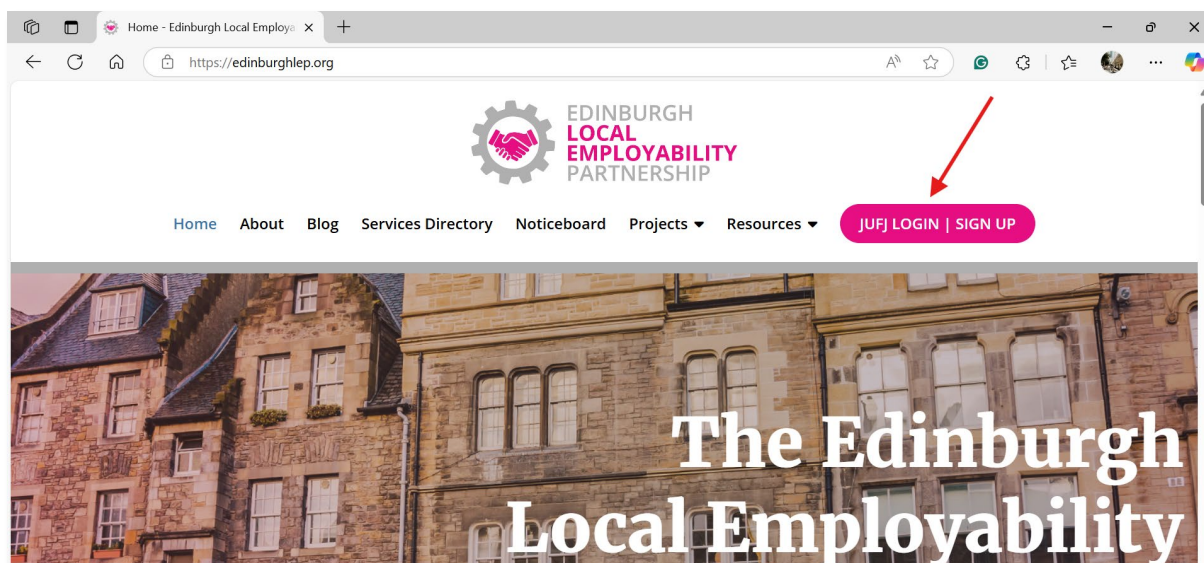


Edinburgh Local Employability Partnership Website – FAQs

Q1. I have an account on the Joined Up for Jobs website. Can I use that to log in to the new LEP website?

A1. No, you will need to create a new account on the LEP website. You can do this by clicking the pink login/sign up button on the home page.

Step 1:



Step 2:

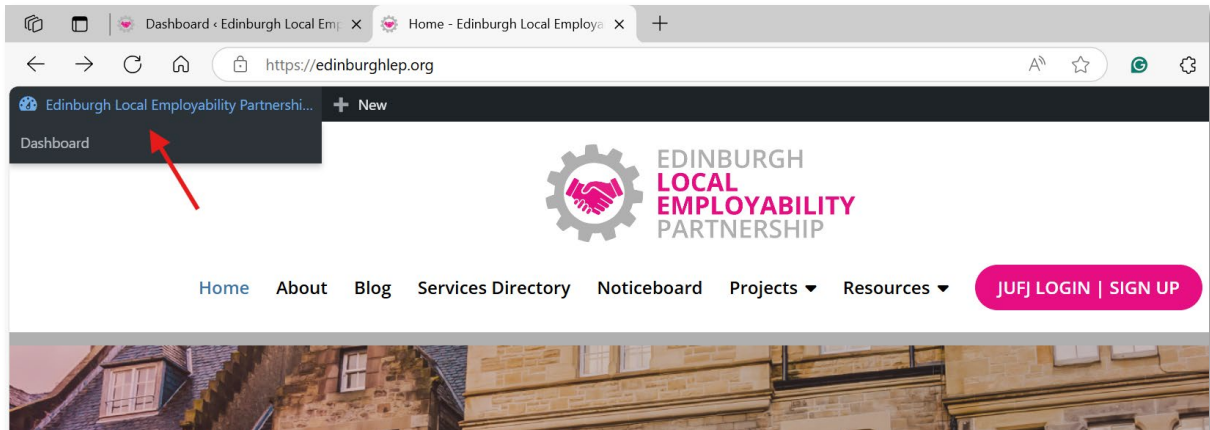
A screenshot of the login form on the website. The form is titled 'Existing Users Log In'. It has two input fields: 'Username or Email' and 'Password'. Below the password field is a checkbox labeled 'Remember Me' and a pink 'LOG IN' button. Below the button are two links: 'Forgot password? Click here to reset' and 'New User? Click here to register'. A red arrow points to the 'New User? Click here to register' link.

Q2. I have completed the registration form on the website. Can I log in straight away?

A2. No. Before you can log in you will need to validate your email by clicking the link in the email from 'wordpress@edinburghlep.org'. This email may take up to ten minutes to arrive and may go into your junk inbox. Once you have validated your email, and a website administrator has approved your account, you will be able to log in and start posting on the noticeboard/blog.

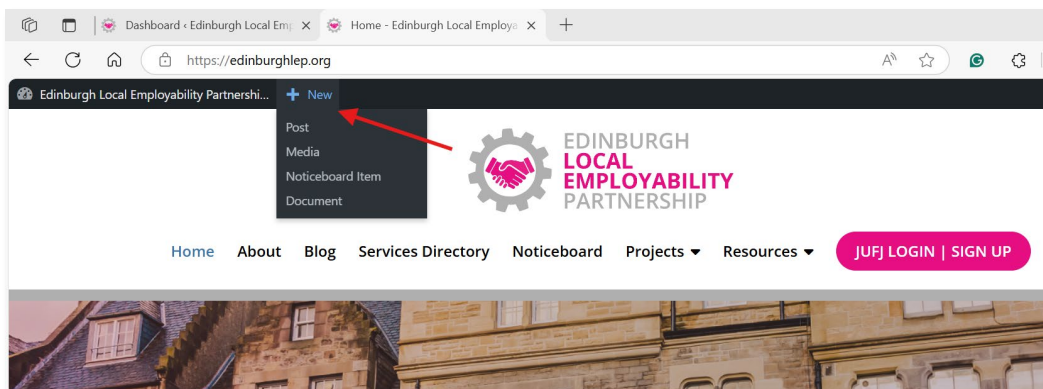
Q3. How do I access the dashboard?

A3. Once logged in, you can access the dashboard by clicking the top left banner.

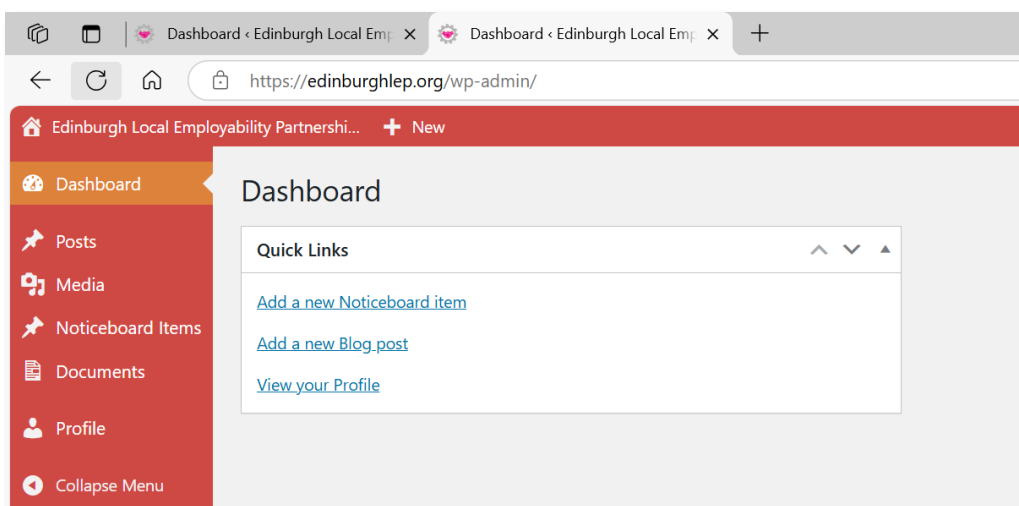


Q4. Once logged in, how do I add a blog post or noticeboard post?

A4. There are two ways to add new posts. If you are browsing the website logged in, you can either click 'new' on the top banner and select 'post' for blog posts and 'noticeboard item' for noticeboard posts.



Alternatively, you can add posts using the different links in the dashboard.



Q5. Does the LEP Website have a directory of services?

A5. We are currently working on a Services Directory which will allow professionals within the Local Employability Partnership to find services and refer clients through Helix. While this is in progress, please continue to use the [Joined Up for Jobs directory](#).

Q6. What will happen to the Joined Up for Jobs website?

A6. Once our new directory is up and running on the LEP website, the Joined Up for Jobs website will be taken down and redirected to the LEP website.

Q7. Do I need to re-register for the Joined Up for Jobs bulletin?

A7. No, if you are already signed up the Joined Up for Jobs bulletin mailing list you will continue to receive it.