



## Grofar Careers Platform access instructions:

### Step 1:

Open your school email account to find your invitation.

#### Grofar Invitation

Dear Chris,

You have been invited to Grofar which is an application that has been chosen by your school to help deliver the careers service and the work experience service helping to prepare you for what lies beyond your current studies.

Please use your email address or the username below to gain access.

**cthirk435**

When you login, you will be invited to choose a password and create your profile.



If you require assistance or have any questions please contact Jacob Burke at [jacobburke@grofar.com](mailto:jacobburke@grofar.com).

Kind Regards

### Step 2:

Click on the 'Log in to Grofar' (green box) to create a password.

Welcome to Grofar. To login for the first time you will need to create a new password for your account. Enter a new password below to continue. Make sure it is something you can remember.

Your password must be at least 8 characters long and contain 1 capital letter, 1 lowercase letter and 1 number.

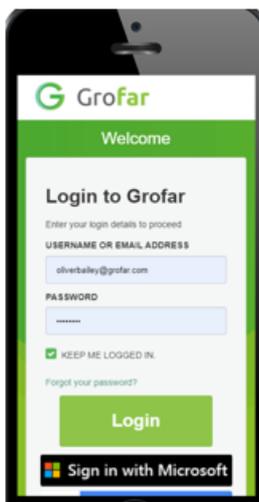
NEW PASSWORD

CONFIRM PASSWORD

Save Password

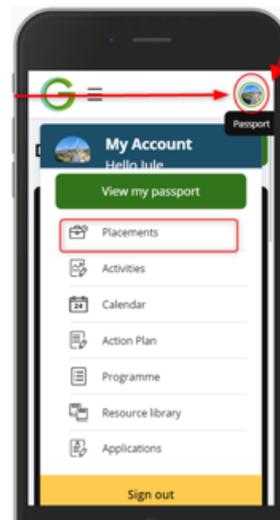
### Step 3:

Login to your student page with your *school email address* and *new password*  
In the future you can access the login page here:  
<http://auth.grofar.com>



### Step 4:

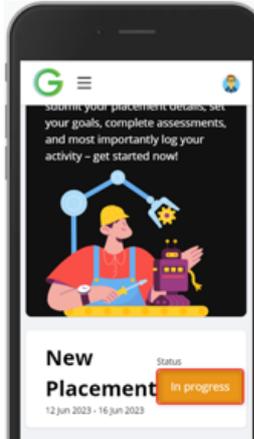
Tap the top right hand side logo to open the menu from here go to the 'Placements' tab.





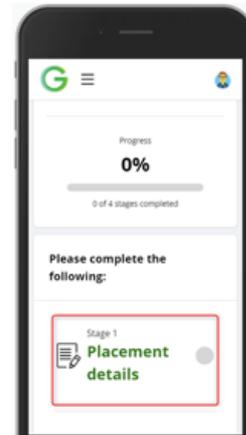
### Step 5:

Once the page has loaded, scroll down to 'New Placement 12 Jun 2023 – 16 Jun 2023' and click 'in progress'



### Step 6:

On the next page tap on 'Placement Details'



### Step 7:

Fill out the details of your placement – and once you're happy, keep scrolling down until you reach the 'Submit' button.' \*\*The 'Submit' button will only appear once all fields have been filled in\*\*

