FULL REGISTRATION GUIDE
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INTRODUCTION

This guide will provide visual step-by-step instructions to help you complete the STEM Ambassador registration process.

Then crucially, how to link to the Go Construct STEM Ambassador scheme.
Step 1

Becoming a STEM Ambassador
SIGNING UP

Register as a STEM Ambassador

You must register as a STEM Ambassador before you can link to the Go Construct STEM Ambassador scheme.

To begin your registration please click or enter this link:

https://www.stem.org.uk/user/register?type=ambassador
CREATE YOUR ACCOUNT

Enter your contact details here

You will need to fill out:
• Title
• First Name
• Surname
• Enter in a Username
• Email Address
• Confirm Email Address
CREATING YOUR PASSWORD

Create your password

- When completed, click on the 'I'm not a robot' selection button
- Then click continue
HOME ADDRESS & PERSONAL DETAILS

Fill in your details:

- Home Address
- Phone Number
- Date of Birth
- Ethnicity Gender
Completing About Me

‘About Me’ is a great chance for you to give a summary of who you are, what your experience is and anything else you’d like to share with a potential ‘event organiser’. It’s up to you how much you want to share.

You can update your profile at any time should you wish to make any amendments.
MY EMPLOYMENT

Enter your current employment status here

If you’re in full time employment you will be able to include your employer details.

You can also share your ambassador performance data, number of engagements completed etc. with your employer should you consent to do so. Just click the box.
PROFESSIONAL INSTITUTION MEMBERSHIP

List your memberships here

Within construction & the built environment we have many professional institutions, so if you belong to any add them here.

Share your Ambassador details with the professional institutions you belong to by ticking the box.
ACTIVITY PREFERENCES

Your skills & areas of expertise

This is where you can find the areas of expertise that you bring to the role of a Go Construct STEM Ambassador.

Fill out your skill set and select your areas of expertise.

Select the types of activity you want to do and the age range you want to work with.

There’s a huge variety of skills needed within every career in construction and the built environment. Many of these skills link really well to STEM subjects.

For example, a Bricklayer, using materials and chemicals to mix cement = Science. Setting out lines, angles and quantities of bricks needed to build a structure = Mathematics.
LOCATION & TRAVEL PREFERENCES

Complete your travel preferences

- Add a location to use as your base
  This is handy, for example, if you are working away from home on a project.

- Choose how far you’d be willing to travel
  This helps the STEM Learning team carefully select engagement opportunities that are in accordance with your travel preferences.

Tick the T&C’s box and select register to complete your registration

This information can be updated at any time in your profile details.
STEM REGISTRATION COMPLETE

When you have registered you will see a 'thank you for registering' page

You should receive an account verification email.

Please verify your account from this email.

If you haven't received an email within 24 hours, please contact support@stem.org.uk
Step 2
Joining the Go Construct STEM Ambassador scheme
SIGN IN

Sign in to your STEM account

To sign in please click or enter this link
https://www.stem.org.uk/user?destination=dashboard
IDENTIFYING AS A 'GO CONSTRUCT' STEM AMBASSADOR

How to identify as a Go Construct STEM Ambassador

When you have completed your registration to become a STEM Ambassador, you will need to go onto your dashboard and click on 'edit profile'.
Select Skills & Qualifications

This will show you your career history and qualifications, any professional institutions you are a part of and the schemes that you are a member of.

Click Edit
SCHEMES PARTICIPATION

Adding the Go Construct Ambassador scheme to your profile

Scroll down the page to find the 'schemes participation' section.
Type Go Construct STEM Ambassador directly in the box or click in the box and select the scheme from the list shown.
Finally, to confirm that you are happy to share your Ambassador performance information with us, just tick the box.
All information will only be shared with CITB. By agreeing to share your information with us you will have access to the latest construction specific resources and support.
Click on submit
Step 3

Inductions and DBS/PVG checks
COMPLETING THE STEM INDUCTION

Once you have registered, your local STEM hub will send a verifying email to your chosen email address. You need to click on the link in the body of the email and sign into your newly created account.

You will also be requested to complete a short induction in the registration email.
Complete your DBS check

You will receive a separate email to complete a free of charge DBS application (or PVG if you’re in Scotland).

You will still have access to your dashboard on your STEM account, however, you will not be an approved Go Construct STEM Ambassador until this check is completed.
CONTACT US

Once you have completed these 3 steps you will have successfully signed up as a Go Construct STEM Ambassador. We will be in touch to welcome you to the scheme and share details of how we can support you. We are excited to share plans for how we hope to support you in your role of inspiring the next generation to join the construction and built environment sector.

If you need any further assistance, we are here to support you so please contact the team via the following email address:

For all general enquiries please contact ca@citb.co.uk

Alternative email contacts:

Carla Tidd Carla.tidd@citb.co.uk
Sameerah Marshall Sameerah.marshall@citb.co.uk
Robbie Smith Robertj.smith@citb.co.uk