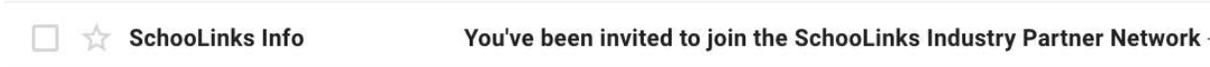


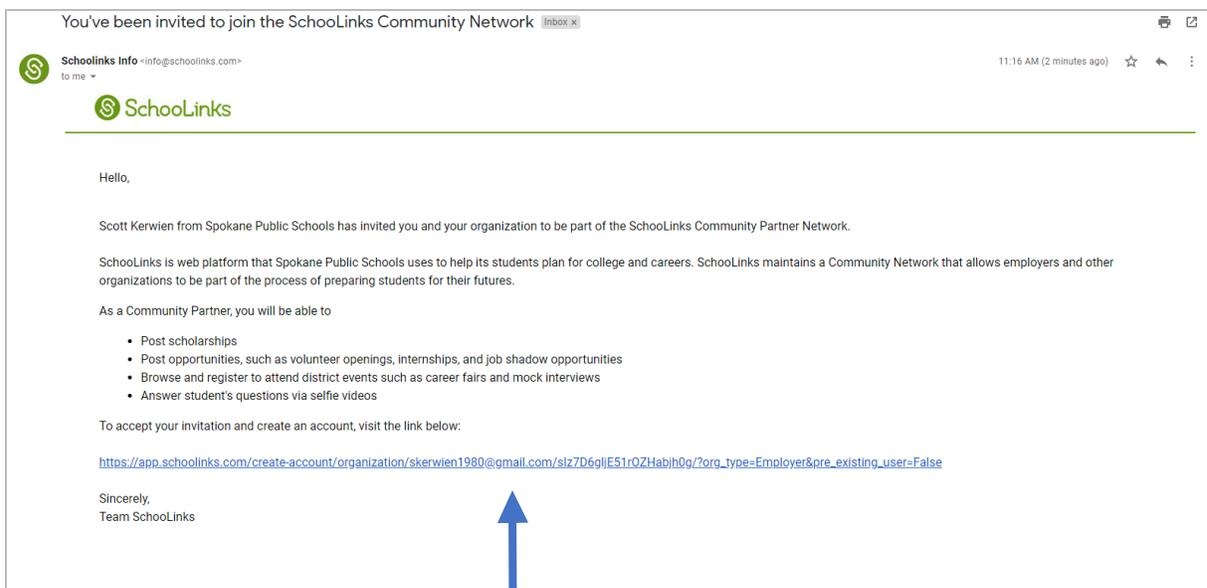
# Getting Setup With The SchoolLinks Industry Partner Network



1. You'll receive an email from "SchoolLinks Info" to join the Industry Partner Network.



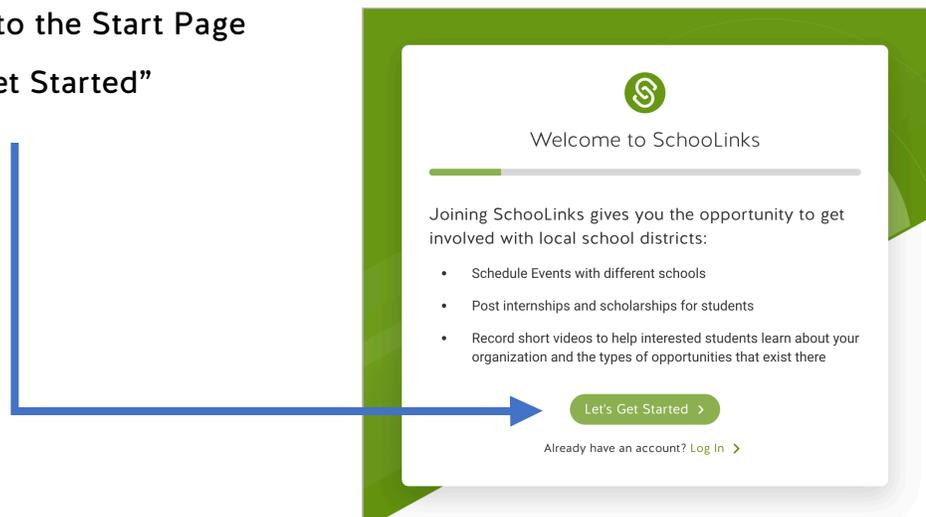
2. This is what the body of the email looks like:



3. Click the hyperlink to “accept your invitation”

4. You will be routed to the Start Page

A. Click “Let’s Get Started”



5. Next, add your email address, choose a password, and add your contact info (phone number, first, and last name).

- A. Don't forget to add a picture of yourself for students to see!
- B. Make sure you also agree to the SchoolLinks' Terms of Use and Privacy Policy before continuing.
- C. When all fields are filled, click the Continue button.

The screenshot shows the 'Create Your SchoolLinks Account' form. It includes fields for 'Schoollinks Account info', 'Enter your Email Address' (example@email.com), 'Enter your Password', 'Confirm your Password', 'First Name' (John), 'Last Name' (Smith), and 'Phone Number' ((123) 456-7890). There is an 'Upload Avatar' button with a placeholder image, a checkbox for 'By clicking Create Account, you agree to our Terms of Use and Privacy Policy.', and a 'Continue >' button. Blue arrows from the text on the left point to the 'Upload Avatar' button, the checkbox, and the 'Continue >' button.

6. Then you'll need to specify that you're joining as an Employer/Career Association.

- A. Do so by clicking on the "Employer/Career Association" card

The screenshot shows the 'Create Your SchoolLinks Account' form at the organization selection step. It asks 'What type of organization are you a part of?' and offers two options: 'Employer/Career Association' (with a briefcase icon) and 'Higher Education Institution' (with a building icon). A 'Continue >' button is visible. A blue arrow from the text on the left points to the 'Employer/Career Association' card.

**7.** Try finding for your employer in the search field here



Create Your SchoolLinks Account

What type of organization are you a part of?

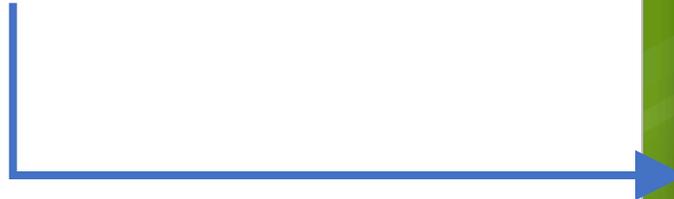
Employer/Career Association Higher Education Institution

Who's your employer?

Search for employer

Continue >

**A.** If you can't find it, type in your employer's name and click the "Add" option at the bottom.



Create Your SchoolLinks Account

What type of organization are you a part of?

Employer/Career Association Higher Education Institution

Who's your employer?

Example Inc

+ Add Example Inc

**B.** Once found or added, click the "Continue" button to go onto the next step!



Create Your SchoolLinks Account

What type of organization are you a part of?

Employer/Career Association Higher Education Institution

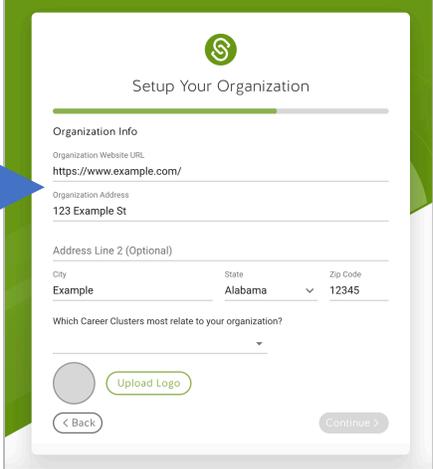
Who's your employer?

Example Inc

Continue >

**8.** If you're the first member of this organization joining SchoolLinks, you'll need to first set it up.

**A.** Add the official website of your organization, as well as the organization's street address.



The screenshot shows the 'Setup Your Organization' form with the following fields filled out: Organization Website URL: https://www.example.com/, Organization Address: 123 Example St, Address Line 2 (Optional): (empty), City: Example, State: Alabama, Zip Code: 12345. Below the fields is a dropdown menu for 'Which Career Clusters most relate to your organization?' and an 'Upload Logo' button. At the bottom are '< Back' and 'Continue >' buttons.

**B.** Choose from the clusters of careers that most closely relate to your organization.

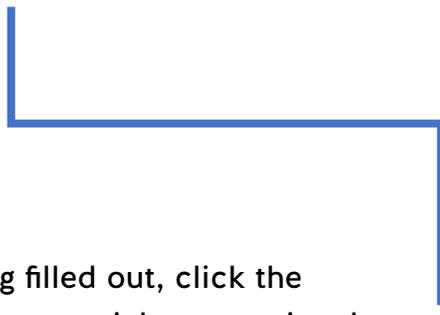


**C.** You can choose multiple career clusters if applicable. If you need to remove one, just click the tag added below the cluster field.

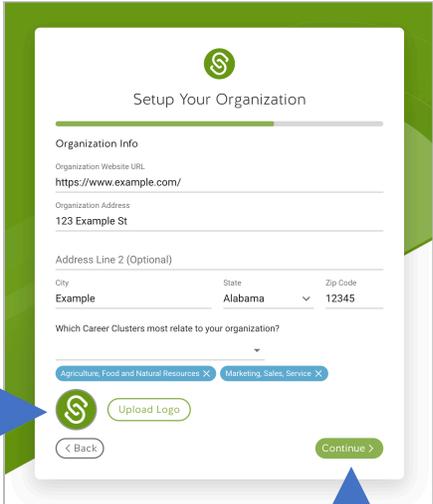


The screenshot shows the 'Setup Your Organization' form with a list of career clusters: Agriculture, Food and Natural Resources; Architecture and Construction; Arts, Audio/Video Technology, and Communications; Business, Management, and Administration; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety, Corrections, and Security; Manufacturing; Marketing, Sales, Service; Science, Technology, Engineering, and Mathematics; Transportation, Distribution, and Logistics. The 'Agriculture, Food and Natural Resources' cluster is highlighted. The 'Zip Code' field is filled with 12345. At the bottom right is a 'Continue >' button.

**D.** Lastly, make sure you've uploaded a logo for your organization to be shown to students.



**E.** With everything filled out, click the button at the bottom right to continue!



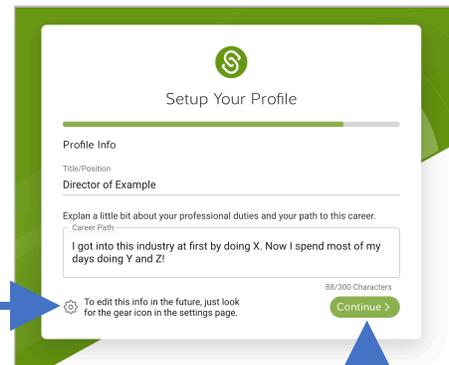
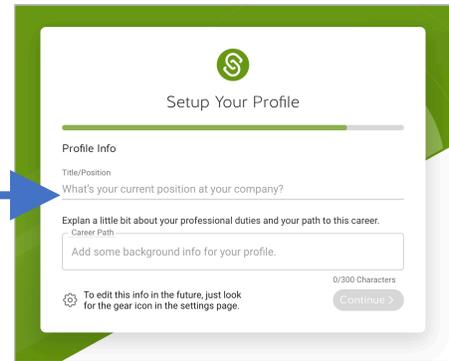
The screenshot shows the 'Setup Your Organization' form with the following fields filled out: Organization Website URL: https://www.example.com/, Organization Address: 123 Example St, Address Line 2 (Optional): (empty), City: Example, State: Alabama, Zip Code: 12345. Below the fields is a dropdown menu for 'Which Career Clusters most relate to your organization?' with two selected clusters: Agriculture, Food and Natural Resources and Marketing, Sales, Service. There is an 'Upload Logo' button with a logo icon. At the bottom are '< Back' and 'Continue >' buttons.

9. Last step! Fill out your profile by adding your Title/Position and Career Path explanation.

A. Briefly explain your job responsibilities and how you got into your current career.

B. Note that in the future, you can edit this information by clicking the gear icon (for settings) when logged in.

C. Once you're done, click the "Continue" button to start creating your account!



You're done! Thank you for joining SchoolLinks and supporting students in your community!

**NEXT UP:** Invite your colleagues, record mentor videos, and add content for students!

