



WebView Student Guidelines

WebView is an online booking system that lets you look and apply for work experience placements. It also has a journey planner to help you figure out how to get to your placement.

Your teacher will already have gone through WebView with you using a PowerPoint presentation. These guidelines will act as a refresher when you next logon.

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| 1 | Log onto: http://hcs.learnaboutwork.net |
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| 2 | Click on: 'Student' |
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| 3 | School: select your school from the drop down list
Name: type in the user name given to you by your teacher
PIN: type in the code given to you by your teacher

Click on: 'Login' |
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| 4 | Click on: 'Search' (at the top of the screen) |
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| 5 | The job categories you will see are the same as those in your careers library

Click on: a job category you want to search in for placements (if you are not sure which category to search in, ask your teachers or look in your careers library) |
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| 6 | Click on: an area of the map that you can easily travel to for your placement. You will then see a list of placements to choose from

Green = areas that have placements available
Grey = areas that do not have placements available |
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| 7 | Click on: 'View' to find out more about each placement |
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| 8 | Click on: 'Return to job list' or 'New search' until you find a placement you like

Click on: 'Add selections' when you have found a placement you like

You will then need to add your 'Name' and 'PIN' |
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9	<p>The 'My Placement Details' page lists all of the placements you have chosen. You can choose up to 6 and a minimum of 3 placements. Use the 'Choice' column to rank them in order of preference, but be prepared to go to any of the placements you choose</p> <p>Click on: 'Intalink' to plan your route to each placement (make a note of the postcodes of the placements you have chosen first of all)</p>
10	<p>Click on: 'Journey Planner'</p>
11	<p>Click on: 'Arrive'</p> <p>You will then need to enter the date and time that you want to arrive at your destination using the drop down arrows</p>
12	<p>In the 'From' section, enter your home postcode in the 'Location Name' box</p> <p>In the 'To' section, enter the placement postcode in the 'Location Name' box</p> <p>Click on: 'Submit'</p>
13	<p>This screen gives you a number of different options on how to get to your placement</p> <p>Click on: 'Show These Route Details'</p>
14	<p>This screen shows your options with details of bus stops and bus/train times</p> <p>Click on: any of the 'Start Map' and 'End Map' buttons to see the exact location of any point</p> <p>Close the window when you have finished by clicking on the 'x' in the top right hand corner</p>
15	<p>Click on: 'Submit' when you have finished making your choices. You will not be able to change your choices once you have clicked on 'Submit'</p> <p>Click on: 'Log Out'</p>