



Speakers for Schools - West

Our new portal is LIVE!

Migrating Your Account

We hope you have all managed to migrate your accounts and found the process simple and straight forward. Please get in touch if you have any feedback. Please follow the instructions below.

Log in to our new portal [here](#) to complete the migration by entering your previous login details. Verify your email, create a new password and accept our T&C's.

- Once signed in to the new portal, we recommend saving your password if not on a shared computer, making it quicker to access links we share with you.
- From your account it's easy to manage your communication preferences, change your password and update your details.
- As before if you are an Admin user you can edit staff accounts, disable and now delete staff profiles.
- You can also manage all of your learner profiles.

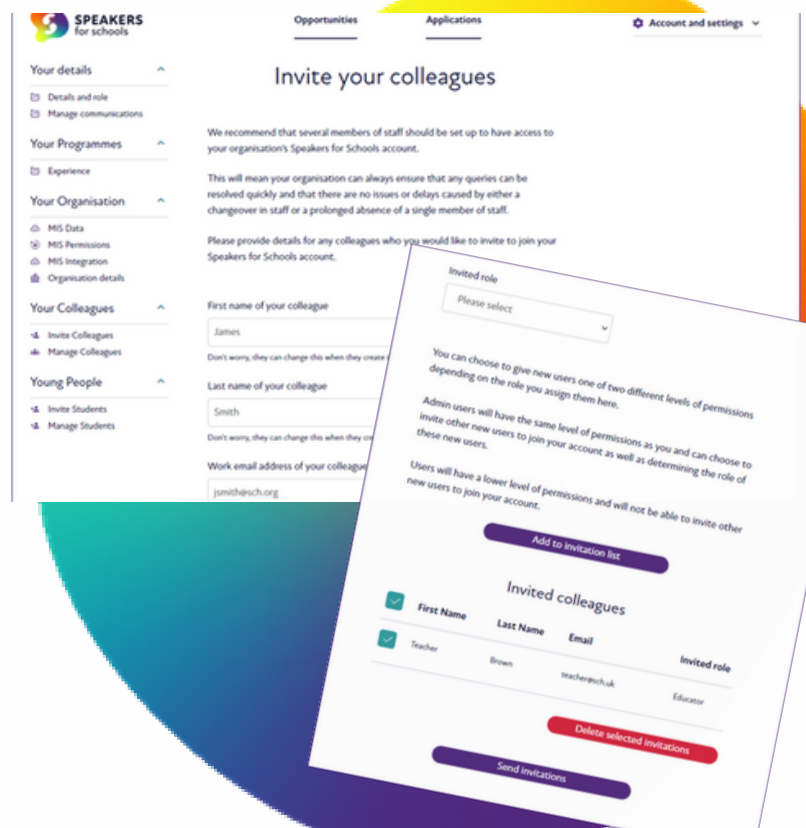


New Staff Registrations

Any new staff from your organisation wishing to register on our portal, will need to contact the Admin User(s) - anyone at the organisation who was an "Account Manager" on the previous portal. If in any doubt, please send an email.

Adding new staff is very easy.

1. Go to Accounts and Settings - select "Your Colleagues"
2. Use the hyperlink "invite further colleagues" or the left side menu option
3. Complete the name and work email address and select the type of user.
4. Press send



Viewing and Sharing Opportunities

Staff and students can:

1. Filter by industry/sector/interest
2. Search by name, company, location, sector
3. Search by age range (please note 11-13 appears for Discovery Workshops only, not VWEX)

Sharing links is still possible, but due to increased safeguarding, these will only take you straight to the opportunity page if you are already signed in.

If you aren't signed in you will land on the sign in page first. We recommend saving your details if it is safe to do so.



Discovery Workshops

[You can now access our full list of Discovery Workshops through our website here.](#)

How do I take part?

1. You can sign up for our Discovery Workshops here: [booking form](#).
2. We'll confirm your booking, so you can increase impact with a pre-workshop activity.
3. Use the link from our Delivery Partner to join the live session.
4. Join the session with a class or year group and interact through the Q&A function.
5. Follow-up the workshop with another activity to support reflection and impact and complete the feedback form

If you need any support with our new portal or have questions about our opportunities, please contact west@speakersforschools.org