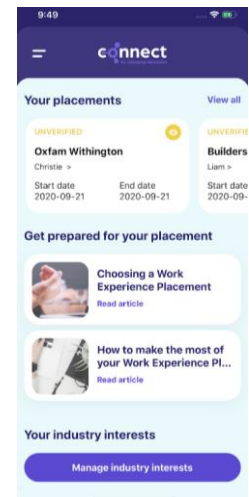


HOW TO ACCESS THE WORK EXPERIENCE PORTAL

Using the mobile app:

1. Download the ConnectED Careers Manager app either
 - a. Here for Android devices:
<https://play.google.com/store/apps/details?id=com.chent>
 - b. Or here for iOS and iPhones: https://apps.apple.com/gb/app/connected-careers-manager/id1438096196?ign-itscg=30200&ign-itsct=apps_box_badge
2. Students log in to Morrisby using their normal login details. Progress tutors can reset passwords for students if needed.
3. From the home screen, they go to 'Progress' and then 'Work Experience'.
4. They will see a QR code, which they scan with the app.
5. There is an initial skills assessment that they can complete, or they can skip that.



Through the online portal:

1. Students log in to Morrisby using their normal login details.
2. From the home screen, they go to 'Progress' and then 'Work Experience'.
3. Above the QR code, there is a button that says 'Open Online Portal'.

Adding placement details:

Instructions should be fairly self-explanatory – the mobile app is definitely more user-friendly than the online portal, however.

This video guide is useful for both methods, but doesn't include the box that asks for health/SEND information.

https://www.youtube.com/watch?v=8n7hf_Uslog

