

# How to log in to your virtual work experience

## Getting Access

To access your virtual Insight Day or Work Experience Placement, please use the Google Classroom login details you will have received ahead of your experience. For each opportunity you will receive new login details, so it's important to check you're using the correct account each time.

We use Google Classroom to facilitate our virtual Insight Days and work experience.

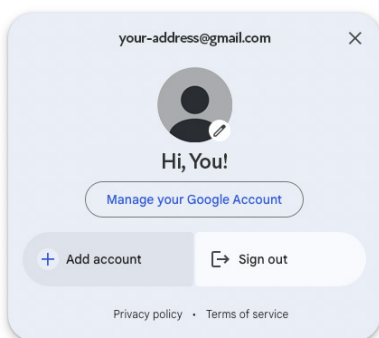
We provide you with unique login details for each opportunity for two reasons:

- **Safeguarding:** Only accounts created by us are permitted to join our Google Classroom, so we can ensure that only those authorised can access our sessions.
- **Data privacy:** By using an account created by us, there is no risk of others seeing your private email address.

We recommend trialling logging in as soon as you get the login details. This will make sure there are no hiccups on the day!

## Switching Google Accounts

If you already have your own Google account, you'll need to make sure you're using the right account. There are two ways to do this:



1. Open an incognito browser and log into Google Classroom using the login details provided.
2. If you can't open an incognito browser, you can add another Google account. When you're on the Google homepage, go to the top right and click on the icon with your initial. Then, click 'add account' and enter the login details provided.

## Frequently Asked Questions

### I'm being asked to enter a code to join the classroom. What is this?

This means you aren't using the correct Google account. By using the login details provided, you won't be asked to enter a code. You can switch Google accounts using the guidance above.

### I am having tech issues on the day of the placement. Who can I contact?

Please phone or email us using the contact details provided on the email with your login details.

