

How to sign up and use the Skills Summary online tool

Video transcript

Hi there!

Whether you're planning to use Skills Summary to capture the skills you gained through participating in youth clubs or different out-of-school activities or to help you with job applications and prepare for interviews, this video will show you how to use and navigate the Skills Summary tool.

So welcome to skillssummary.ie!

Firstly, let's click the **Sign Up** [button] to create an account.

As a young person, you select the **Personal User registration option**.

Here you are just asked the usual signup questions. If you are under the age of 16, you will need a consent from your parents or a guardian in order to sign up.

You must select the organisation you are participating with from the scroll down list or through the other organisation text box. If you are not involved in any (youth) organisations, you can select '**None**'. If your organisation is not on the list, you can select '**Other**' and add it. You also have an option to define a project you're doing or your group's name.

Now choose your password – and don't forget to write it down somewhere!

Once that's all done, you will receive the Activation email in your mailbox which will bring you back to log in to Skills Summary. If you haven't received anything, please check your spam box. If you still can't find it, please contact us and we'll sort it out!

Once you've logged in, here on the Home page, you see the **Dashboard** which gives you updates and suggestions for using Skills Summary. And below is the list of all the skills courses.

You can also access the courses from the **Test Your Skills** tab. Let's click into one of them to see what it's like!

Each course starts with a short **video** allowing you to explore and understand what the skill is about. After watching the video, you start with level 1.

You get a brief recap of the video and you go on to the **questions**. They prompt you to **reflect** where you're at with that skill, and if there's any confusion, you can click the **info button** and get an everyday **example** of how this may reflect in your behaviour.

If you have this skill, you can move on and **add your own example** of how YOU demonstrated the skill. You can then go on to level 2, or start another skill.

If there is a gap, you'll be invited to take action and improve your skill.

If you're looking for ideas to improve other skills, you can go to the **Take Action** tab and see our **tips** about the fun and simple ways of working on your skills! Or you can explore our **Career ABC** and get all the information you need to increase your employability. Here, you can find everything from information about careers to writing cover letters, preparing for interviews and even what to expect from your first day in a new job.

You can keep track of what you've done so far and edit your information in the **My Profile** tab. You can change your profile and write a short bio. Back on the **My Profile** page you get a **downloadable PDF of your Skills Summary** via email or directly from the website.

You can also have a look at **Your Achievements** below and ask for your skills to be **endorsed** by a significant adult (for example, a youth worker or a mentor) and they will show up as references in your achievements and in the full PDF version of your Skills Summary.

Here's just an example how your Skills Summary PDF may look! [An example of the long version of a Skills Summary PDF is shown on the screen]

And last but not the least – there's the [Help](#) tab. If you have any questions, just get in touch and we'll sort it out!

Hope you enjoy using Skills Summary and see you online!