

## Careers Wales Secure Upload Facility Instructions

1. Prepare the data you wish to send, using any template or data format guidance provided by Careers Wales
2. Login to the [Administration section](#) of the Careers Wales website. Login at the top right and enter the username and password. If this is the first time the username has been used, you will be asked to change the password and confirm terms and conditions
3. There should be someone in your school who can provide you with a username and password or if necessary call the ICT helpline on 029 2084 6799
4. Click on the [CW Secure Upload Facility](#) which is the bottom item in the menu block on the left hand side
5. If there is a specific contact in Careers Wales then please provide their details in the Description box
6. The file upload is secure, so it is unnecessary to encrypt or password protect your file