

Enterprise Advisers - Accessing the CEC Digital Hub

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Signing up to the Digital Hub

1. Firstly, make sure you are using the Chrome browser, as the Digital Hub works best on this platform.

Please also ensure that you are regularly clearing your browser cookies when accessing the Digital Hub to avoid difficulties logging-in.

2. To start accessing the Digital Hub, you need to create a Hub account.

Navigate to <u>https://cecdigitalhub.community.tc</u> and click on the 'Sign-up' button to the top-right of the screen:





3. On the next screen, you will be given different sign-up options. Click on the 'Sign up to the Digital Hub with your EANR details' button. The Enterprise Adviser Network Register is a system that tells CEC that you're registered as an Enterprise Adviser:

≝CAREERS &
ENTERPRISE COMPANY
Digital Hub Sign Up
For Hub Leads, Enterprise Co- ordinators & Enterprise Advise
Please sign up using your EANR email (EAs,
please sign up with the email you use with you EC)
SIGN UP TO THE DIGITAL HUB WITH YOU EANR DETAILS
Find out more about how TechChange process
your data in its Privacy Policy
OR
For all other users
Already have an account? Log in
If you are a registered user of CEC's
Compass/Compass+ please sign up using the
same email address.
First Name
First Name
ast Name
Last Name

4. You will now be asked to enter your email address. <u>Enter the email address that you use to communicate</u> with your Enterprise Co-ordinator:



5. You will be sent an email asking you to reset your password using a verification code. Note that the verification code is <u>only valid for one hour</u>. If the verification code expires, instructions on how to use the reset password function are provided in the email:



A request to reset the password for your account has been made on the EA network register

Reset your password using the verification code: 306245.

This verification code is valid for 1 hour then it will expire.

If the verification code has expired, please use the reset password function to set your password - <u>https://support.auth.careersandenterprise.co.uk/eanr</u>

-- The Careers & Enterprise Company team

6. You will then be asked to read the CEC Terms and Privacy notice and indicate whether you wish to receive marketing emails. Click 'Next' to continue:

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		Powered by TechChange



7. Once logged-in to the Digital Hub, you will see a list of all available tracks. A track is a collection of content developed specifically for each type of Hub user.

Scroll down to the Enterprise Adviser track and click on the 'View Details' button to the right of the screen:



8. You will see the Enterprise Adviser track overview screen. Click on 'Join Track' to apply to join the Enterprise Adviser track:

CAREERS ENTERPRIS COMPA	& SE Search dashboard NY			Û Û	Ì
		Enterprise Adviser			
	Catalog / Enterprise Adviser			1	
	Track Overview				
	EAs: Welcome to the Digital Hub		Join Track		
	EA Events				
	Enterprise Adviser Induction				
	EAs: Introduction to CEC's Careers Leader Training				
	EAS: Introduction to the Gatsby Benchmarks				
	EAs: Introduction to CEC's Digital Tools				



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9. A message will inform you that your registration request is being considered. Your application to join the Enterprise Adviser track will be sent to CEC for approval:

ENTERPRISE COMPANY	Search dashbo	ooard	¢ E
		Account Review Confirmation	
		Thank you for your interest in Enterprise Adviser You'll hear back from us after we've reviewed your registration request.	
		Contact: digitalhub [at] careersandenterprise.co.uk Privacy Notice	
		© 2012-2024 Powered by TechChange English	Language ~

10. Click on the 'View Dashboard' button. When you click on 'View details' again in the Enterprise Adviser track, you will see to the right of the track overview screen that your registration status is being reviewed:

Catalog / Enterprise Adviser Track Overview EAs: Welcome to the Digital Hub EA Events	Registration Status We are reviewing your registration request. Please check back later for updates.
Enterprise Adviser Induction EAs: Introduction to CEC's Careers Leader Training EAS: Introduction to the Gatsby Benchmarks EAs: Introduction to CEC's Digital Tools	



11. You will also receive an email confirming that you have joined the Digital Hub and that your registration is pending approval:



You can now log-out of the Digital Hub while your registration is being reviewed.

Logging in to the Digital Hub

1. Once your application to join the Enterprise Adviser track has been approved, you will receive an email from CEC. If your application is not approved within 24 hours, please contact_<u>digitalhub@careersandenterprise.co.uk</u>:





2. You should now be able to log in and access the content for Enterprise Advisers in the Digital Hub. Firstly, click on the 'Log-in' button to the top-right of the screen:

[≇] CAREERS & ENTERPRISE COMPANY	Login Up
The Careers & Enterprise	e Company's Digital Hub
Adviser Network (EAN) and its Network of Careers Hubs.	
Q Search catalog	
	Careers Leader: Induction
	Careers Leaders: Parental Engagement in Careers Compass+ Part 1: mastering the essentials
	Future Skills Questionnaire Part 1: mastering the essentials

3. Click on the 'Log in to the Digital Hub with your EANR details' button:

COMPANY Digital Hub Log In Digital Hub Log In Company Digital Hub Log In Prease log in with your EANR email (EAs, please log in with the email you use with your EC) Digital Hub With your EANR email (EAs, please log in with the email you use with your EC) Decin To THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Password	Comparison Digital Hub Log In Tor Hub Leads, Enterprise Coordinators & Enterprise Advisers Cordinators & Enterprise Advisers Please log in with your EANR email (EAs, please tog in with your EANR email (EAs, please tog in with the email you use with your EC) Dease log in with your EANR email (EAs, please tog in with the email you use with your EC) Dease log in with to the email you use with your EC) Dease log in with the email you use with you u	Comparison Digital Hub Legads, Enterprise Counce Dor Hub Legads, Enterprise Advises Contractors & Enterprise Advises Desse log in with your EANR email (EAs, please Ig in with the email you use with your E(2) Log in to The Digital Hub with your E(2) OR For all other users Email address Email address Password Orgot your password? Password Image: Comparison Image: Comparison Image: Comparison
Digital Hub Log In For Hub Leads, Enterprise Advisers Ordinators & Enterprise Advisers Idease log in with your EANR email (EAs, please log in with the email you use with your EC) LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Password	Digital Hub Log In For Hub Leads, Enterprise Advisers Ordinators & Enterprise Advisers Idease log in with your EANR email (EAs, please log in with your EANR email you use with your EC) LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Email address Email address Password Forgot your password?	Digital Hub Log In For Hub Leads, Enterprise Advisers Contraction of the basis of the email (EAs, please log in with your EANR email (EAs, please log in with your cert) Log in to The Digital Hub with your EAN Log in to The Digital Hub with your EAN Log in to The Digital Hub with your EAN Method of the email you use with your EAN Rest an account? Sign up Email address Password Password Password Contraction Contraction Contraction
For Hub Leads, Enterprise Co- ordinators & Enterprise Advisers Please log in with your EANR email (EAs, please log in with the email you use with your EC) LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Email address Password	For Hub Leads, Enterprise Co- ordinators & Enterprise Advisers Please log in with your EANR email (EAs, please log in with the email you use with your EC) LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Password Forgot your password? Password ©	For Hub Leads, Enterprise Coordinators & Enterprise Advisers Please log in with your EANR email (EAs, please log in with the email you use with your EC) LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Password Forgot your password? Password © Remember Me
Please log in with your EANR email (EAs, please log in with the email you use with your EC) LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Password Forgot your password?	Please log in with your EANR email (EAs, please log in with the email you use with your EC) LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Password Forgot your password? Password Ø	Please log in with your EANR email (EAs, please log in with the email you use with your EC) LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Email address Password Forgot your password? Password ©
LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Password Forgot your password?	LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS OR For all other users Need an account? Sign up Email address Email address Password Forgot your password? Password ©	LOG IN TO THE DIGITAL HUB WITH YOUR EANR DETAILS
OR For all other users Need an account? Sign up Email address Email address Password Forgot your password?	OR For all other users Need an account? Sign up Email address Email address Password Forgot your password? Password ©	OR For all other users Need an account? Sign up Email address Email address Password Forgot your password? Password © Remember Me
For all other users Need an account? Sign up Email address Email address Password Forgot your password?	For all other users Need an account? Sign up Email address Email address Password Forgot your password? Password ©	For all other users Need an account? Sign up Email address Email address Password Forgot your password? Password © Remember Me
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Email address Password Forgot your password?	Email address Password Forgot your password? Password ©	Email address Password Forgot your password? Password © Remember Me
Password Forgot your password?	Password Forgot your password? Password ©	Password Forgot your password? Password Image: Comparison of the system
	Password ©	Password ©



4. Then enter your email address and password. Remember, these are the <u>new login credentials</u> that you were asked to create during the sign-up process:

<pre> CAREERS & ENTERPRISE COMPANY </pre>
Please enter your email.
Important
Hub Leads and Enterprise Co-ordinators, use your EANR email Enterprise Advisers, use the email you use with your Enterprise Co-ordinator Schools/Special Schools/Colleges, use the email you use for Compass Classic/Compass+
You will then be asked to either login or sign up using the same email address.
helen.sanchez@gmail7.com
CONTINUE

CAREERS & ENTERPRISE
Sign in with your username and password
Username
helen.sanchez@gmail7.com
Password



5. Once logged-in, scroll down to the Enterprise Adviser track, where you will see your Enterprise Adviser content list. Click on 'View details'. You will see your Enterprise Adviser content listed as hyperlinks:

ENTERPRISE COMPANY	Search dashboard			Û	E
		Enterprise Adviser			
c	atalog / Enterprise Adviser				
1 E E E E	Frack Overview As: Welcome to the Digital Hub A Events nterprise Adviser Induction As: Introduction to CEC's Careers Leader Training As: Introduction to the Gatsby Benchmarks		You're Registered! You are registered for this track. To access content, please go to your dashboard. Go To Dashboard • Add Content		

6. Click on a course link to access that course. You will see a course description page, giving more details about the course:

ENTERPRISE COMPANY	Search dashboard			ΏE
	EAs: Introd	duction to the Gatsby Bei	nchmarks	
Ca	talog / EAs: Introduction to the Gatsby Benchmarks			
W	elcome to our Introduction to the Gatsby Benchmarks.		Go To Course	



7. Click on 'Go to course' to start the course. You are now free to complete the course modules at your own pace. Your progress will be automatically saved in the Hub, so if you log out, you will be able to continue with the course from where you finished last time:

CAREERS & ENTERPRISE COMPANY	Search dashboard	Û	E
	Home Discussion		
	Overview of the Introduction to the Gatsby Benchmarks		
	The Course Learning Objectives		
	Getting started This course is an introduction to the Gatsby Benchmarks, what they are and kny are they relevant to the role of an Enterprise Adviser (EA). It should take around 20 minutes to complete, but it can be done at your own pace and you can revisit the course content at any time. No prior knowledge of the Gatsby Benchmarks is required to complete the course. This course is aimed at new and existing EAs.		
	Take this quick poll.		
	On a scale of 'Gatsby Benchmark guru' to 'complete novice', where do you sit? *		
	I have no awareness of the Gatsby Benchmarks; they are just words to me at this stage		
	O I've heard the Gatsby Benchmarks mentioned in conversations and have a vague idea of what they are		
	I know what the Gatsby Benchmarks are but would like a deeper understanding		
	I have a deep understanding of the Gatsby Benchmarks and I'm here for a refresher		
	I'mail expert and not collarly side with I'moong this course I'mail expert and not collarly side with I'moong this course		
	Submit		
	Klast Control		

Logging-in troubleshooting

When signing-up, if you don't receive your email with the temporary password, please:

1. Check your spam folder. 2. If the temporary password email is not in your spam folder, please email digitalhub@careersandenterprise.co.uk.

3. If you have forgotten your password, please also email digitalhub@careersandenterprise.co.uk.