# Welcome to

**G** **Grofar**

# Student Passport
# Getting Started

# Grofar

Your future is really important. If you could control what happens to you in the future, you would. Unfortunately, you can't.

What you can do is try to prepare yourself as much as possible. One way of preparing is knowing how you will make a living and what job you want when you are older.

Using Grofar will not get you a job but what it will do is get you thinking about things like who you are, what you're good at and where you will fit in in the world of work.

# Grofar

By using Grofar you can start to build on your strengths and see what direction they take you in.

Once you know more about yourself you can use it to put together all the documents and evidence you will need for future college, university or job applications.

You can also use it to organise meetings with advisers and trips to open days and much, much more…

# Grofar

Once your basic information has been added to Grofar by your Careers Leader they will invite you to start using Grofar yourself.
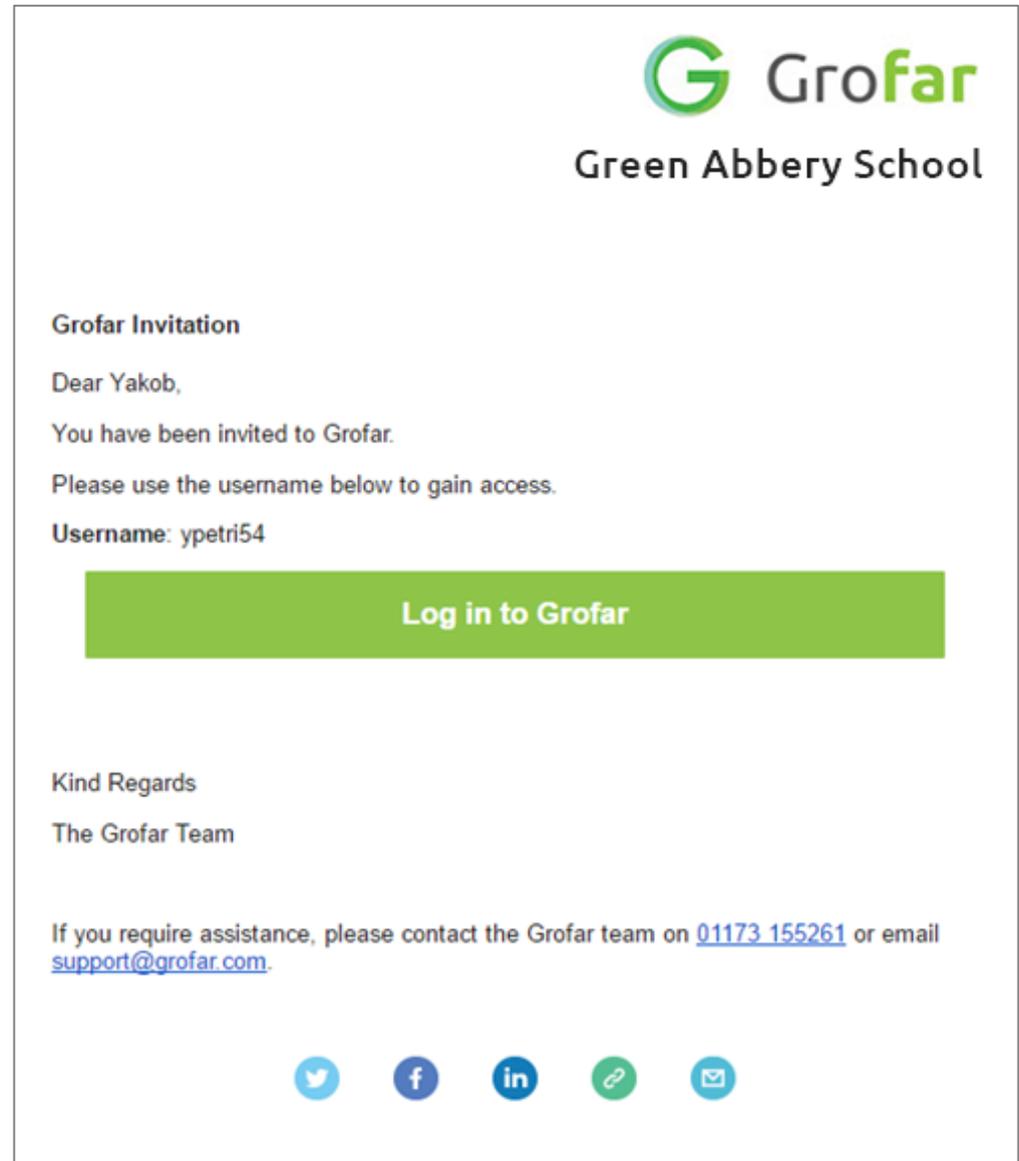
Check your email.

You will get a message which invites you to **Log in to Grofar!**

# Grofar

The email should look something like this.

Click on the green Log in to Grofar button. Your computer will open up a page where you enter a password for using Grofar.

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## Grofar
### Green Abbery School

**Grofar Invitation**

Dear Yakob,

You have been invited to Grofar.

Please use the username below to gain access.

**Username:** ypetri54

**Log in to Grofar**

Kind Regards

The Grofar Team

If you require assistance, please contact the Grofar team on 01173 155261 or email support@grofar.com.

# Grofar

Fill in the boxes with a password that is safe so that no-one else might guess it but make it easy to remember for yourself. Be careful to make sure the passwords match and click Save Password.

PASSWORD

CONFIRM PASSWORD

**Save Password**

# G Grofar

Grofar will then open a page called Grofar Licensing & Privacy.

Here you can read our privacy policy which explains how your personal data will be used.

To continue you must select the check box at the bottom of this page to the left of where it says Click here to accept the Grofar Privacy Policy in red and then the green Agree button at the bottom right of the page.

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ⓘ **Welcome to Grofar! Please accept the Grofar Privacy Policy before accessing the system.**
If you have registered for a free trial, you are not under any obligation to purchase Grofar and you will not be charged once your trial has expired.

**Grofar Privacy Policy**

## Privacy Policy

### PRIVACY POLICY FOR PARENTS, STUDENTS, SCHOOL STAFF AND OTHERS LINKED TO AN ESTABLISHMENT FOR CAREERS INFORMATION

**Who we are**

In this policy, the references to 'we' and 'us' are to Grofar Ltd. Our Data Protection Registration Number is ZA147283

Grofar Privacy Policy

☐ Click here to accept the Grofar Privacy Policy

Agree

# Grofar

Now is time to check your profile details. Most of your basic personal details should already be there but you can edit things like your name, email address and phone number.

Once you have finished click on the green Save Profile button at the bottom right of the page.

## Yakob Petric

## My Profile

### My Details

**\* Required field**
First Name \*

Yakob
_____

Middle Name
_____

Last Name \*

Petric
_____

Username

ypetri54

**Grofar**

Congratulations! You now have your very own Careers Passport and access to the whole of Grofar!