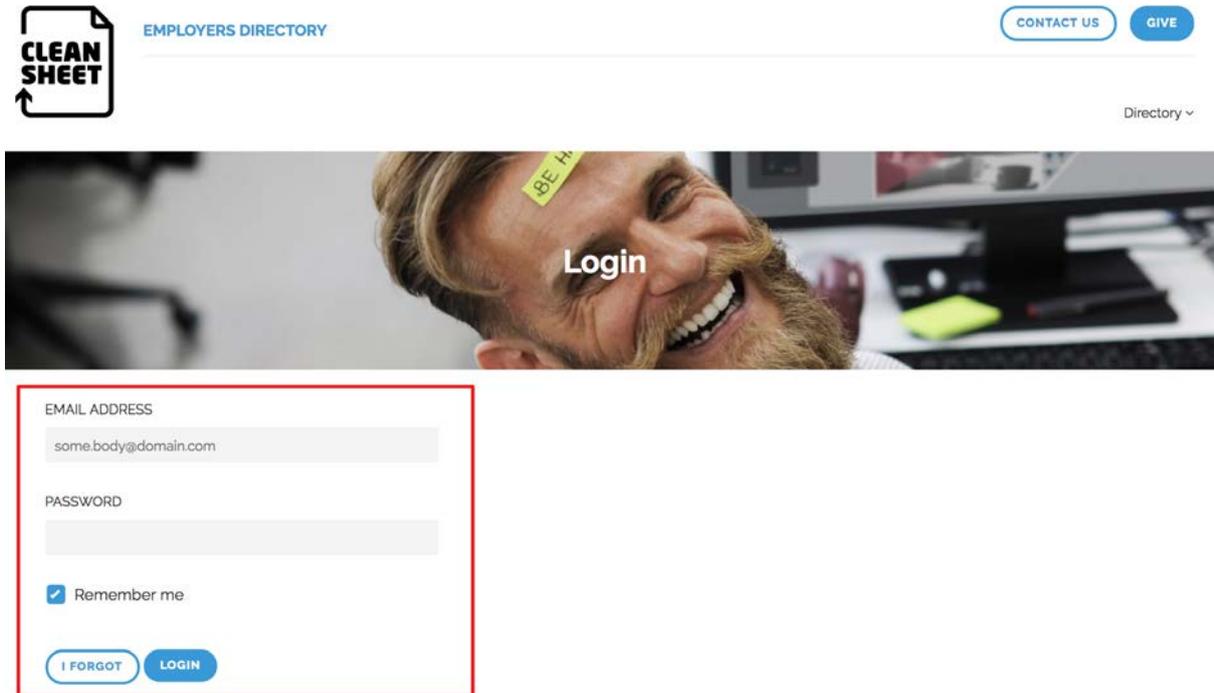


Logging into the Clean Sheet Employer Directory

1. Go to: <http://employers.cleansheet.org.uk> and this is the page you will see.
2. Click on the EMAIL ADDRESS box and type in your username and then click on the PASSWORD box and enter your password.

Please note: Usernames and passwords need to be entered exactly as they appear in your welcome email, otherwise they will not work.



CLEAN SHEET EMPLOYERS DIRECTORY CONTACT US GIVE

Directory

Login

EMAIL ADDRESS
some.body@domain.com

PASSWORD

Remember me

I FORGOT LOGIN

3. You will then see our Terms of Use, please read this carefully and click the 'Agree To Terms' button if you agree and wish to enter the Directory.

Once you are happy with your password, [go to the directory](#).

You must agree to the terms before proceeding

Terms of use

At Clean Sheet we are committed to keeping your personal data safe and secure, and handling it in accordance with our legal obligations.

The Clean Sheet Employer Directory is an online tool for you to search and apply for job vacancies from Clean Sheet Employers; it is not in the public domain.

Your personal, secure login details must not be shared with any third parties.

You must not share any information from the Directory with any third parties.

Which data we will collect?

When you login and access the directory we will collect the following data:

- When you have logged into the directory;
- How many times you have logged into the directory;
- How many searches you have made;
- Which employers you have viewed;
- Which employer websites you have clicked through to.

How will we use this data?

This data will be used to analyse trends to determine:

- What the most popular times and days are for Members accessing it;
- How many times Members log into the directory over a specific period;
- The effectiveness of each employer, i.e. if they are not being accessed by Members;
- The most popular industries being accessed.

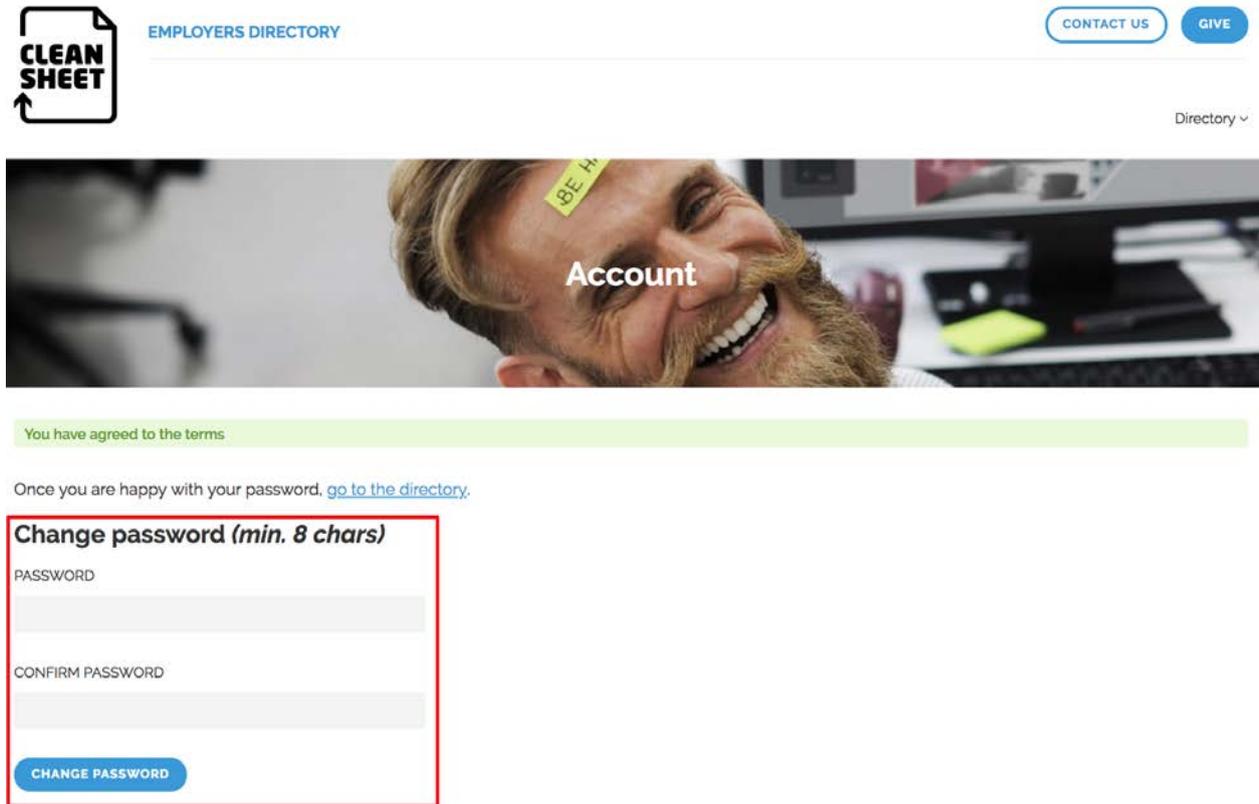
Who will we share the data with?

You may have already given us consent within your Membership Module for us to share information with your 'nominated adviser'. If this is correct, that person is the only person that we will share that information with. If this is not the case, the data collected above will only be used by Clean Sheet staff and will not be shared with any other third parties without you giving consent.

We would like to make it clear that you can opt out of this agreement at any time and this action will forfeit your membership and access to the Directory. If you wish to take this action please contact us at hello@cleansheet.org.uk to do so.

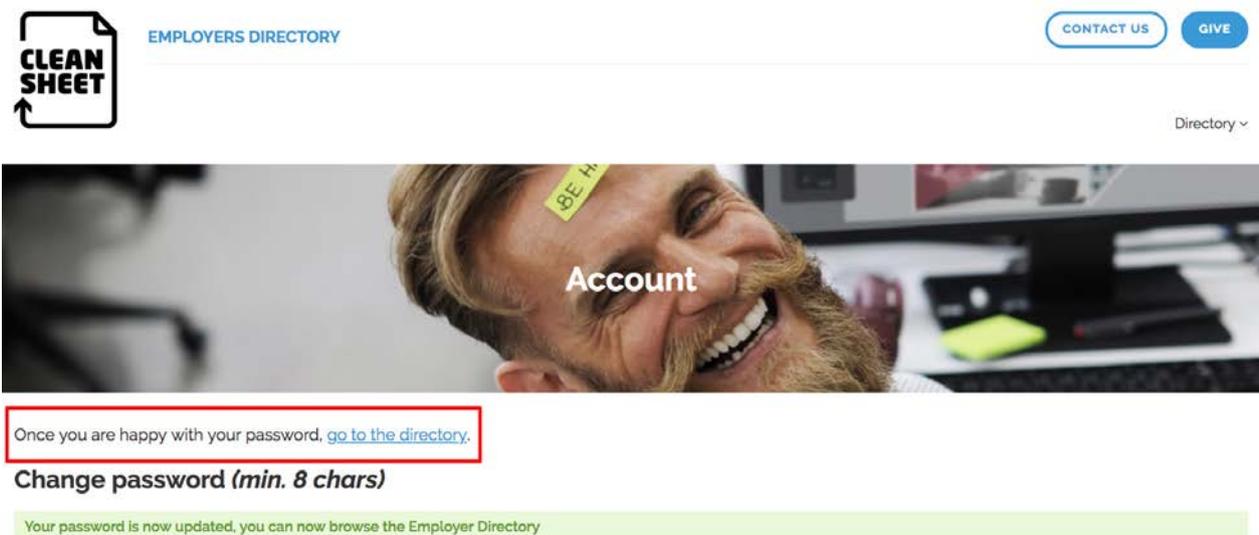
AGREE TO TERMS

4. You will be asked to change your password to something you can remember, this must be at least eight letters/numbers. Type this into the 2 boxes, the same password in both and then click the 'Change Password' button.



The screenshot shows the top navigation bar with the 'CLEAN SHEET' logo on the left, 'EMPLOYERS DIRECTORY' in the center, and 'CONTACT US' and 'GIVE' buttons on the right. A 'Directory' dropdown menu is visible in the top right. Below the navigation is a banner image of a smiling man with a beard and a yellow sticky note on his forehead that says 'BE H'. The word 'Account' is overlaid on the banner. A green notification bar at the top of the main content area reads 'You have agreed to the terms'. Below this, a text link says 'Once you are happy with your password, [go to the directory.](#)'. The 'Change password (min. 8 chars)' form is highlighted with a red box. It contains two input fields labeled 'PASSWORD' and 'CONFIRM PASSWORD', and a blue 'CHANGE PASSWORD' button at the bottom.

5. You will now be able to look through the Directory and check out the new features by clicking on 'go to the directory'.



This screenshot is similar to the previous one, showing the same website layout. The 'Change password' form is no longer visible. A green notification bar at the top of the main content area reads 'Your password is now updated, you can now browse the Employer Directory'. Below this, a text link says 'Once you are happy with your password, [go to the directory.](#)', which is highlighted with a red box. The rest of the page, including the navigation bar and banner image, remains the same.

6. You will now be able to look through the Directory and check out the new features.

In the Type box - this is where you can filter and search just for Employers, Training Providers or Member Benefits. You can also leave this as 'Any' and it will search them all.

In the Location box - you can search by county or leave as National. For example, if you search for Kent this will only bring up Employers that work in Kent. It may say 'National' at the side of the Employer, as they will work in Kent and other areas of the country.

In the Industry box – you can search for the types of industry you wish to look for. For instance, you may want to work in Construction, this will only bring up Employers that work in Construction. This box is different to the others, as you can search for as many industries as you wish. Simply click on one, then go back into the Industry box and click another, and so on. Once you press search it will bring up all the Employers that work in all the industries you have selected.



EMPLOYERS DIRECTORY

CONTACT US

GIVE

Directory ▾



TYPE

--- Any ---

LOCATION

--- Any ---

INDUSTRY

--- Any ---