



Careerscape

Careerscape Quick Start Guide for advisers and teachers

This guide is designed to help advisers and teachers provide effective access to the online version of Careerscape for their students/clients.

Accessing Careerscape

Your Careerscape subscription includes **free** access to the Internet based version of the program.

Your organisation has a unique Licence Name, Licence Code and Manager Password which enable you to access the online version of Careerscape. If you do not have your access details call 01509 226868 or email enquiry@cascaid.co.uk

You can use your Licence Name, Licence Code and Manager Password to create Log in details (Usernames and Passwords) for each student/client.

Once a student/client has their own Log in



details (Username and Password) they can access Careerscape at www.cascaid.co.uk/careerscape. They simply need to enter their own Log in details under 'User log in to Careerscape' to start.



Creating User Log in details (Usernames and Passwords for each student/client)

Go to www.cascaid.co.uk/careerscape

To create Log in details for single or small numbers of student/clients

Enter your organisation's Licence Name and Licence Code in the boxes under 'Create a New User'.

The student/client should then fill in their details and create their own Username and Password. Once they have created this they can then Log in directly with these details (they should keep a copy of their Log in details to enable them to do this).

You can repeat this for each student/client.



To create Log in details for multiple student/clients

1. Click on the **CASCAiD Manager** button.
2. Log in to **CASCAiD Manager** by entering your Licence Name and Manager Password.



3. Click on the **Create Users** Tab.
4. Choose whether you want to Create users automatically or Create users by importing a CSV file.

To create users automatically (The Manager program creates random log in details for you):

1. Click **Continue**.
2. Enter the number of users that you would like to create Log in details for and click **Continue**.
3. You will then see a table of the created users. You have the option to change the Usernames and Passwords to something more memorable (or student/clients can do this individually when they Log in for the first time). You can also insert email addresses and send Log in details directly to each student/client.
4. When you are ready click **Save User Details**.
5. Your new user Log in details have now been saved, click **Finish**.

You can now create 'Login slips' which contain the Log in details that you have just created.

1. To do this place a tick in the box alongside the users you would like to create slips for, click **Selected Login Slips** and then print from your browser. You can then supply a printed slip to each user.

To create users by importing a CSV file

(A spreadsheet of data which already contains student/client information).

1. Select **Create users by importing a CSV file**.
2. Click **Continue**.
3. Click on **Browse**.
4. Select the CSV file to be imported.
5. Click **Open**.
6. Click **Continue**. The data from the CSV file will now be imported.
7. Click **Finish** to continue.

A CSV file can be created using a spreadsheet program such as Microsoft Excel. Once the required information has been entered, save the file as a CSV (comma separated variable) file. The format of the CSV file should be surname, first name, username, password, email, group. The fields must be in this order but you may leave a blank field if you wish. Please note that passwords should not be less than six characters.

More resources...

A range of resources to help you and your students/clients get the most out of Careerscape can be downloaded from the CASCAiD website. For more information visit www.cascaid.co.uk/supportresources or telephone 01509 226868.