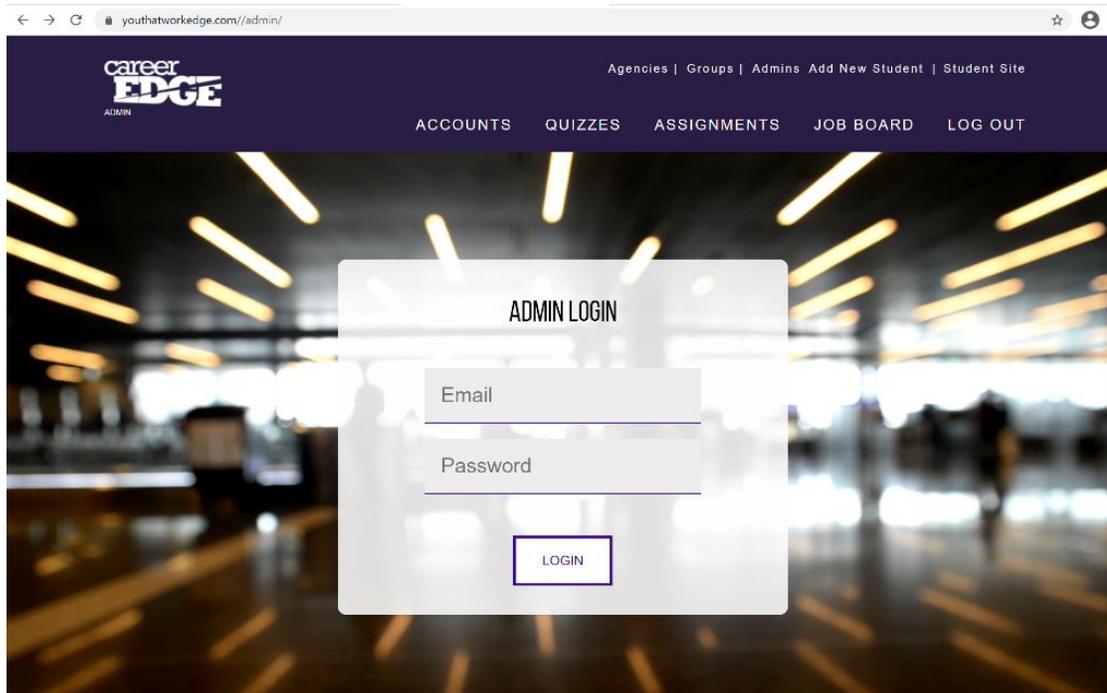## Career EDGE User Account Creation Help Sheet

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.

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.'

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