

Get Your Class **Set Up in 30 Minutes**

Everything you need to run CareerPathway.com with your students for the first time.

1. Before you begin

- Ask your IT team to allow CareerPathway.com and our email domains, so sign-up messages reach students.
- Have students sign up with a **personal email address**. School accounts are closed at graduation, and students lose their profile right when it becomes most useful.
- Check that each student has a laptop, Chromebook, or tablet.

2. Schedule the time

- Set aside 20–30 minutes of class or advisory time.
- Most students finish their profile in about 5 minutes. The rest of the time is for exploring.
- Watch the onboarding video before class so you know what students will see.

3. Set up your educator profile

- Go to CareerPathway.com and click Sign up.
- Choose Educator Profile and complete your information.
- Get familiar with Feed, Discover, Inbox, Apply, and Profile.

4. Student activation

- Students go to CareerPathway.com and select Sign up.
- They verify their email if prompted, then complete their profile: future plans, experience, education, and skills.
- Remind them to like or claim content — that is what builds their interests over time.

5. Connect teachers and students

- Search for and follow your students' profiles.
- Ask students to follow you back. This lets you see engagement and track opportunities.
- Email support@careerpathway.com any time for lesson plans or help.