

Registration Guide for secondary school pupils

The screenshot shows the 'My World of Work' website. The top navigation bar includes the logo, 'My career options', 'Learn and train', and 'Getting a job' dropdown menus, along with search, 'Sign in', and 'Register' buttons. The main content area features a large teal banner with the text: 'Start thinking about your future - there are endless possibilities.' Below this, it says: 'Whether you're just thinking about your future or about to leave school, we're here to help. By registering for an account, you can access our full range of support.' A 'Register to start' button is prominent, with a link for 'Already have an account? Sign in here'. Below the banner, a section titled 'Not sure where to start?' offers three tools: 'About me' (a star icon), 'Strengths' (a bar chart icon), and 'Skills Explorer' (a magnifying glass icon). Each tool has a brief description of its purpose.

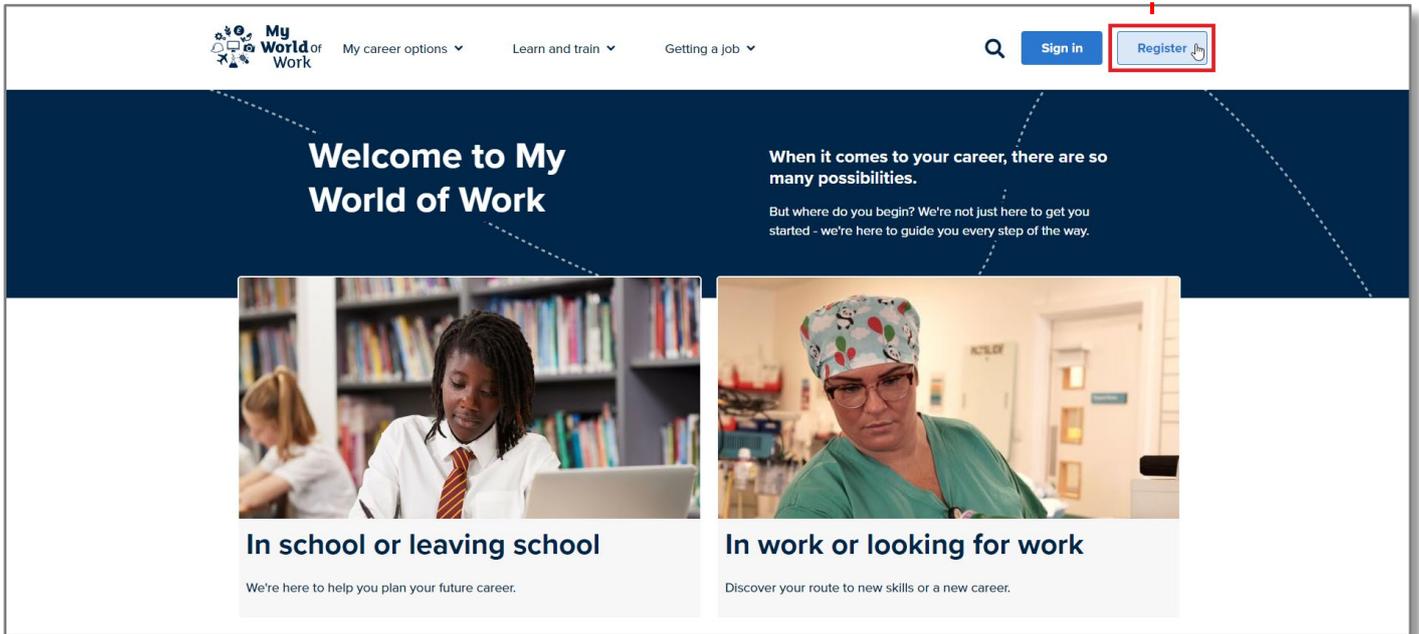
To get the best out of My World of Work, we recommend you create an account on the site. This will let you store the results of quizzes and tools, bookmark resources on the site for future reference and get the site to make career suggestions for you.

To help prepare for registration you will need the following information:

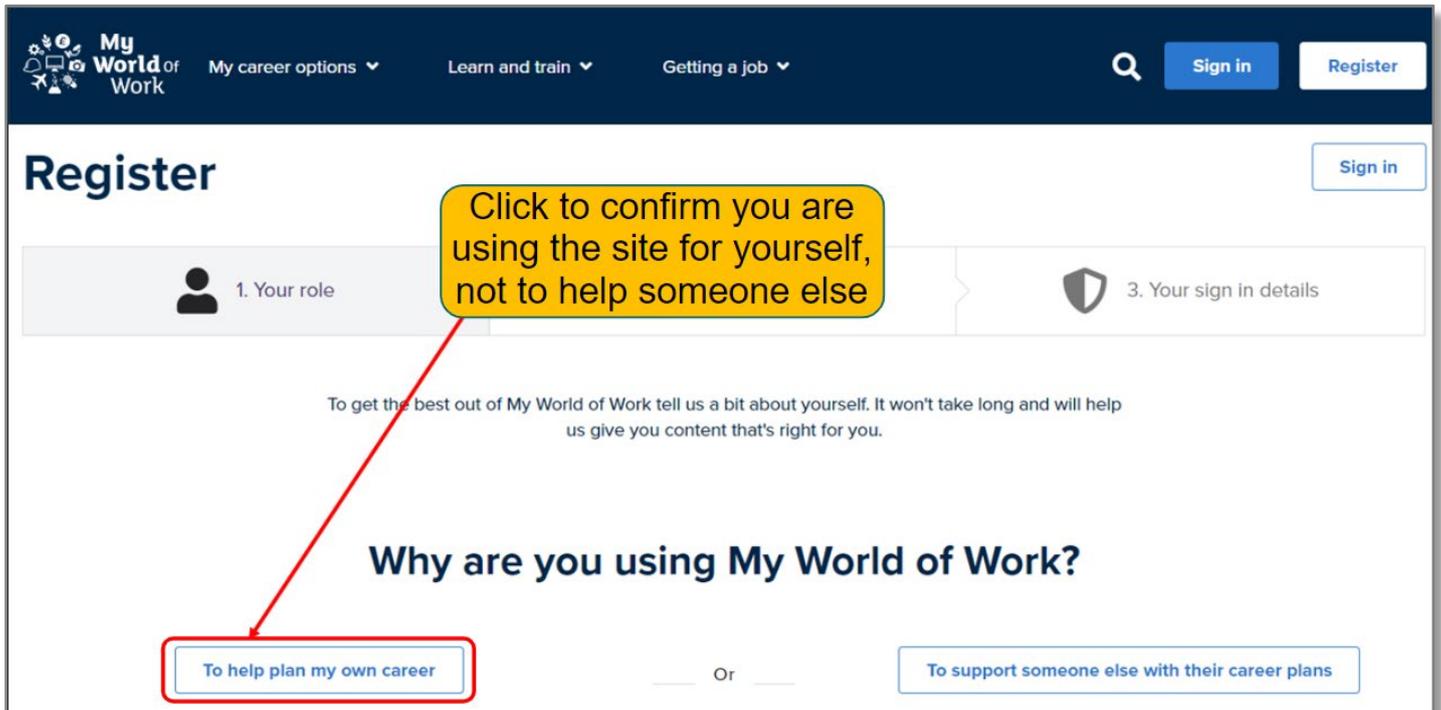
- Your **e-mail address** (school or personal)
- Your **date of birth** (day, month and year)
- Your **full home postcode**

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To register, click on the 'Register' button at the top right hand side of the page:



You will be asked to choose whether you are using the site for your own purposes, or to help someone else with their career plans, select 'To help plan my own career'.



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Next select 'Secondary pupil, this will allow the registration process to ask questions about you and set up your account in the most relevant way.

Register Sign in

1. Your role | 2. A few details about you | 3. Your sign in details

To get the best out of My World of Work tell us a bit about yourself. It won't take long and will help us give you content that's right for you.

Why are you using My World of Work?

Or

Choose the role that best describes you

 Primary pupil	 Secondary pupil	 College or university student	 Employed	 Unemployed
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[Can't decide which role you are? We've explained them in more detail.](#) Feedback

Enter your first and last names, your date of birth, your postcode and then select your address

Register Sign in

1. Secondary pupil [Change role](#) | 2. A few details about you | 3. Your sign in details

Secondary pupil

Personal details

First name * Last name *

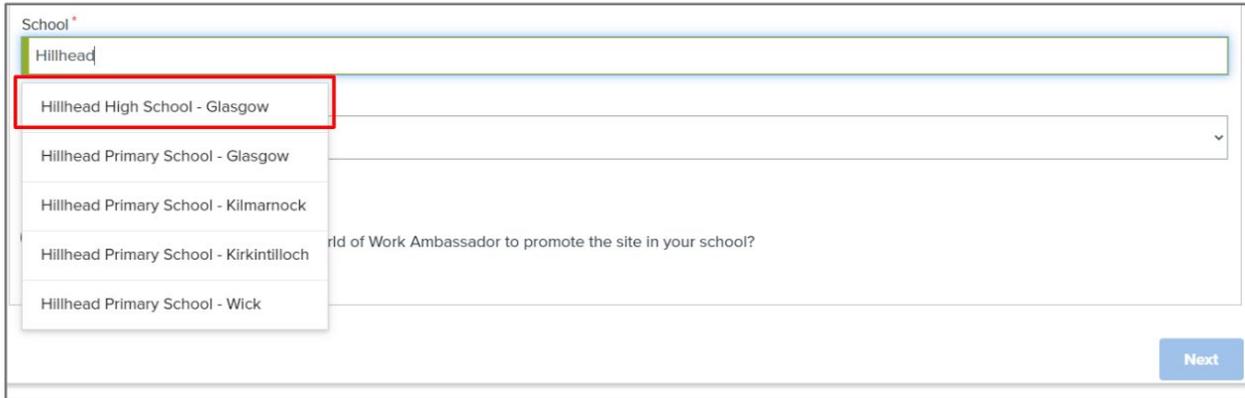
Date of birth *

Home postcode * (Enter your address to find your postcode. We'll only save your postcode.)

School *

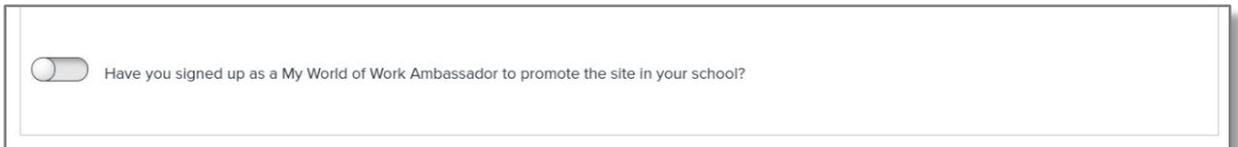
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You can then select your school – start typing your school’s name and select the correct name and location from the suggested list.



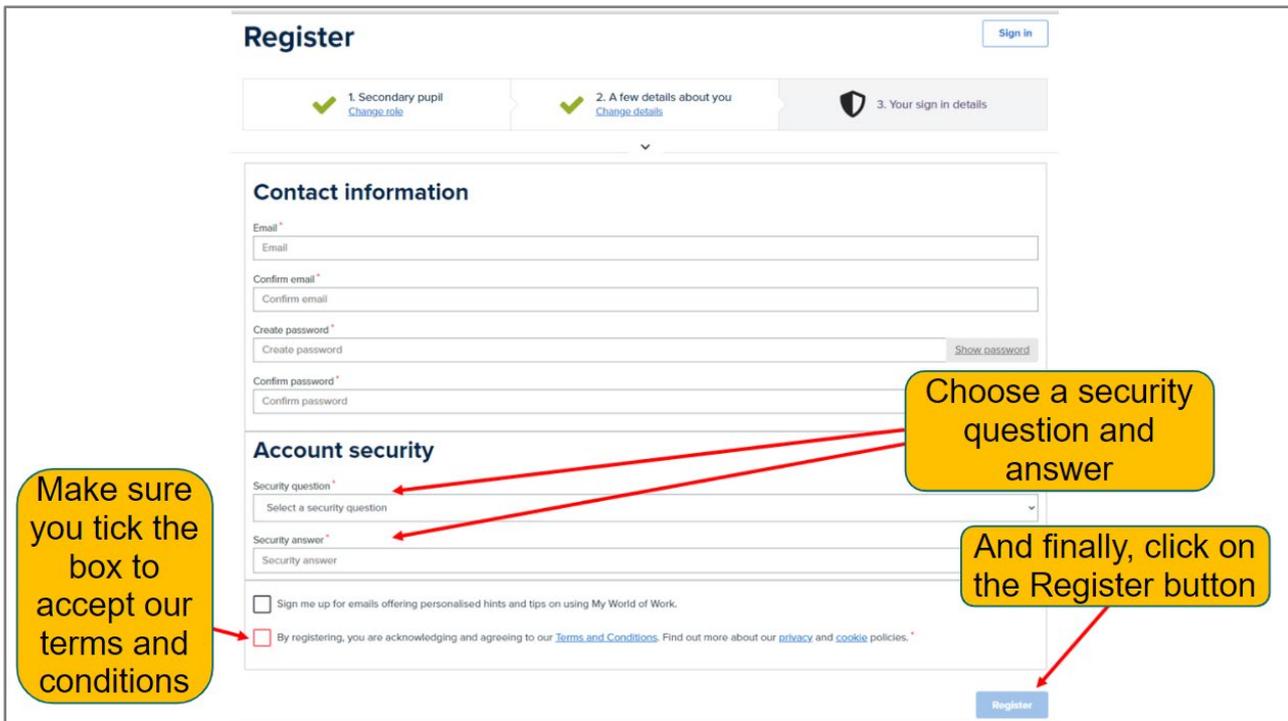
A screenshot of a web form with a search bar labeled 'School *'. The text 'Hillhead' is entered into the search bar. A dropdown menu is open, showing a list of schools: 'Hillhead High School - Glasgow', 'Hillhead Primary School - Glasgow', 'Hillhead Primary School - Kilmarnock', 'Hillhead Primary School - Kirkintilloch', and 'Hillhead Primary School - Wick'. The first option, 'Hillhead High School - Glasgow', is highlighted with a red rectangular box. A 'Next' button is visible in the bottom right corner of the form area.

Select your year group and let the site know if you have volunteered as a school My World of Work Ambassador.



A screenshot of a form element containing a toggle switch and the text: 'Have you signed up as a My World of Work Ambassador to promote the site in your school?'. The toggle switch is currently turned off.

Finally, you will be asked to give your email address, which will become your username for the site, together with a password to keep your data secure. You will also be asked to choose a security question and give an answer which you can use to regain access to the site if you ever forget your password.



A screenshot of the 'Register' page. The page has a progress indicator at the top with three steps: '1. Secondary pupil', '2. A few details about you', and '3. Your sign in details'. The 'Contact information' section includes fields for 'Email', 'Confirm email', 'Create password', and 'Confirm password'. The 'Account security' section includes fields for 'Security question' and 'Security answer'. There are three yellow callout boxes with red arrows pointing to specific elements: one points to the 'Terms and Conditions' checkbox with the text 'Make sure you tick the box to accept our terms and conditions'; another points to the 'Security question' field with the text 'Choose a security question and answer'; and a third points to the 'Register' button with the text 'And finally, click on the Register button'. A 'Sign in' button is located in the top right corner.

Complete the registration process by clicking on the 'Register' button.

Welcome to My World of Work