

Welcome to



The Student Portal,
Your Dashboard
and Your Profile



1. Logging In



By now you should have a profile on Grofar so it's time to start using it. First open up Grofar on your computer. The address is <https://auth.grofar.com> if you do not have the link saved. Enter the email address that was used to set up your account or your username (which can be found in your invite email) and the password that you created and click the **Login** button.

A screenshot of the Grofar login form. It features a light gray background with a white border. At the top, the text 'USERNAME OR EMAIL ADDRESS' is displayed above a yellow rectangular input field. Below this, the text 'PASSWORD' is followed by a link 'Forgot your password?'. A white rectangular input field for the password is positioned below the text. At the bottom left, there is a checked checkbox with the text 'Keep me logged in.'. In the center, there is a large green button with the text 'Login' in white. Below the 'Login' button is a smaller, dark gray button with the text 'Sign up Here' in white.

USERNAME OR EMAIL ADDRESS

PASSWORD [Forgot your password?](#)

Keep me logged in.

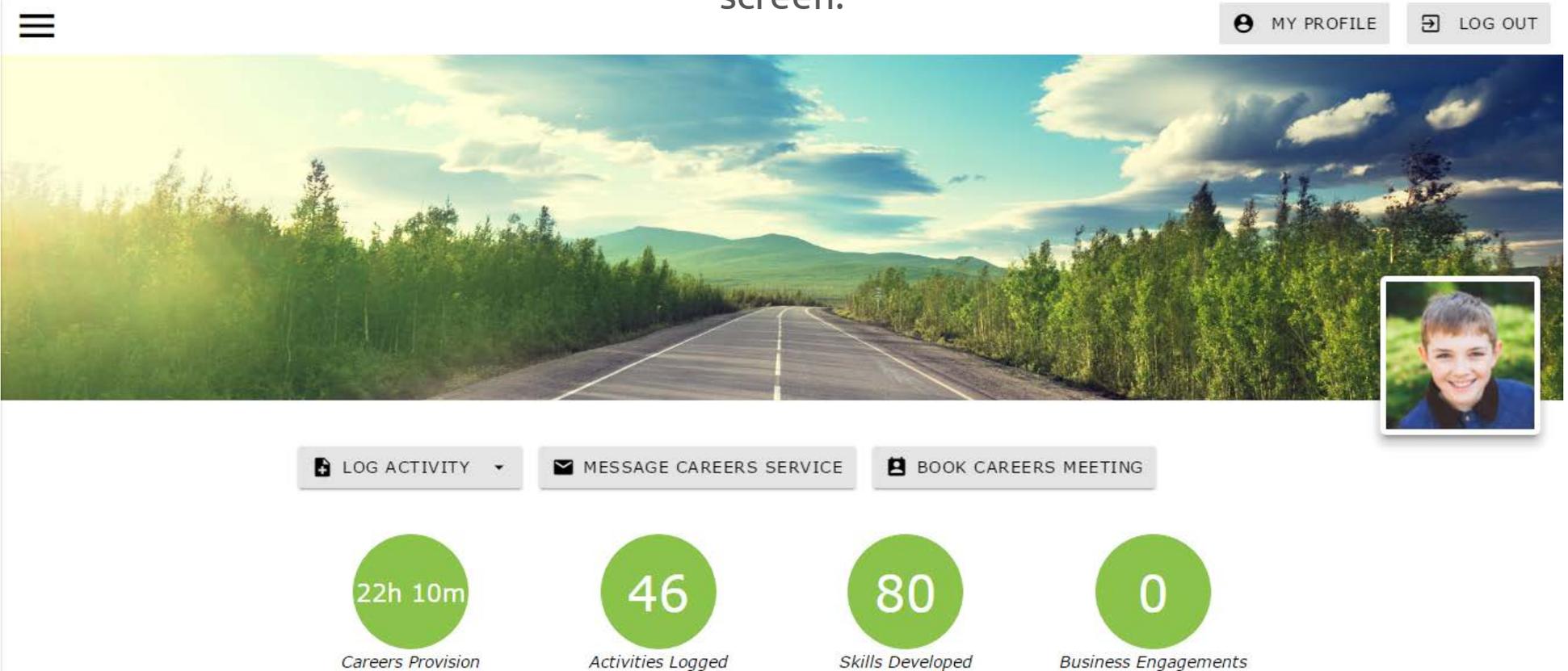
Login

Sign up Here

2. The Student Portal



Once you have logged in you will see this screen. This is the Student Portal, from here you can access the rest of Grofar by clicking on  button to the top left of this screen.



The screenshot shows the Grofar Student Portal interface. At the top left is a hamburger menu icon. At the top right are buttons for "MY PROFILE" and "LOG OUT". Below these is a large banner image of a road through a forest. In the bottom right corner of the banner is a small profile picture of a young boy. Below the banner are three buttons: "LOG ACTIVITY" with a plus icon and a dropdown arrow, "MESSAGE CAREERS SERVICE" with an envelope icon, and "BOOK CAREERS MEETING" with a calendar icon. Below these buttons are four green circular statistics: "22h 10m" for "Careers Provision", "46" for "Activities Logged", "80" for "Skills Developed", and "0" for "Business Engagements".

Grofar has 11 main areas, on the next page is a brief description of what each area is for.



1)Your Dashboard is like your personal homepage, here you can see a summary of all your information and events.

2)The Activity section shows a timeline of all Careers related activity you have taken part in during your time at school.

3)You will create an Action Plan for every year at school which will help you identify your strengths, weaknesses, your favourite subjects and give you some direction and goals to focus on.

4)You can save a copy of your Personal Statement on Grofar (if you are at that stage of school yet).

5)Your Calendar shows you all of your upcoming meetings and events and displays things like talks and fairs in school that you might be interested in.

6)This is where you will find Resources like websites, CV builders, careers themed games and other things that your school thinks might be useful.

7)Your Noticeboard is where any important announcements will be made. Some events will be shown on here too.

8)The School Careers Plan shows how you will be taught careers and what exactly you are entitled to.

9)If you take part in a Work Experience placement during your time at school things like permission forms and placement details will be stored here along with your work experience log book.

10)When you are about to leave school the Destination Data section is for letting the school know about your future plans like where you will be studying or working and what exactly it is you are doing.

11)You can also add any Notes and Attachments that you think might be useful like cover letters or CVs.

3. Your Careers Dashboard



Once you have logged in the first page you see is your Careers Dashboard which is your personal Grofar homepage. It will look something like this:

The screenshot shows the Grofar Careers Dashboard for user Yakob Petric. The dashboard features a green header with the user's name and a profile picture placeholder with the initials 'YP'. Below the header, there are three action buttons: 'LOG ACTIVITY', 'MESSAGE CAREERS SERVICE', and 'BOOK CAREERS MEETING'. The main content area displays four circular progress indicators for 'Careers Provision' (0h 0m), 'Activities Logged' (0), 'Skills Developed' (0), and 'Business Engagements' (0). At the bottom, there is a section titled 'Action Plan Progress'.

Yakob Petric

YP

LOG ACTIVITY MESSAGE CAREERS SERVICE BOOK CAREERS MEETING

0h 0m 0 0 0

Careers Provision Activities Logged Skills Developed Business Engagements

Action Plan Progress



From here you can access your **Action Plan**. You will add to this every year and it will help you think about your skills and plan your future education and work.

If this is only your first or second time using Grofar your Action Plan will be blank.

If you are way ahead of the game and have already created your Action Plan your **My Action Plan** section will look like this.

Action Plan Progress



Your action plan is a very important part of your careers development. The action plan will help you to learn which careers are suitable to you so you can begin exploring what you would like to do after school. The action plan will help you to set goals and targets which you should review regularly to make sure you make good progress and keep on track. You should complete a new action plan every year. Aim for 100% and take charge of your future.

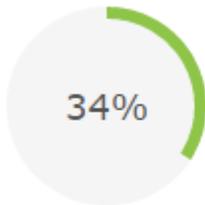
[GO TO MY YEAR 13 ACTION PLAN](#)

Here you can see the progress of your Action Plan. You can view and edit your Action Plan by clicking on [GO TO MY YEAR 13 ACTION PLAN](#) button. We will show you how to complete your Action Plan later.



The next area to explore on your Careers Dashboard is the **Goals Progress** section. Setting goals will help by giving you something to focus on and work towards. This section will start to fill up once you have set yourself some careers goals for the year as part of your Action Plan.

Goals Progress



My Goal

My Target

Completed

GCSE Options

30 Jun 2017

 COMPLETE

~~Interesting Careers~~

~~30 Jun 2017~~

~~05 Apr 2017~~

Have a look for some part time or voluntary work

30 Jun 2017

 COMPLETE

Here you can see your current goals and the target date you set yourself for completing them. You can set yourself new goals and mark goals as complete (the crossed-out ones) here.



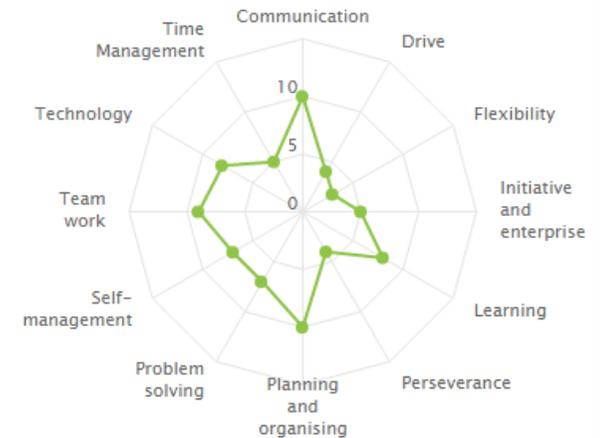
You can also see a summary of your **work-related skills**.

These are all things that you will develop and improve on over time which future potential employers will be very interested in.

This section is added to every time you complete a goal or activity, after meetings and events, anything which has helped you work on one of the skills.

Skills

Communication	10
Planning and organising	10
Team work	9
Learning	8
Technology	8
Problem solving	7
Self-management	7
Initiative and enterprise	5
Time Management	5
Perseverance	4
Drive	4
Flexibility	3





The **Events & Activities** section shows you a summary of your upcoming events and meetings.

These might be One-to-One meetings with teachers or careers advisers, careers fairs, school trips to work places or university & college visits which will all help guide you and give you ideas for the future.

My Events and Activities

[GO TO MY CALENDAR](#)

The weekly view of your careers calendar helps you by showing which careers events and activities are coming up. You can book on to any upcoming events that take your interest.

Mon 4/3	Tue 4/4	Wed 4/5	Thu 4/6	Fri 4/7
	1p Year 13 One to One	6p Drop In		1p Year 13 One to One

< >

To bring up more information about an event just click on it. You can also access the full calendar from here by clicking on the [GO TO MY CALENDAR](#) button.



The **Industry Sectors** section lists areas of work that you are interested in. You select these from the checkboxes in the My Future section of your Action Plan or by clicking on the  button.

Industry Sectors

 Financials

 Health Care and Related Services

 IT Services

 Support

 Media

You set your **Top Three Interests** in the My Future section of your Action Plan and can edit them from here by clicking on the  button again.

Interests

 Cycling

 Reading

 Music

Extracurricular Activities are things you do in or out of school but are not related to normal lessons.

It is always good to show people that you are interested and take part in things outside of the world of work.

Extracurricular Activities

Learning to play the violin

Sep 2005 - Present

I have been taking music and music theory lessons and playing in a variety of orchestras since 2005.

Football

Sep 2004 - Present

I have been training and playing football with my local youth team since 2004

Click on  to add an activity to the list.

Name the activity, enter a date for when you started, use the 'Current Activity' checkbox to mark if it is ongoing or enter the date you finished it then give a more detailed description of what you did or do.

Finally use the checkboxes at the bottom to select some skills that the activity has helped you develop.

If you are happy that all the details are correct click on the  button to add it to your Careers Dashboard.

Add Extracurricular Activity

Activity

From Date

Current Activity

To Date

Activity Details

Skills

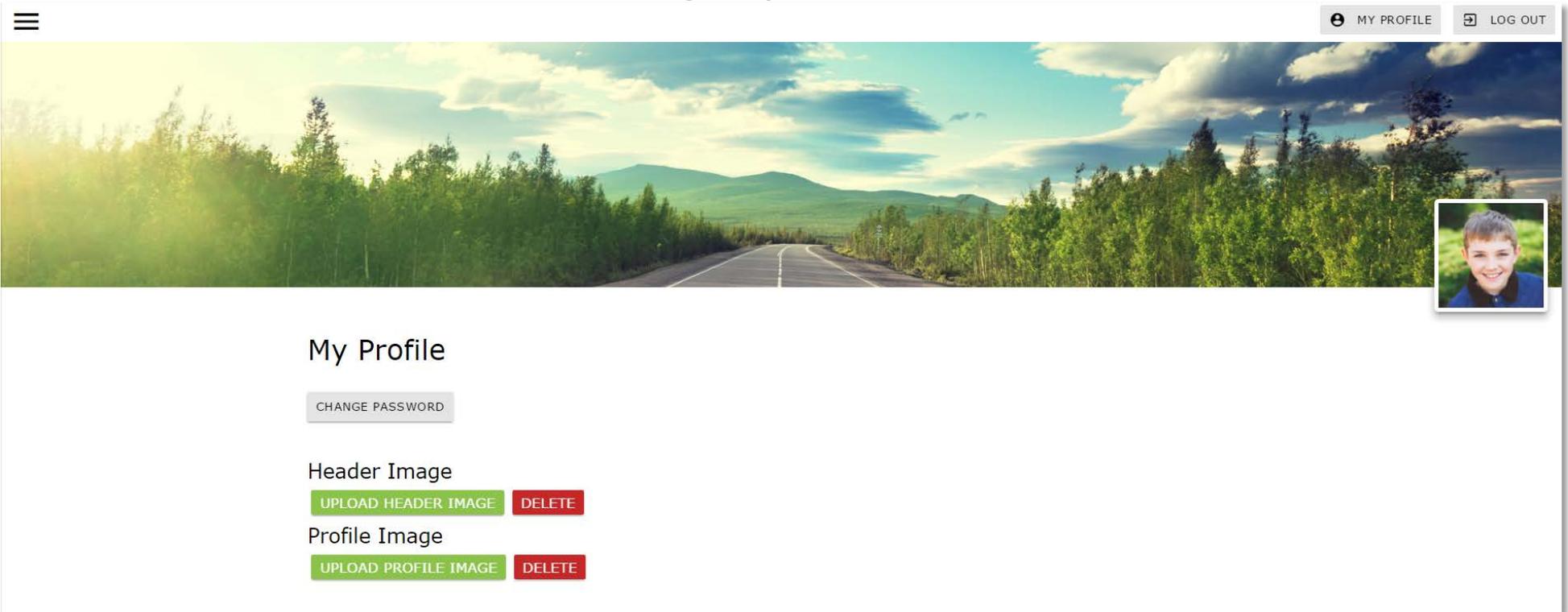
- | | |
|--|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Team work |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Planning and organising |
| <input type="checkbox"/> Self-management | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Initiative and enterprise |
| <input type="checkbox"/> Perseverance | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Flexibility | <input type="checkbox"/> Drive |

CANCEL

SAVE

4. My Profile

To the top right of your Careers Dash board there is the  MY PROFILE button, click on it to access your profile.



My Profile

[CHANGE PASSWORD](#)

Header Image

[UPLOAD HEADER IMAGE](#) [DELETE](#)

Profile Image

[UPLOAD PROFILE IMAGE](#) [DELETE](#)

Here you can personalise Grofar by uploading a header image and a profile image.

You can also change the email address and password you are registered on Grofar with if you need to.

So, that was the Student Portal, Your Dashboard & Your Profile in a nutshell. Now you have cracked that one it's time to have a look at the rest of Grofar...

