

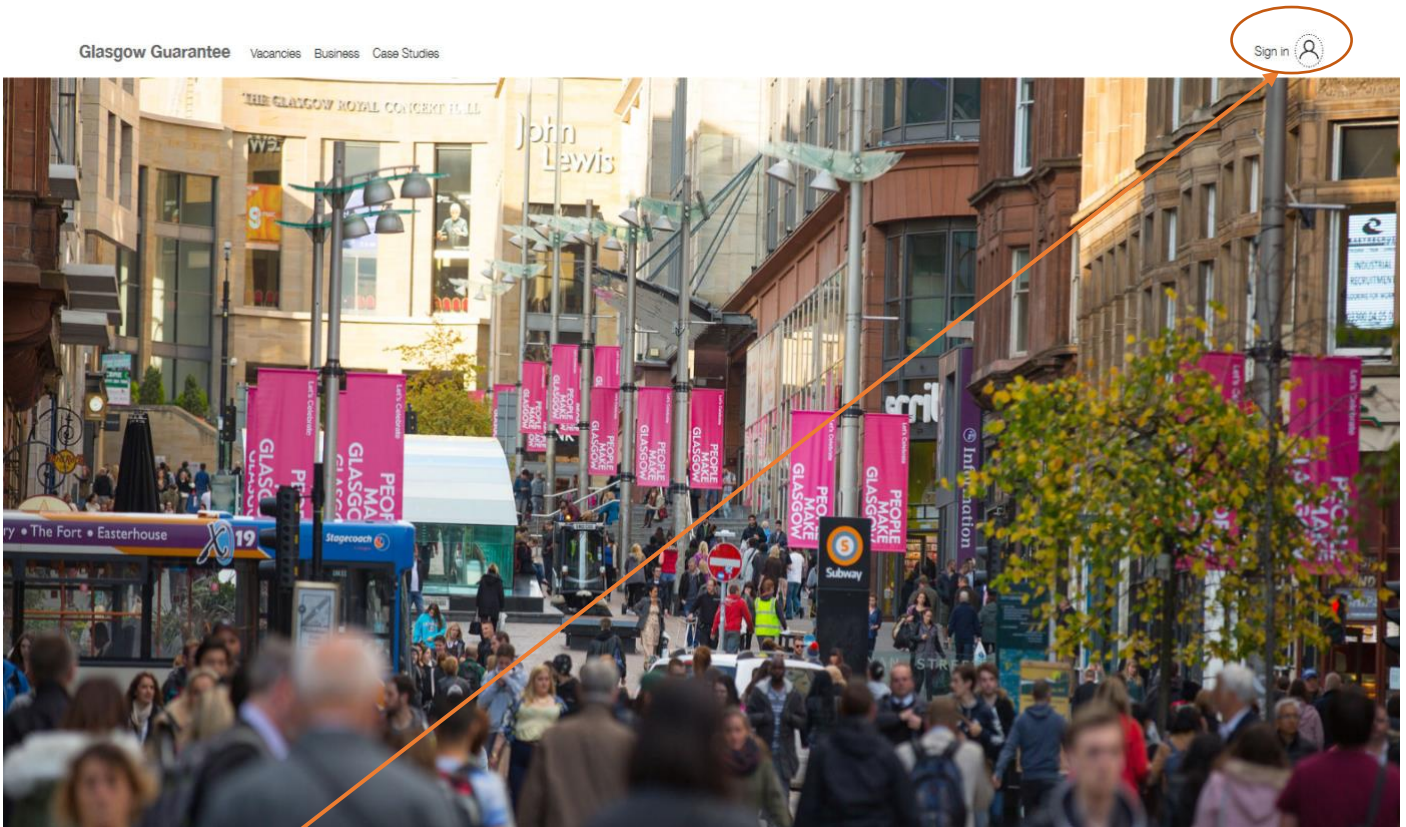
# Glasgow Guarantee

We can help you to grow and prosper

## GLASGOW GUARANTEE

### User Account

Please access the Glasgow Guarantee website - [GlasgowGuarantee@glasgow.gov.uk](mailto:GlasgowGuarantee@glasgow.gov.uk)



#### User Sign In here

You will have been set up a user account

A username and password will have been emailed to you.

Please get in touch with Emma Boyd at [emma.boyd@glasgow.gov.uk](mailto:emma.boyd@glasgow.gov.uk) if you haven't received your log in details or if you have any problems logging in.

whatever your background or personal circumstances we can help you to find your next job

INVESTORS IN  
YOUNG PEOPLE

Good  
Practice  
Award

BUSINESS  
GLASGOW



# Glasgow Guarantee

We can help you to grow and prosper


## GLASGOW GUARANTEE

### User Account - Dashboard


A user's dashboard will look similar to below:

### My Account


**Downloads**




Referral Form  
Download Referral Form




Conversion to Work Request Form  
Download Conversion to Work Request Form



CTW Information Guide  
Download CTW Information Guide




Registration Guide - School Leavers  
Download Registration Guide - School Leavers



Job Ready Candidates  
Download Job Ready Candidates


**Candidates**

**My Agency** |




All Candidates  
View Candidates


**Your Account**




Change Username  
eboyd5



Change Password



Change Security Question  
What is your first name?



Resend Email Validation  
Click here if you need a new email validation

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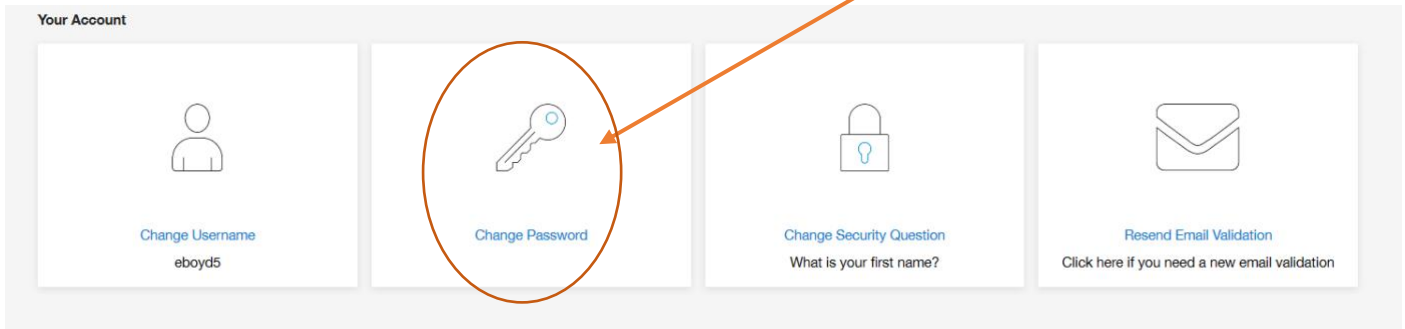
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## GLASGOW GUARANTEE

### User Account – Password Change

When you log in for the first time, please change your password. You can do this here



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## GLASGOW GUARANTEE

### User Account – Downloadable Files

You will be able to download files for the following:

- Referral Form
  - This needs to be completed for all 'job ready' candidates and **not** school leavers
- Conversion to Work Request Form
  - This needs to be completed for all individuals who are participating on a work placement/trial, which is being converted into paid employment and Glasgow Guarantee funding is being requested
- Information and step-by-step registration guides
  - CTW Information Guide
  - Registration Guide – School Leavers
  - Registration Guide – Job Ready Candidates

#### Downloads



Referral Form

Download Referral Form



Conversion to Work Request Form

Download Conversion to Work Request Form



CTW Information Guide

Download CTW Information Guide



Registration Guide - School Leavers

Download Registration Guide - School Leavers



Job Ready Candidates

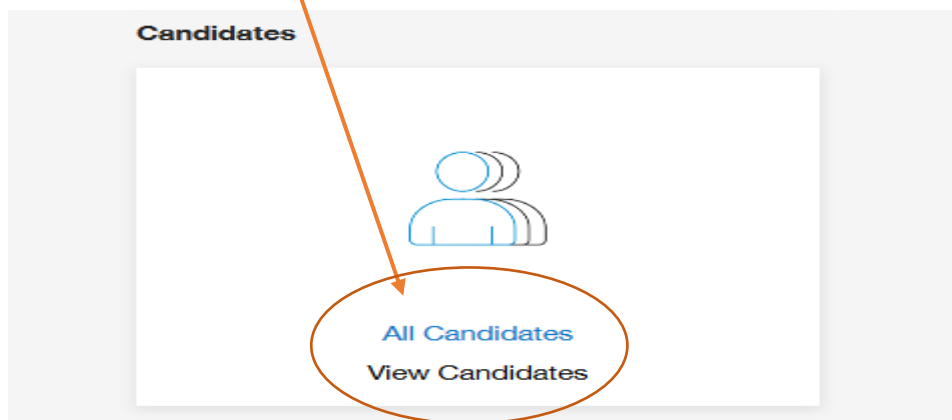
Download Job Ready Candidates

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## GLASGOW GUARANTEE User Account – Candidate Search

Your user account is linked to the school and/or employability provider that you work for  
You are able to view candidate accounts who attend your school or who are supported by your employability programme

To find candidates click on [All Candidates](#)



### Candidates

First name	Last name
<input type="text"/>	<input type="text"/>
Date Of Birth	NI Number
<input type="text"/>	<input type="text"/>
Candidate Status	
<input type="text" value="Please Select"/>	
<input type="button" value="Search"/>	<input type="button" value="Export to Excel"/>

No Candidates have been added.

If you select, 'Please Select' in Candidate Status and search, this will bring up everyone linked to your school/provider and you will be able to see their candidate status.

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## GLASGOW GUARANTEE

### User Account – Candidate Search

There are various Candidate Status:

There are 3 stages of registration. If the individual's registration has not been approved, they will be within 1 of the 3 registration stages below:

- Pending
  - Completed the online form only
- Email Validated
  - Completed the online form
  - Validated their email address
- Eligibility Check
  - Completed the online form
  - Validated their email address
  - Completed sector interests
  - Uploaded eligibility documents (school leavers are not required to do this)

Other candidate status you can search by include:

- Approved
  - Candidate will have a live account and can apply
- Successful
  - Candidate has secured employment
- Rejected
  - Registration has been rejected
  - All registrations that are not completed within 4 weeks are rejected
- Withdrawn/Inactive
  - An approved account will be withdrawn/inactive due to the following:
    - Inactivity
    - Accounts not logged into within 3 months, are automatically withdrawn
    - Duplicate account
    - No longer eligible

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