



Using Higher Ideas at Home



1. **Use Higher Ideas in this establishment** and from the Main Menu click on the **Use at Home** icon. You will be taken to a page that gives you a unique top-up code.

Make a note of the **code** here:

Important: Each top-up code can be used only once, so don't share this code with your friends.

2. **On the Internet** (from this establishment or at home), go to www.careersoft.co.uk/homeuser and choose **Create a New Account**.

- Enter your top-up code.
- Choose a username and password (we suggest using your email address as your username).

If you wish, you can make a note of them here and then keep this form in a safe place.

My Careersoft Home User **username**:

My Careersoft Home User **password**:

3. **Your account is now ready** and you can use Higher Ideas from home for the next 90 days by visiting www.careersoft.co.uk/homeuser If your establishment also licences JED – the Job Explorer Database - for home use, then you will automatically be able to use that too.

4. **When the time on your account is running out**, you can get another top-up code from Higher Ideas at this establishment. If you have used your email address as your username, then Careersoft will send an email to remind you shortly before your account expires.

Photocopiable Resource: You may photocopy this sheet to distribute to your students/clients if you wish. If you prefer to print this out, it can be found on our Website at www.careersoft.co.uk/products/higherideas