

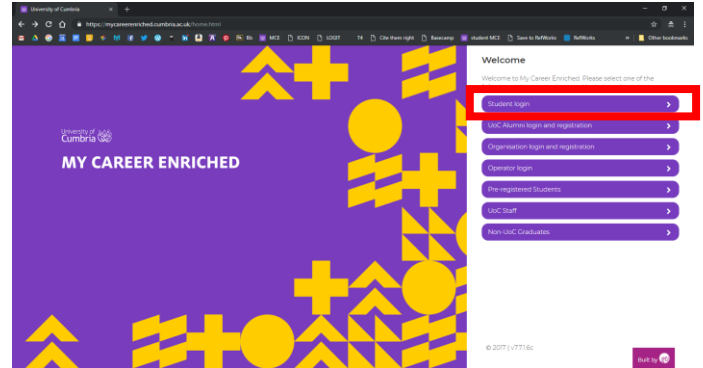
Quick Start Guide for Career Ahead (Students)

You will need to sign into My Career Enriched (MCE), you can do this from the student hub by clicking on the 'My Career Enriched' tile or by visiting <https://mycareerenriched.cumbria.ac.uk/> and selecting 'Student Login':

Student Hub:

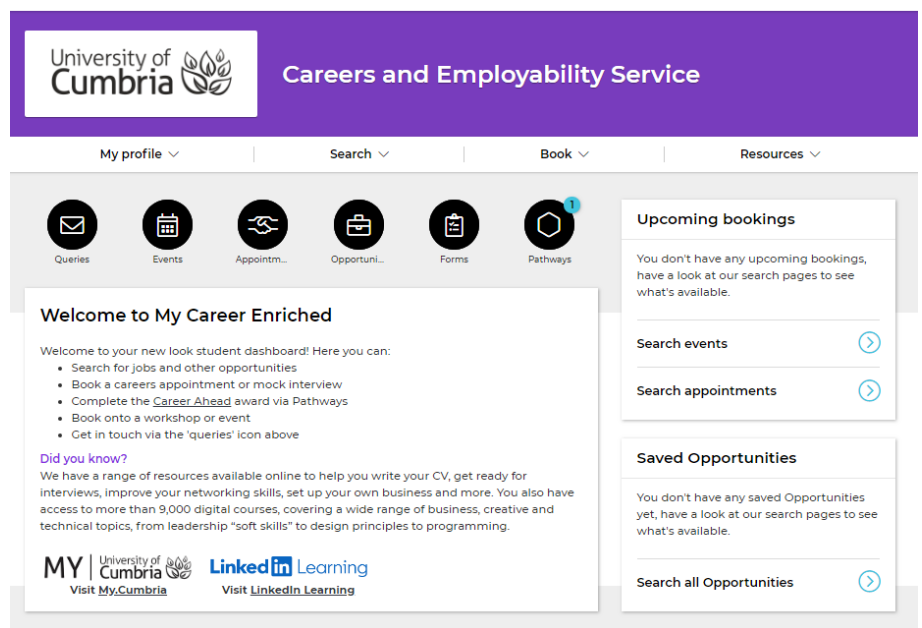


Direct:



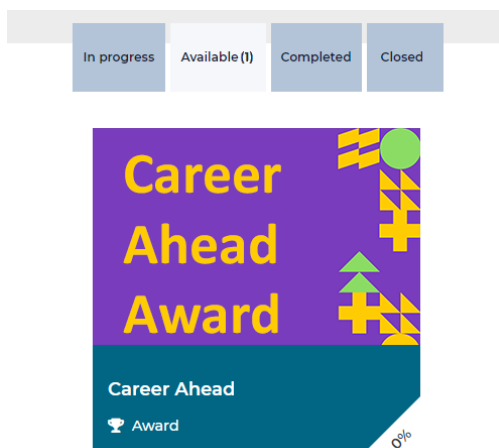
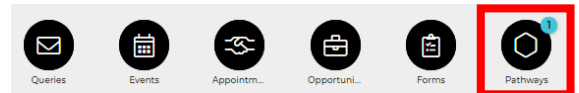
If you are already signed into the UoC network (e.g. via the student hub) then you will go straight to your dashboard. If not, you will be taken to the UoC sign-in page – just enter your student number (e.g. 1857896) and the password you use to log in to UoC systems (e.g. your email, the hub, etc.).

This will take you to the MCE student dashboard (right >>>)



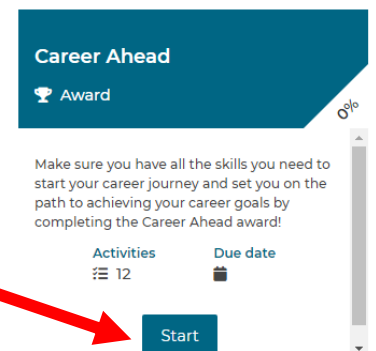
Note: If this is your first time accessing MCE, you may need to complete your profile. To do this, click on 'My Profile' along the top and then 'edit profile'. There are boxes to tick about how often you would like to receive emails from us, and some boxes to tick about what kind of opportunities you are interested in. Click 'Save' when you're done.

To access Career Ahead, click on the 'Pathways' icon on your dashboard.



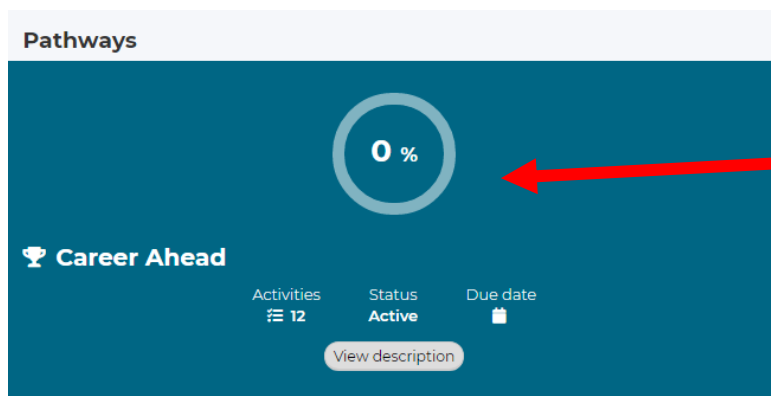
This will take you to the Pathways page, it should default to the 'Available' tab but if it doesn't, just click on it to see all available pathways.

When you roll you mouse over the tile, you should be able to click on the 'Start' button to access the Career Ahead award pathway:

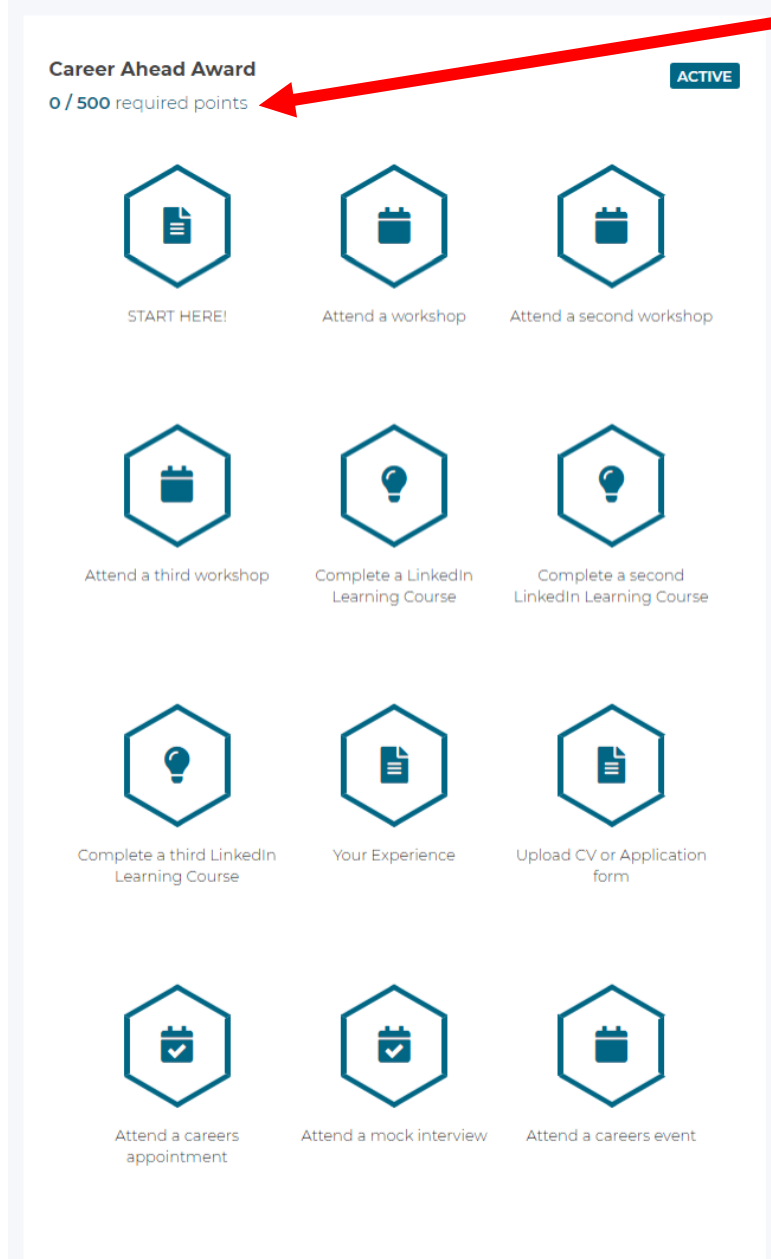


Once you have clicked 'Start' you will see the screen below with all the available activities. You should begin with the 'START HERE!' activity to get your first 10 points. This short activity consists of reading some information about the Career Ahead award, what the activities are, how the points system works, etc...

Here's the main Career Ahead page with all the available activities:



This measures your progress



This tells you how many points you have against how many points you need to complete the full Career Ahead award (the Gold award).

Each hexagon is one 'activity'.

Each activity is worth a certain number of points. You can complete activities in any order.

Some activities populate automatically e.g. if you attend an event, an appointment or a workshop.

Others you have to upload something e.g. a LinkedIn Learning certificate, your CV and cover letter or proof of 100 hours extra-curricular activity.

When an activity has been completed it changes to a solid hexagon with a tick:



Attend a workshop
COMPLETED

You can find more information about Career Ahead at <https://my.cumbria.ac.uk/careerahead/>

If you have any problems accessing Career Ahead or My Career Enriched, please email careers@cumbria.ac.uk