

Advisers/Teachers Guide To Logging In

You can give the following instructions to students/clients to enable them to log in or create a new user:

1. Go to the homepage for the program that you want to use:

www.cascaid.co.uk/kudos
www.cascaid.co.uk/adultdirections
www.cascaid.co.uk/careerscape
www.cascaid.co.uk/launchpad

2. Click on the 'Use Kudos', 'Use Adult Directions', 'Use Careerscape' or 'Use Launchpad' button.

3. If you already have a username and password enter it and click 'Log in'.

4. If you are a new user ask your teacher/adviser for the **Licence Code** and enter it. Click 'Sign up'. You can then create your own unique username and password.



Teachers/advisers can also create login details for multiple students/clients

You can import a CSV file (spreadsheet) of students/client data which will automatically create usernames and passwords of your choice.

1. Go to the homepage of any program and click on 'CASCAiD Manager'.
2. Log in to CASCAiD Manager by entering your 'Licence Code' and 'Manager Password'.
3. Click on the 'Create Users' tab.
4. Select 'Create users by importing a CSV file'. Click 'Continue'.
5. Click on 'Browse'. Select the CSV file to be imported.
6. Click 'Open'.
7. Click 'Continue'. The data from the CSV file will now be imported.
8. Click 'Finish - return to Kudos Users screen' 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.