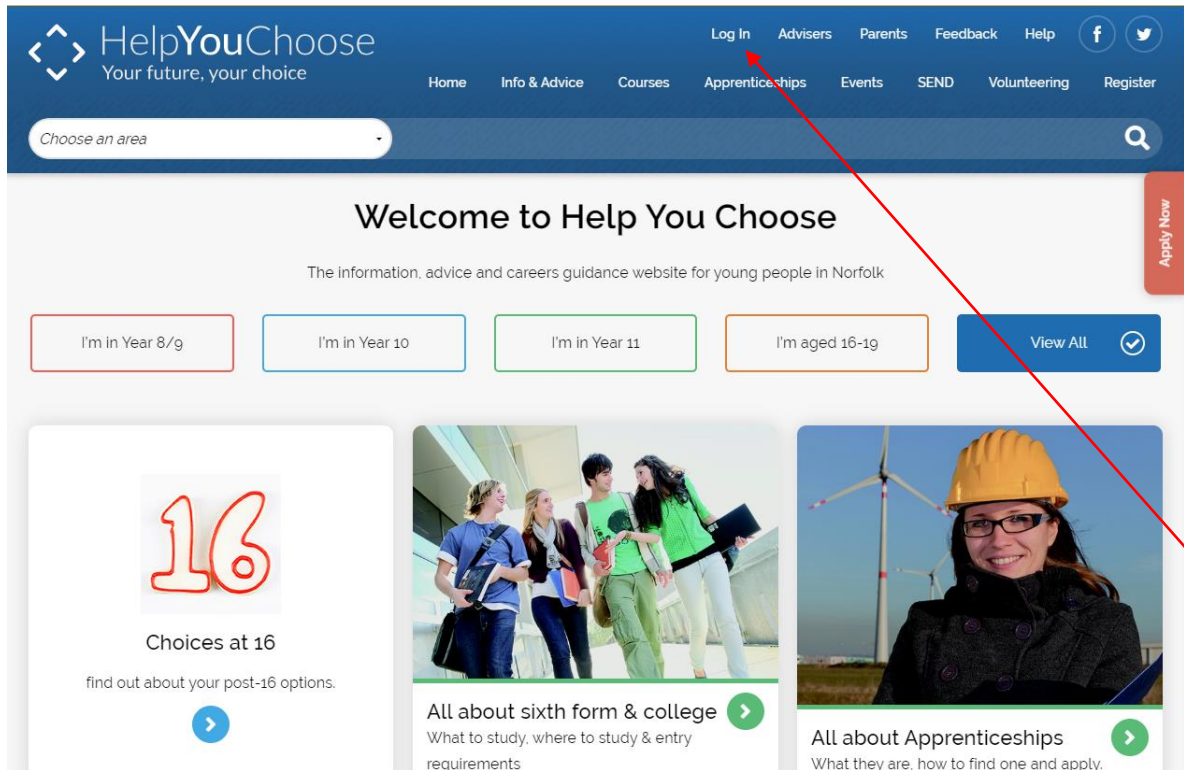
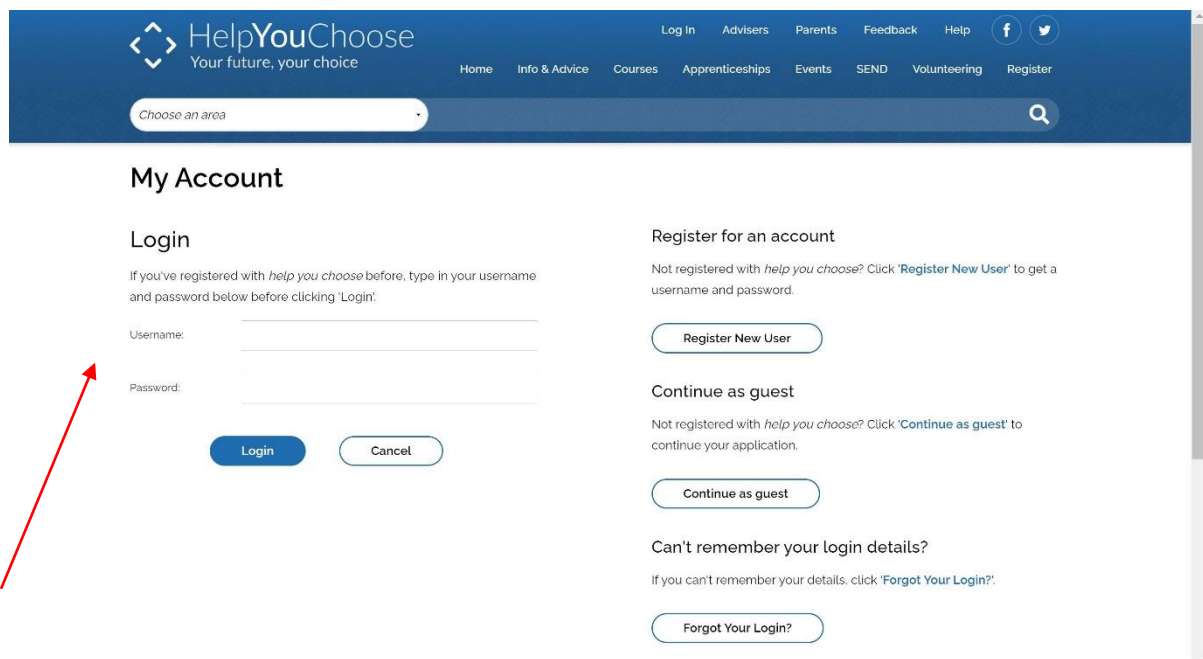


# How to .... Use My Account

- 1 Go to [www.helpyouchoose.org](http://www.helpyouchoose.org) and click on Log In



- 2 Enter your Username and Password and then click on Login



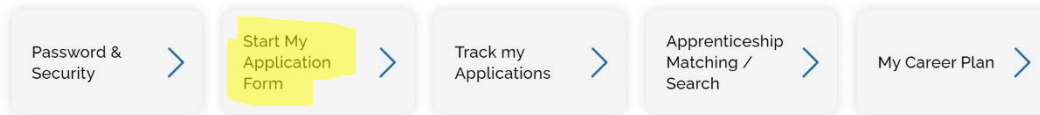
phone: 0344 800 8022  
email: [helpdesk@helpyouchoose.org](mailto:helpdesk@helpyouchoose.org)  
web: [www.helpyouchoose.org](http://www.helpyouchoose.org)

- 3** You'll be taken to My Account where in 'Start My Application Form' you can complete the pages 'My Information', 'My Educational History' and 'My Employment and Work Experience' with all your relevant details. Then when you are ready to make an application this information will transfer automatically to your application form.

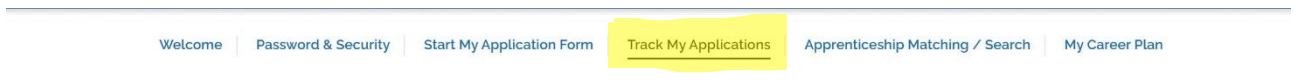


### Welcome to My Account, Garfield.

In this area, you can update passwords and security, start completing an application form, track and complete applications, sign up to the Apprenticeship Matching Service and write a career plan.



- 4** In 'Track My Applications' you can access your partly finished applications and complete them. You can also view your sent applications, any withdrawn applications and accept or reject any offers that you may receive via the Help You Choose website.



### My Applications

4 In Progress	3 Sent	3 Withdrawn	0 Offers
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- 5** In 'Apprenticeship Matching/Search' you can sign up for apprenticeship matching. Just select the types of work you are interested in and the locations you can travel to. When we receive a vacancy that matches your preferences you will be sent an email letting you know that there is a vacancy that you may be interested in.



### My Apprenticeship Search

<b>12</b> Your matches	<b>0</b> Your choices	<b>27</b> Your hidden items
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- 6** In 'My Career Plan' you can write an action plan to help you work towards your future goals and career plans.



This is your "Career Plan" page from where you can add details of the careers you are interested in and the steps needed to achieve your goals.

My future career aim is:

I will achieve this by:

Where I want to do this:

**Save**

#### How I'm going to do this

Action	What it will acheive	When will I do it	Complete?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
255 chars remaining	255 chars remaining	255 chars remaining	<input type="button" value="Add"/>
			<input type="button" value="Cancel"/>