

# Navigator<sup>TM</sup>

Know where you are going

## 4 Steps to Join the Navigator

<https://wblnavigator.org/web/>

### Organization Signup Form

**1** Select a primary administrator from your organization. This individual will establish the presence on the site. Visit <http://wblnavigator.org/web/organization-signup-form/> to fill out the organization signup form. The signup form requires general information (e.g., company name, address, work-based learning opportunities currently offered). Once the form is completed, and the company is validated, the administrator will be prompted to create a new password. The next step is to engage your business by inviting co-workers and posting resources.

### Creating a Resource

**3** The primary administrator selects the resources that are available to the business users by going to Dashboard > "Resources" > "Select Available Resources" > Select all resources that are applicable to the organization. Note, the resources indicated can be changed at any time. There is no minimum or maximum number. Resources are created by visiting the Dashboard then clicking "resources" > then using the drop-down menu, select the resource that is being created > click "submit" > enter the "resource name" > "description" > add a company logo (a square format) > identify the "career cluster" that best corresponds to the opportunity > indicate the "target audience" > select the "capacity" > finally, select the "delivery method". If there are any additional resources (e.g., photo release forms) that would assist the educator with preparing for the opportunity, please attach the files. Click "submit".

### Invite Business Users

**2** Once the primary administrator creates the company account, they will be able to invite business users. Business users are individuals within the organization who will execute the work-based learning opportunities. The administrator can invite the business users by visiting the Dashboard and clicking "invitations" > "create" > and enter the email addresses for each invitee. The business users will be sent an email to create an account and begin posting resources.

### Connect with Educators

**4** Once the posted resource has been selected, the business user will receive an email with contact information for the educator. Next, the business user will need to contact the educator to schedule the logistics of the work-based learning opportunity. Encourage other businesses and educators to get engaged on the Navigator by posting pictures from the opportunity. Use the hashtag #wblnavigator on any social media platform.

For more information contact  
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or visit [ncbce.org](http://ncbce.org)