

THE CAREERS WORKSHOP 6 GETTING STARTED GUIDE

Information for Clients¹:

Before you can use the Careers Workshop, you need to register as a **New User**. To do this, simply click on the **Register** button on the **Home Page** (start-up screen). This will open the **Client Data Entry** screen where you will be asked to choose a **User Name** and enter **Personal Details** about yourself.

Your user Name will allow you to open the various modules offered by the program, so that you can:

- * Have your personality and interests matched to fields of employment and occupations
- * Receive personal reports
- * Compose effective letters and resumes
- * Find information about jobs and employers
- * Locate information and reports that you saved at an earlier date.

The **Personal Data** that you enter will allow us to personalise your reports and will also be used in letters and resumes that you later construct.

When you have entered the required information, click the **Register My Details** button. You will be automatically logged in and you can start using the Careers Workshop immediately.

We suggest that you begin by completing the **Self Assessment** module.

When you have finished your Careers Workshop session, be sure to click on the **Log Out** button on the **Home Page** to prevent others from accessing your personal files.

Information for Teachers/Supervisors¹:

If you just want to try out the Careers Workshop before using it with your clients, simply follow the instructions for **Clients** detailed above. You can easily delete your user account after you have finished examining the program (see below for how to do this).

If you wish to set up various features of the program or administer client records, you should log in using the special administrators' **User Name** which you will find listed on the sleeve of your Careers Workshop CD or in the information sent to you when you purchased the program (for security reasons, this **User Name** is not reproduced in these instructions).

Once logged in, you will see a special **Supervisors** button on the main menu. Click on this for access to such tasks as:

- * Setting the word processor program for use with the Letter and Resume Writer modules
- * Changing the supervisor's **User Name** (you may wish to do this for security)
- * Selecting which web browser to use if running the Careers Workshop under the Linux O.S.
- * Setting up a database of employers for clients to consult for work experience and other data
- * Viewing and deleting clients' accounts and records.

Be sure to click the **Log Out** button on the **Home Page** when you have finished to prevent clients from accessing this area of the program.

¹ For further information consult the Careers Workshop 6 User Manual, which can be accessed from the **Help** menu in the program or from **Careers Workshop 6\Careers Workshop 6.app\data>manual.htm** on the installation CD or download.