

Access the website www.SeeSkills.co.uk and log on using the username you have been given and the initial password of the lowercase word password. Following login you will have to change your password and agree to the data protection statement.

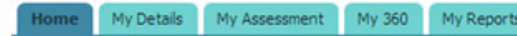
1

Once you have logged in successfully you will be presented with the welcome page.



When clicked, the "tabs" across the top of the screen allow you to enter the various sections.

2



The first part of the tool to access is the **My Details** section. This section asks some optional questions about you, your role and your learning preferences. This data will be used by named users only to help focus development around you and to help find hidden skills and talents from various demographic groups.

Work through each of the 4 sections of this area, clicking the Select button where appropriate.

3



Member Development Skills Portal

Once you have received feedback from a minimum of 3 contributors you will be able to click on the My 360 tab and read a summary report.

6

After completing your self-assessment you can ask other people to provide you with feedback on the same set of skills. Click on the **My 360** tab and then click the 'Add Contributors' button to setup the people you want to provide you with feedback. Once you have created 3 or more contributors, click the 'Request Feedback' button to send them an email containing their own login details.

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After completing the My Details section click on the **My Assessment** tab from the top of the screen. Once you have clicked on the "Self Assessment" link (shown right) you will then be presented with the Political Skills Framework.

Read each statement and select the level that best describes you. You don't have to complete in one sitting but you must click the Save button at the foot of the screen to register

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