

Each of you have been invited to join a CareerXP training account. You should have received a CareerXP system generated invitation today via email inviting you to join an account. If you did not receive that email, please first check your junk mail before emailing info@careerxp.org.

SCHOOL USER

Getting Started

1. From the invitation email, click the **Register** button.
2. Enter your **first name, last name, email address** that the invite was sent to, **phone number**, create a **password**, and accept the **terms of use**.
3. Click **Register**.
4. You will land on your account **Dashboard**.
5. Review your contact information by clicking on your name in the upper right hand corner and selecting **Update Profile**.
6. If you would like additional team members to have CareerXP training accounts, that is encouraged! To invite someone, click **My Team** from the left hand navigation and then the **Invite New User** button. Enter the team member's email address and click **Invite User**.

Test your skills

1. How do you update your password?
2. How do you update your email address?

Exercise 1: Browse Internships and Jobs

1. Return to your **Dashboard**.
2. From the WBL Opportunities tile on your Dashboard, click **View Opportunities**.
3. Find an employer that has a number next to Internships or Student Jobs in the **Posting Types** column.
4. In the Actions column, use the Select drop down menu and click **View Postings**.
5. Click on the posting name/tile to view the Internship or Student Job details.

Test your skills

1. When is the application deadline for the Curator Assistant internship with Central Art Museum?
2. What city is Community Bank located in?

Exercise 2: Make a Work-Based Learning Request

1. Return to your **Dashboard**.
2. From the WBL Opportunities tile on your Dashboard, click **View Opportunities**.
3. Find an employer that is offering a Guest Speaker by looking in the **Opportunities** column.
4. In the Actions column, use the Select drop down menu and click **Request Guest Speaker**.
5. Complete the Guest Speaker request form and click **Save**.
6. In a live site the employer and/or employer intermediary would receive your request.

Test your skills

1. Are you able to request exact dates and times?
2. Where can you view the Guest Speaker request that you just made?

Exercise 3: Send a message to CareerXP's Support Center

1. In the lower right hand corner, click on the chat icon.
2. Type a message and click send.
3. If CareerXP Support Center is away, enter your email address in the box provided so they know how to reach you.
4. CareerXP Support Center will either respond immediately during your session, or within one business day.

Test your skills

1. Who is pictured in CareerXP Support Center?
2. What else can you include in your message?

STUDENT USER

Exercise 1: Register and create a new student profile

1. Go to <https://training.careerxp.org/Account/Login>
2. Click **Register now**
3. Select **Student/Youth**, click **Register**
4. Enter a fictitious **name, email, password**, and **date of birth**. Feel free to be creative!
5. Use the **School/Program** drop down menu to select your respective college
6. Create a **student profile**

Test your skills

1. How many activities may a student specify that they are interested in?
2. Can students add informal work experience in addition to formal experiences?

Exercise 2: Approving students

1. Login as your school user in CareerXP
2. Navigate to the **Pending Students** page
3. Locate the fictitious student that you just created
4. In the Actions column, click the check mark icon to **Approve** your student
5. Once approved, you can view their profile and activity through the **Student List** page

Test your skills

1. What other actions can you do when approving a student?
2. What type of profile information can you see about the student?

Exercise 3: Apply to a posting as a student

1. Login as the student user in CareerXP
2. Find an internship or job posting that looks interesting and click on it
3. Scroll down, type a message or cover letter
4. Click **Submit**

Test your skills

1. Is the *Safety Intern* position paid or unpaid?
2. Where can students view pending offers?