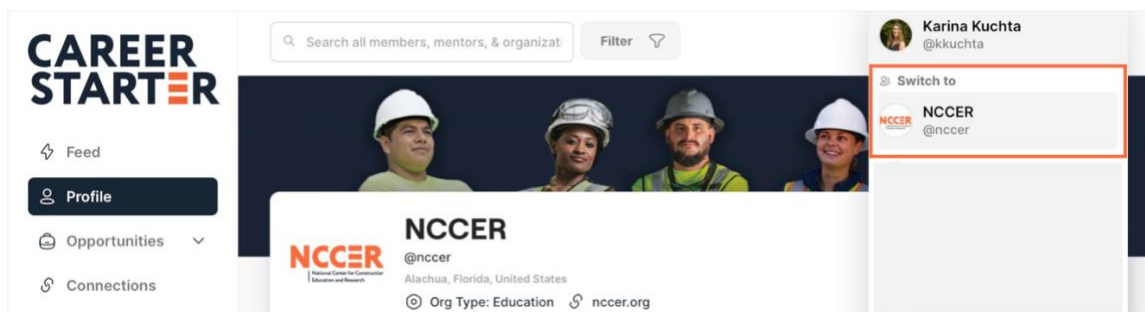


Instructions: Follow the steps below to add colleagues and students to your school's CareerStarter account and ensure they're properly listed under your organization.

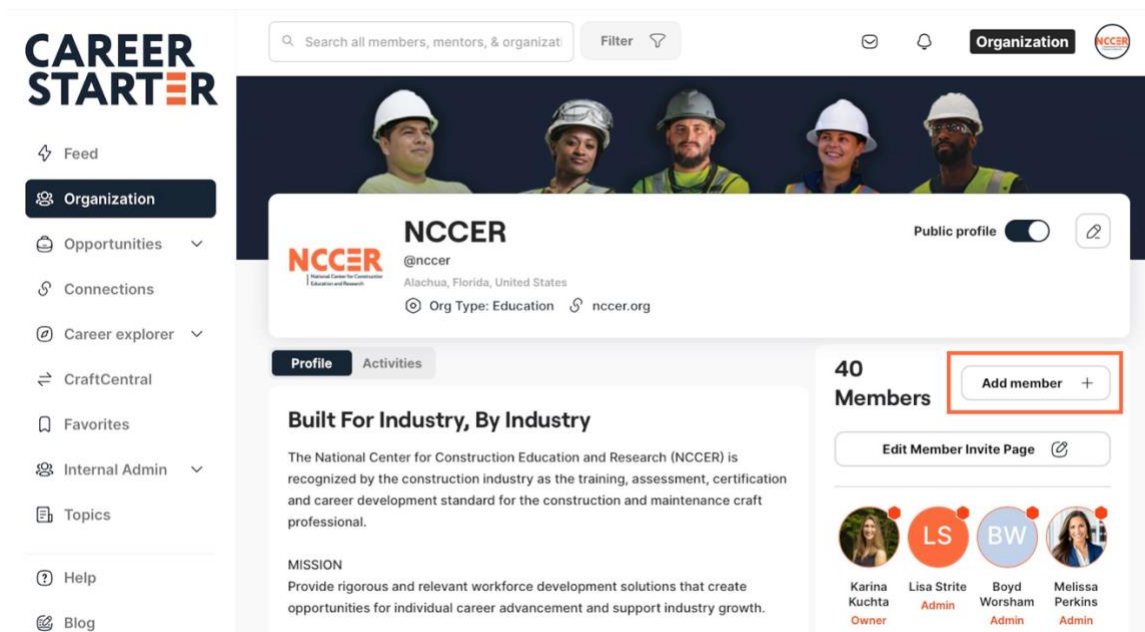
Step 1: Access Your School Page

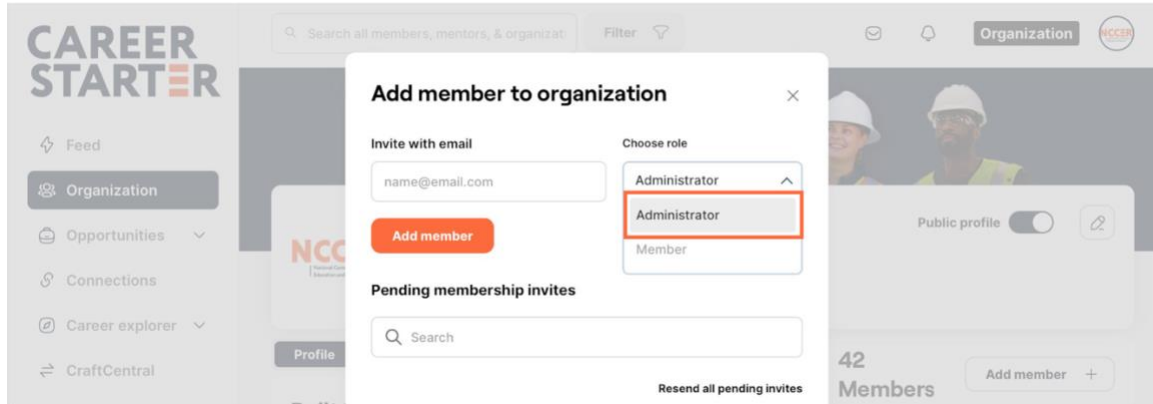
1. Log in to your CareerStarter account.
2. Click the circle icon with your initials in the top-right corner.
3. From the dropdown, toggle to your school/organization account.
(This allows you to manage your school page instead of your personal account.)



Step 2: Add Teachers or Colleagues

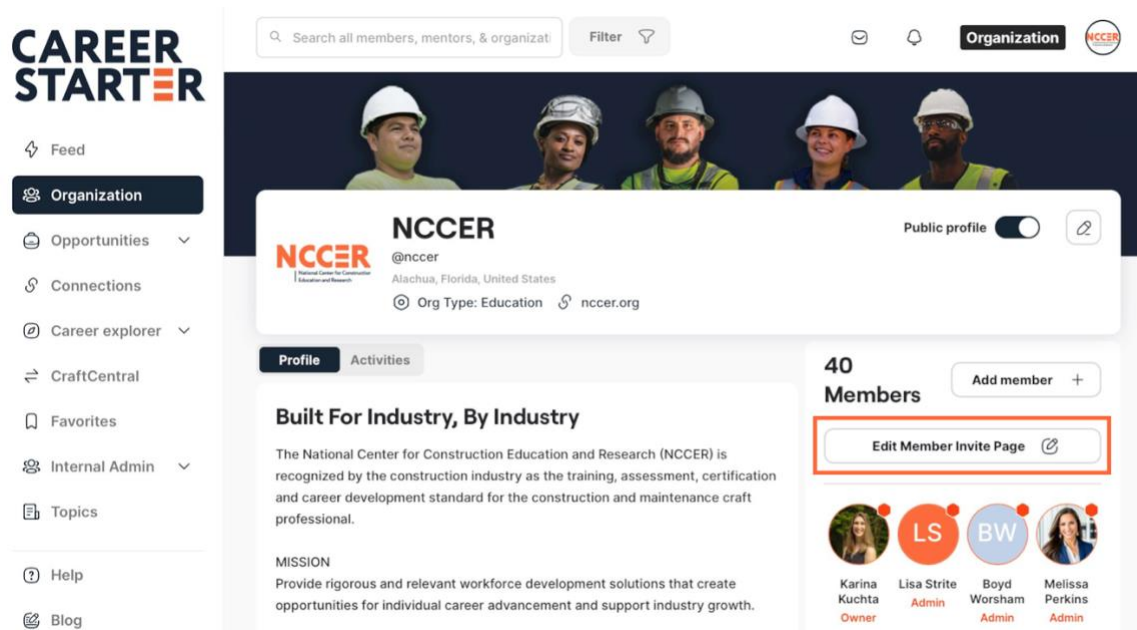
1. On the "Organization" tab, click the "Add member" button.
2. Enter the colleague's email address.
3. Before sending the invitation, change their role to "Administrator" so they have the appropriate access.

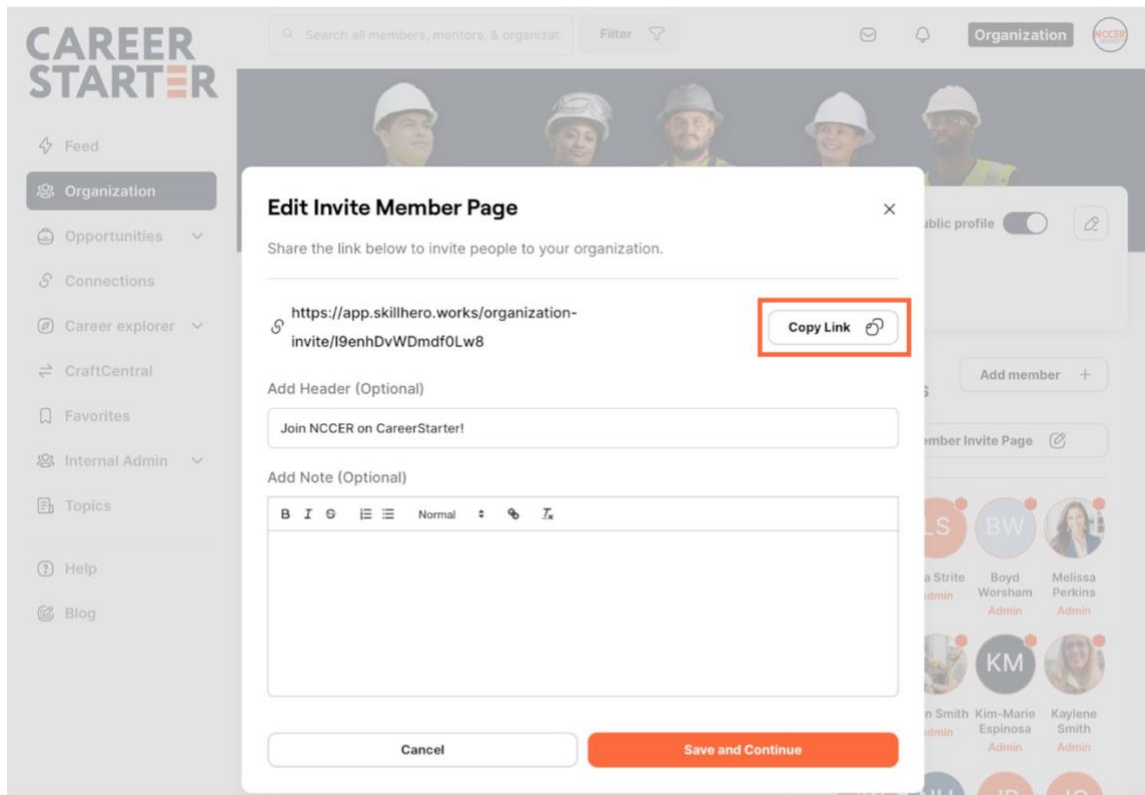




Step 3: Locate Your Unique Link

1. Once on your school page, click the “Organization” tab in the left-hand menu.
2. Click on the “Edit Member Invite Page” to find your unique link.
(This is the link you’ll share with students to ensure their accounts are tied to your school.)
3. Important: Make sure to click “Save” before copying the link so it activates properly.





Step 4: Share the Link with Students

1. After saving, copy and send the link to students.
2. As students create their accounts using the link, their profiles will automatically be connected to your school and appear under the “Members” section.

Step 5: Request to Join

1. If colleagues or students aren’t appearing under the school page, they can search for the school account in the platform.
2. They should click the “Join Now” button to request access.
(An admin will need to approve the request before they appear as a member.)
3. To make someone an admin, simply update their role from member to admin in the permissions settings.



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Join now

Unfollow



Need Help?

If you need support getting your students onboarded, please reach out to:

CareerStarter Program Manager

careerstarter@nccer.org