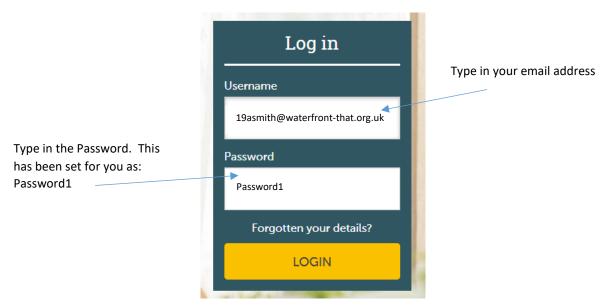
## Careers Education, Information, Advice and Guidance KUDOS

This step-by-step guide will help you access the online resource, KUDOS, which is a Careers programme designed to help young people with career choices.

## Visit <a href="https://kudos.cascaid.co.uk/#/">https://kudos.cascaid.co.uk/#/</a>



Once you're in, you'll be asked to complete your registration and change your password.



Your email address comprises of the number 19, your first initial and surname followed by @waterfront-that.org.uk

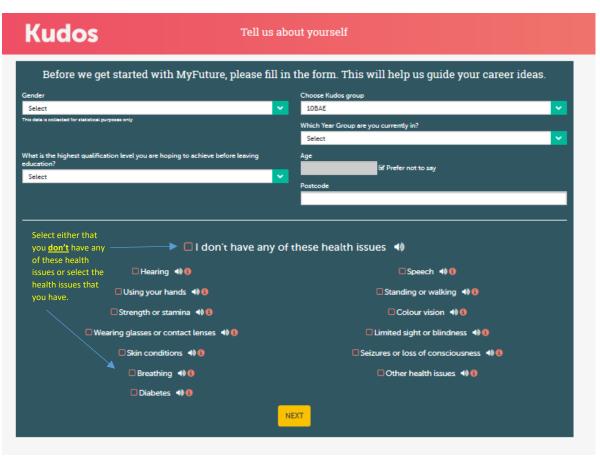
For example, if your name is James Smith, your email address is <a href="mailto:19jsmith@waterfront-that.org.uk">19jsmith@waterfront-that.org.uk</a>
Your password is Password1.

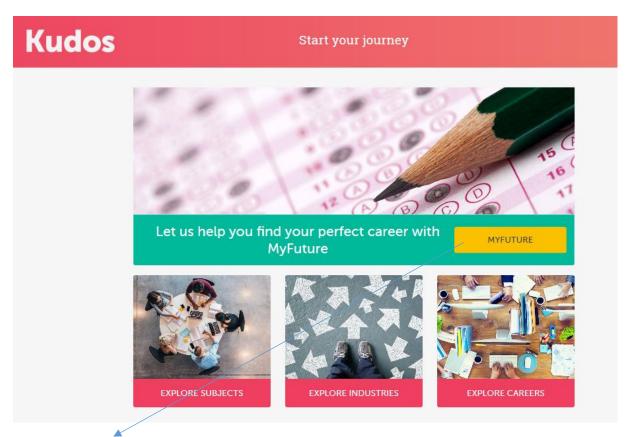
Kudos			1
	We recommend that you change	your password.	Confirm new password
			Continue without changing password  Change password

Once you have entered your details, you will be asked to change your password.

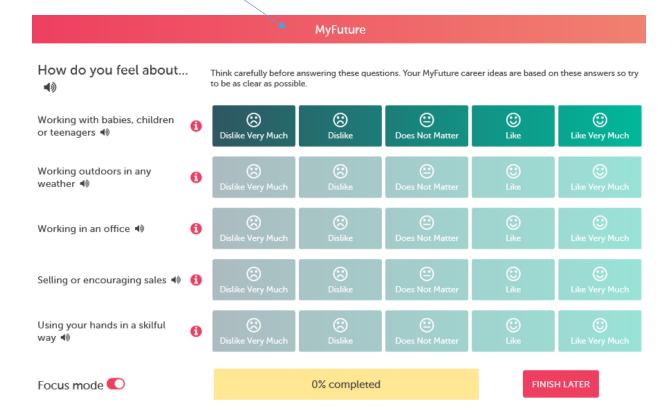
Write your new password in the space below so you don't forget it.

Password .....





Start with "My Future". We understand that the way in which you respond to these statements may change over time, however we would like you to think carefully about the responses you choose at this moment in time. The responses in terms of advice and direction you will receive will be based on the answers you have given.



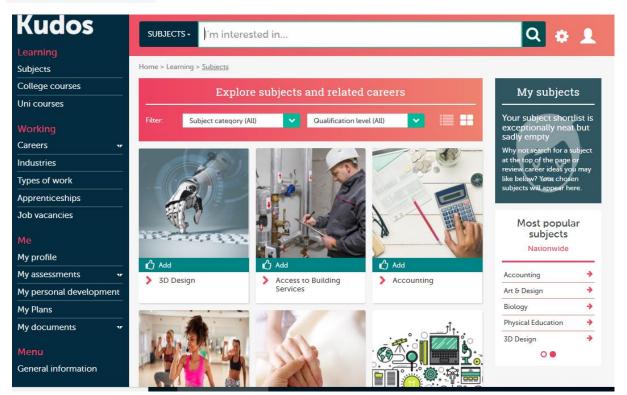
## MyFuture

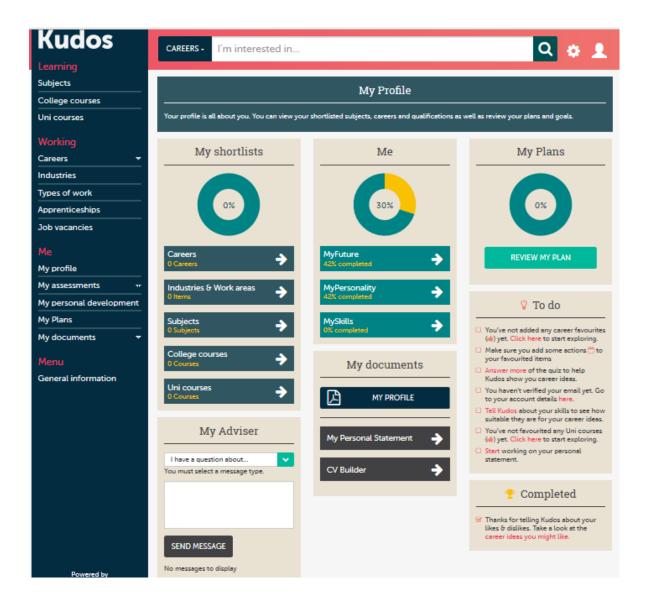
Kudos will enable you to explore all aspects of careers and plan your next steps.



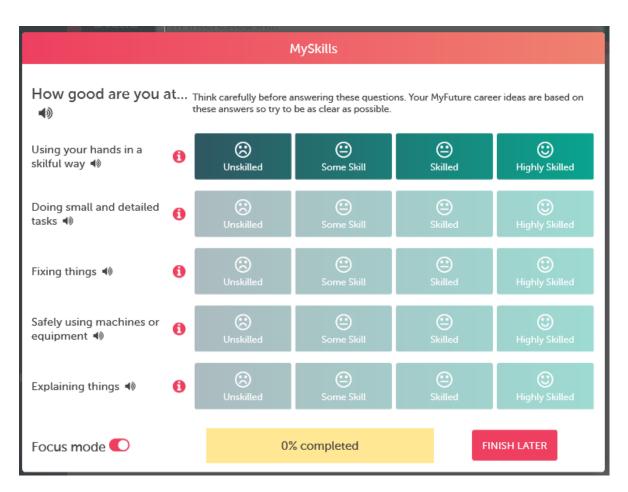


By selecting the "Explore Subjects" tab, you will be able to gain an insight into different subjects at KS3 KS4 KS5 and beyond. This will give you an idea about the content of such courses and what you could expect to learn about. This will help you identify if the course meets with your expectations and interests.

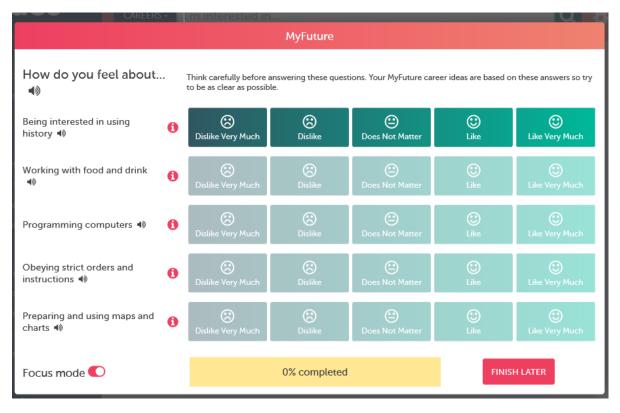


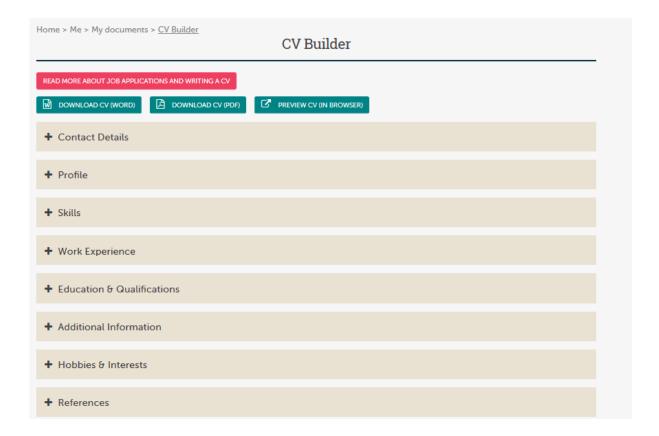


The "MY PROFILE" sections gives you a snapshot of the assessments you have completed, your favourites that you have selected in terms of careers, subjects and courses and access to your Personal Statement and CV.



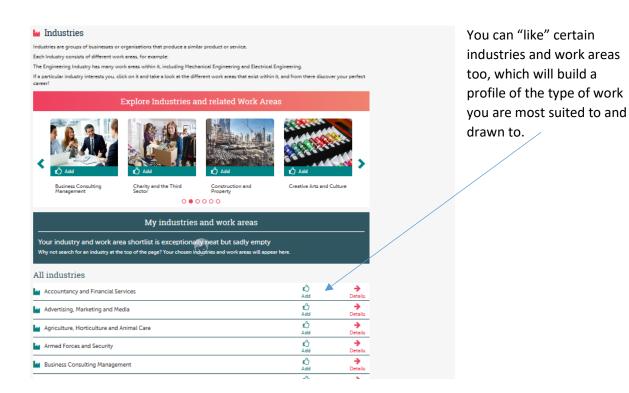
It is important for you to complete the "MY SKILLS" and "MY FUTURE" assessments accurately. Take your time and answer the questions as honestly and as carefully as you can. REMEMBER that the responses you receive will be based on how you answer the questions.



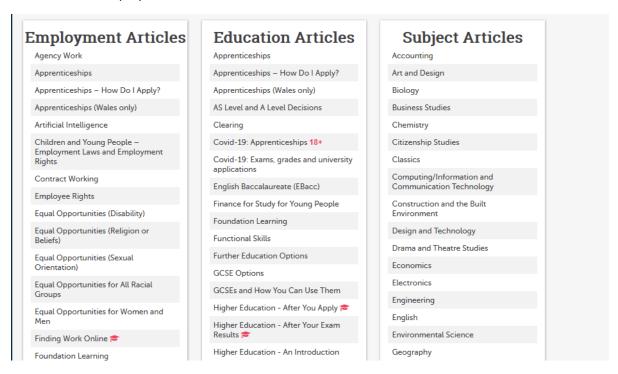


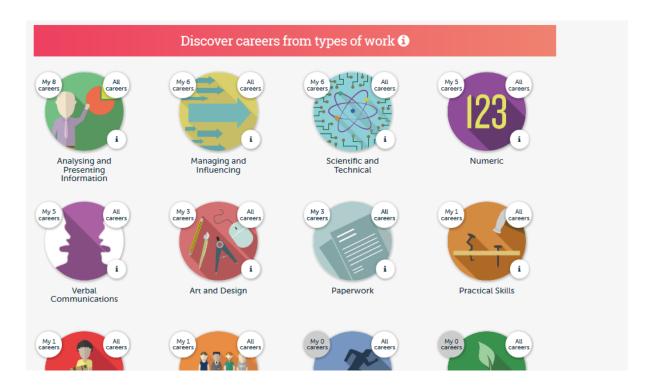
The CV Builder is an effective tool to help you record all your education, experience and skills. Most employers will ask you for a CV when you apply for a job in the first instance. Once completed you can download and save or print your CV.

You can revisit the CV to update and make changes over time.



There are also many articles that you can read to find out about information about different subject, education and employment.





Based on all the questions you have answered on "My Future" and "My Skills" you will be presented with a range of matched careers in a number of different areas. So for example you can see that this student has 8 career suggestions under the area of Analysing and Presenting Information. However, they have no career suggestions for Sport and Exercise and Working Outdoors.



Use the easy Navigation Bar to quickly access different features of Kudos.

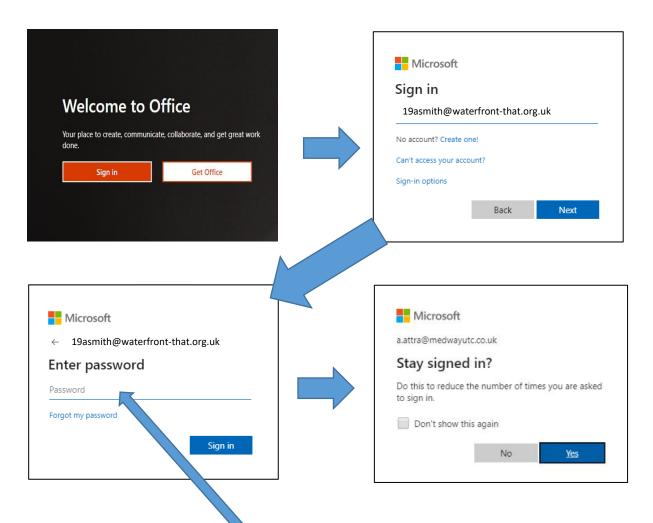
The "LEARNING" section allows you to access information about college and university courses that are available.

The "WORKING" section allows you to access information about different careers and industries as well as information about Apprenticeships and current Job Vacancies.

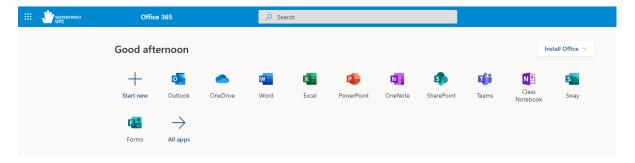
The "ME" section allows you to update your profile and retake any assessments if your interests and focus change over time. You can also use this section to create documents such as CVs.

## Accessing your school email

Go to www.office.com



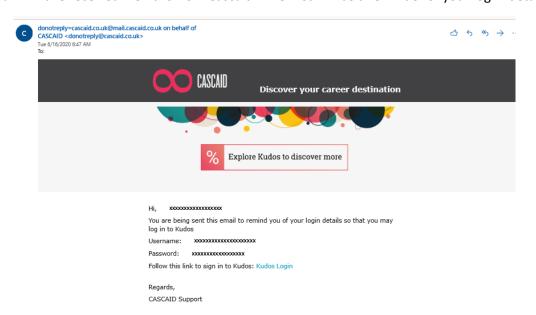
The password you enter here is the password you use to access the school network when in school NOT the Kudos password you have just created.



Once logged in, you will have access to the Office 365 suite software which includes Word, Excel, PowerPoint etc.

In order to access your email click in the Outlook icon.

You will have received 2 emails from Cascaid. The first will be a reminder of your log in details.



The second email will be a verification email. You will need click the link in this email to verify your email address.

