

# St John's College Careers Website

We are very excited to announce that St John's College now has a dedicated school Careers Website. You can find the site at: [www.stjohnscollegcareers.com](http://www.stjohnscollegcareers.com)

The site contains a huge amount of information and should be your first stop when you are looking for information on anything related to jobs, careers, university and TAFE as well as being able to take Career Tests and do your resume. We'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, please take a tour by doing the following:

1. **Go to the site** [www.stjohnscollegcareers.com](http://www.stjohnscollegcareers.com) On the front page you will see a few things to note:

a) Video – There is a careers related video that will change from time to time. Some are quite humorous, some interesting, others just informative, so remember to periodically check the website and watch them.

b) Message Board – We will post messages and notices here, so keep an eye on this

c) 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.

2. 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. Workplace Learning menu item. Here you will see a number of pages you can go to, including Work Experience and Work Placement. There is also a page where you can download the documents you will need in order to go on Work Experience.

4. **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.

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) 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.

f) Don't forget to:

