



Existing Employer Accounts

Our Employer Registry has undergone some major development since our FuturePaths website (www.futurepaths.ca) was first released. Upon the request of employers, we have added fields which make for a more concise profile. As a result, we are encouraging our existing employers to readdress their accounts. Not only will this orientate you with our improved website look and feel, but it will also give you a chance to reconsider your current involvement needs. The more information we have about your company, the more parameters our users will have to search you by.

1) You can access your existing Employer Account by clicking on our “Employers” tab from the homepage at www.futurepaths.ca.



2) On the “Employers” page you will find three boxes for the Employer Registry, Account Login, and Account Signup. Logging into your account allows our existing registrants to modify their existing profile.



3) You must enter a correct Email Address and Password to enter a Company Account. If you know your login information please enter it at this screen, hit the “Login” button (a), and continue to step number 4. If you have forgotten your password please continue to **step 3.1**.

3.1) We have a password recovery system implemented to assist you in getting into your account. Please click on the “Forgot Your Password?” link and this screen will appear.

Forgot Password

Please enter the email address you provided for your account and the new password will be sent.

a

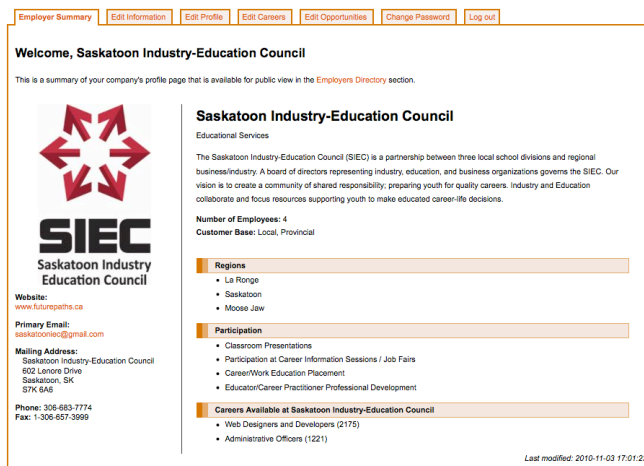
→

This recovery is based on the contact email address that is associated with your Company Account. If you have forgotten what email is associated with the Company Account please refer to **step 3.2**. If you know the email address associated with your company enter it here (a) and click “Submit” with the account continue to **step 3.2**.

3.2) The email address that is associated with your company profile will appear on your existing record in our employee registry. On the futurepaths.ca website you can access the employer registry by selecting the

“Employers” tab, and clicking the “Click here to view registry” link found in the box on the left.

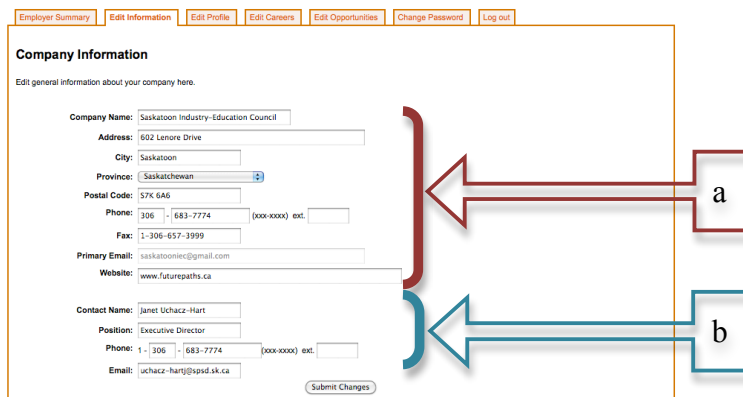
4) Once you have entered your account email and password correctly you will see a screen that looks similar to this:



There are multiple tabs that can be selected along the top of this box, and each pertains to separate account information you supplied when signing up for an Employer account.

The page automatically opens on the first tab “Employer Summary” which represents what your public profile looks like in the FuturePaths “Employer Registry”. This is a good place to reference exactly what specific information is being displayed to a general public audience. Note that the data that was entered for your contact information is not displayed here. This contact information is for SIEC use only.

5) Clicking on the second tab “Edit Information” presents this screen:



This information is important for two specific reasons. All the information in the first section (a) represents what the public will see in the FuturePaths registry. Therefore information here should be general and unlikely to change often. Keeping this up to date will best represent your company image to the public.

The second section (b) is information for use by the SIEC specifically. This helps us to keep up to date records of our participants for contact purposes. Since this contact information may change as human resources evolve, it is important to keep this information current. Having said this, it is important as a company to keep the information about this account, username, and password in more than one individual in the case of employee turnaround.

If you change any information in any of these fields you must click “Submit Changes” once to save the new data. If your data has been saved, you should see this dialog box in the top right corner:

Success: Your information was saved successfully.

6) Clicking the next tab “Edit Profile” let’s the user access a long page of parameters. Let’s break them down. At the top of this “Edit Profile” list you will see:

The “Description of company” field (a) is a good place to put your established mission statement. We are encouraging our employers to keep in mind that a large portion of the audience for the www.futurepaths.ca website are youth. Rewording your mission statement in “youth friendly” language may be in your interest to best communicate clearly to a younger audience. There is a limit of 700 characters to be used for your mission statement.

You are able to associate your company with 1 or 2 applicable “Industries”. These industries are predetermined and available by selecting them from the drop down lists on each of the “Industries” spaces (b).

6.1) Beneath the “Industries” boxes you have the option to profile your company geographically.

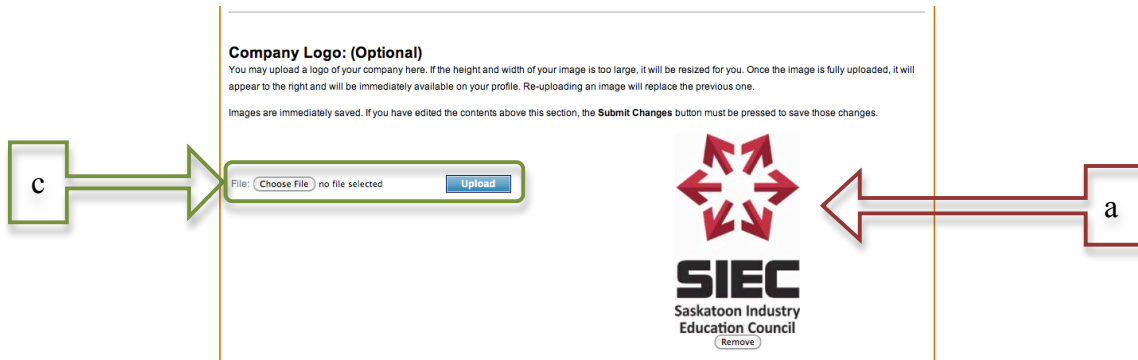
As in previous FuturePaths websites, a company is able to indicate their “Customer Base”. Choose as many selections from these checkboxes (a) according to the varying scope of your business.

Secondly, you can now indicate within Saskatchewan which regions your business may be based. Multiple selections are again welcome here. You can click on the visual map (b) or the checkboxes beside the region name (c) to make your selection. This is some new information for futurepaths.ca, and will help employers to be able to deliver the SIEC’s programming to their potential employees province wide.

If you have made changes to any of the above listed parameters, you will need to click the “Submit Changes” button (d) once to save your new information. If the save has been successful, the page will refresh and in the upper left corner you will see:

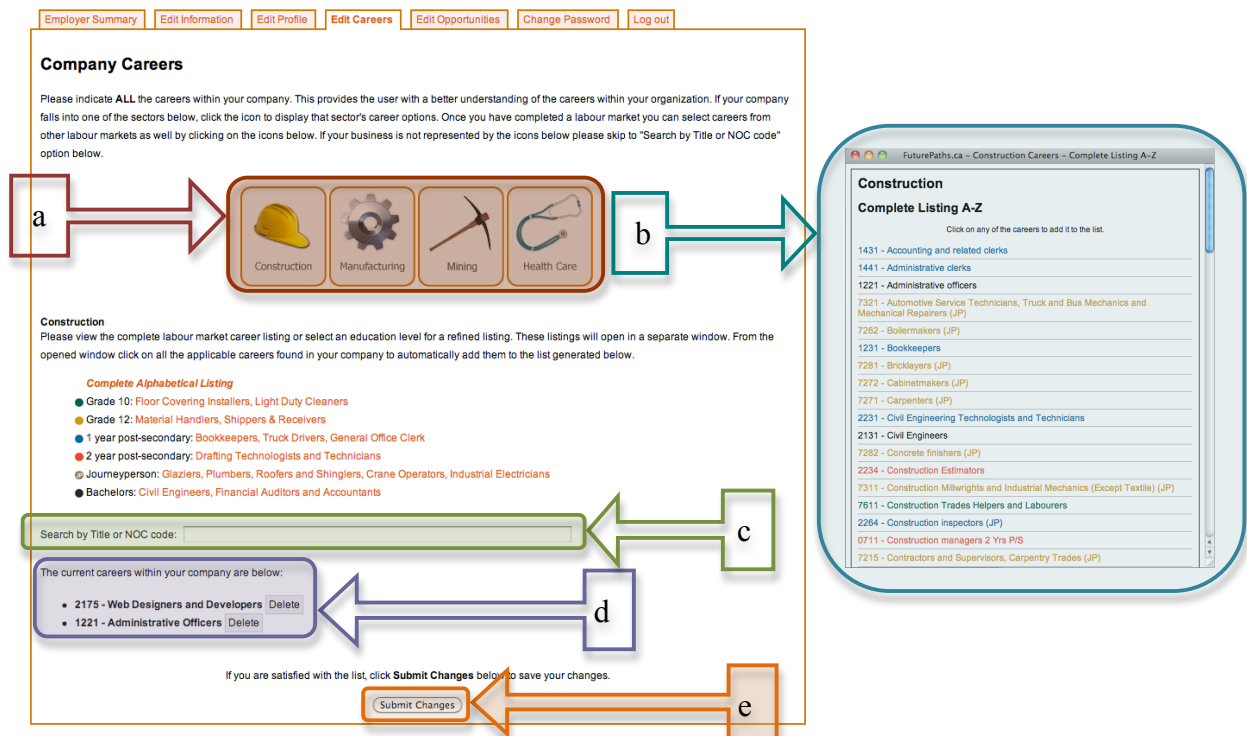
Success: Your information was saved successfully.

6.2) You have the option to add or update your logo at the bottom of the “Edit Profile” tab. If you have a logo already loaded in our system it will appear on the right hand side (a).



You can delete your existing logo by clicking on the “Remove” button (b). You can also upload a logo for you business by using the “Choose File” button (c). This action will open a pop up box that let’s you select where on your personal computer that the logo file is located. You can select an image of any size and resolution, but we suggest you pick one of good quality to represent your company in our “Employer Registry” Once you have selected the file, it’s path will show up in the “File” field. You must click “Upload” to allow our server to upload the indicated file from your system. Once the file is uploaded, the logo will show up on the right hand side.

7) The next tab in an employer account is titled “Edit Careers”.



This is the area to keep all your career information up to date. You are able to see your current associated careers, as well as search for new ones to add.

Click the icons (a) to reveal listing options of all careers in a sector by alphabet and educational requirement. Clicking these links (b) will launch a pop up window with a listing of the defined jobs and the government assigned NOC (National Occupation Code) associated with each job (b). Additional Career Trees will be added as they are finalized with industry and government partners.

The pop up window (b) lets you click on individual job titles to automatically add them to your compiled list found

under “The current careers within your company are below:” (d).

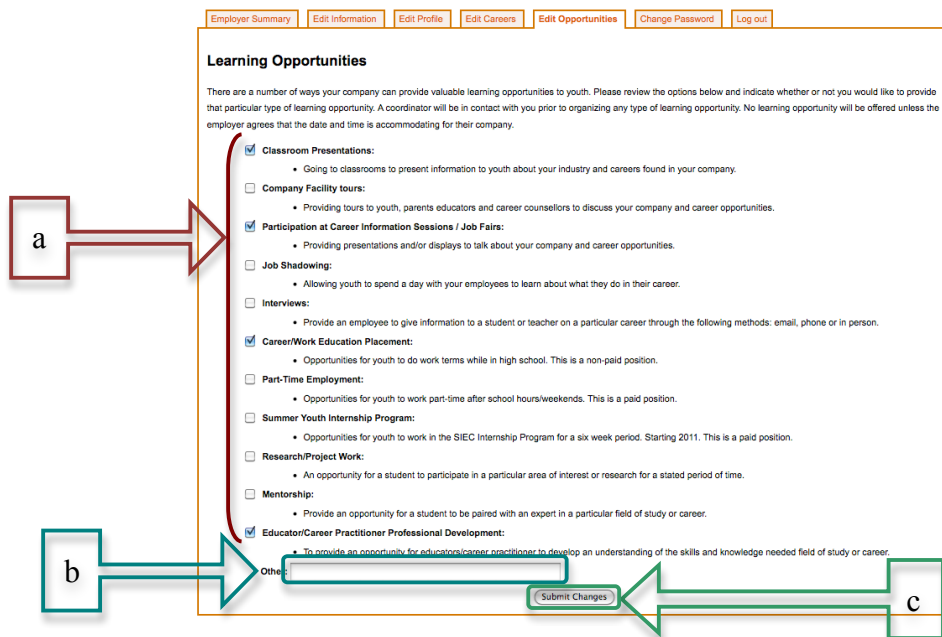
If you do not find the career you are looking for or your business careers are not represented through the icon lists, you can alternately add careers to your list by typing either the name or NOC into the search bar (b). The search bar will auto fill based on your entry. If at any time you see your desired career in a drop down list below the search bar (b), you can click on it and it will be added to your existing entries (d).

If you have career entries in your list (d) that no longer apply to your business and need to be removed, click the “Delete” button located after the job title.

Once your careers list is accurate and up to date, save the changes by clicking the “Submit Changes” button (e). If the save has been successful, the page will refresh and in the upper left corner you will see:

Success: Your information was saved successfully.

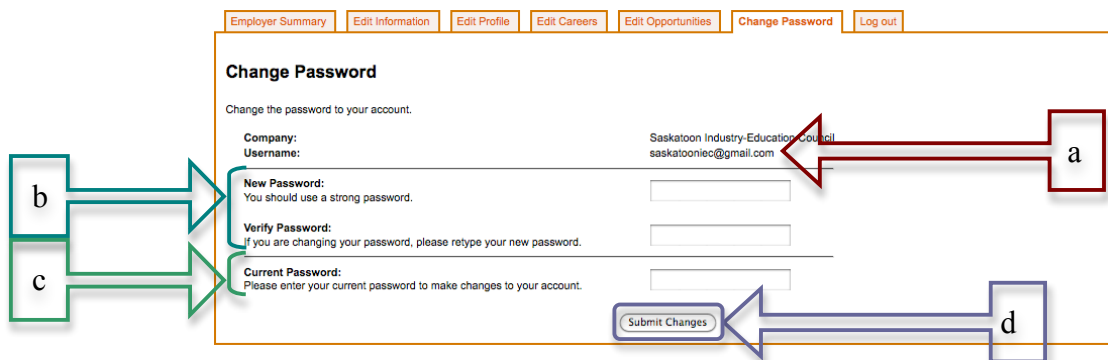
8) The next tab holds all the information of how you would like your company involved with the programming offered through SIEC’s futurepaths.ca .



Use the checkboxes beside each of the futurepaths.ca activities (a) for which your company would like to participate. Conversely, If you find that your company can no longer be involved with certain “Learning Opportunities” you can uncheck them from this list. If you have other activities to offer that are not represented in this list, please enter them in the field beside “Other” (b). Once your “Learning Opportunites” list is complete, save the changes by clicking the “Submit Changes” button (c). If the save has been successful, the page will refresh and in the upper left corner you will see:

Success: Your information was saved successfully.

9) Clicking the “Change Password” tab takes you to this image:



This screen shows you what your login username is **(a)**. You are also able to change your password by entering the new password twice in the “New Password” and “Verify Password” fields **(b)**, and you must also enter your “Current Password” **(c)**. If you have recently forgotten your password and have been emailed a new password, please enter this new one as your “Current Password”. We suggest that you use a password that is discreet, easily remembered and strong (including numbers into your password is one example of strengthening the entry). We also recommend that your username and password are kept in a couple places to ensure that it is not lost in the event of employee turnaround. Once have completed these fields save the changes by clicking the “Submit Changes” button **(d)**. If the save has been successful, the page will refresh and in the upper left corner you will see:

Success: Your information was saved successfully.

10) The last tab available in the “Employer Account” is one that says “Log Out”. Clicking this button logs you out of your account and returns you to the “Employers” page.



The screenshot displays the Employer Registry website interface. On the left, the logo features a stylized map of the United States with puzzle pieces, and the text "employer registry". To the right of the logo, it states "Showcasing businesses to 100,000 potential viewers actively seeking employment information". Below this, there are two orange links: "Click here to view the registry" and "Click here for additional employer links and resources". At the bottom right of this section is a link for "Employer Registry Help" with a question mark icon.

On the right side, there are two distinct sections. The top section is titled "Login to Your Account" and contains input fields for "Username:" and "Password:", a "Login" button, and links for "Register | Forgot Your Password?" and "Existing User Help" with a question mark icon. The bottom section is titled "Don't have an account?" and contains the text "FuturePaths can keep you linked directly to potential workers." and a "Create an Account" button, with a "New User Help" link and question mark icon at the bottom right.