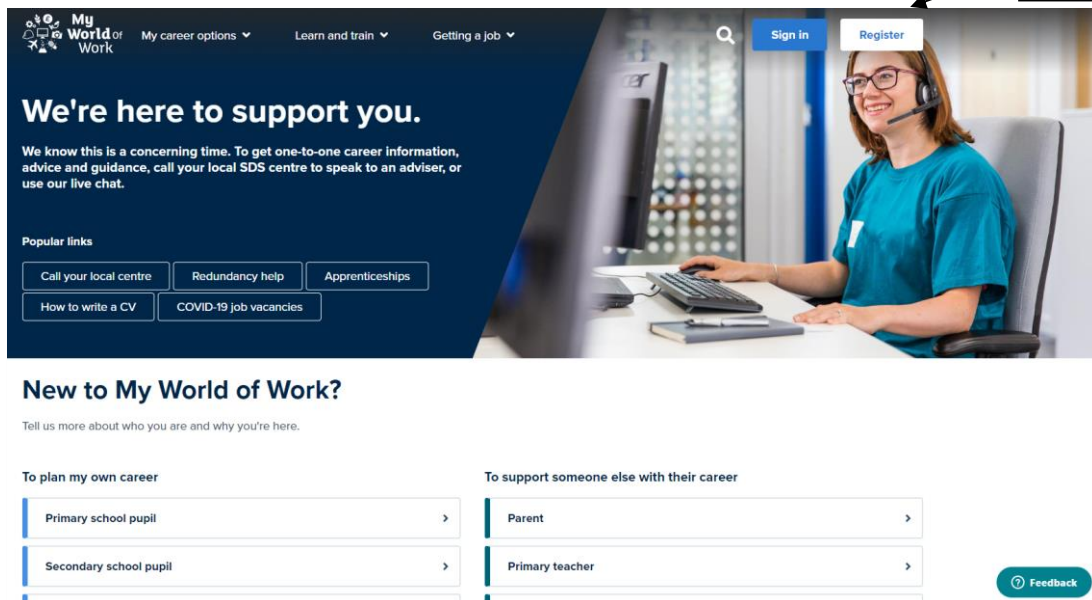
## Registration

To get the best out of My World of Work, we recommend you create an account on the site. This will let you store the results of quizzes and tools, bookmark resources on the site for future reference and get the site to make career suggestions for you.

On the homepage, you can find out more about how My World of Work can help you by clicking on one of the buttons in the “New to My World of Work?” section.

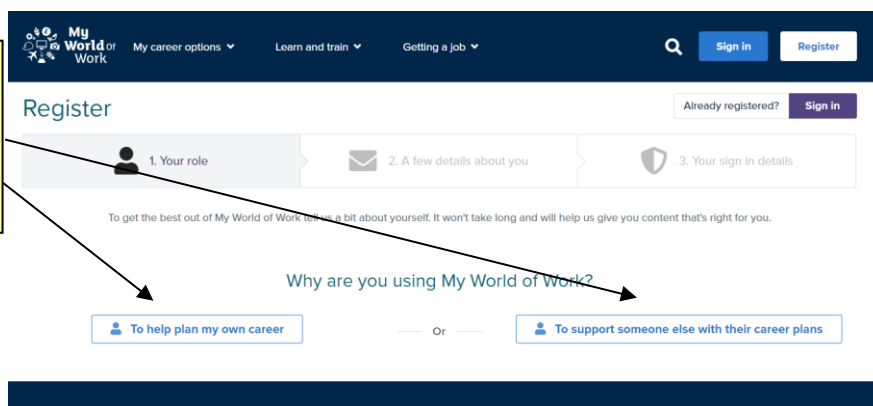
To register, click on the “Register” button towards the top of the page:

Click “Register” to set up an account



You will be asked to choose whether you are using the site for your own purposes, or to help someone else with their career plans,

Choose whether you are using the site for yourself, or to help someone else



then to select a role. This will allow the registration process to ask questions relevant to you, and set up your account in the most appropriate way.

The screenshot shows the 'Register' page with three progress steps: '1. Your role', '2. A few details about you', and '3. Your sign in details'. Below the progress bar, a message states: 'To get the best out of My World of Work tell us a bit about yourself. It won't take long and will help us give you content that's right for you.' The main heading is 'Why are you using My World of Work?' with two options: 'To help plan my own career' and 'To support someone else with their career plans'. Below this is a dropdown menu and the instruction 'Choose the role that best describes you'. Five role options are presented in cards: 'Primary pupil' (puzzle piece icon), 'Secondary pupil' (pencil icon), 'College or university student' (graduation cap icon), 'Employed' (briefcase icon), and 'Unemployed' (direction sign icon). A link at the bottom says 'Can't decide which role you are? We've explained them in more detail.'

Select the role that best describes you

For example, choosing "Secondary pupil" will allow you to select your school and let the site know if you are school My World of Work ambassadors.

The screenshot shows the 'Secondary pupil' registration form. The progress bar indicates '1. Secondary pupil' is complete, '2. A few details about you' is current, and '3. Your sign in details' is next. The form is titled 'Secondary pupil' and has a sub-heading 'Personal details'. It includes fields for 'First name', 'Last name', 'Date of birth' (with Day, Month, and Year dropdowns), 'Home postcode' (with a note: '(Enter your address to find your postcode. We'll only save your postcode.)'), 'Postcode or Address', 'School' (with a note: 'Start typing the name of your school, we'll find it for you'), and 'Year group'. At the bottom, there is a toggle switch for 'Have you signed up as a My World of Work Ambassador to promote the site in your school?'.

Slide this switch if you are a school My World of Work Ambassador

You will also be asked to give your email address, which will become your username for the site, together with a password to keep your data secure.

You will then be asked to choose a security question and give an answer which will be used to help you regain access to the site if you ever forget your password.

## Register

Already registered? [Sign in](#)

✓ 1. Secondary pupil [Change role](#)

✓ 2. A few details about you [Change details](#)

3. Your sign in details

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### Contact information

Email \*

Confirm email \*

Create password \*

 [Show password](#)

### Account security

Security question \*

Security answer \*

Sign me up for emails offering personalised hints and tips on using My World of Work.

By registering, you are acknowledging and agreeing to our [Terms and Conditions](#). Find out more about our [privacy](#) and [cookie](#) policies. \*

Choose a security question and give us the answer

Click the tickboxes at the bottom regarding signing up and terms and conditions as appropriate, then click "Register" at the bottom of the page.

Sign me up for emails offering personalised hints and tips on using My World of Work.

By registering, you are acknowledging and agreeing to our [Terms and Conditions](#). Find out more about our [privacy](#) and [cookie](#) policies. \*

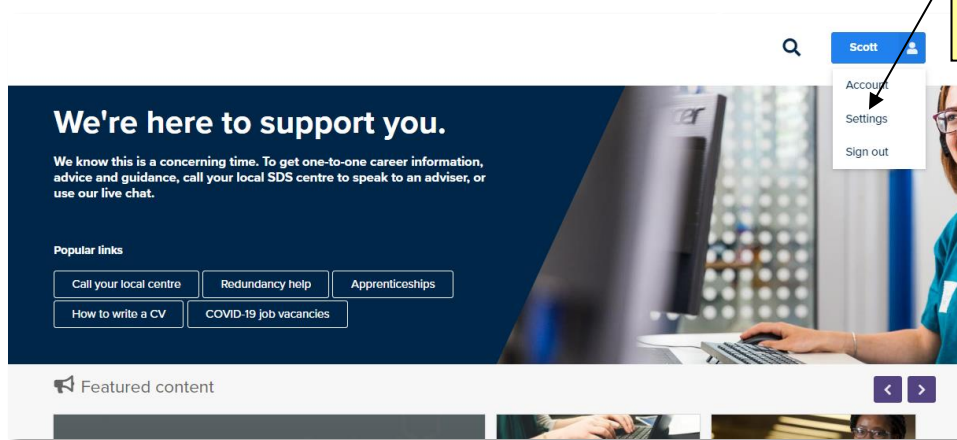
[Register](#)

## Account

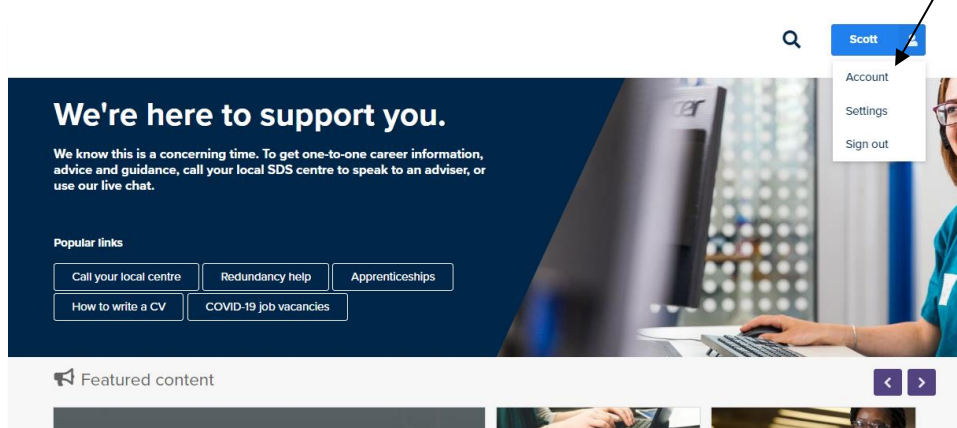
Your My World of Work account is where you can find out more about yourself and what you're good at, and explore suggestions for careers, industries, Modern Apprenticeships and more that might suit you.

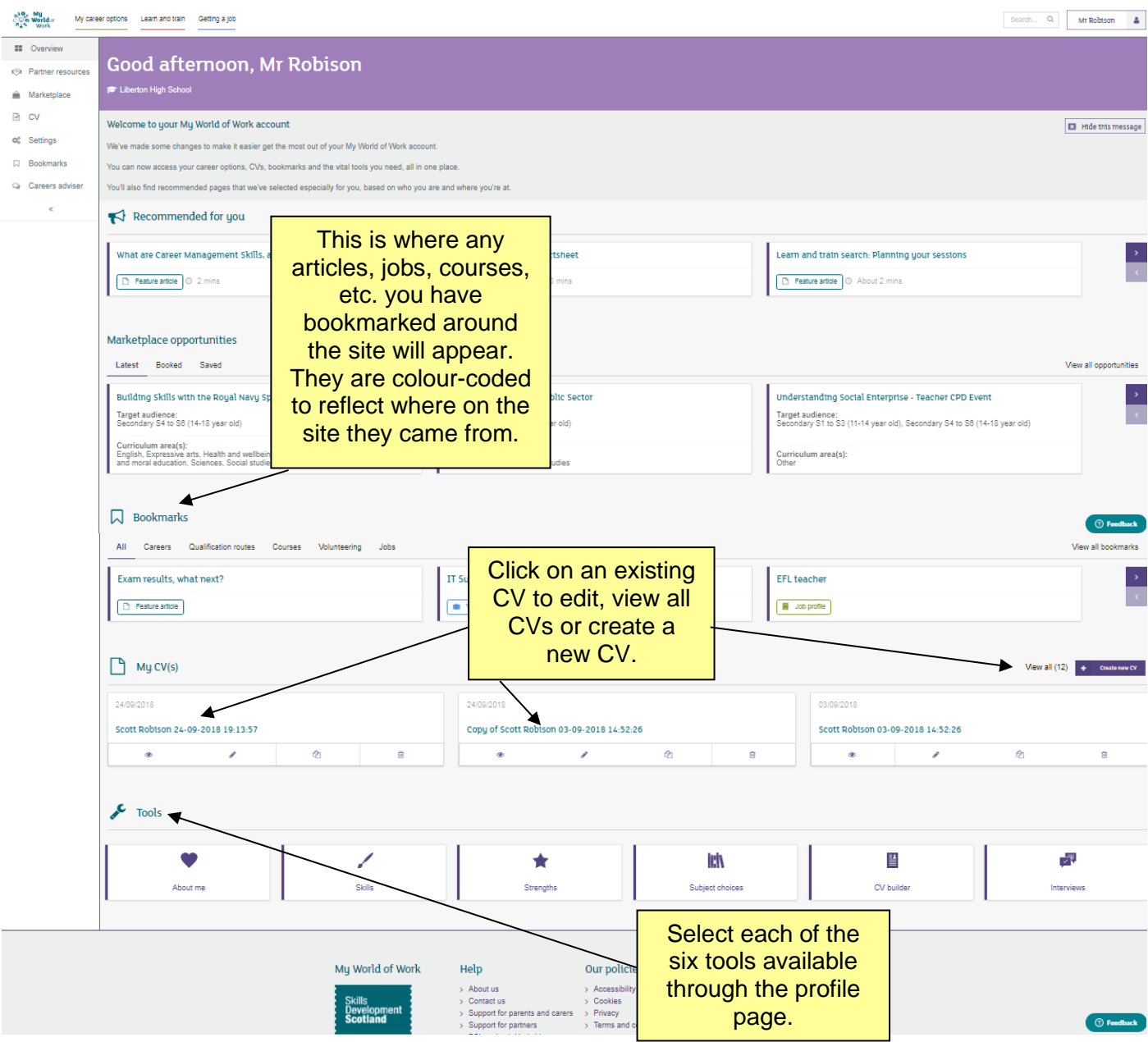
The more information you enter, the more personalised the suggestions will be. Find out more about you, and what you're naturally good at and enjoy. Explore your options, and see how the skills you already have, or those you're developing, could lead to that dream job.

From the homepage, click on "Settings" to review or amend your contact information, password and account security.



To access your account, click on "Account"





This is where any articles, jobs, courses, etc. you have bookmarked around the site will appear. They are colour-coded to reflect where on the site they came from.

Click on an existing CV to edit, view all CVs or create a new CV.

Select each of the six tools available through the profile page.

## My CVs

On your account page is a list of your most recent three CVs and access to the CV builder (below). Your account will hold up to 10 CVs, with the latest three shown in your account.

The screenshot shows a user interface for managing CVs. At the top, there's a header 'CVs'. Below it is a table with columns for 'title', 'Last saved', and action buttons. The table lists seven CVs with their titles, last saved dates, and icons for email, download, preview, duplicate, edit, and delete. Below the table is a 'Create new CV +' button. At the bottom, there's a section for 'Example CVs and cover letters: The school leaver' with a CV icon and a link to go to the example CVs.

Callout boxes provide the following information:

- List of CVs, with title and date last saved**: Points to the table of CVs.
- Buttons to email or download CV**: Points to the email and download icons in the table.
- Buttons to preview, duplicate, edit or delete CV**: Points to the preview, duplicate, edit, and delete icons in the table.
- Start a new CV based on the personal details in your account by clicking here**: Points to the 'Create new CV +' button.

You can create a new CV using your personal details from your account; alternatively, you can start from a copy of an existing CV you have on the site. Each CV can be edited, or emailed or downloaded for printing.

You can edit the CV after downloading, but it's much easier to make any changes to your information in the CV builder therefore saved for future use.

If you'd like to find out more about what should be in your CV or cover letter, there is plenty of guidance available via the link below the CVs

## Tools

On your account page you can access a number of tools:

**About Me** – a short quiz in which you select images in response to questions, and which identifies your personality type

**Skills** – identify the skills you have developed during school, study, work or volunteering and find the careers to match

**Strengths** – a quiz to identify the things you're naturally good at, and that you enjoy, helping to find careers that match you

**Subject Choices** – school pupils can enter up to six subjects and see where those subjects could take them.

**CV builder** – Expert advice to help you write CVs, application forms and cover letters. Use our CV builder to create the perfect CV.

**Interviews** - Find out how to stay calm, answer tricky questions and impress employers.

## Bookmarks

In the "My Bookmarks" section articles, job profiles, vacancies, courses and topics around the site can be bookmarked by a user, and they will be listed here. The most recent three saved will be shown on the account page, and the "view all bookmarks" link will show the full list, and allow them to be managed and deleted as required.

The screenshot shows the 'Bookmarks' section of a website. At the top left, the word 'Bookmarks' is displayed in a large blue font. To the right, there is a 'Sort by' dropdown menu currently set to 'Time Added: New - Old'. A yellow callout box with an arrow points to this dropdown, containing the text 'Drop-down to select sort order of saved bookmarks'. Below the sort menu is a table with five rows. Each row contains a title, a type, a date added, and a trash can icon. A yellow callout box with an arrow points to the trash can icon in the last row, containing the text 'Click icon to delete bookmark'.

Title	Type	Date added	
<a href="#">IT Technician Apprentice</a>	Vacancy	09/08/2016	
<a href="#">IT Operations Solutions Apprentice</a>	Vacancy	09/08/2016	
<a href="#">IT Support Apprentice</a>	Vacancy	09/08/2016	
<a href="#">EFL teacher</a>	Job profile	09/08/2016	
<a href="#">Exam results, what next?</a>	Feature article	09/08/2016	

Click icon to delete bookmark

## Profile

In accounts with an appropriate role setting, e.g. secondary school pupil, you will have access to a “profile” function, which allows you to create and maintain a personal statement based on summaries of the tools and resources available on the site.

The screenshot shows the user profile page for Mr Robison. The left-hand navigation menu includes: Overview, Partner resources, Marketplace, Profile (highlighted with a green circle), CV, Settings, Bookmarks, and Careers adviser. The main content area displays a purple header with the greeting "Good morning, Mr Robison" and the school name "West Calder High School". Below this, a message reads: "Welcome to your My World of Work account. We've made some changes to make it easier get the most out of your My World of Work account. You can now access your career options, CVs, bookmarks and the vital tools you need, all in one place. You'll also find recommended pages that we've selected especially for you, based on who you are and where you're at." A "Recommended for you" section is visible at the bottom.

## Partners & teachers

Partners, and specifically teachers, will see a “Partner resources” option in the left-hand side navigation.

The screenshot shows the user profile page for Mr Robison at Liberton High School. The left-hand navigation menu includes: Overview, Partner resources (highlighted with a green circle), Marketplace, CV, Settings, Bookmarks, and Careers adviser. The main content area displays a purple header with the greeting "Good afternoon, Mr Robison" and the school name "Liberton High School". Below this, a message reads: "Welcome to your My World of Work account. We've made some changes to make it easier get the most out of your My World of Work account. You can now access your career options, CVs, bookmarks and the vital tools you need, all in one place. You'll also find recommended pages that we've selected especially for you, based on who you are and where you're at." A "Hide this message" button is visible on the right.

This will give access to resources, including lesson inserts, for secondary and primary teachers, and for other partners, including My World of Work school Ambassadors.

The screenshot shows the Partner resources page. At the top, it states: "Each resource helps you introduce young people to a different aspect of the world of work, help them with their career management skills and support them as they use the My World of Work site." Below this, there are six columns of resources:

- My career options**
  - Activities
    - [My World of Work registration](#)
    - [Strengths](#)
    - [Stereotypes](#)
    - [Career: Fact or fiction?](#)
    - [Making decisions](#)
  - Articles
    - [Planning your sessions: My career options search](#)
    - [Planning your sessions: Strengths](#)
    - [Account factsheet](#)
    - [My career options search factsheet](#)
    - [Strengths factsheet](#)
- Learn and train**
  - Activities
    - [Routes to employment](#)
    - [Creating a personal statement for university or college](#)
  - Articles
    - [Planning your sessions: Learn and train search](#)
    - [Learn and train search factsheet](#)
  - Ltnks
    - [Find out more about work-based learning](#)
- Getting a job**
  - Activities
    - [Creating a personal statement for a CV](#)
    - [Know your stuff for interviews](#)
    - [Mock interviews](#)
    - [Work placements](#)
  - Articles
    - [Planning your sessions: Getting a job search](#)
    - [Planning your sessions: CV builder](#)
    - [Planning your sessions: Interview tool](#)
    - [Getting a job search factsheet](#)
    - [CV builder factsheet](#)
    - [Interview tool factsheet](#)
- Primary teachers**
  - [Before you start](#)
- My World of Work Ambassadors**
  - [Resources for My World of Work Ambassadors and teachers including videos](#)
- Subject lesson Inserts**
  - [Lesson inserts for subject teachers to help link your subject to different careers](#)

A "Feedback" button is located in the bottom right corner.