

## Get started with the Grow with Google HSI Career Readiness Program

The <u>Grow with Google HSI Career Readiness Program</u> is intended to help students, like you, develop the digital skills they need to find and secure internships and jobs that will help them build successful careers. Here's how to get started:

## Set up your profile on Skillshop

- 1. Visit skillshop.withgoogle.com. On the upper right-hand corner, click Sign In.
  - a. If you've already created an account and you're having issues logging in, please clear your cache / browsing history for the last day. Then reload the page, and try logging in again.
- 2. Create a Skillshop account using your university email.
  - a. If you are unable to log in using your university email, please use your personal Google account.
  - b. <u>Click here</u> if you don't have a Google account and need to create one
- 3. On the upper right-hand corner, click the icon with your first initial (ex: A). Then select **My profile** from the menu. Note, the circular icon in the upper right may appear differently if you have a profile picture in your Google account.
- 4. Click **Edit Profile** in the upper right.
  - a. Under "Company" add Stan State\_CPDC.
  - b. Add your school email under "Company email"
  - c. Add your country and timezone.
  - d. Scroll down and click Save or Continue
- 5. Once the page refreshes, go to **Edit Profile** again, then select **Connect your Google Account** and click **Agree & Continue.**
- 6. Review all your information and press Save.

## Now, the most important step:

While you are logged in to Skillshop, click this link (https://skillshop.exceedlms.com/sl/2099c131) to gain special access to the HSI Grow with Google Career Readiness Program. (Not the Grow with Google module.)

- 1. On the the navigation bar at the top of the page, click the 📙 icon.
- 2. Scroll down to the HSI Career Readiness Program.
- 3. You're in and you are ready to get started on the HSI Career Readiness Program.

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