

## Our School Careers Website – Introductory Lesson

We have a school Careers website that we will be making use of. You can find the site at:

[www.mounterincareers.com](http://www.mounterincareers.com)

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 (and there is so much more). I'll also communicate with you via the site as well. It has a student login area that allows you to do a number of things once you have created an account.

To get an idea of what is there and what you can do, I want you to take a bit of a tour by doing the following:

1. Go to the site now - [www.mounterincareers.com](http://www.mounterincareers.com) On the front page you will see a few things to note:
    - a) The Message Board – I will post messages and notices here, so keep an eye on this
    - b) The Careers Newsletter – you can subscribe to receive a Careers Newsletter at least twice each term. This will have lots of relevant information, important dates and so on. If you wish to receive this, just put your name and email address in here.
    - c) Facebook “like” box – we also have a Careers Facebook page. This allows us to get important information to you via Facebook as a newsfeed. All you need to do is to click the “Like” box (in the bottom right hand corner of the page) and this will allow us to send you information. NOTE: You will have to do this from home as the school will block all Facebook access (you probably can't see the Facebook box right now).
  2. Go to the “Calendar of Events” (in the “Important Information” menu). Here you will find a calendar for the year. We will post all important dates and events on this. If you want to receive alerts or reminders of all upcoming events, just put your name and email address in here.
  3. Go to the “Workplace Learning” menu item. Here you will see a number of pages you can go to, including Work Experience and WorkPlacement. There is also a page where you can download the documents you will need in order to go on Work Experience.
  4. Now, just take 10 minutes to have a look over the rest of the site and see what sort of information is available – answer the following questions to see how well you have found your way around the site:
    - a) What is the name of the game on the “Workplace Safety” page?
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b) What are the five things that an apprentice gets?

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c) How many universities are there in Australia?

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5. Now you are going to create an account. Once you do this, you will have this account until you leave school.

a) Go to the “For Students” tab, then down to “Help Videos” and watch these videos (make sure you have headphones).

b) Now click on the “Student’s Secure Area” menu item – this will open a page where you can create your account (and in future, it is where you will login to your account).

c) Click on the “Registration” link and enter your details – **NOTE:** you can use any email address you like, it doesn’t have to be your school one – it will only be used to send you your password if you forget it (it also becomes your login username).

d) Click the “Register” button – your account is now created and you can login – **BIG NOTE: Please write down your username and password now** (it will be displayed on this page. Save it somewhere safe so you always know what it is – your phone, school diary etc).

e) Now go back to the Student Login page again and log in with your details. Have a look at the various things that you can do.

List 6 things you can do in the student area:

_____	_____
_____	_____
_____	_____

f) Finally, let’s change your password. Use the “Change Password” feature to change your password to something that you know and can remember. Don’t forget to record this – like in point (d) – this is your new password.

Username: \_\_\_\_\_

Password: \_\_\_\_\_