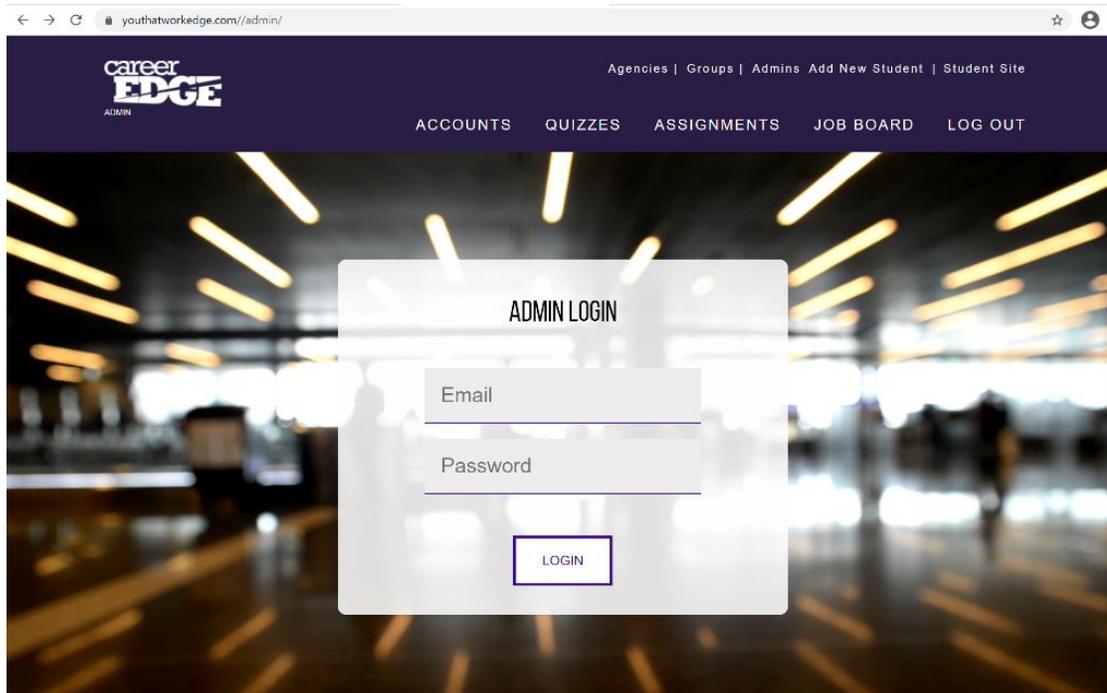


## Career EDGE User Account Creation Help Sheet

**Note:** Career EDGE user accounts should only be created after enrolling participants in the Youth@Work Portal.

1. Log into the Career EDGE Admin Site. The link is <https://youthatworkedge.com//admin/>



2. Once logged in, you'll see the home page of the Admin site. To create a new account, click on 'Add New Student' located on the upper right corner of the page.
- 3.

A screenshot of the Career EDGE Admin Site home page. The header is dark purple with the 'career EDGE ADMIN' logo on the left and navigation links: 'Agencies | Groups | Admins | Add New Student | Student Site'. The 'Add New Student' link is highlighted with a red box and a red arrow. Below the header is a secondary navigation bar with 'ACCOUNTS | QUIZZES | ASSIGNMENTS | JOB BOARD | LOG OUT'. The main content area features four dark purple cards with white text: '38 USERS', '5 RESUMES CREATED', '3 EPORTFOLIOS', and '3 MOCK JOB APPS'. Below these cards are search filters: 'Enter From Date', 'Enter To Date', 'Submit', 'All Agencies' (dropdown), and a 'Download' button. The section is titled 'STUDENT ACCOUNTS' with sorting options: 'Most Recently Updated', 'Newest', 'Alphabetical', 'Most Active', 'Oldest', and 'Group'. A search bar is labeled 'SEARCH:'. At the bottom, there is a user profile for 'Alexa Orozco' with email 'orozcoa1exa958@gmail.com' and a row of icons for 'Account Info', 'Assignments', 'Quizzes', 'Resumes', 'Industry Access', 'Compute Time', 'Detailed Report', 'Qualifying Hours', and 'WBL Portal ID'. The 'WBL Portal ID' is 201568275.

4. After clicking on 'Add New Student', you'll see a form in which you'll input the user's information. After filling out the form, you can submit it by clicking on 'Create Account.'

The screenshot shows the 'ADD NEW STUDENT' form within the Career EDGE ADMIN interface. The top navigation bar includes the Career EDGE logo, the word 'ADMIN', and links for 'Agencies | Groups | Admins | Add New Student | Student Site'. Below this is a secondary menu with 'ACCOUNTS', 'QUIZZES', 'ASSIGNMENTS', 'JOB BOARD', and 'LOG OUT'. The main content area is titled 'ADD NEW STUDENT' and contains a form with the following fields: First Name, Last Name, Email, Password, Youth At Work Portal ID, Address, City, State, Zip Code, Agency (a dropdown menu currently showing 'Antelope Valley AJCC'), and Agencies Name. A 'Create Account' button is located at the bottom right of the form. The footer of the page features the Career EDGE logo on the left and the Career TEAM logo on the right.

5. After creating an account for the participant, a username and password will be emailed to the student. Participants may access Career EDGE by visiting [youthatworkedge.com](http://youthatworkedge.com)