

**Warning !** Do not use the back key at any time while in the website. To return to previous screen use the **Close** button within the window.



## Student User Guide

1. Go to [www.YouthNow.org.au](http://www.YouthNow.org.au)
2. Locate the **Login** box under the menu on the left hand side of the page and enter your **user name** and **password**
  - Your school has created a **user name** for you. Your user name is easy to remember. It is the first letter of your first or personal name followed by your family name, for example **Joseph Bloggs** will have the user name **jbloggs**.
  - The first time you log in to the website your teacher will tell you the **password** to use (it will be part of your school name). Once you have used the password a screen will appear which asks you to create a **New Password** that is personal to you. Pick something that has at least 6 digits (letters or numbers) and confirm it by retyping in it in the box below.
  - If you ever forget your password ask your teacher to reset it. When they do this your password will return to the first password you were given. When you log in you will be asked to change it again. Pick something that is easier to remember this time!

### Section One

3. Now that you are in the YouthNow website you will be able to see that there are 4 tabs across the top part of the screen, **My Details**, **SWL Applications**, **My Applications** and **Log out**.
4. The **My Details** tab is already open for you. Within that screen there are an additional 3 tabs, **Details**, **Education** and **Guardian**. Good communication is vital during the planning, organising and completion of your work placement so it is very important that you complete this information.

#### Details

- Name, address, email, phone, specially your mobile so YouthNow can contact you after school hours. (Remember the first letters of your name and address are capital letters as are street names and suburbs!)
- Click on the calendar to select your **date of birth** (click on the inside arrows to move to the correct month and the outside arrows for the correct year).
- Your **Email** addresses is optional but very useful to us if you have one.
- Tick the **NESB** box if you are from non English speaking background and type in the language that your family speaks at home.  
Tick the **Indigenous** box if you have Aboriginal or Torres Strait Islander heritage.
- Add any **Medical notes** that need to be taken into consideration for your placement to be successful.
- Select **Update Your Information** and it will prompt you to go to the next tab

#### Education

- Select your **Year/Level** from the drop down box
- Type in the name of your **Class** (if it has one) or the name of the teacher that takes the class for this area of your studies.

- ❑ Select your **Stream** or certificate of study from the drop down box. Select **VCE** if you're doing VET subjects as part of your VCE.

Select **VCAL** if you're doing a VET subject as part of your VCAL or if you are focusing on Work Education.

- ❑ Enter which **VET** course you are doing, (more than one may be entered.)
- ❑ Enter the certificate level of the VET course from **Highest Education**, click on **Update Your Information** and it will prompt you to go to the next tab.

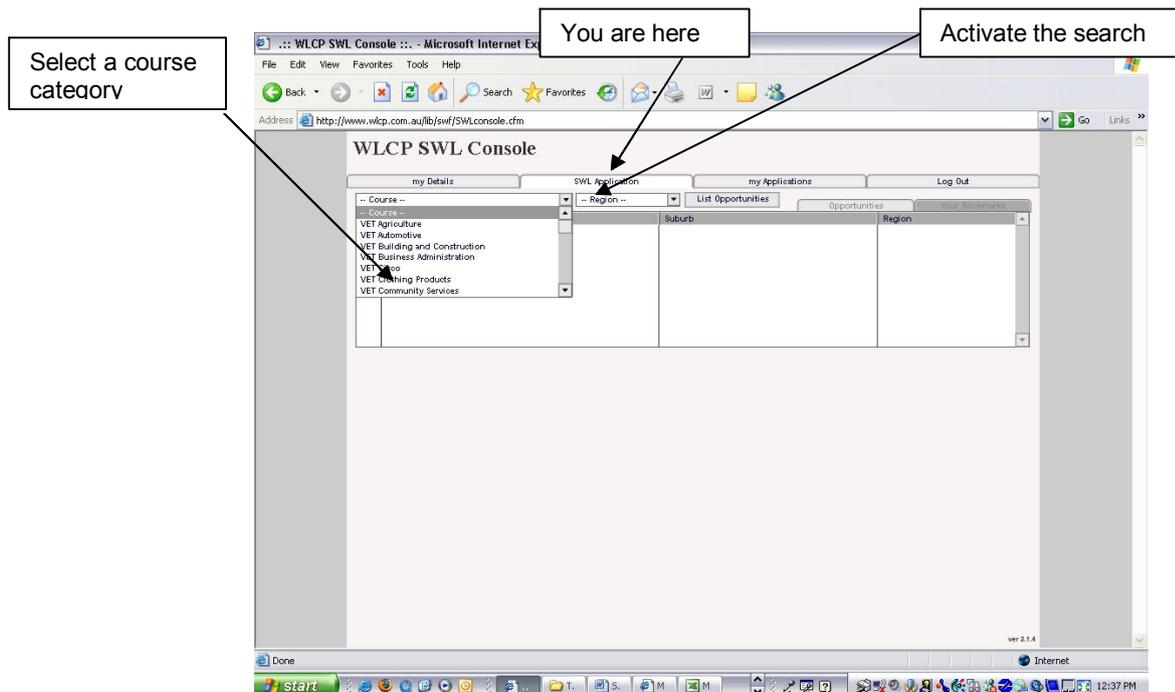
## Guardian

- ❑ Enter the details of one of your parents or your guardian. These details will be used as an emergency contact for the employer. Add their phone number and, in the **Emergency Phone** box, enter a phone number that will be the most effective in contacting them should an emergency arise while you are on work placement (eg home, work or mobile). If this person doesn't have email, leave it blank.
- ❑ Select **Update Your Information**. If you have not completed all the details required you will be prompted to go back and do so. If you have completed your details successfully no message will appear and you will be free to move onto the **SWL Application** tab at the top of the screen.

## SECTION 2

### 5. Select SWL Application

- ❑ Select a **Course** category from the drop down list. You are able to narrow your search to particular suburbs by selecting a **Region** however if you want to view all possible placements related to your course **not** selecting a region is a better option. To activate a search click on **List Opportunities**.



- ❑ A list of businesses will appear. To show the details of an opportunity with a particular business click on the business name. The lower half of the screen will then show you information about the placement opportunity. When reading this information please pay careful attention to the details provided and ask yourself "Can you get there?" "Do I have a pair of overalls" etc...

- Once you have found a business that interests you select **Bookmark this Opportunity** to add it to a list of possible placement applications. Continue searching and book marking opportunities until you are satisfied you have given yourself some suitable options then select the **Bookmark** list tab near the top right of the screen.

**Note:** It is recommended that you eventually make at least 3 applications with a maximum of five, so book marking several options now to choose from later is a useful thing to do.

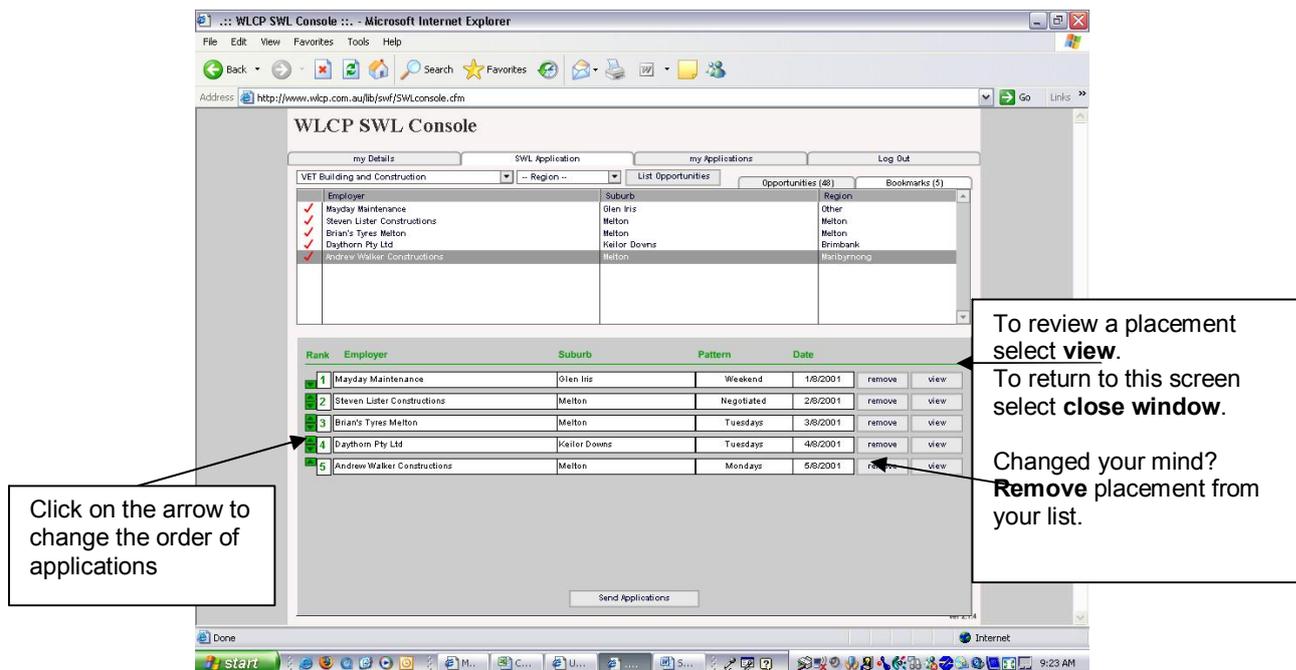
The screenshot shows the WLCP SWL Console interface. A callout box at the top left says: "Your search will show you a list of businesses and their suburbs. Click on a business to show more details." It points to a list of businesses including Andrew Walker Constructions, Andrew Walker Homes, Keelba Fraser, Datz Construction, Mung Plumbing Pty Ltd, Andrew Constructions, Mayday Maintenance, Daythorn Pty Ltd, Steven Lister Constructions, Brian's Tyres Melton, and Trusses Plus. Another callout box on the right says: "Only open the Bookmark list when you have completely finished searching for opportunities. If you open then close the list you will lose your choices, and will need to start again." A third callout box at the bottom left says: "When you see an opportunity you are interested in bookmark it to view later from your Bookmark list." It points to a "bookmark this opportunity" button. A fourth callout box at the bottom right says: "Open each tab to view additional information" and points to several tabs at the bottom of the opportunity details page: Tasks, Safety, Dress, Attendance, and Comments. The opportunity details show fields for Employer (Andrew Walker Constructions), Address (PO Box 867), Suburb (Melton), Location (Melton), Area of Study (Placement), and Course (VET Building and Construction).

- You can now review your list of bookmarked opportunities.

**Note:** You should only open the bookmarks tab when you have completed searching for options as your bookmarked opportunities are not saved if you move out of the bookmark list.

Once you have decided which placements you want to apply for select it from the list. You will see that two additional boxes appear in the description.

1. Go to the **Placement pattern** drop down box and select the appropriate placement category: **One week block**, **Two week block** or one day a week on a particular day for up to eight weeks.
2. Click in the **Date required** box and on the calendar click on the 1<sup>st</sup> day of your placement, check you have the correct month and date. (On your 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> application, you need to click date twice to edit the details)
3. At the bottom left of the screen click **select this application**. (You will note that the red **book marked** will now have changed to **selected**.)
4. Repeat this process for each of your choices.



5. You are now able to put your selections in order of preference by clicking the green arrows to the left.

- ❑ Once you are satisfied with your application select **Send Applications** at the middle bottom of screen.

### SECTION 3

#### 6. My Applications

- ❑ To view your list of applications and to follow their progress through the application process select the **My Applications** tab. The applications you have just made be listed with the status **requested**. This means that it is awaiting approval by your teacher.
- ❑ Once your teacher has viewed and approved an application it will appear with the status **Teacher approved**. Your application will then be processed by YouthNow and employers will be contacted to see if they are able to have you in their business for the dates you requested and the application status will now be **processing**.
- ❑ If the status changes to **Unsuccessful** your teacher or YouthNow has not been able to approve or arrange the placement. (Read the **Comments** tabs to check why)
- ❑ A status of **Placed** indicates that the application has been successful and YouthNow will send you a confirmation letter outlining employer details and relevant forms to be signed.
- ❑ You can revisit your applications at any time to see how things are going.

**Note:** If your application has not progressed from **requested** status it is be a good idea to remind your teacher about it so they can check it for approval and move your application along.