

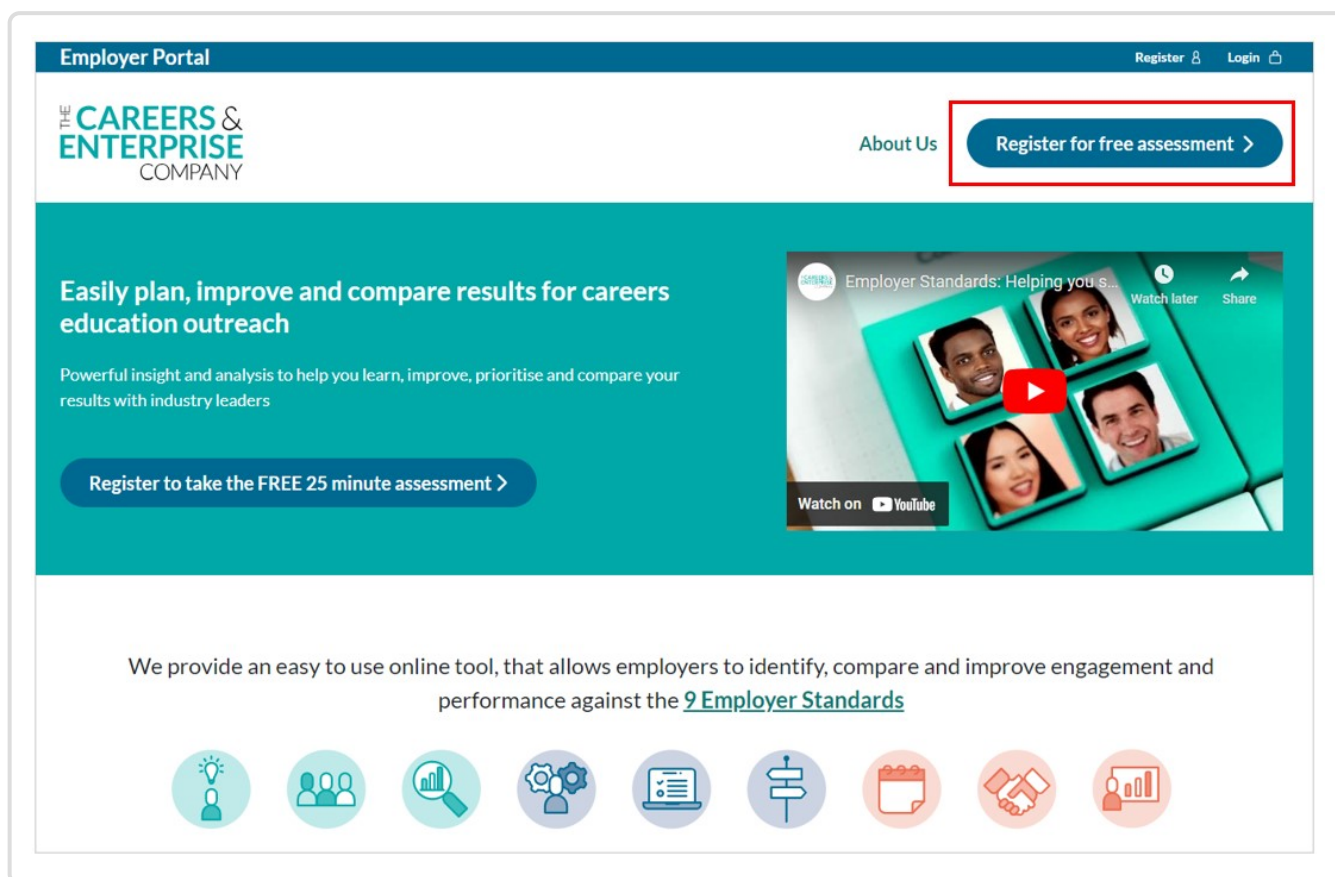
# How to sign up to the Sector Dashboard

Employer Portal enables organisations to benchmark themselves against other organisations in their region and sector to help discover ways to work more effectively with education providers.

Use the Sector Dashboard to compare your organisation's performance with other organisations in the same sector.

To sign up to the Sector Dashboard:

1. Go to Create new account - [CEC Employer Portal \(skillslogic.com\)](https://skillslogic.com)
2. Click the blue 'Register for free assessment box at the top of the screen:



3. Fill in the registration form starting with your email address, first name, last name, job role and job title.
4. In the Employer Details section, type the name of your organisation into the box, or alternatively enter the Company Registration Number, press Enter on your keyboard or click the green 'Find' button.
5. Find your organisation from the dropdown and click the green 'select' button.
6. For Industry Sector:
  - The Sector Dashboard assigned to your account will be dependent upon the industry sector you select here. The industry sector assigned during registration doesn't determine the industry areas / sectors that determine what data is visible in the dashboard. Once your registrations is approved, you can set this in the dashboard yourself. As there are a huge number of sectors to choose from, please select the one that best fits the sector for your organisation
  - You can type into the box to help refine the sectors and select the most appropriate one for your organisation

- You will only see Sector Insights for the industry sector that you select.

7. Please note : to sign up for the Sector Dashboard, you must select 'Yes' for the following question:

Is your organisation a representative body for a sector, trade or industry? \*

☒ Yes ☐ No

8. Once you have completed all sections of the registration form, read the Privacy Notice and accept the Terms and Conditions, click the green 'Complete Registration' button at the bottom of the screen.

9. Once you have entered your details and completed your registration, it will go to our Admin Team for approval.

Please note: Approval can take up to 3 working days. You won't receive email confirmation that your registration has been approved so you will need to check in regularly to see if you can log in to Employer Portal using your email address and password.

You will be able to login before approval, but the link to the sector insights dashboard will only appear once approval has been given.

If you're still unable to log in after 5 days, please [contact our Help Desk](#) .