

CLIMATE AMBASSADORS

In association with EAUC, STEM Learning and the University of Reading

Registering as a Climate Ambassador

It is important to note that the Climate Ambassadors programme runs via the STEM Ambassador Digital Platform, and so to become a Climate Ambassador you must first register as a STEM Ambassador.

Step 1: Create an account

Follow this link to create an account on the STEM Learning Platform- [Create an account | STEM](#). You will be taken to the page shown in Figure 1. Select that you are registering as a 'STEM Ambassador' before continuing.

You will then be asked to verify your email address. You should receive an email that asks you to click on a link to verify.

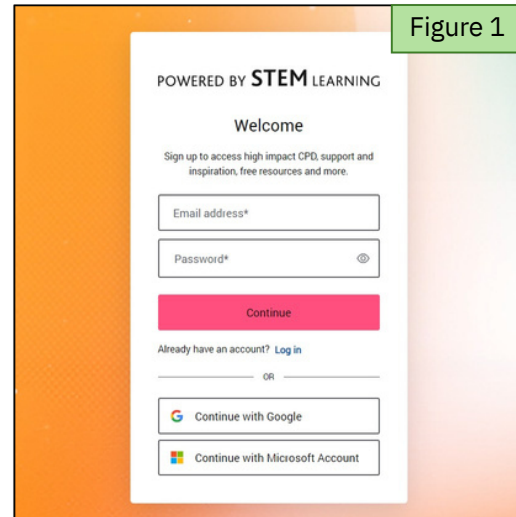
A screenshot of the STEM Learning 'Welcome' page. The page has an orange header with the text 'POWERED BY STEM LEARNING'. Below this, it says 'Welcome' and 'Sign up to access high impact CPD, support and inspiration, free resources and more.' There are two input fields: 'Email address*' and 'Password*'. Below these is a pink 'Continue' button. Underneath the button, it says 'Already have an account? Log in'. There are two social login options: 'Continue with Google' and 'Continue with Microsoft Account', each with its respective logo.

Figure 1

STEP 2: Complete onboarding process

After completing STEP 1 to register as a STEM Ambassador, you will see the following tiles in Figure 2.

On this form you will be asked what type of volunteering you would like to do, we recommend choosing 'Influence leadership' to support Climate Action Plans. You'll then be asked about your area of expertise and interests. You can choose 'Climate' and/or add more detail to the 'Other' option. Finally you'll need to provide your address.

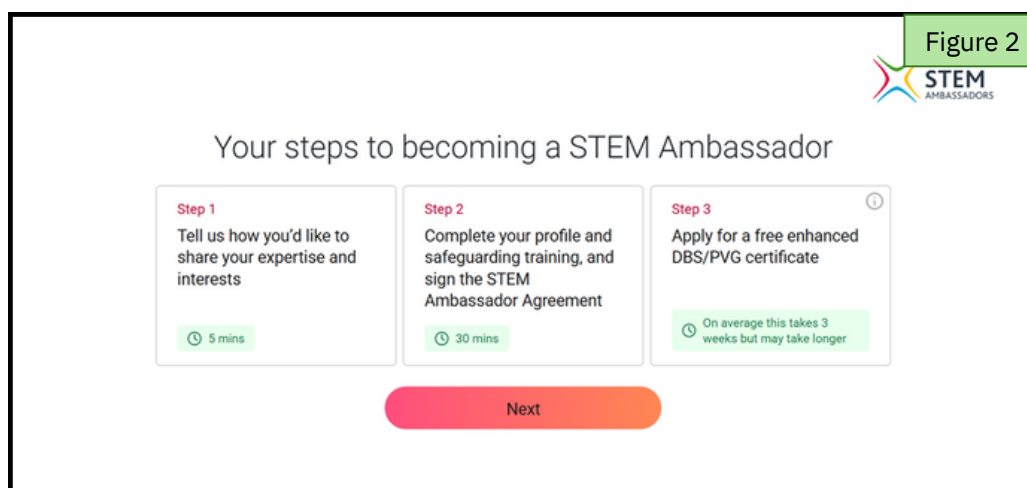


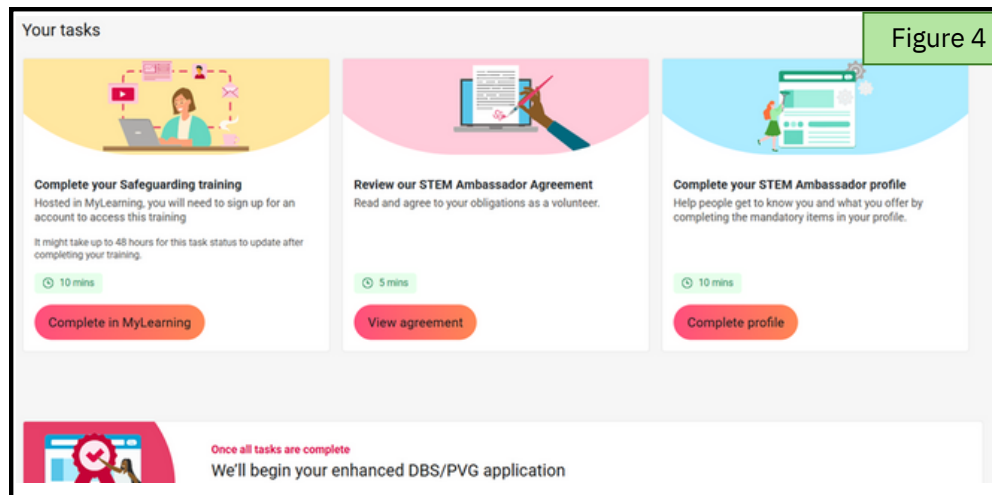
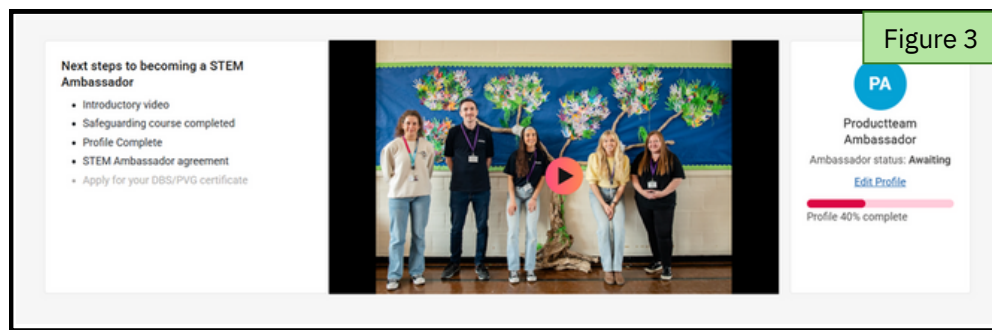
Figure 2

STEP 3: Go to your dashboard

You will then be taken to your dashboard where you will see a series of tasks to complete (Figure 3). These tasks will also appear as tiles (Figure 4).

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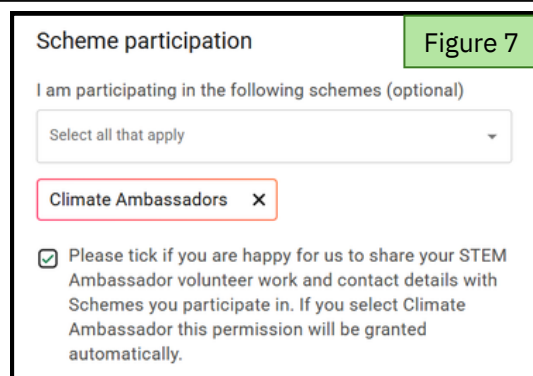
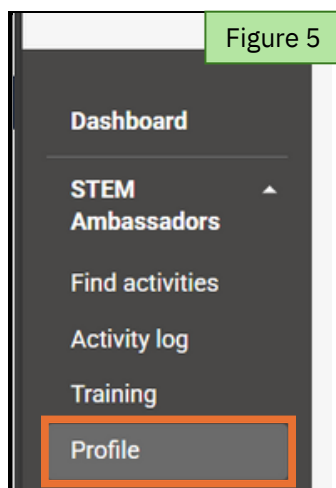


As seen in Figure 4, once all other steps are complete the option to Apply for your DBS certificate will then appear. See more detail in Step 5.

Step 4: Join the Climate Ambassador Scheme

Figure 5 shows your STEM Dashboard. Select 'Profile' from the left hand menu of your Dashboard (highlighted in orange in figure 5) then click 'Edit Profile' in the top right. Your Dashboard will now show a banner of different profile options. Select 'Employment and Schemes' (highlighted in orange in figure 6).

After selecting 'Employment and Schemes' scroll down to the bottom of the page. Under 'Schemes Participation' select Climate Ambassadors. It's important to note that as a Climate Ambassador your details will be shared with Climate Ambassadors Regional Hubs as this enables them to provide you with matching support and opportunities.



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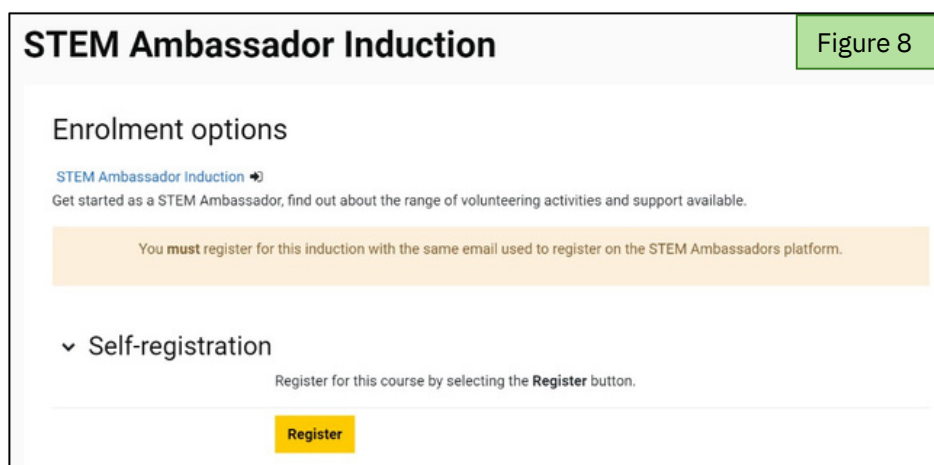
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Optional: Share information with all schemes

In (Figure 7) you will see that underneath your scheme participation there is a tick box to allow data sharing with schemes. It's important to note that as a Climate Ambassador your details will be shared with Climate Ambassadors Regional Hubs as this enables them to provide you with matching support and opportunities. However, checking this box allows any other schemes you are participating in your details whilst also allowing Climate Ambassadors Regional Hubs to more easily access your details. If you do not check this box, then your details will be shared with the Climate Ambassadors scheme, but not with any other schemes you are participating in. Checking this box is not compulsory. You can find more information about how your data is used in the STEM Learning privacy policy.

STEP 5: Safeguarding training

From your dashboard you will be directed to MyLearning to complete the safeguarding training. You can log in with the same details you gave when originally registering as a STEM Ambassador. You will be taken to the page shown in Figure 7. Please select 'register' under 'Self-registration' to access the online induction. Please note this induction can be completed in sections.



The screenshot shows a web page titled "STEM Ambassador Induction". Below the title, there is a section "Enrolment options" with a link "STEM Ambassador Induction" and a description "Get started as a STEM Ambassador, find out about the range of volunteering activities and support available." A yellow box contains the text "You must register for this induction with the same email used to register on the STEM Ambassadors platform." Below this, there is a section "Self-registration" with a description "Register for this course by selecting the Register button." and a yellow "Register" button.

Figure 8

Once you have completed your online induction, STEM Learning will be in touch within five working days to provide you with a link to the DBS application for Ambassadors. DBS checks will be verified via a digital ID check. Please read the guidance carefully when you get to this stage, so things run as smoothly as possible.

If you already have a current DBS check:

If you already have a current DBS check that meets the below criteria then once you've completed the induction you can verify it in a short meeting instead of applying for a new one.

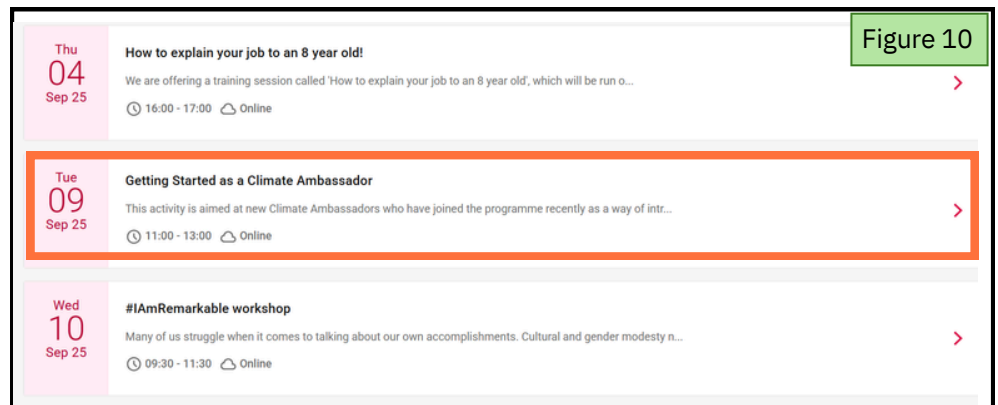
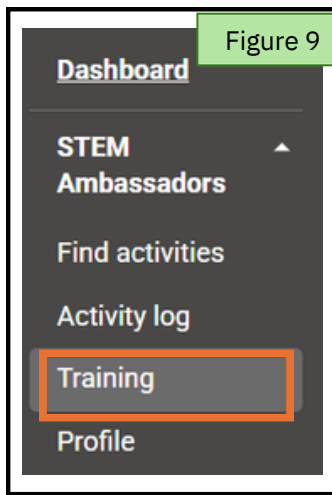
- Have a current enhanced DBS for child workforce
- Have the physical copy of the DBS certificate
- Have your photo ID
- Be registered with the DBS update service - you can check this [here](#)

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STEP 6: Complete the introductory Climate Ambassador training

Once your DBS check is complete, you will receive an email confirming that you are a fully approved STEM Ambassador. This allows you to access the free training and resources available on the STEM platform. At this point we encourage you to sign up to our 'Getting Started as a Climate Ambassador' online training. You can access this via the Training menu in Figure 9. See example activities in Figure 10 (Getting started as a Climate Ambassador training is highlighted). Please note, you will not be able to access training until you are a fully approved STEM Ambassador. To sign up to training, select your chosen session from the list provided and click 'Book training' in the top right.



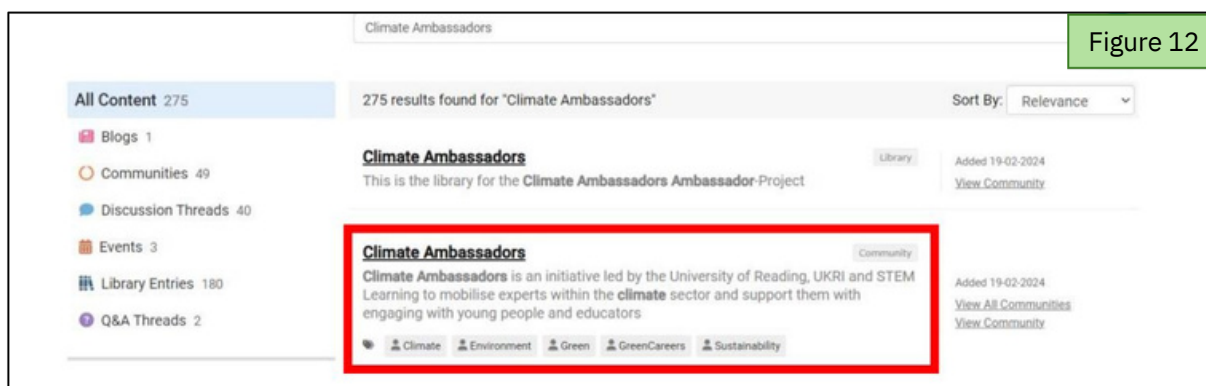
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STEP 6: Join the Climate Ambassador Community!

We encourage all Climate Ambassadors to connect with their regional hub for further support. To find the contact information for your regional hub please visit [Get involved | Climate Ambassadors](#), scroll down and select 'How do I contact my regional hub?'

You can also join the Climate Ambassadors Community where you can meet other Climate Ambassadors and find resources and news on the programme. To join the community go to your dashboard and select 'Ambassador Community' from the left hand menu. This will take you to a new page. In the top right hand corner of this new page, enter 'Climate Ambassadors' in the search box. Several results will appear. Please click on the link highlighted by the red box in figure 12. This is distinguished by the 'Community' tag to the right of the description. Check back regularly to the community to discover news and opportunities to get involved.



If you experience issues at any stage of the registration process, please contact your Climate Ambassador Regional Hub Manager to support you further.