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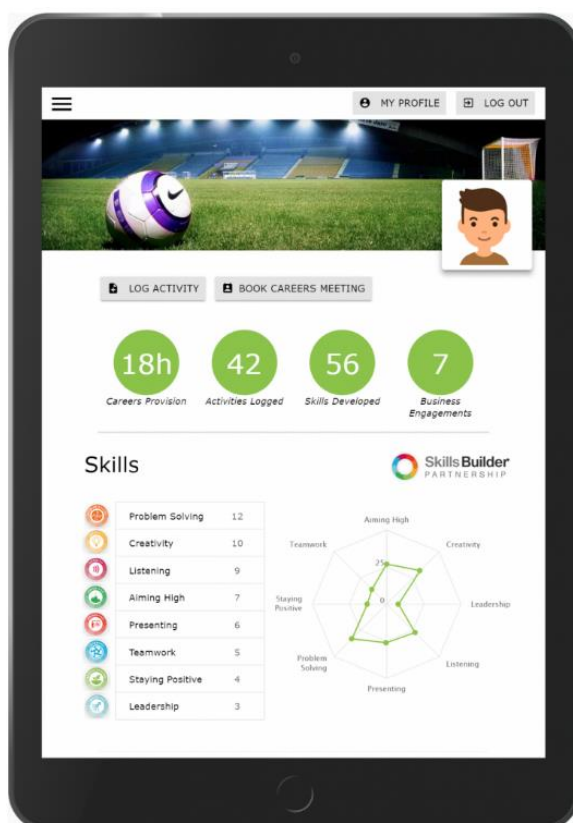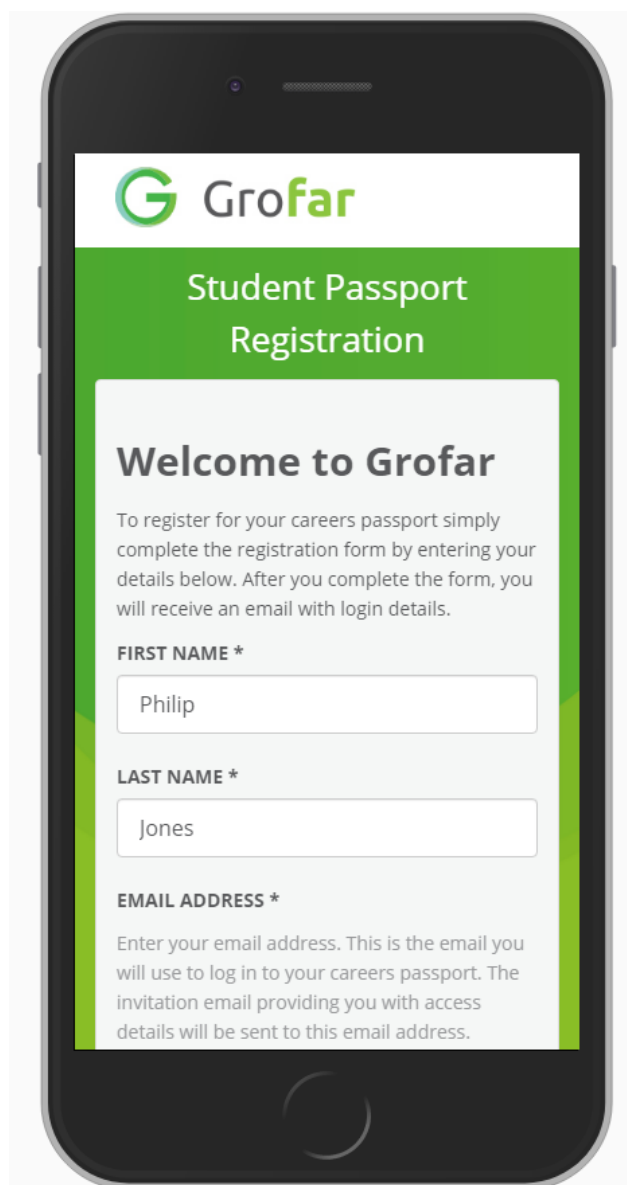
Follow the instructions in this guide to create your personal careers passport.

Step 1 – Go to the registration page and register

1. Click the below link to create your account:

   https://anon.grofar.com/registration/student/

2. Complete this **'Student Passport Registration'** form then select the **'Register'** button at the bottom of the page to create your account.

3. If you enter your details correctly, you will be directed to the **'Registration Successful'** page.
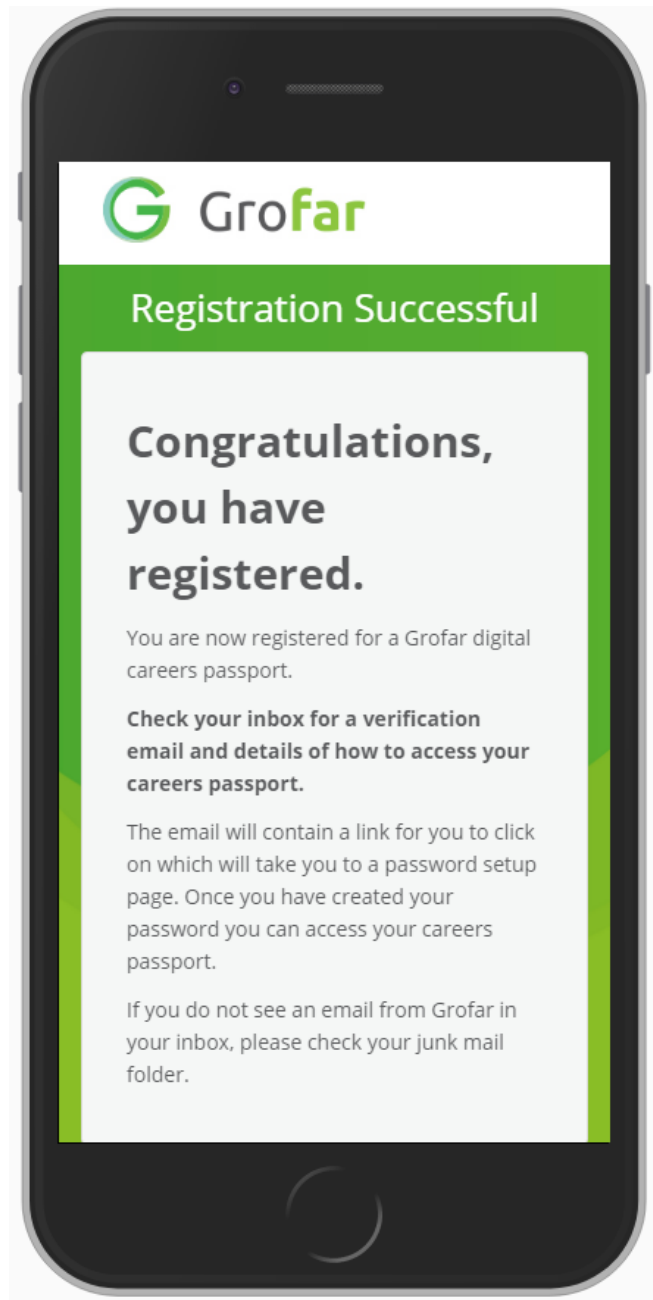
Step 2 – Check your email for your invite

1. Check your email to find the **'Grofar Invitation'** email. The email should look something like the email below (check your junk folder if you don't see the email in your inbox).

2. Click the **'Log in to Grofar'** button in this email to continue.
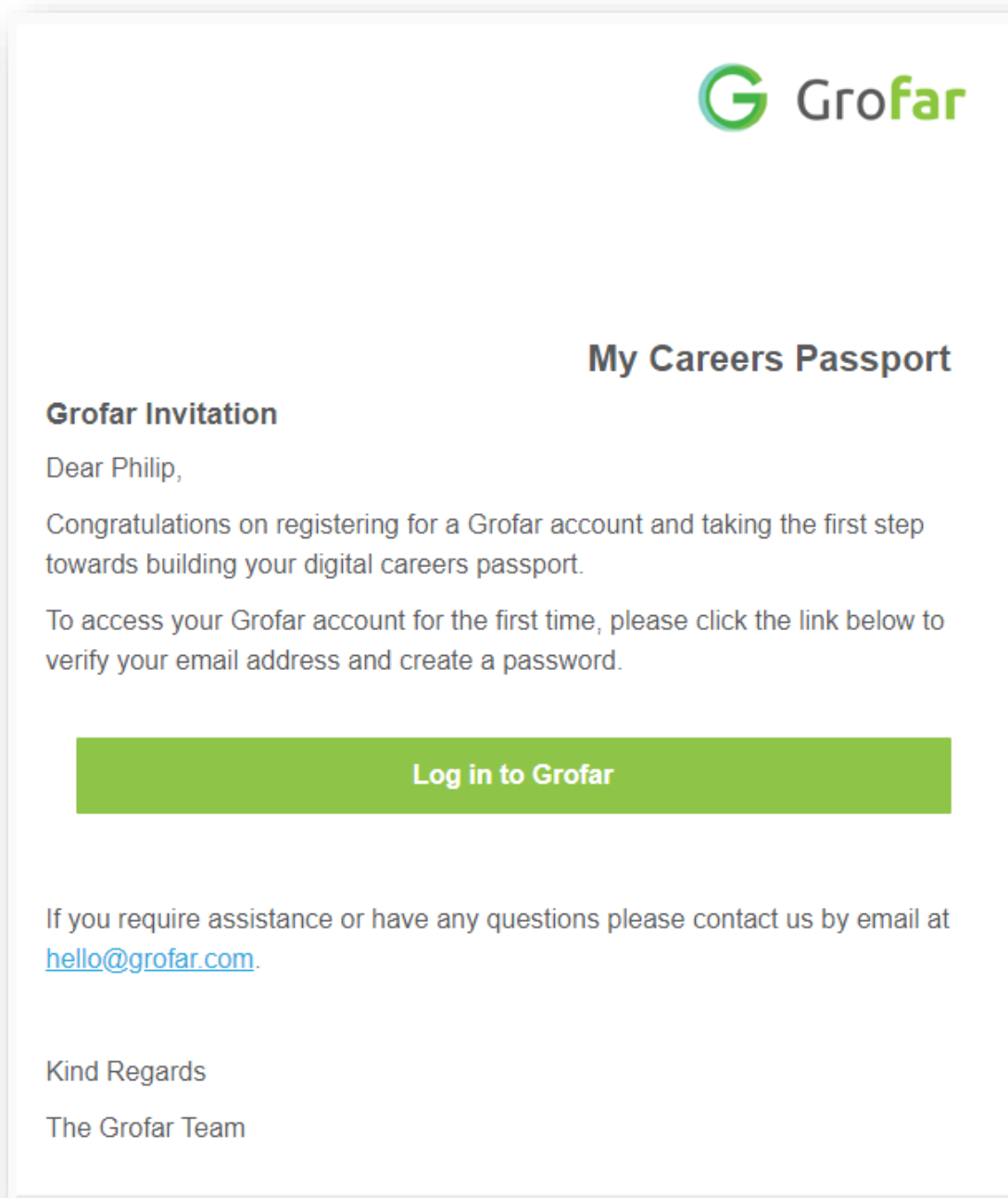
Step 3 – Create a password

1. Click on the link in your email to take you to the **'Create a password'** page. Follow the instructions on this page to create a password for your Grofar account.

2. 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 **'Save Password'** to continue.
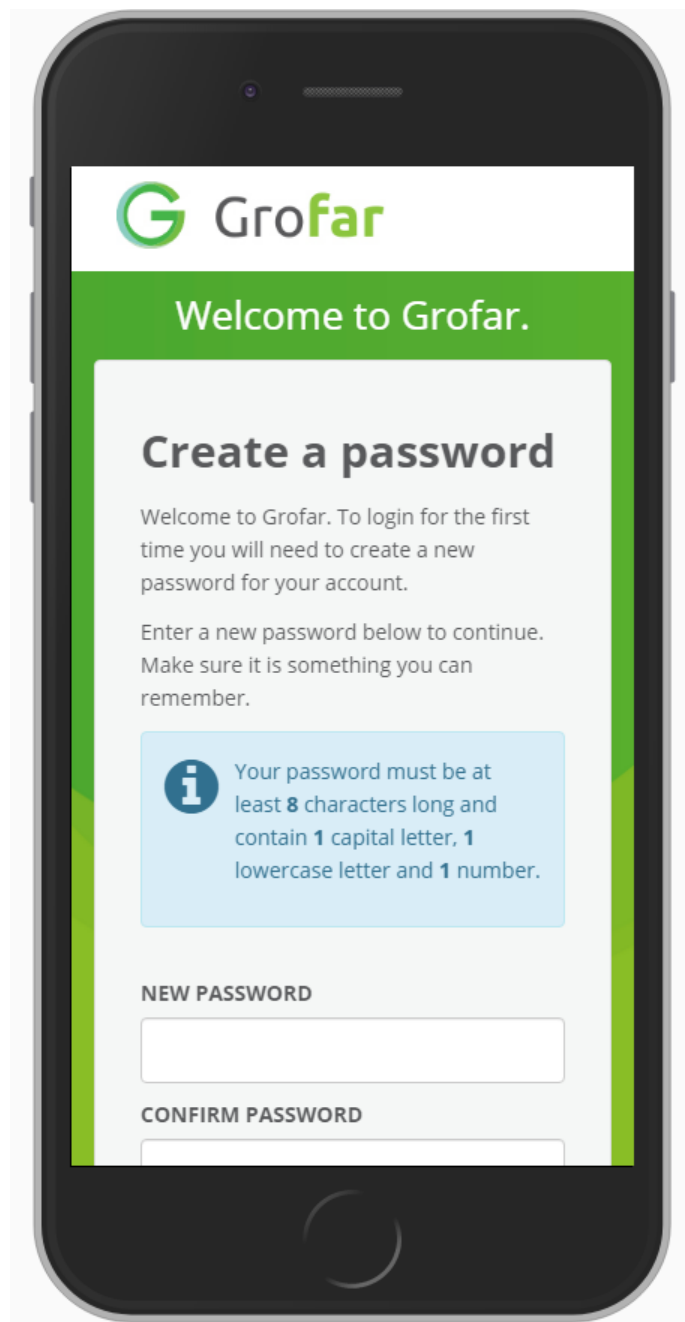
Step 4 – Login to your account

1. After you save your new password, you will be directed to the Grofar login page. Simply enter your email address and your new password to login to your account.
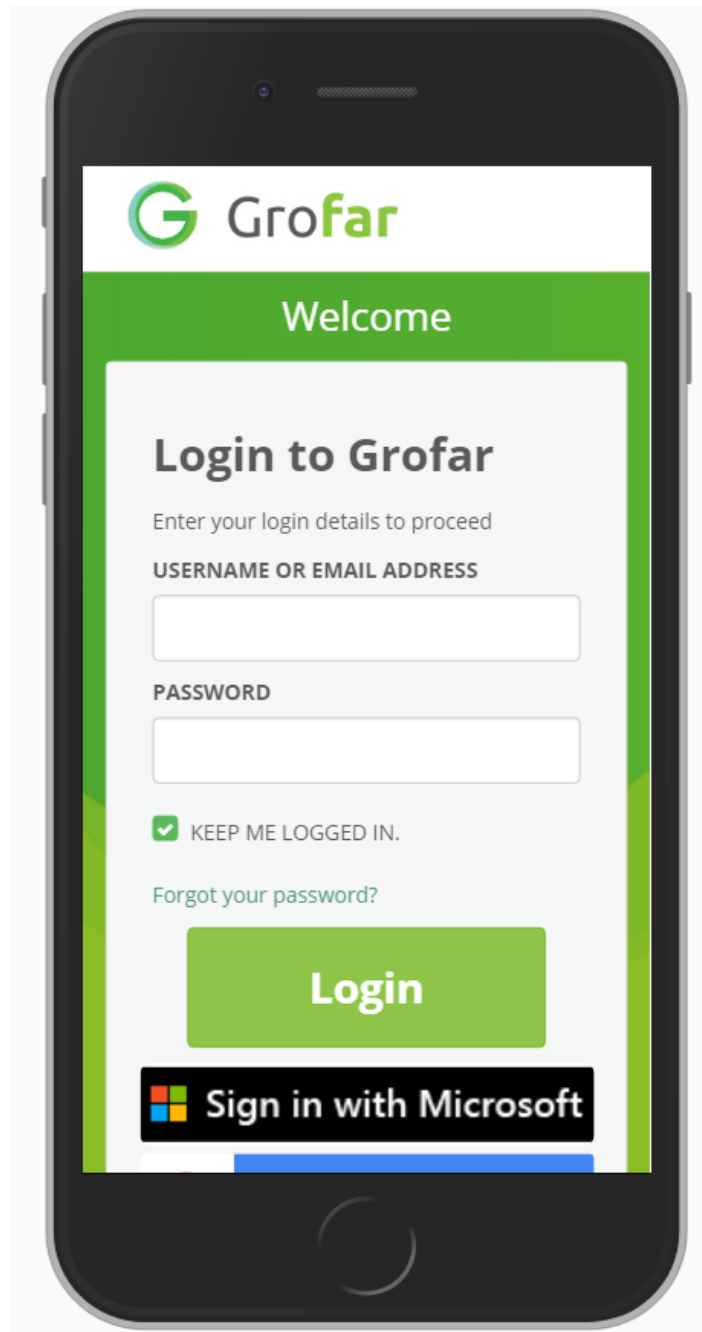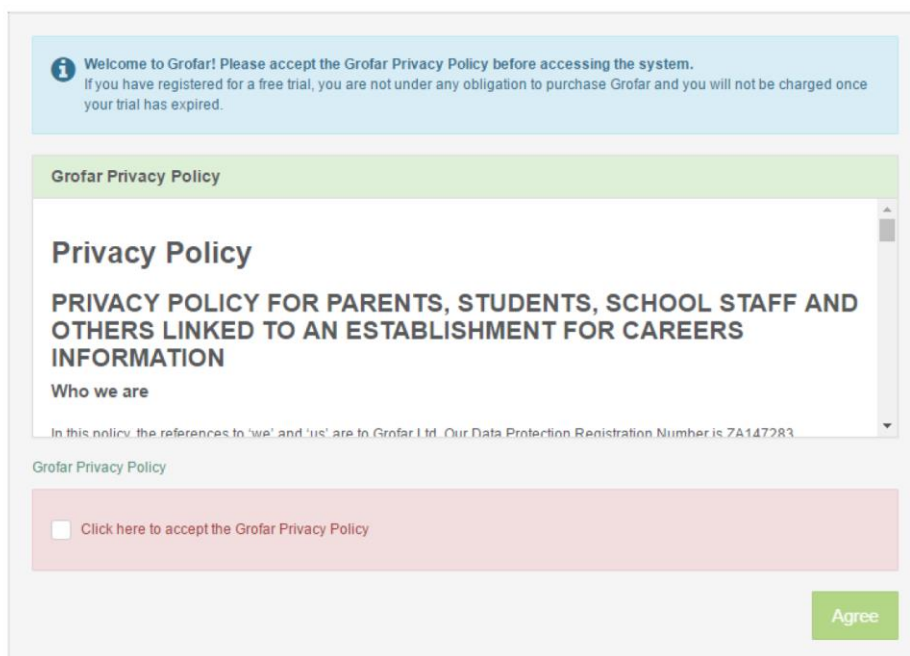
Step 5 – Logging in for the first time

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.

Step 6 – 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.
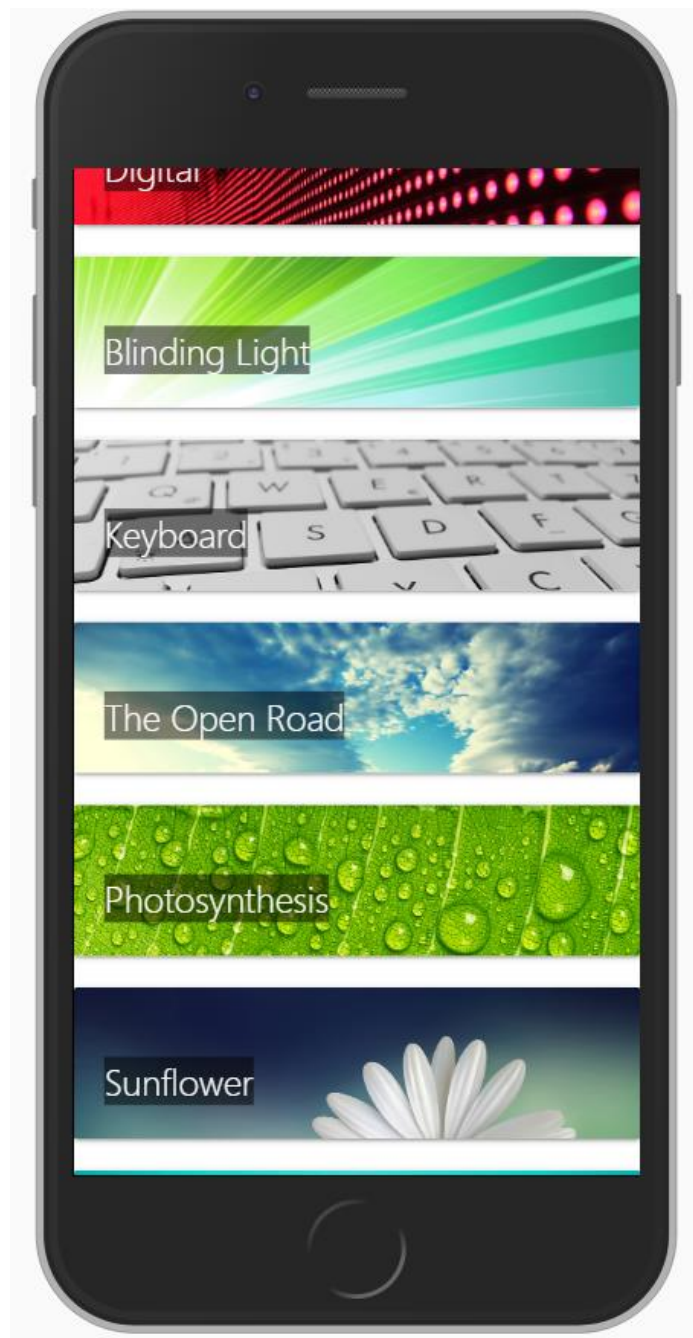
3. Once you have selected your image, the next thing to do is create your Avatar. Scroll down the page until you find the Avatar settings under **'Profile Image'**. Change these setting to create your ideal Avatar.
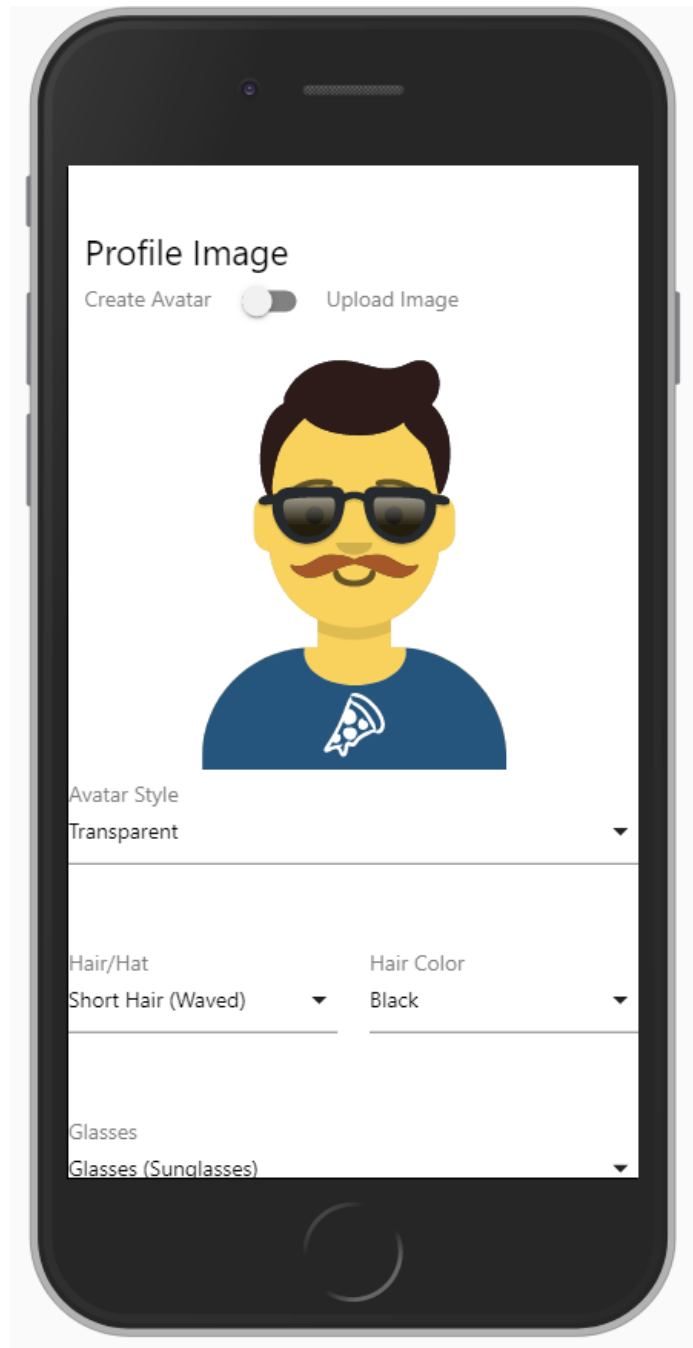
4. Once you have created your Avatar, scroll down further to check your personal details under the **'My Details'** section. If you are happy that these details are correct, select the **'Continue'** button to move on.

Step 7 – 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.
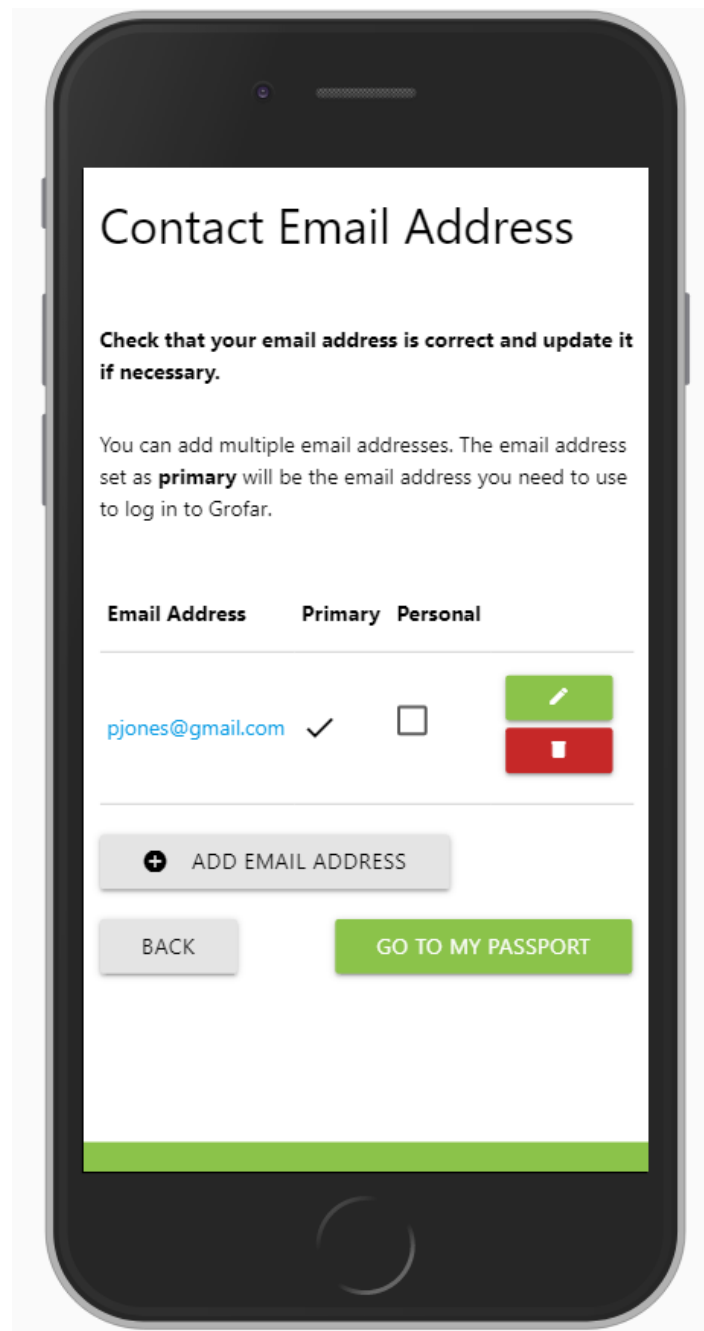
2. When you are happy that your email is correct, select **'Go to My Passport'** to access your Careers Passport.

Congratulations, you now have your very own Careers Passport! 👍