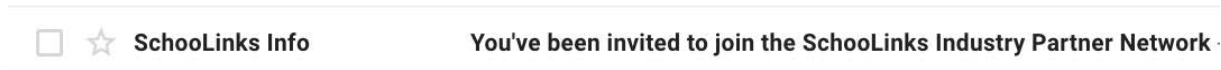


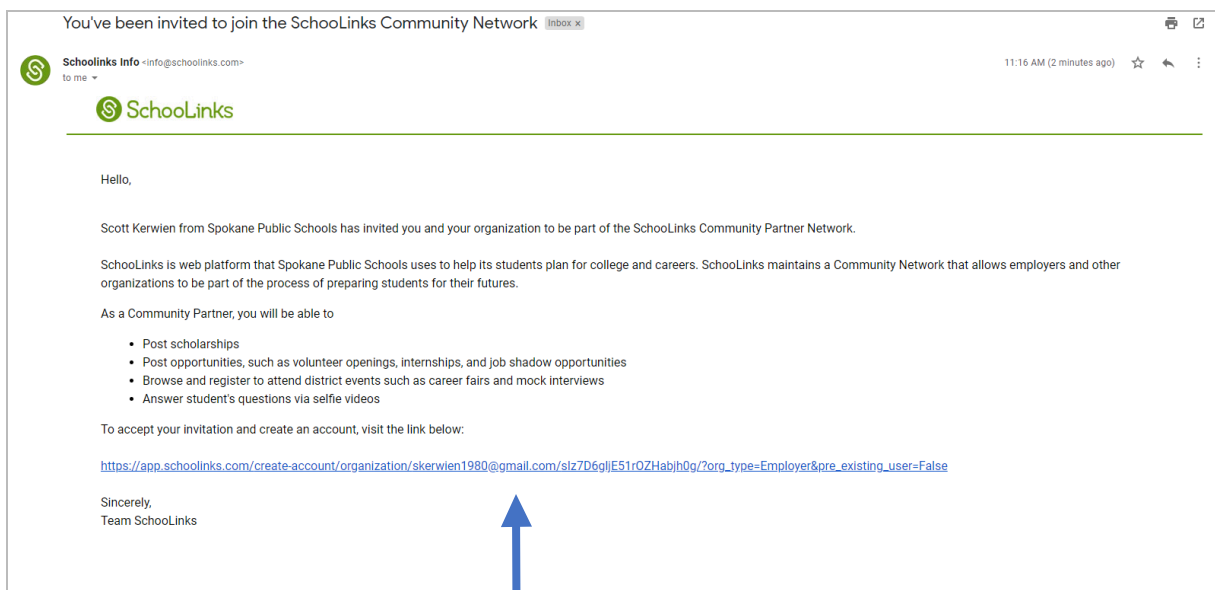
# Getting Setup With The SchoolLinks Industry Partner Network



1. You'll receive an email from "SchoolLinks Info" to join the Industry Partner Network.



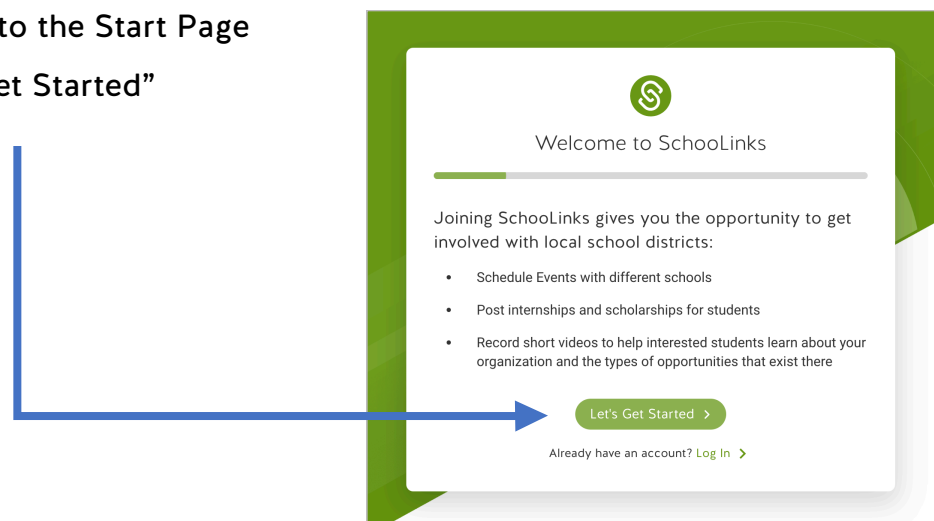
2. This is what the body of the email looks like:



3. Click the hyperlink to “accept your invitation”

4. You will be routed to the Start Page

A. Click “Let’s Get Started”



5. Next, add your email address, choose a password, and add your contact info (phone number, first, and last name).

A. Don't forget to add a picture of yourself for students to see!

B. Make sure you also agree to the SchoolLinks' Terms of Use and Privacy Policy before continuing.

C. When all fields are filled, click the Continue button.

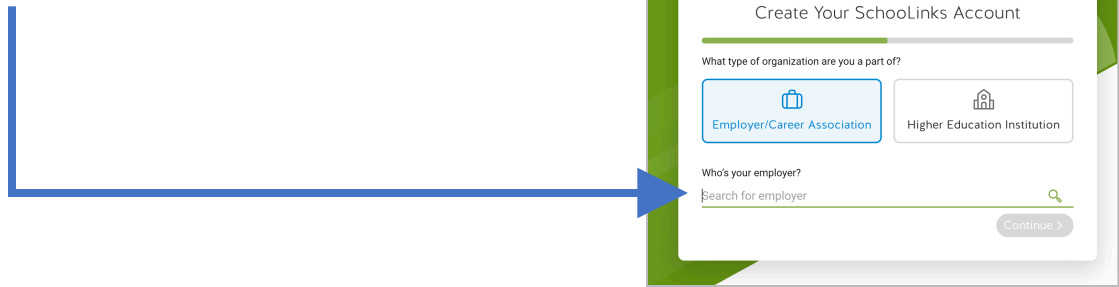
The screenshot shows the 'Create Your SchoolLinks Account' form. It includes fields for 'Enter your Email Address' (example@email.com), 'Enter your Password', 'Confirm your Password', 'First Name' (John), 'Last Name' (Smith), and 'Phone Number' ((123) 456-7890). There is an 'Upload Avatar' button next to a placeholder image. Below the avatar is a checkbox for 'By clicking Create Account, you agree to our Terms of Use and Privacy Policy.' At the bottom are '< Back' and 'Continue >' buttons. Blue arrows from the instructions point to the 'Upload Avatar' button, the terms agreement checkbox, and the 'Continue >' button.

6. Then you'll need to specify that you're joining as an Employer/Career Association.

A. Do so by clicking on the "Employer/Career Association" card

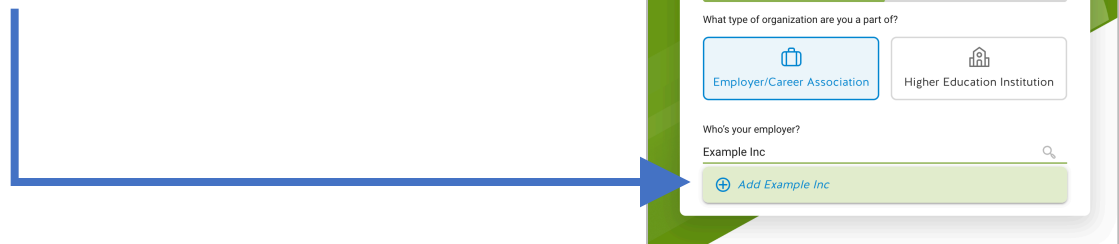
The screenshot shows the 'Create Your SchoolLinks Account' form at the step 'What type of organization are you a part of?'. It has two cards: 'Employer/Career Association' (with a briefcase icon) and 'Higher Education Institution' (with a school icon). A 'Continue >' button is at the bottom right. A blue arrow from the instruction points to the 'Employer/Career Association' card.

**7. Try finding for your employer in the search field here**



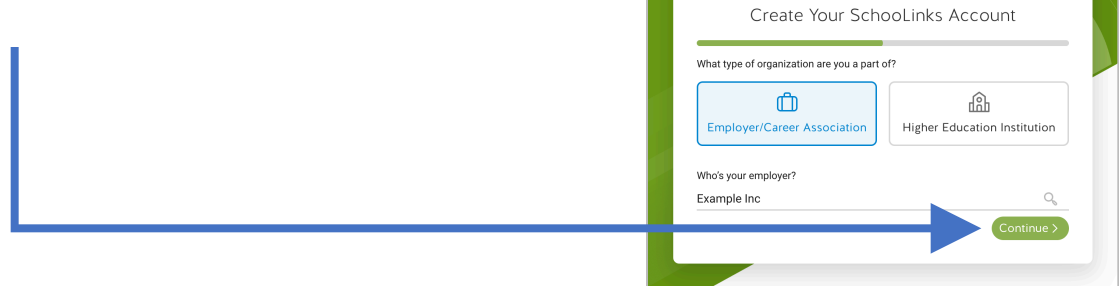
The screenshot shows the 'Create Your SchoolLinks Account' form. At the top is a green circular logo with a white 'S'. Below the title is a progress bar. The first section, 'What type of organization are you a part of?', has two buttons: 'Employer/Career Association' (highlighted in blue) and 'Higher Education Institution'. The second section, 'Who's your employer?', has a search field with the placeholder text 'Search for employer' and a magnifying glass icon. A 'Continue >' button is at the bottom right. A blue arrow points from the text above to the search field.

**A. If you can't find it, type in your employer's name and click the "Add" option at the bottom.**



The screenshot shows the 'Create Your SchoolLinks Account' form. The search field now contains the text 'Example Inc'. Below the search field is a green button with a plus icon and the text 'Add Example Inc'. A blue arrow points from the text above to this button.

**B. Once found or added, click the "Continue" button to go onto the next step!**



The screenshot shows the 'Create Your SchoolLinks Account' form. The search field contains 'Example Inc'. The 'Continue >' button at the bottom right is now highlighted in green. A blue arrow points from the text above to this button.

**8.** If you're the first member of this organization joining SchoolLinks, you'll need to first set it up.

**A.** Add the official website of your organization, as well as the organization's street address.

Setup Your Organization

Organization Info

Organization Website URL  
https://www.example.com/

Organization Address  
123 Example St

Address Line 2 (Optional)

City  
Example

State  
Alabama

Zip Code  
12345

Which Career Clusters most relate to your organization?

Upload Logo

< Back

Continue >

**B.** Choose from the clusters of careers that most closely relate to your organization.



**C.** You can choose multiple career clusters if applicable. If you need to remove one, just click the tag added below the cluster field.

Setup Your Organization

Agriculture, Food and Natural Resources

Architecture and Construction

Arts, Audio/Video Technology, and Communications

Business, Management, and Administration

Education and Training

Finance

Government and Public Administration

Health Science

Hospitality and Tourism

Human Services

Information Technology

Law, Public Safety, Corrections, and Security

Manufacturing

Marketing, Sales, Service

Science, Technology, Engineering, and Mathematics

Transportation, Distribution, and Logistics

Zip Code  
12345

Continue >

**D.** Lastly, make sure you've uploaded a logo for your organization to be shown to students.



**E.** With everything filled out, click the button at the bottom right to continue!



Setup Your Organization

Organization Info

Organization Website URL  
https://www.example.com/

Organization Address  
123 Example St

Address Line 2 (Optional)

City  
Example

State  
Alabama

Zip Code  
12345

Which Career Clusters most relate to your organization?

Agriculture, Food and Natural Resources X Marketing, Sales, Service X

Upload Logo

< Back

Continue >

9. Last step! Fill out your profile by adding your Title/Position and Career Path explanation.

A. Briefly explain your job responsibilities and how you got into your current career.

B. Note that in the future, you can edit this information by clicking the gear icon (for settings) when logged in.

C. Once you're done, click the "Continue" button to start creating your account!

Setup Your Profile

Profile Info

Title/Position

What's your current position at your company?

Career Path

Explain a little bit about your professional duties and your path to this career. Add some background info for your profile.

0/300 Characters

To edit this info in the future, just look for the gear icon in the settings page.

Continue >

Setup Your Profile

Profile Info

Title/Position

Director of Example

Career Path

Explain a little bit about your professional duties and your path to this career. I got into this industry at first by doing X. Now I spend most of my days doing Y and Z!

88/300 Characters

To edit this info in the future, just look for the gear icon in the settings page.

Continue >

You're done! Thank you for joining SchoolLinks and supporting students in your community!

**NEXT UP:** Invite your colleagues, record mentor videos, and add content for students!

