



Welcome, Steve

Importing Candidates Manually

ON CORESTAR



Live Filled Bookings



0 Unfilled Bookings

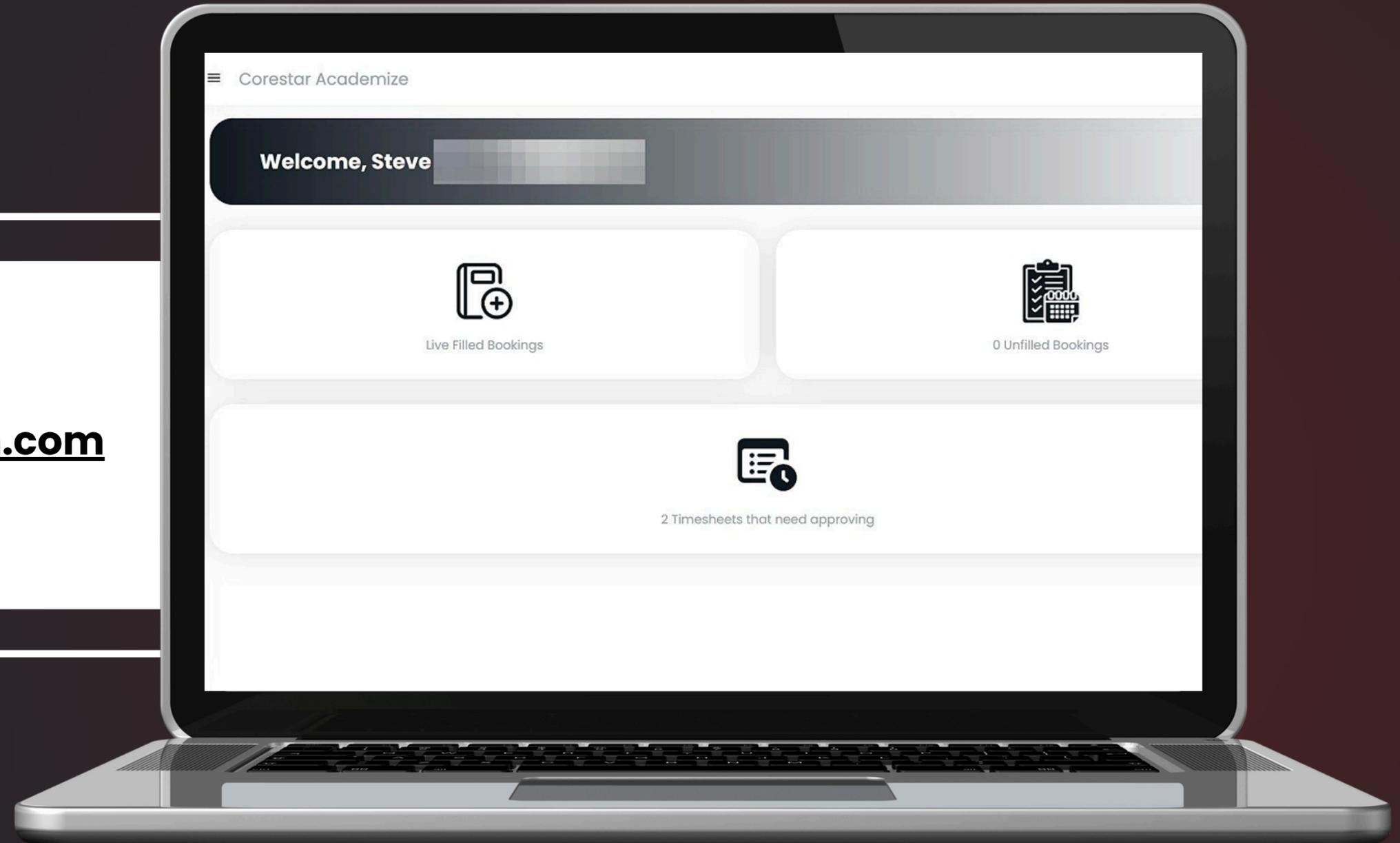
START



2 Timesheets that need approving

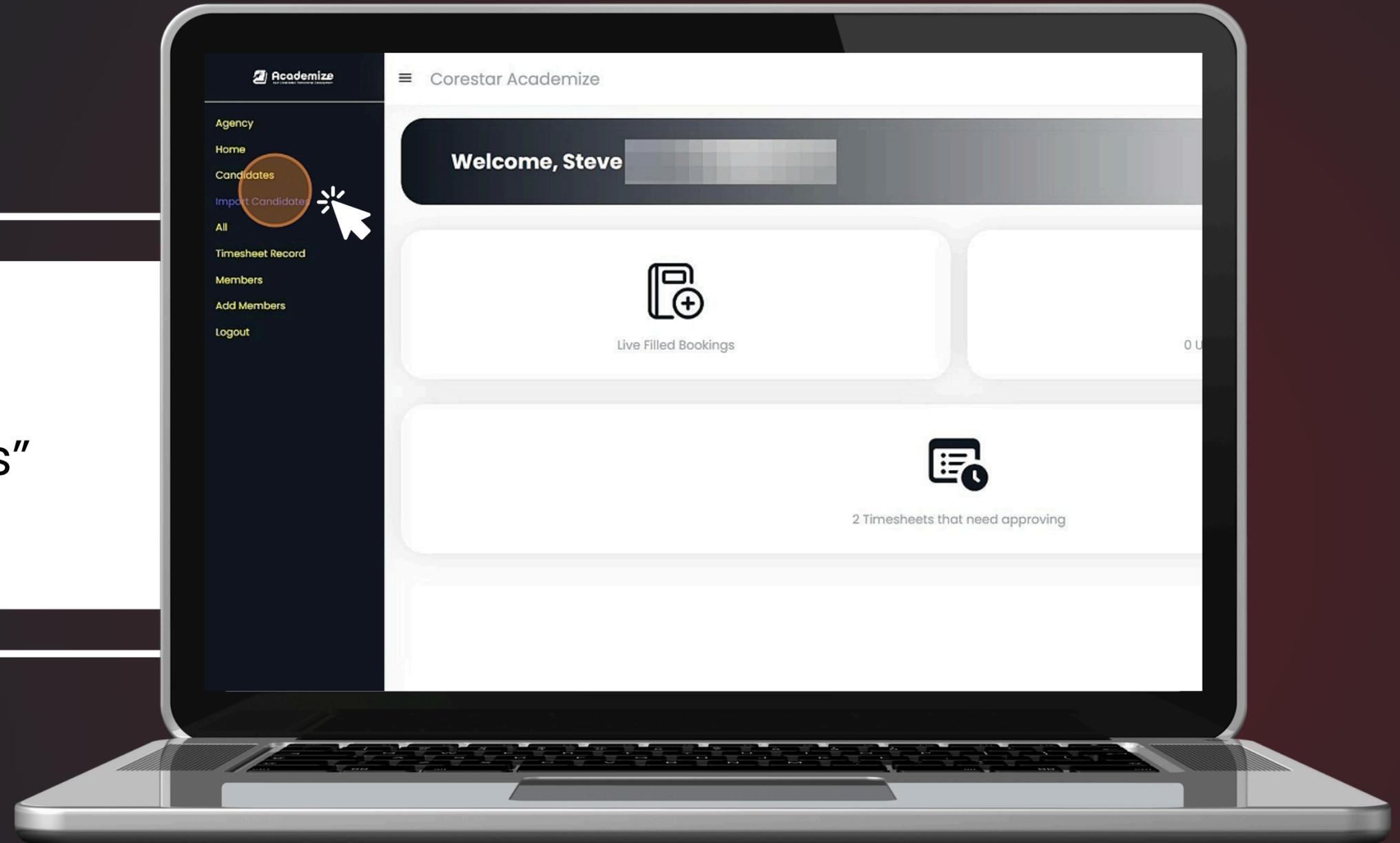


1. Navigate to:
corestar.connex-education.com
and Log in





2. Click
"Import Candidates"





3. Complete the compliance sections

Corestar Academize

Welcome, Steve

Adding a teacher to

First Name: *

Last Name: *

Jobtitle: * Please Select...

UK Right To Work Check Date: * dd/mm/yyyy

Enhanced DBS Number: *

Date of Most Recent Disclosure: * dd/mm/yyyy





4. Fill in name fields

Corestar Academize

Welcome, Steve

Adding a teacher to

First Name: * Sarah

Last Name: *

Jobtitle: * Please Select...

UK Right To Work Check Date: * dd/mm/yyyy

Enhanced DBS Number: *

Date of Most Recent Disclosure: * dd/mm/yyyy





5. Select the job title using
the drop down box

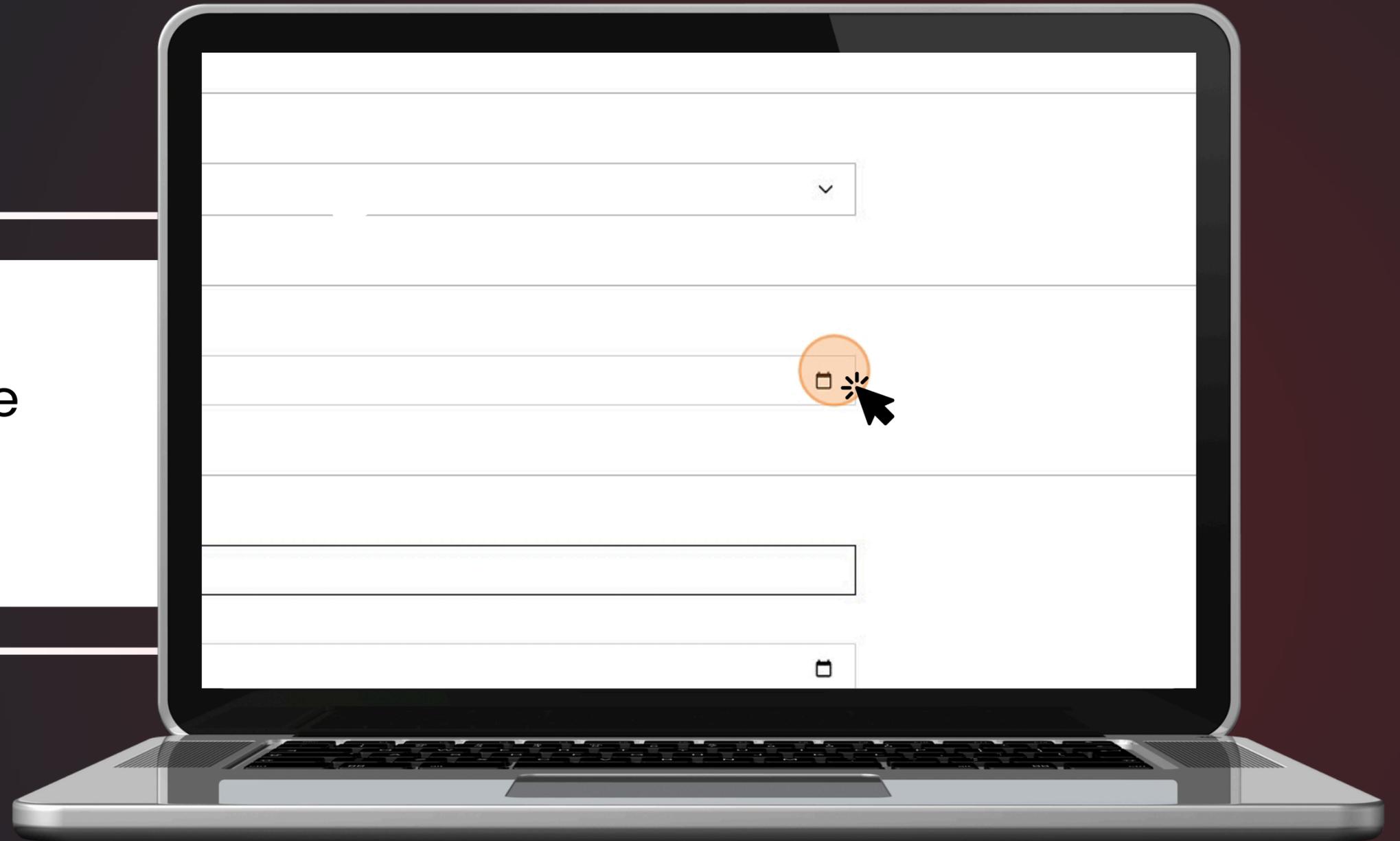
The laptop screen shows a web form with the following fields:

- First Name: * Sarah
- Last Name: * Smith
- Jobtitle: * Qualified Teacher (highlighted with an orange circle and a mouse cursor)
- UK Right To Work Check Date: * dd/mm/yyyy





6. Enter the dates for the compliance section





7. Continue to fill in all fields

Jobtitle: *

UK Right To Work Check Date: *

Enhanced DBS Number: *

Date of Most Recent Disclosure: *

The laptop screen shows a web form with four input fields. The first field is labeled 'Jobtitle: *' and contains the text 'Qualified Teacher'. The second field is labeled 'UK Right To Work Check Date: *' and contains the date '26/09/2024'. The third field is labeled 'Enhanced DBS Number: *' and is currently empty, with a mouse cursor hovering over it. The fourth field is labeled 'Date of Most Recent Disclosure: *' and contains the placeholder text 'dd/mm/yyyy'.





8. When all sections are complete—click 'SAVE' for the candidate to be uploaded.

