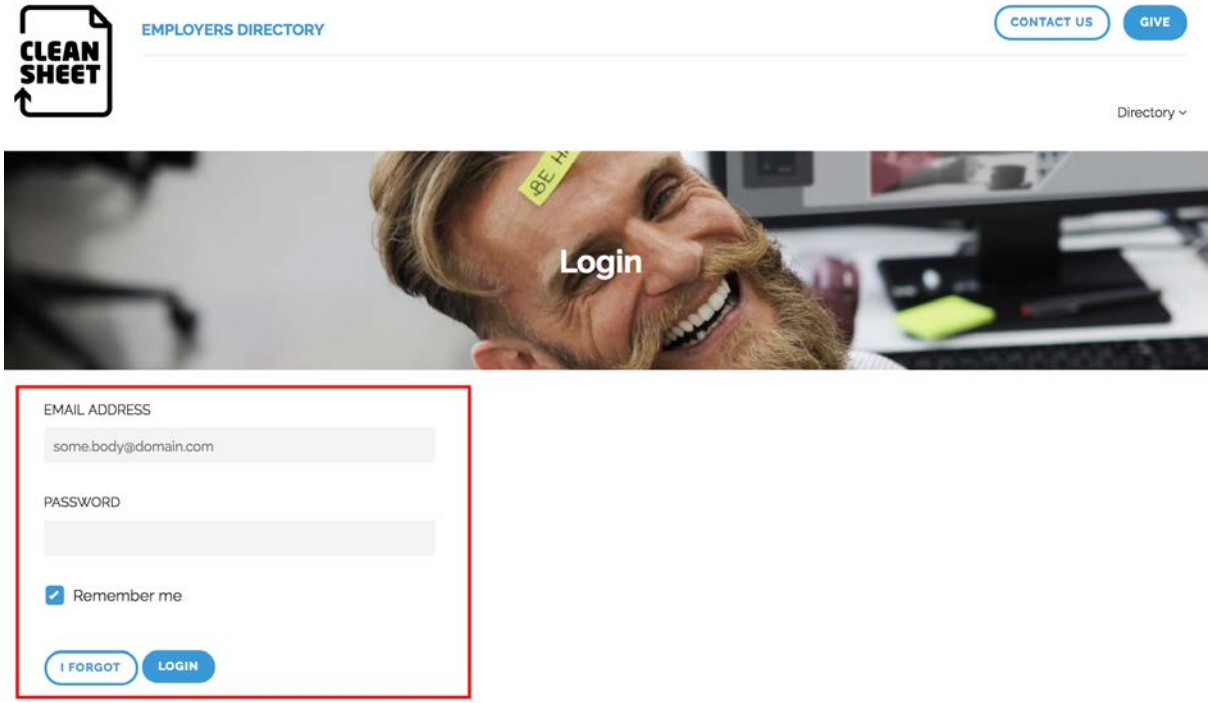
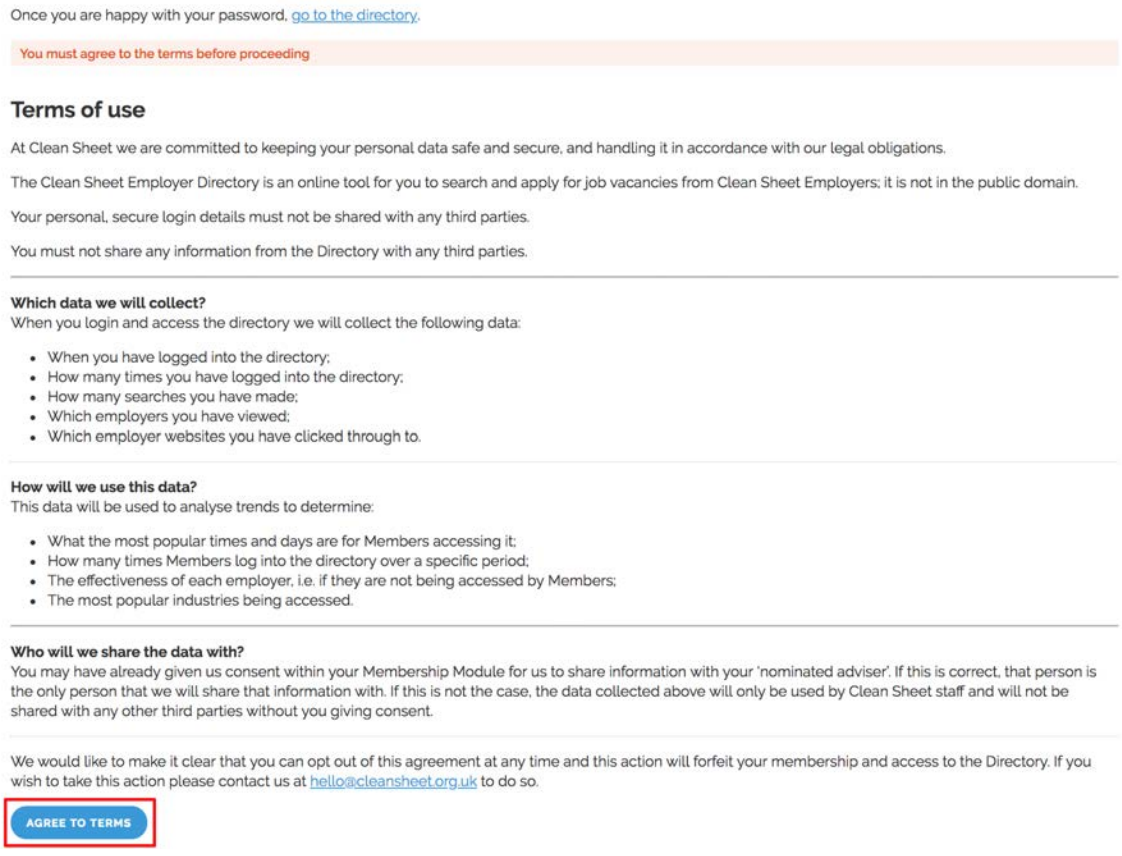
Logging into the Clean Sheet Employer Directory

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.

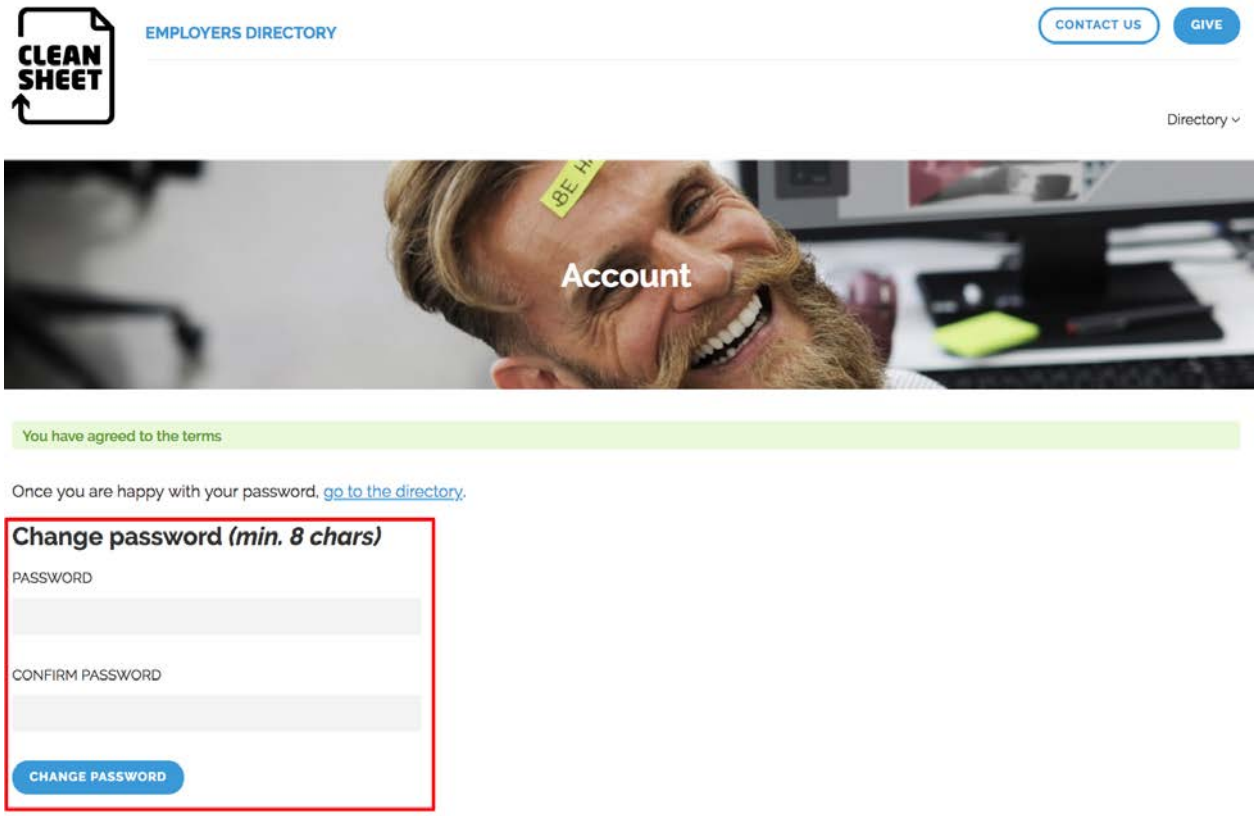
Please note: Usernames and passwords need to be entered exactly as they appear in your welcome email, otherwise they will not work.



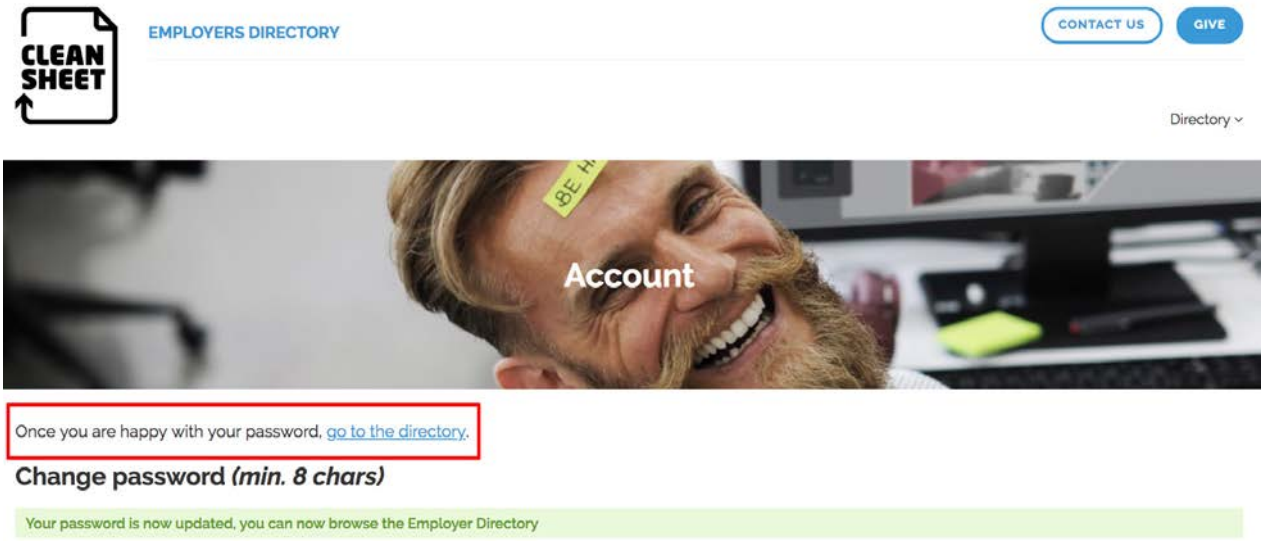
3. You will then see our Terms of Use, please read this carefully and click the 'Agree To Terms' button if you agree and wish to enter the Directory.



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.

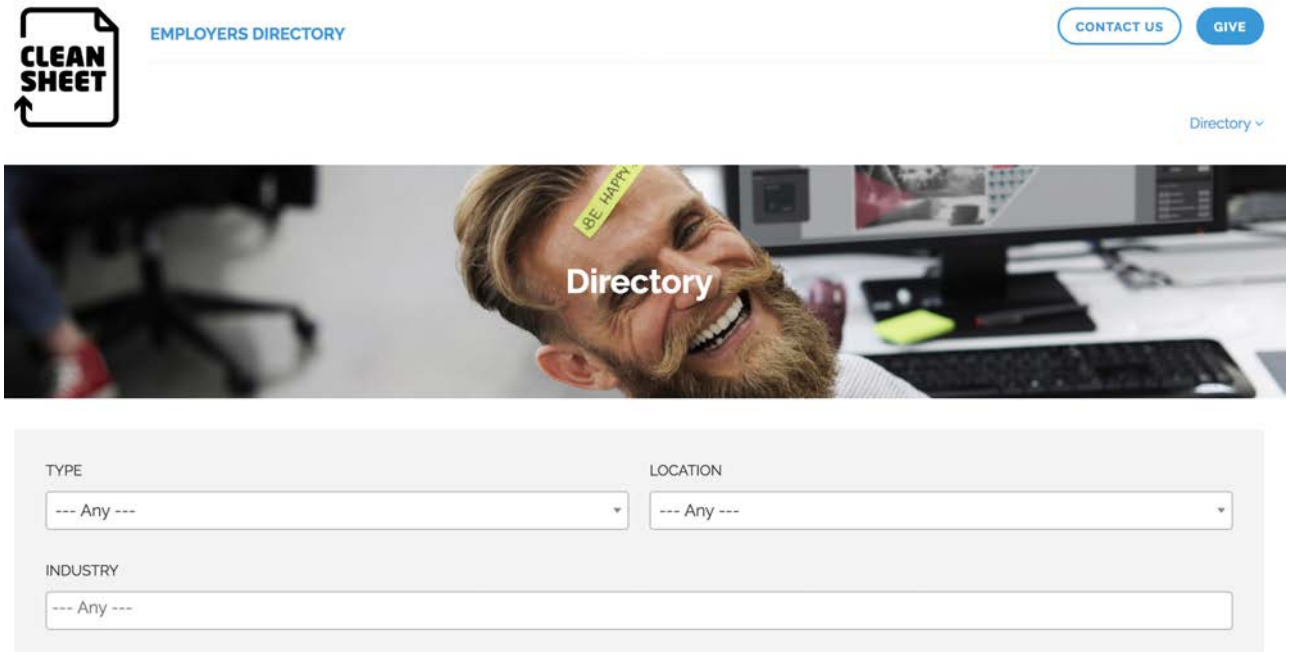


5. You will now be able to look through the Directory and check out the new features by clicking on 'go to the directory'.



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.