

Bukuploading Candidates ON CORESTAR



START

2 Timesheets that need ap



0 Unfilled Bookings

proving

www.connex-education.com



Navigate to: <u>corestar.connex-education.com</u>

and Log in







2. Click "Candidates"

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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



3. Click 'here" to do a candidate bulk upload





Job Title	Agency Code	
Qualified Teacher		
Teaching Assistant		
Qualified Teacher		
Qualified Teacher		





4. Click "Choose file" and select your candidate import file.

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e of your teacher, and must be: E Lecturer, Qualified Nursery Nurse, visor, Technician, Admin Staff, ning Assistant, Out-Reach Worker, Resi eacher (Non-QTS), Sports Coach, UQ. ing Assistant, Exam Invigilator, Premises

number of the candidate

used by your system.







5. Click "Import" and this will upload your candidates.

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