

Introduction to our Careers Classroom

We have a school Careers website which we will be making use of. www.warrawonghighcareers.com

You can find the site at: <https://www.warrawonghighcareers.com/>

This site has a student portal where you will be provided with lessons and activities.

You will also be able to do things like:

Career Personality Quiz

Interest test

Skills and Abilities Evaluation

Work Values Evaluation

Employability Skills Audit

Entrepreneurship Quiz

Career Planner

Career Investigator

Resume

Cover Letter

e-Portfolio

Mock on-line Job Application

Get/Record USI

Personal Statement

Workplace safety Certificate

The system will save everything for you in your own Secure Account.



The site contains a huge amount of information and should be your first stop when you are looking for information on anything job, careers, university and TAFE related - plus there is so much more!

1. Go to the site now - the link is at the top of this page.

On the "Home Page" please note:

- a) The Message Board - I will post messages and notices here, so keep an eye on this.
- b) All that you have at your fingertips - please explore the site.

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2. You can book a time for your teacher to call you via the Appointment Booking System. The link is in 3 places. The top left of the home page; as well as, under the "For Parents" and "For Students" menus. Just click on a day you wish to speak with your teacher, then a box will appear for you to fill in your details and select a time.
3. Now you need to create an account. Once you do this, you will have this account until you leave school. **Most students at Warrawong High School already have an account, if you have forgotten your password or user name(try all your email addresses) click on the forgotten password or email Mr Cattle - peter.cattle@det.nsw.edu.au**
4. If you do not have an account - should only be students in Year 7.
 - a) Go to the "For Students" menu, and then select "Students' Secure Area" (there is a link on this page with videos on how to Register and log in if you need it).
 - b) Click on the red "Register here" button and enter your details:

- Your First Name and Last Name
- Your email address - **NOTE:** you can use any email address you like; it doesn't have to be your school one, (it also becomes your login username).
- Create a Password for yourself (you'll need to type it in twice) It must be at least 6 characters long and contain at least 1 letter and 1 number.
- Select which year you are currently in
- Tick the privacy box (when you have read the info)

- c) Click the blue "Register" button - your account is now created, and you will be re-directed to the Login page to log in.

If you already have an account but can't remember your password:

- a) Go to the "For Students" menu, and then select "Students' Secure Area"
- b) Click on the "Reset Your Password" link
- c) Enter the email address you registered with and click on "Send Password Reset Link"

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- d) An email will be sent to you with a link to select a new password. You need to do this straight away as the link will expire and you will need to start again. If you don't get it, then check your SPAM/Junk folder.
5. Please remember that the lessons and activities need to be downloaded and saved to your computer before you fill them out. If you do not do this, your work may not save! Completed lessons/activities and any other Pdf or Word Docs you need to keep are to be uploaded to your "Document Draw" which can be found in the left-hand menu.
6. There is a "Help" link in the left-hand menu where you can access "Help Videos" on each feature in your Student Account. There is also a "Help" button on the welcome page when you first log in.
7. The "**Activities**" tab can be accessed via the **green button** on the welcome page when you first log in. You will be informed on which ones you need to do and when. You may even be informed to access lessons in the left-hand menu if they are made available there too.