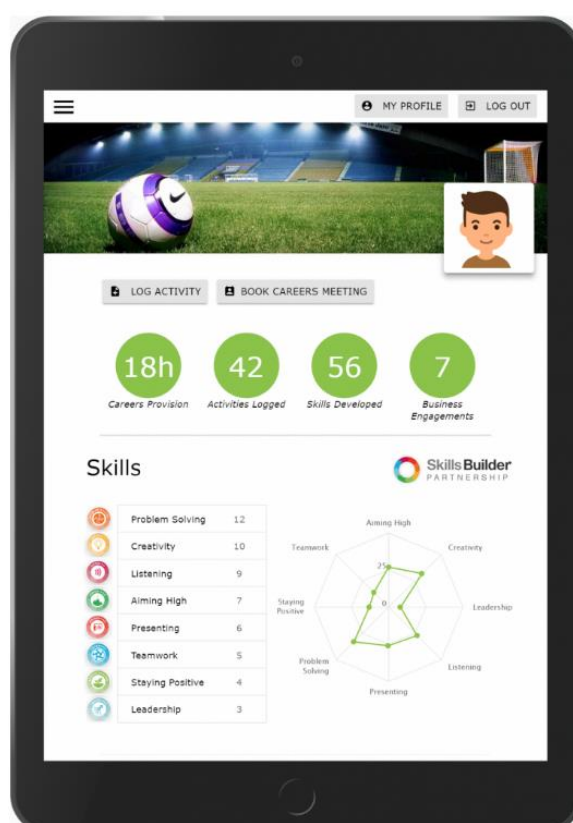


Getting Started Using your Grofar Careers Passport

Welcome to Grofar. Grofar is an online digital careers passport which you can use to create a careers profile, track your careers activity and skills development, and produce a valuable C.V. printout.

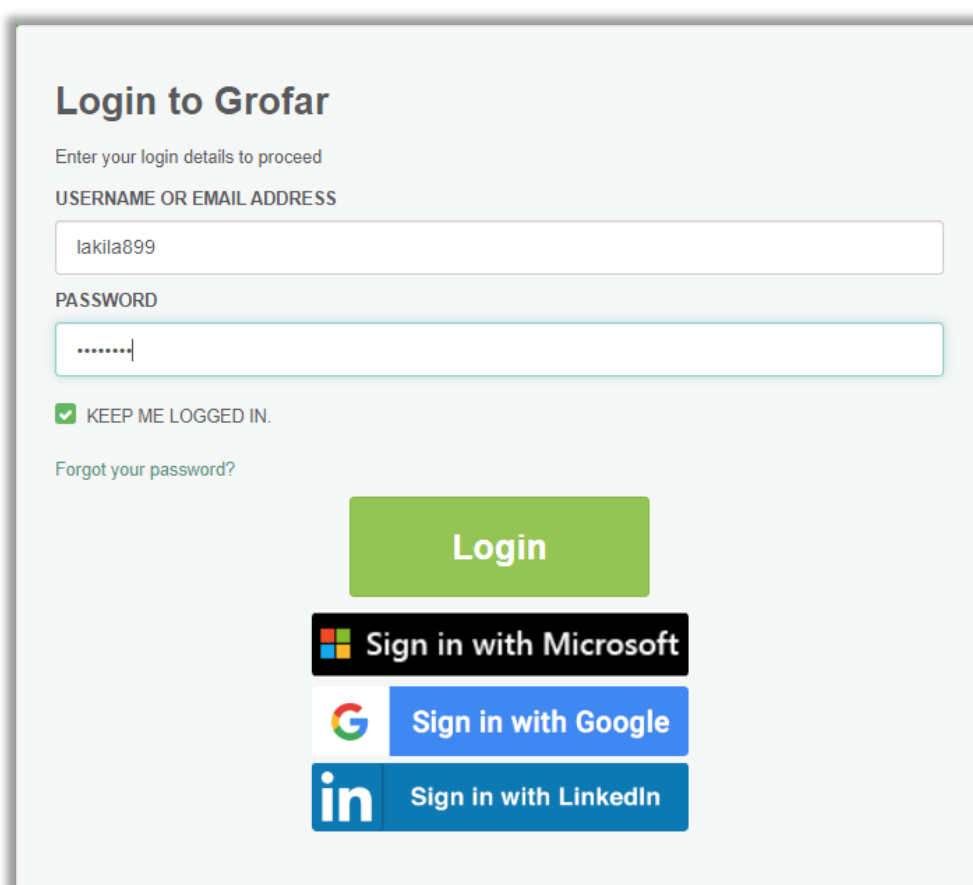
Creating a digital careers profile, recording your activity and building up your portfolio is a really important step towards becoming career ready. Your careers passport will provide you with really valuable evidence of your skills and experiences which will come in useful when speaking with colleges, universities, and employers, when it comes to applying for courses or employment.



Follow the instructions in this guide to create your personal careers passport.

Step 1 – Logging into Grofar for the first time with your Temporary Password

1. Your Careers Leader will give you your **Grofar Username** (you can also use your school email address) and a **Temporary Password**.
2. Go to the [Grofar login page](#)



The screenshot shows the Grofar login interface. At the top, it says "Login to Grofar" and "Enter your login details to proceed". There are two input fields: "USERNAME OR EMAIL ADDRESS" containing "lakila899" and "PASSWORD" containing ".....". Below the password field is a checked checkbox for "KEEP ME LOGGED IN." and a link for "Forgot your password?". At the bottom, there are four buttons: a green "Login" button, a black "Sign in with Microsoft" button, a blue "Sign in with Google" button, and a blue "Sign in with LinkedIn" button.

3. Enter your your **username** (which will be the first letter of your first name followed by the first 5 letters of your surname and a 3-digit number like this: **lakila899**).
4. Then enter the **Temporary Password** that was given to you at the beginning of the session.

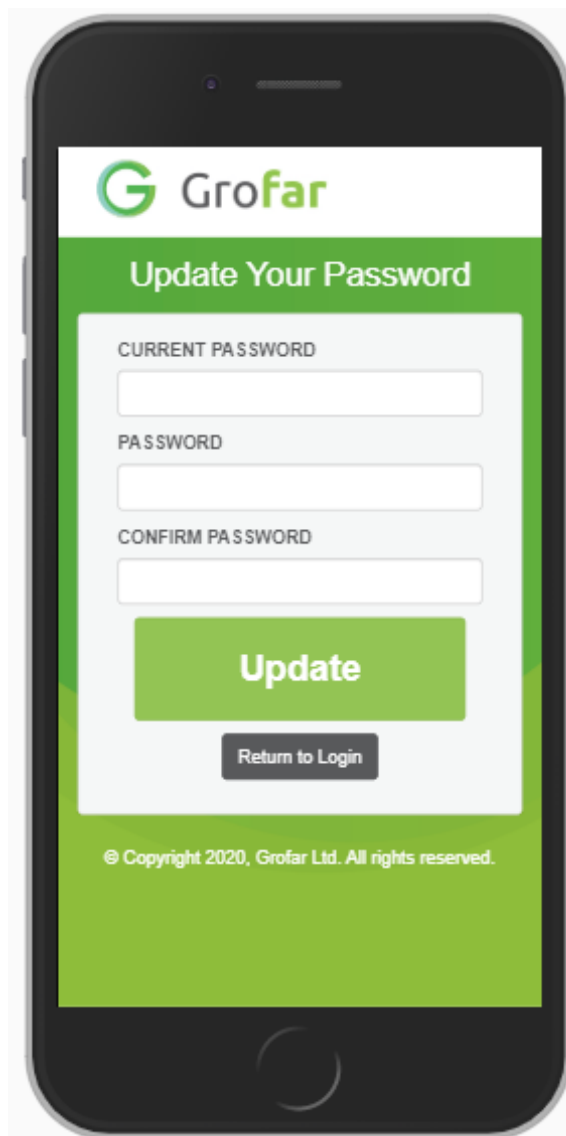
**Be careful when typing your temporary Password, you will need to include all capital letters and numbers provided*

Step 2 – Create your new password

1. Once you have done step 1, you'll land on a page which asks you to type in again your **Temporary Password**. Do this in the box under **CURRENT PASSWORD**.
2. Now create a new password and type this in both boxes '**PASSWORD**' and '**CONFIRM PASSWORD**'.
 - a. Create a password that is safe so that no-one else might guess it but make it easy to remember for yourself. When you have entered your new password in both fields, select '**Update**' to continue.



Your Password: This needs to be at least 8 characters long and include at least 1 upper case letter, 1 lower case letter and 1 number



G Grofar

Update Your Password

CURRENT PASSWORD

PASSWORD

CONFIRM PASSWORD

Update

Return to Login

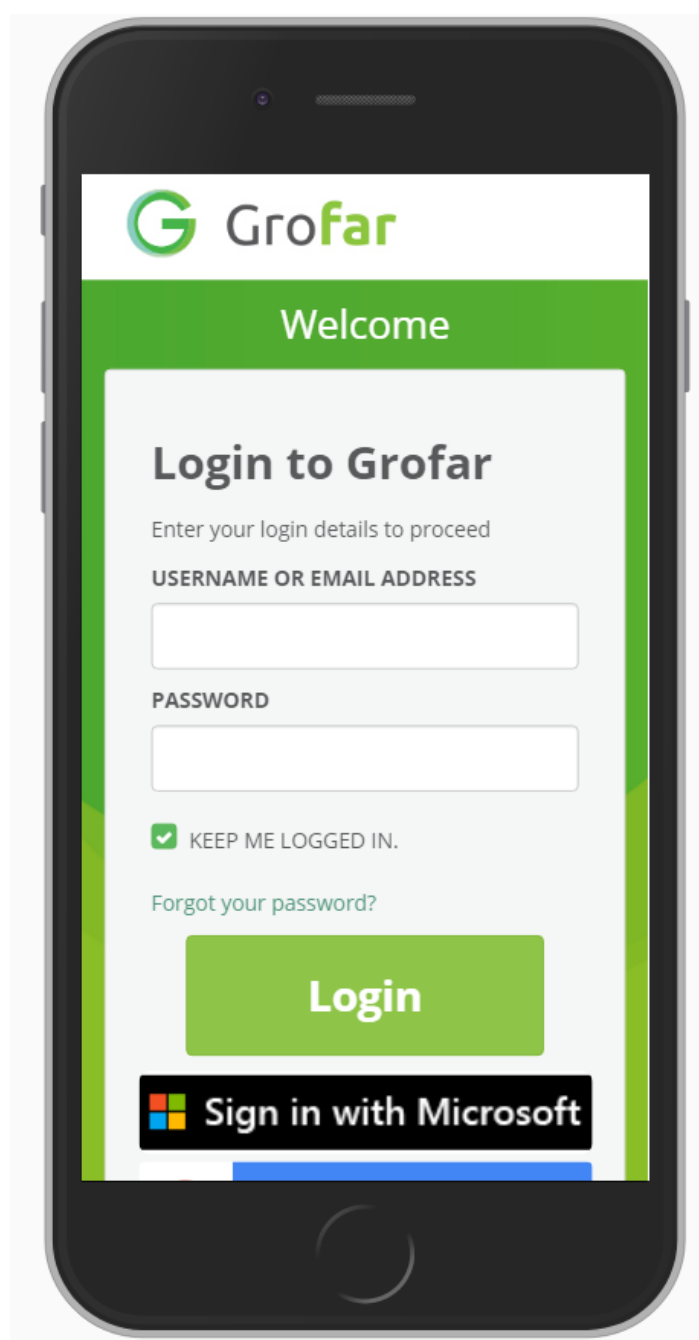
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3. After you save your new password, you will be directed to the Grofar login page. Simply enter your email address or username and your **new password** to login to your account.



This is the page you will always log into Grofar from.

<https://auth.grofar.com/>

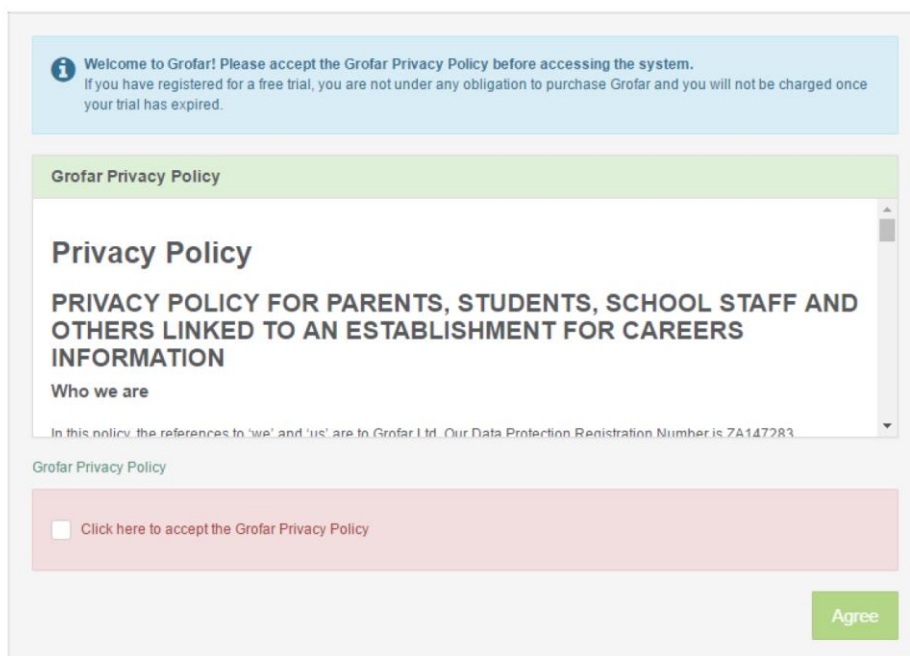


Step 3 – Accessing your Grofar Careers Passport for the first time

1. When you login for the first time you will see the Grofar **'Privacy Policy'** which you need to accept before you can access your account.

The privacy policy explains how your personal data will be used which is important to understand.

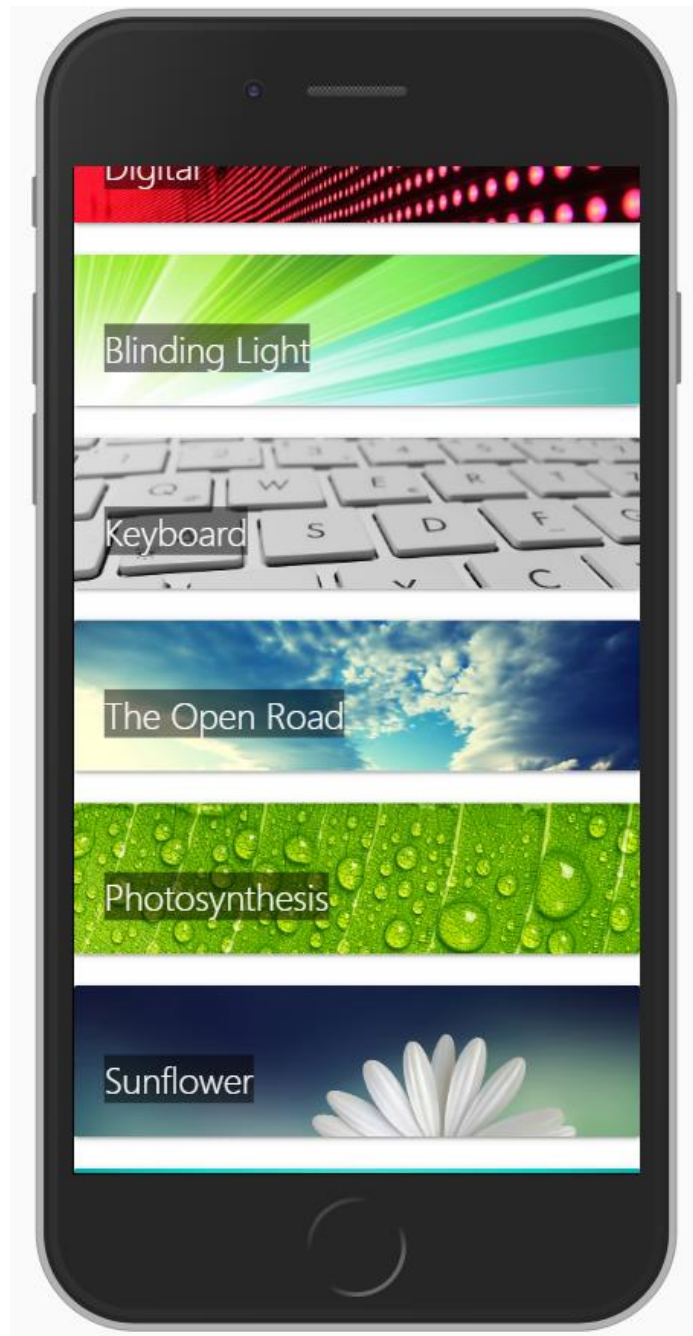
2. To continue you must select the check box at the bottom of this page where it says **'Click here to accept the Grofar Privacy Policy.'**
3. After you have checked the box, you need to click the green **'Agree'** button to continue.



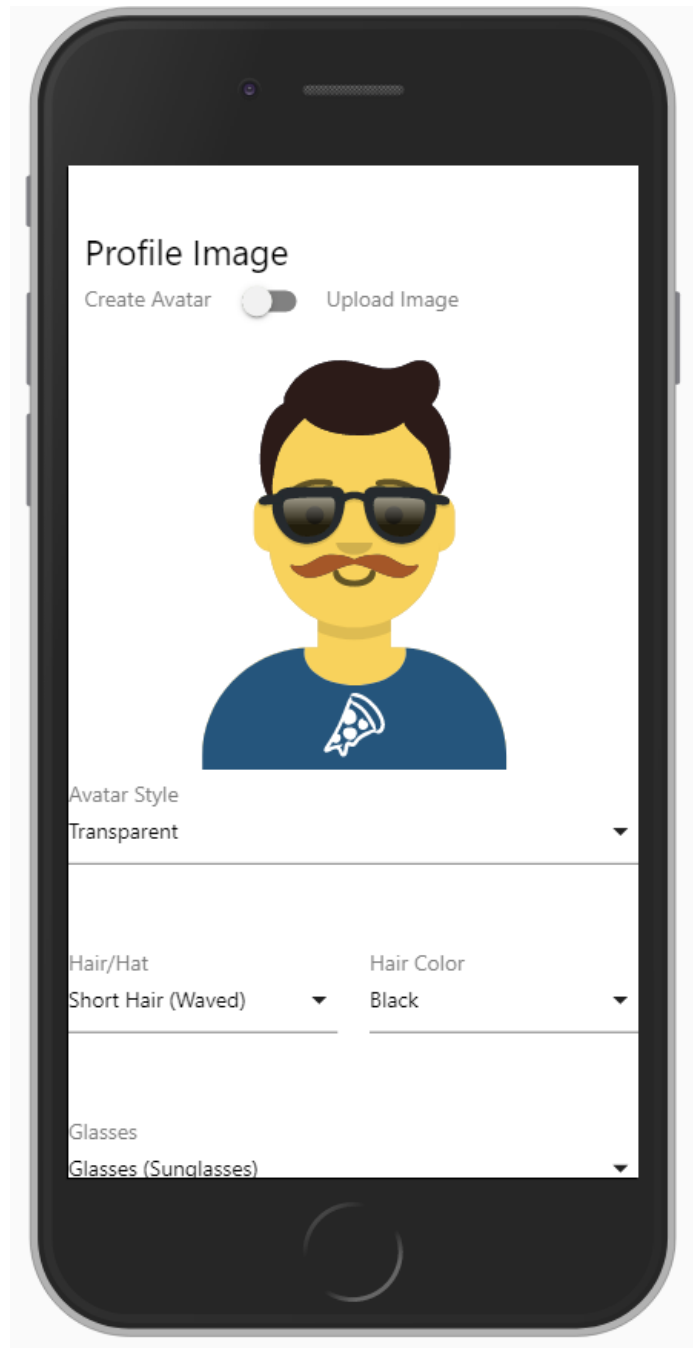
The screenshot shows a web interface for the Grofar Privacy Policy. At the top, a light blue banner contains an information icon and the text: "Welcome to Grofar! Please accept the Grofar Privacy Policy before accessing the system. If you have registered for a free trial, you are not under any obligation to purchase Grofar and you will not be charged once your trial has expired." Below this is a green header with the text "Grofar Privacy Policy". The main content area has a white background and contains the title "Privacy Policy" followed by the heading "PRIVACY POLICY FOR PARENTS, STUDENTS, SCHOOL STAFF AND OTHERS LINKED TO AN ESTABLISHMENT FOR CAREERS INFORMATION". Underneath is the section "Who we are" and a small line of text: "In this policy, the references to 'we' and 'us' are to Grofar Ltd. Our Data Protection Registration Number is ZA1472R3". At the bottom of the content area, there is a pink box containing an unchecked checkbox and the text "Click here to accept the Grofar Privacy Policy". In the bottom right corner of the page, there is a green button labeled "Agree".

Step 4 – Customise your profile

1. You have the ability to customise the look of your careers passport. You can change these settings at any time so don't worry if you want to spend more time on this later.
2. First of all, select the header image you want to display at the top of your page. Pick the image you feel that best represents you.



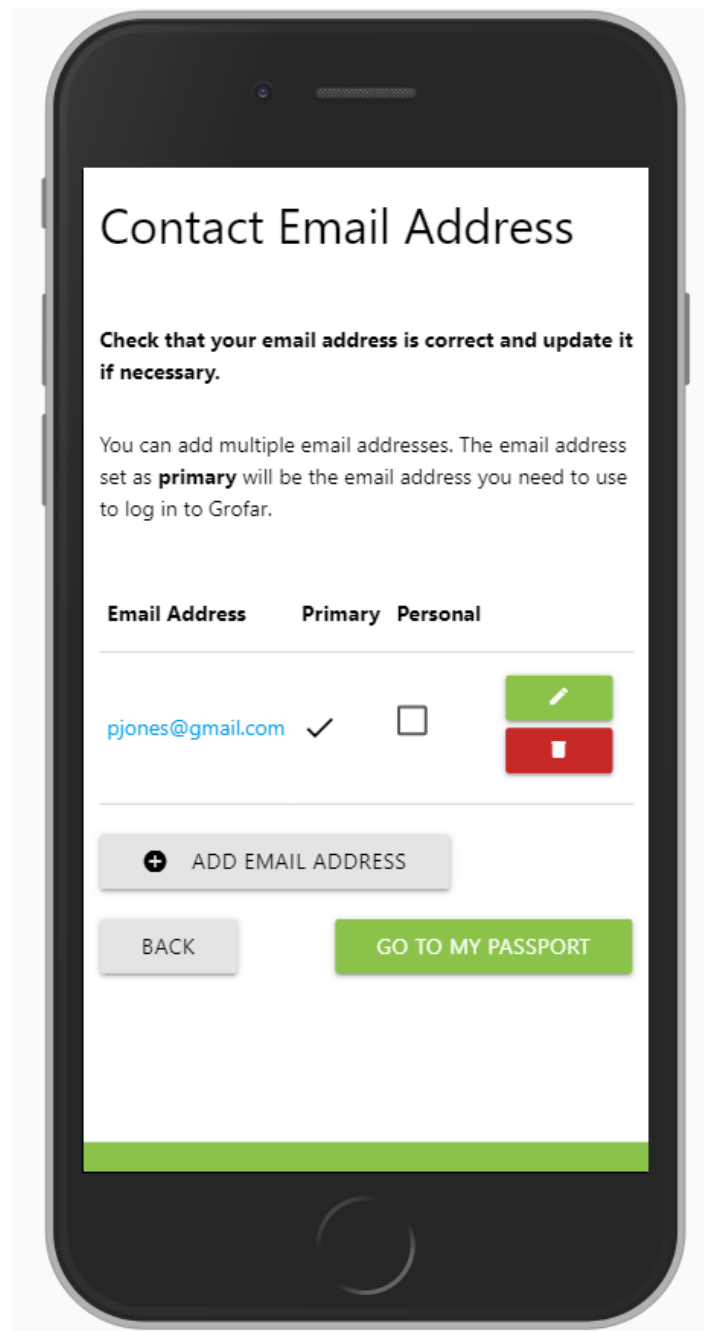
- Once you have selected your image, the next thing to do is create your Avatar. Scroll down the page until you find the Avatar settings under **'Profile Image'**. Change these setting to create your ideal Avatar.



- Once you have created your Avatar, scroll down further to check your personal details under the **'My Details'** section. If you are happy that these details are correct, select the **'Continue'** button to move on.

Step 5 – Your email address

1. The final step is for you to check that your email address is correct. You are able to add another email address to your account if you want to. If you have signed up with a school email address, you may also want to add your personal email address. Whichever email address you set as **'Primary'** will be the email address you need to use to login to your Grofar account. It's a good idea to make this your school address.



2. When you are happy that your email is correct, select **'Go to My Passport'** to access your Careers Passport.

Congratulations, you now have your very own Careers Passport! 