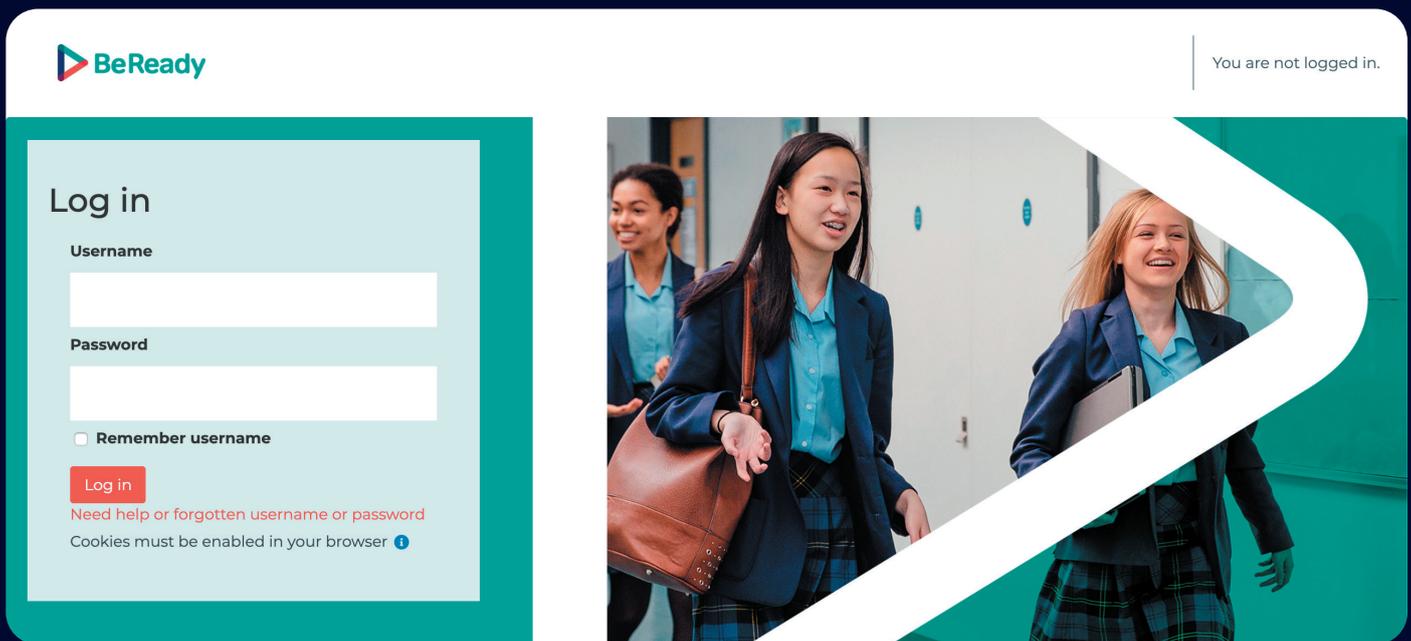


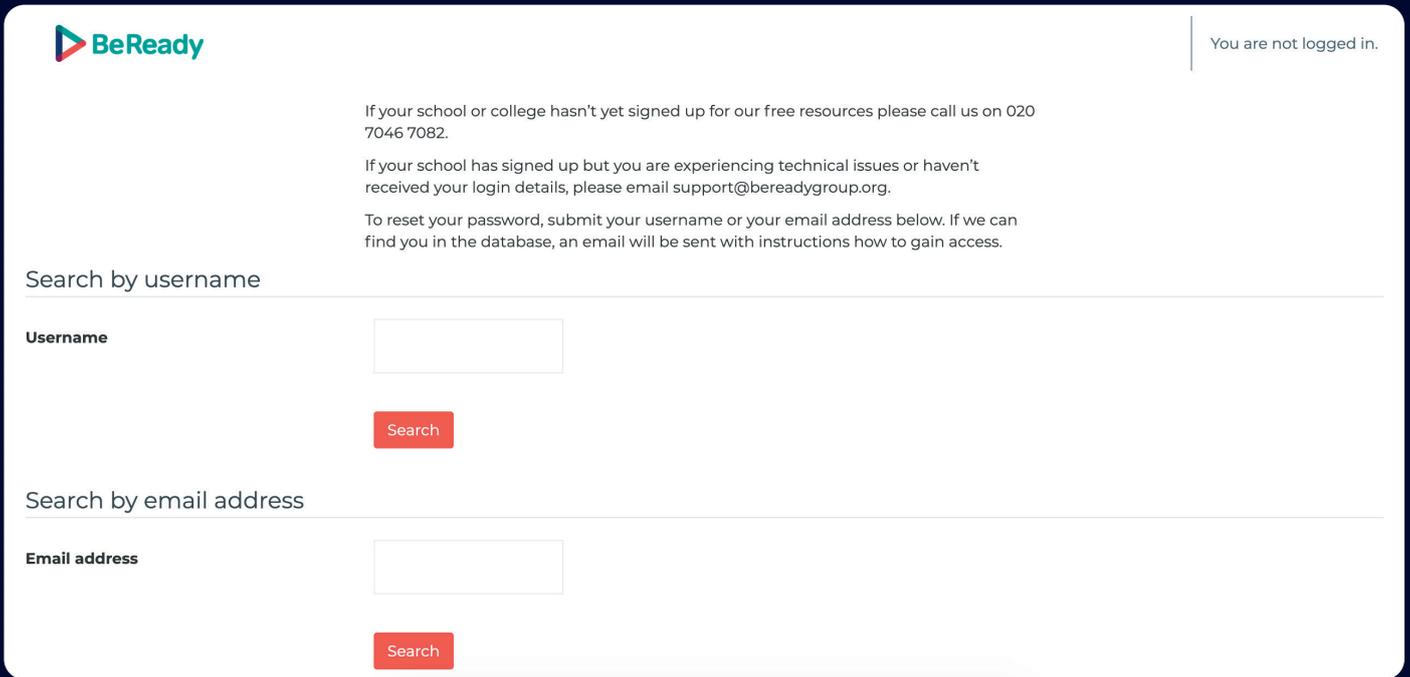
Finding out your login details

- You'll have been sent a welcome email, usually to your school address, containing your username and a temporary password. Please do check any junk or spam folders just in case this has accidentally been stored here.
- Once you have this, go to learn.bereadygroup.org to sign into your account.



Signing in

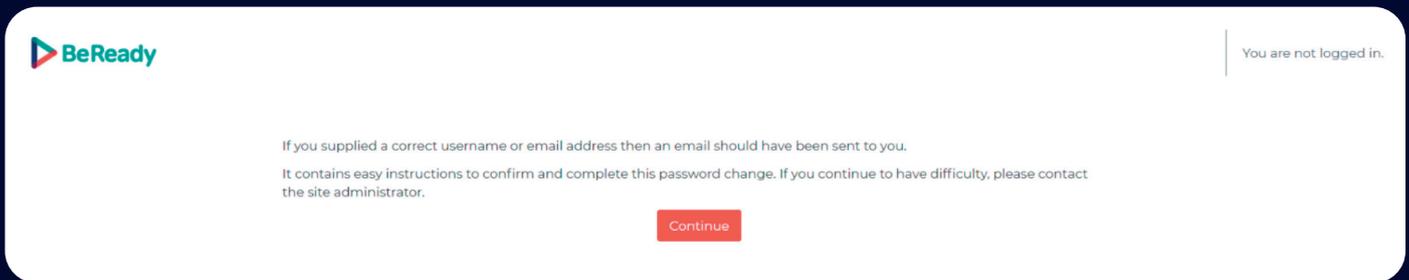
- Type in or copy and paste your unique username, making sure there are no unwanted character or spaces.
- Now type in your temporary password.
- You can also tick the “Remember username” box to make it quicker to sign in next time. Only do this on a private computer.
- Finally, click “Log in”.
- You'll then be automatically prompted to change your temporary password. It might be useful to make a note of this.



The screenshot shows the BeReady login page. At the top left is the BeReady logo. At the top right, it says "You are not logged in." Below the logo, there are three lines of text: "If your school or college hasn't yet signed up for our free resources please call us on 020 7046 7082.", "If your school has signed up but you are experiencing technical issues or haven't received your login details, please email support@bereadygroup.org.", and "To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent with instructions how to gain access." There are two search sections. The first is "Search by username" with a text input field labeled "Username" and a red "Search" button. The second is "Search by email address" with a text input field labeled "Email address" and a red "Search" button.

Problems logging in

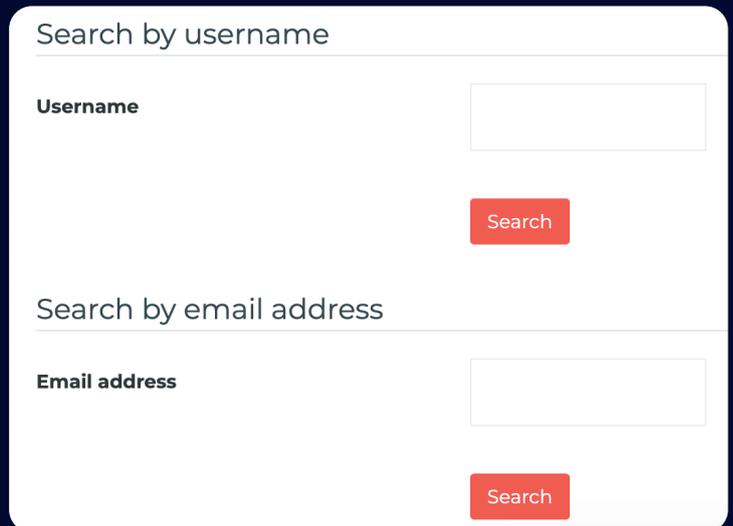
- If you're having issues logging into your account either initially or you've forgotten your user details, click on the tab, "Need help or forgotten your username or password".
- You can also be directed to this page by going to learn.bereadygroup.org/login/forgot_password.php
- On this page, you'll be able to recover your account either by searching with your username or registered email address.
- Click "Search" to find your details.
- Alternatively, you can ask your form tutor to resend your welcome email if you're having trouble finding it or accessing your account in general.



- If you enter either a valid username or email address, you'll be shown this message. Please then check the relevant inbox for emailed instructions on how to recover your account.
- It's worth mentioning that these can sometimes be incorrectly filtered as "spam" or "junk".

Troubleshooting

- If your username or email isn't recognised by the platform, you'll be presented with the message in red, "Enter either username or email address".
- If you're still having issues logging in, please email us with a description of the problem to support@bereadygroup.org and someone will be in contact shortly to assist you.

A screenshot of the BeReady search interface. It features two search sections. The first section is titled "Search by username" and contains a text input field labeled "Username" and a red "Search" button. The second section is titled "Search by email address" and contains a text input field labeled "Email address" and a red "Search" button.

An introduction to navigating the student dashboard

Once you've successfully logged into your account, you'll be taken to the student dashboard.

This is where you'll be able to:

- Access the CPD accredited courses along with other micro-courses and well-being content.
- Any work that has been allocated to you by a teacher.
- Labour market information and apprenticeship opportunities near you.
- University opportunities including open and taster days nationwide.
- Your own profile and locker.

These tabs are how you can access and enrol in all the employability courses, micro-courses and well-being resources available.

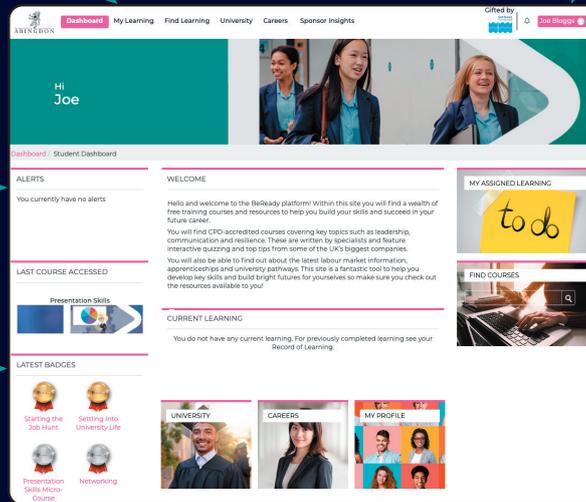
You have your own profile with locker functionality. Here you can upload important documents such as CVs and certificates for safe keeping on the platform. These can also be viewed and checked by your teachers.

Any notification and alerts will be displayed here. These include new work set by one of your teachers.

This box is where you can view and complete the work that has been allocated to you by a teacher.

Here there is a record of the badges you've earned from completing courses.

Clicking here takes you to the courses and micro-courses page.



You also have access to **labour market information (LMI)**, local apprenticeship opportunities and university open days from these two boxes.