

DASHBOARD USER GUIDE WORKER REGISTRATION

Contents

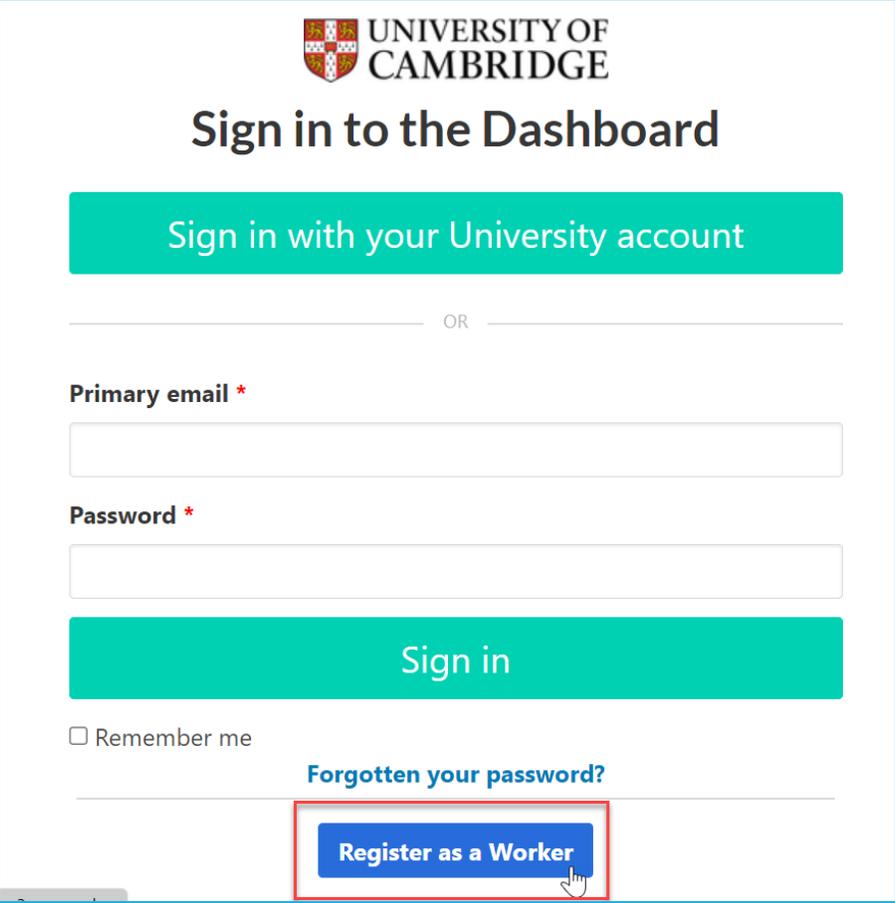
Worker Registration	2
Register email and password	3
Verify email.....	5
Worker Home Page	8
My Profile.....	8
Availability.....	9
Jobs	9
Timesheets	9
Completing the My Profile section	10
Personal Details	10
Contact Details	13
Emergency Contacts	15
Preferences	16
Right to Work.....	17
UK/Irish Workers	17
International Worker	19
Tax details	22
Equal Opportunities	23
Terms and Conditions.....	24
Bank Details	25
UK Bank Account	25
International Bank Account.....	27
Submission of Registration	29
Next Steps.....	30

Worker Registration

To register as a worker go to:

https://cambridgetest.demodashboardtechnology.co.uk/users/sign_in

You will see the screen below. Click on the blue **Register as a Worker** box at the bottom of the screen.



The screenshot shows the University of Cambridge sign-in dashboard. At the top is the University of Cambridge logo and name. Below that is the heading "Sign in to the Dashboard". A large teal button says "Sign in with your University account". Below this is a horizontal line with "OR" in the center. There are two input fields: "Primary email *" and "Password *". Below the password field is another teal button that says "Sign in". Underneath is a checkbox labeled "Remember me". Below that is a link that says "Forgotten your password?". At the bottom, there is a blue button with white text that says "Register as a Worker". This button is highlighted with a red rectangular border, and a mouse cursor is pointing at it.

Register email and password

You will be taken to the following screen where you need to enter the email address that you want any notifications from the University to be sent.

Worker Registration

Primary email

Password

Password confirmation

Sign up

Return to [Log in](#)

Your password must be at least 8 characters long and must include upper and lower-case letters and numbers.

If your password does not fulfil these requirements you will see the following message on your screen.

Worker Registration

2 errors prohibited this user from being saved:
Password is too short (minimum is 8 characters)
Password is not secure; use letters (uppercase and downcase), numbers and special characters

Primary email

Password

Password confirmation

Sign up

Verify email

Once you have submitted your email address a confirmation link will be sent to the email address you have provided.



Sign in to the Dashboard

A message with a confirmation link has been sent to your email address. Please follow the link to activate your account.

[Sign in with your University account](#)

OR

If you do not receive this email please click on the link at the bottom of the screen as indicated below where you can ask for the email to be resent.

email address. Please follow the link to activate your account.

Sign in with your University account

OR

Primary email *

Password *

Sign in

Remember me

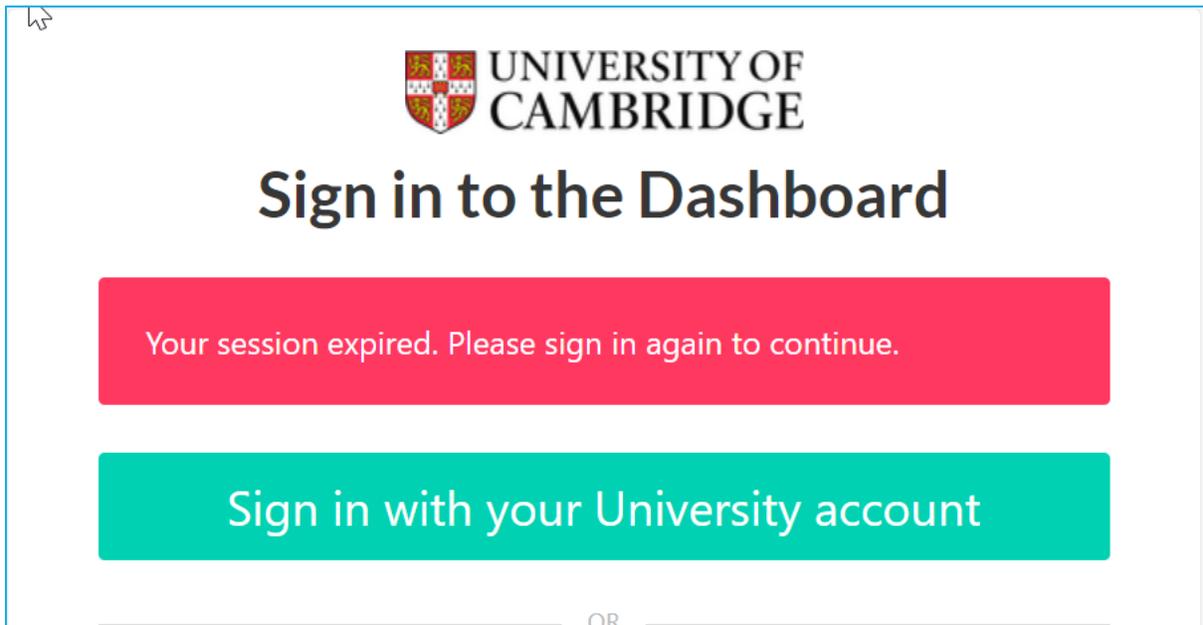
Forgotten your password?

Register as a Worker

Didn't receive confirmation instructions? **Confirm your account**

Didn't receive unlock instructions? **Unlock your account**

If you are inactive when using the system it will timeout and you will need to log back in.



The screenshot shows a login interface for the University of Cambridge. At the top center is the university's crest and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A red message box contains the text "Your session expired. Please sign in again to continue." Below the message box is a large teal button with the text "Sign in with your University account". At the bottom center, the word "OR" is visible between two horizontal lines, indicating an alternative login method.

Worker Home Page

Once you have successfully logged in you will see the following Home Screen.

Under each of the four boxes is information that you will be required to complete and information that you will use once registered as a worker. The sections are summarized below with detailed instructions following.

To return to the Home Screen at any point, click the **Home** option in the list on the left hand menu.

The screenshot displays the University of Cambridge Worker Home Page. On the left is a dark blue navigation menu with the University of Cambridge logo at the top. The menu items are: Home (highlighted), My Profile, Availability, Jobs, Timesheets, and Log out. Below the menu is a link to the Cambridge University Privacy Policy. The main content area has a white background. At the top left of the main area is a 'Home' breadcrumb. At the top right is the user name 'ericdewhurst024 ericdewhurst024' and a green 'Worker' dropdown menu. A yellow banner across the top of the main area says 'Signed in successfully.'. Below that is a blue banner saying 'Welcome ericdewhurst024 ericdewhurst024 to your Cambridge University account'. The main area contains four white boxes with icons and labels: 'My Profile' (person icon), 'Availability' (calendar with checkmark icon), 'Jobs' (briefcase icon), and 'Timesheets' (calendar with 'x' icon).

My Profile

You are required to complete all of your details in this section to allow your account to be verified. You must complete all the mandatory fields marked with an *

In order for your account to be verified you will also need to complete a right to work check. See section on Right to Work, page 17.

Availability

Once you have registered, you will be able to note the times that you are unavailable for work. This is optional and does not have to be completed. However, if you have commitments that would prevent you from working at certain times, it is advised that you include this information here. You can do this by clicking on the dates and times that you are not available on the calendar. This will then show as 'working outside of the University' and you will not receive work offers for these times.

Jobs

Once your account is verified and you have undertaken work, this page will show a record of the work that has been accepted and completed

Timesheets

Once you have completed work your timesheets can be found in this section. This will include those awaiting submission, submitted and approved. Separate guidance is available on the submission of timesheets.

Completing the My Profile section

Click on the **My Profile** option and this will open the My Profile screen. You are required to complete all the sections in red. Mandatory fields are marked with a *.

UNIVERSITY OF CAMBRIDGE

My Profile

ericdewhurst024 ericdewhurst024 Worker

GENERAL

- Home
- My Profile
- Personal Details
- Contact Details
- Emergency Contact
- Preferences
- Right to Work
- Equal Opportunity
- Terms and Conditions
- Bank Details
- Tax Details

To submit your profile please complete all mandatory sections of "My Profile" highlighted in red. Once all mandatory sections are complete the highlight will turn green and you can submit your profile for review. Other sections "highlighted black" contain additional information that will help us to match you to our available work. We recommend you complete these, however you can come back to your profile at any time and update these details.

Personal Details

Contact Details

Emergency Contact

Right to Work

Tax Details

Preferences

Equal Opportunity

Terms and Conditions

Personal Details

Complete each field with your personal details.

Note that your first and last name will have automatically populated with the email address that you have provided and you will therefore need to amend this to show your actual first and last name.

All fields marked with a * must be completed for the page to save.

Fields marked with a blue question mark provide help text for that particular field.

Unique Student Number (USN) ?

If you are a current student at the University of Cambridge, please enter your 9-digit unique student number (USN)

GENERAL

- Home
- My Profile
- Personal Details**
- Contact Details
- Emergency Contact
- Preferences
- Right to Work
- Equal Opportunity
- Terms and Conditions
- Bank Details
- Tax Details

Personal Details

Title *

Mr 

First Name *

Eric

Last Name *

Dewhurst

Unique Student Number (USN) ?

Date of Birth *

1  December  2000 

Gender * ?

Male 

Click on the **Update** button at the bottom of the screen to save the information

Confirm Contact Number * ?

 +447512755760

Update

Once completed and updated, a yellow banner will confirm that your personal details have been updated and you can then return to the My Profile page and move to the next section.

The screenshot shows the 'My Profile / Personal Details' page for Eric Dewhurst, a Worker. A yellow banner at the top states 'Personal details updated.' Below this, the 'Personal Details' section is marked with a green checkmark. The form contains the following fields:

- Title ***: Mr
- First Name ***: Eric
- Last Name ***: Dewhurst
- Unique Student Number (USN) ?**: (empty)
- Date of Birth ***: 1 December 2000

The left-hand navigation menu includes: Home, My Profile, Personal Details (highlighted), Contact Details, Emergency Contact, Preferences, Right to Work, Equal Opportunity, Terms and Conditions, Bank Details, and Tax Details.

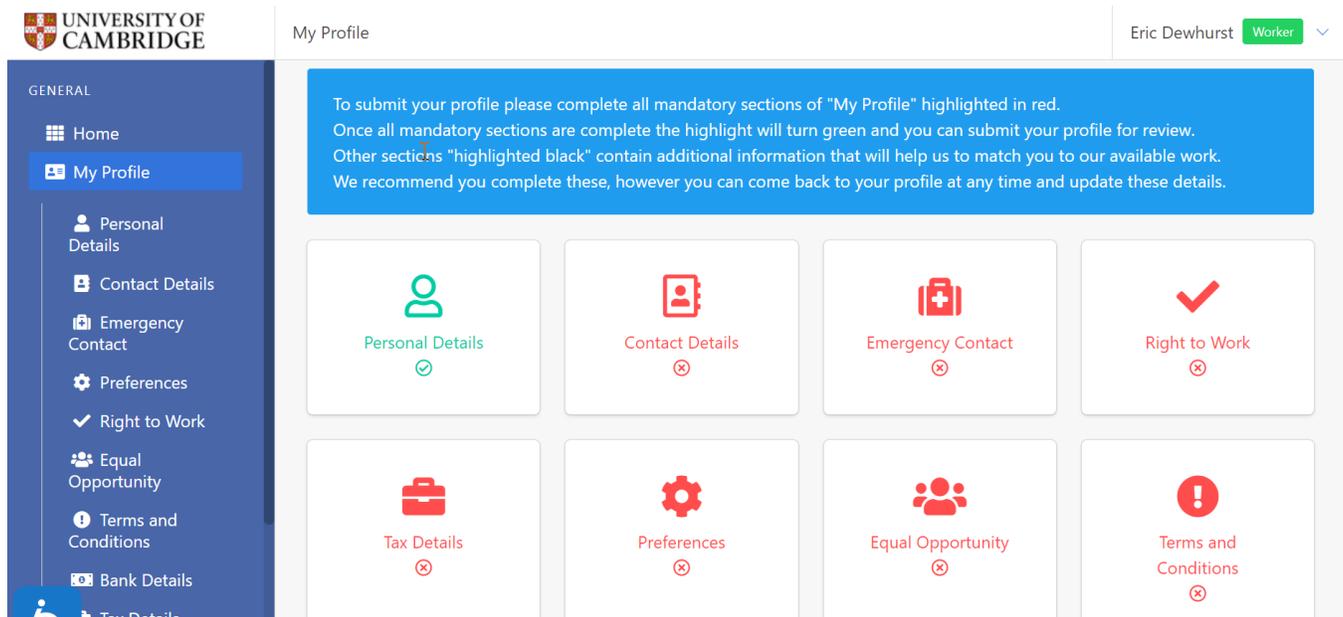
Any missing fields will cause an error message.

The screenshot shows the 'My Profile / Personal Details' page with a red 'X' icon next to the title. A red error banner at the top states: 'The data cannot be saved. 1 error caused this issue. Confirm Contact Number does not match Contact Number'.

Return to the My profile page by clicking on either of the two links.

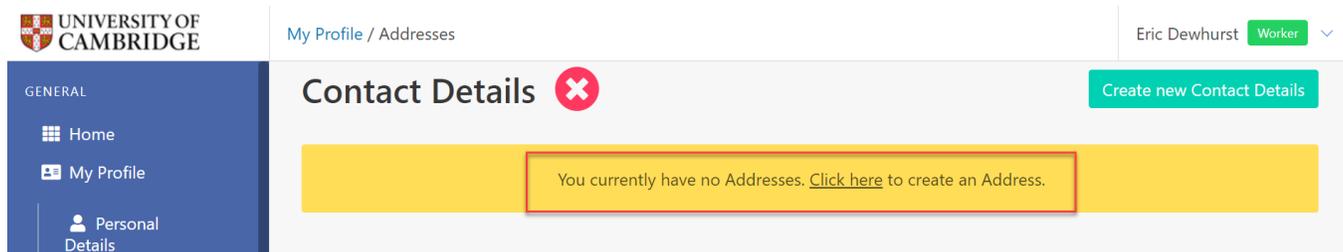
The screenshot shows the 'My Profile / Personal Details' page with a yellow banner at the top. The 'Personal Details' section is marked with a green checkmark. The left-hand navigation menu includes: Home and My Profile (highlighted with a red box). The breadcrumb 'My Profile / Personal Details' is also highlighted with a red box.

On the Home Screen the completed section will be displayed green with the remaining sections to complete marked in red.



Contact Details

Click on the **Contact Details** and then click on the yellow ribbon to display the fields.



Enter your address details and click **Create** to save the details

All of the fields on this section, except Address line 2 are mandatory and therefore cannot be left blank.

GENERAL

- [Home](#)
- [My Profile](#)
- [Personal Details](#)
- [Contact Details](#)
- [Emergency Contact](#)
- [Preferences](#)
- [Right to Work](#)
- [Equal Opportunity](#)
- [Terms and Conditions](#)
- [Bank Details](#)
- [Tax Details](#)

Contact Details ✕

Address Type * ?

Home ▼

Address Line 1 *

25 Humberstone Road

Address Line 2

City *

Cambridge

County * ?

Cambridgeshire ▼

Postal/Area Code * ?

CB4 1JD

You can add further address details by clicking on the **Create New Contact** detail button.

My Profile / Addresses

Eric Dewhurst Worker ▼

New Address has been successfully created.

Contact Details ✓

Create new Contact Details

Type	Address	Last Modified From:	Last Modified To:		
All types ▼	Address Search...	From:	To:	Search	Clear Search

Type	Address	Current Address?	Correspondence Address?	Last Modified	Actions
Home	25 Humberston	✓	✓	15/06/2022 12:50:26	✎ ✖

You can also amend/delete addresses by clicking on the edit/delete buttons under the Actions column.

UNIVERSITY OF CAMBRIDGE

My Profile / Addresses

Eric Dewhurst Worker

GENERAL

- Home
- My Profile
- Personal Details
- Contact Details**
- Emergency Contact
- Preferences
- Right to Work
- Equal Opportunity

New Address has been successfully created.

Contact Details ✓

Create new Contact Details

Type: All types | Address: Address Search... | Last Modified From: From: | Last Modified To: To:

Search Clear Search

Type	Address	Current Address?	Correspondence Address?	Last Modified	Actions
Home	25 Humberston	✓	✓	15/06/2022 12:50:26	

Emergency Contacts

Enter your emergency contact details.

UNIVERSITY OF CAMBRIDGE

My Profile / Emergency Contact

Emergency Contact ✗

Name * ?
Mrs Sarah Dewhurst

Phone * ?
+447775880380

Relationship ?
Wife

Create

Click on the **Create** Button to save the changes.

Preferences

Complete this section with whether you would like to opt out of the maximum 48-hour working week and your main department of work. You should select the department from the list (displayed in alphabetical order) which asked you to register with Dashboard. This will ensure that the correct department receives your details and undertakes your Right to Work checks. You can add additional departments at a later date if required.

UNIVERSITY OF CAMBRIDGE

My Profile / Preferences

Preferences

Would you like to opt out of the maximum 48 hour working week? * 

No 

Main department of work * 

Please Select 

Create

Click on the **Create** button to save the changes.

Right to Work

In the Right to Work section you are required to enter your Worker Origin, Documentation Type, and your National Insurance Number. You are required to indicate the date that you can start and enter documentation information according to the type of document you select.

UNIVERSITY OF CAMBRIDGE

My Profile / Right to Work

Right to Work

Worker Nationality *

Please Select

Documentation Type * ?

Please Select

National Insurance Number ?

What date can you start working for the University?

Do you have any unspent convictions? * ?

No

Create

UK/Irish Workers

Depending on the Documentation Type that you select you will be asked to enter Passport, Birth Certificate or other information.

Documentation Type *

Birth certificate

Please Select

Passport

Birth certificate

Other

Share code or online right to work check

If you select Birth Certificate, you will be asked to enter the Birth Certificate Number and to upload the scanned birth certificate.

UNIVERSITY OF CAMBRIDGE

My Profile / Right to Work

GENERAL

- Home
- My Profile
 - Personal Details
 - Contact Details
 - Emergency Contact
 - Preferences
 - Right to Work**
 - Equal Opportunity
 - Terms and Conditions
 - Bank Details
 - Tax Details

Documentation Type * ?

Birth certificate

National Insurance Number ?

What date can you start working for the University?

Birth Certificate Number *

Upload scanned full birth certificate * ?

Choose File No file chosen

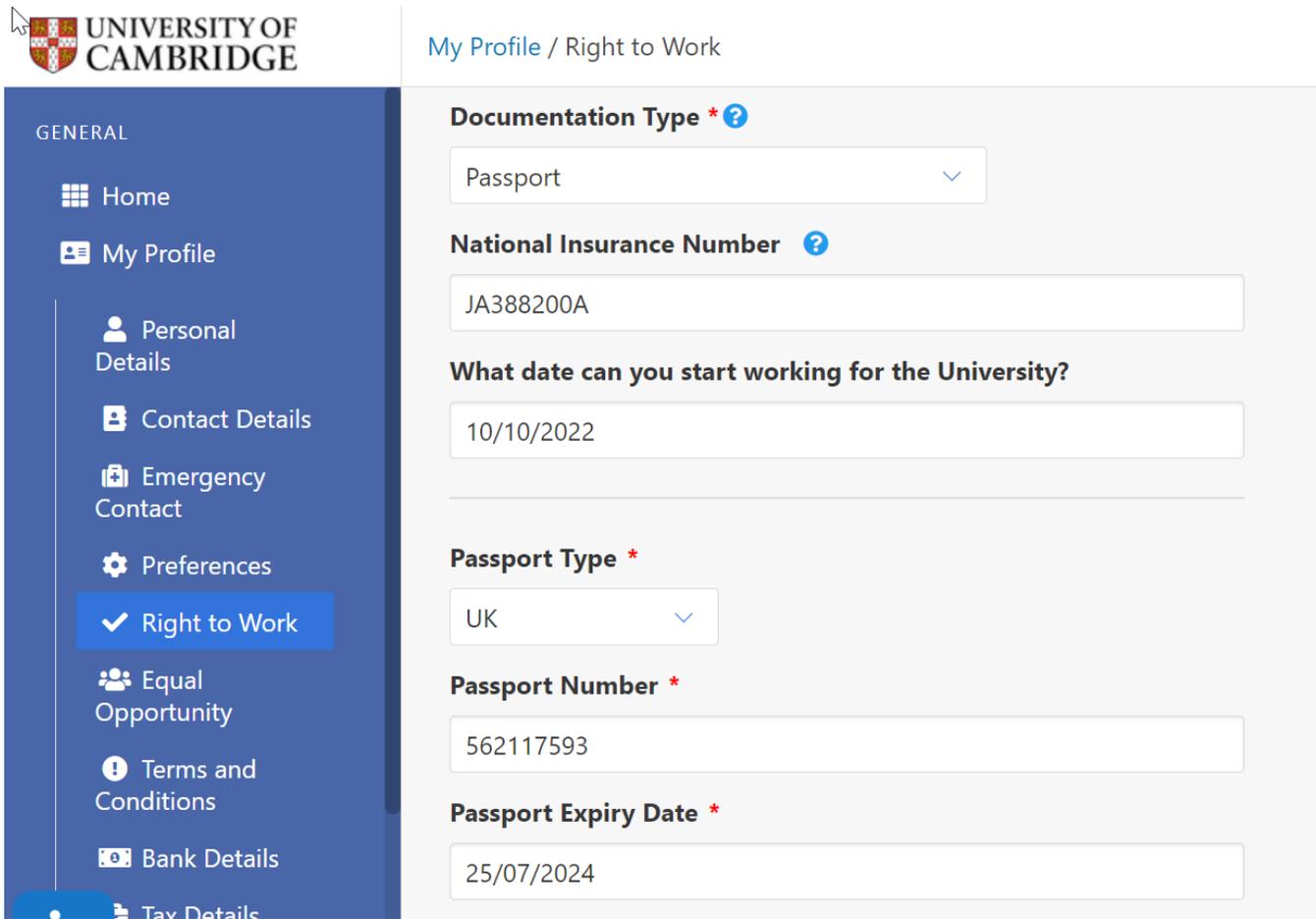
Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

Upload scanned National Insurance proof document *

Choose File No file chosen

Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

If you select Passport as the documentation type enter your Passport Type, Passport Number and Passport Expiry Date:

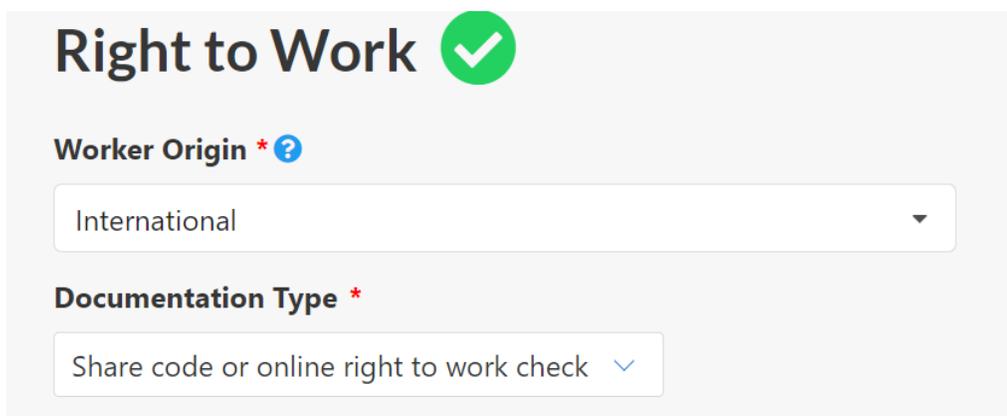


The screenshot shows the University of Cambridge My Profile / Right to Work form. On the left is a navigation menu with options: Home, My Profile, Personal Details, Contact Details, Emergency Contact, Preferences, Right to Work (selected), Equal Opportunity, Terms and Conditions, Bank Details, and Tax Details. The main form area contains the following fields:

- Documentation Type ***: A dropdown menu with "Passport" selected.
- National Insurance Number ?**: A text input field containing "JA388200A".
- What date can you start working for the University?**: A text input field containing "10/10/2022".
- Passport Type ***: A dropdown menu with "UK" selected.
- Passport Number ***: A text input field containing "562117593".
- Passport Expiry Date ***: A text input field containing "25/07/2024".

International Worker

If you are of International Origin, you should select Share code as the Documentation Type. All workers with International passports will have to upload their Right to Work documents to the UK government website where the Right to Work check will be completed. This can be done here: <https://www.gov.uk/prove-right-to-work>. Once you have used this service, you will be given a Share code reference number.



The screenshot shows the "Right to Work" section of the form, featuring a green checkmark icon. The fields are:

- Worker Origin ***: A dropdown menu with "International" selected.
- Documentation Type ***: A dropdown menu with "Share code or online right to work check" selected.

Documentation Type * ?
Share code or online right to work check ▾

National Insurance Number ?

What date can you start working for the University?

Share Code Reference Number * ?
W21 1W1 WZW
[Prove your right to work](#)

Online right to work check details ?

Do you have limited leave to remain in the UK?
Yes ▾

Permission to remain expiry date ?
31/10/2022

Does your visa have working hour restrictions? ?
No ▾
No
Yes

Have any unspent convictions? * ?
No ▾

Create

International workers should not select any other options from the Documentation Type drop down list and do not need to upload any copies of Passports or visa documentation to Dashboard (only to the government website).

Once you have completed all the required fields click on the **Create** button to save the information.

Do you have any unspent convictions? * ?
No ▾

Create

The confirmation banner will be displayed.

My Profile / Right to Work Eric Dewhurst Worker ▾

Right to Work has been successfully created.

Right to Work ✔

Worker Origin * ?

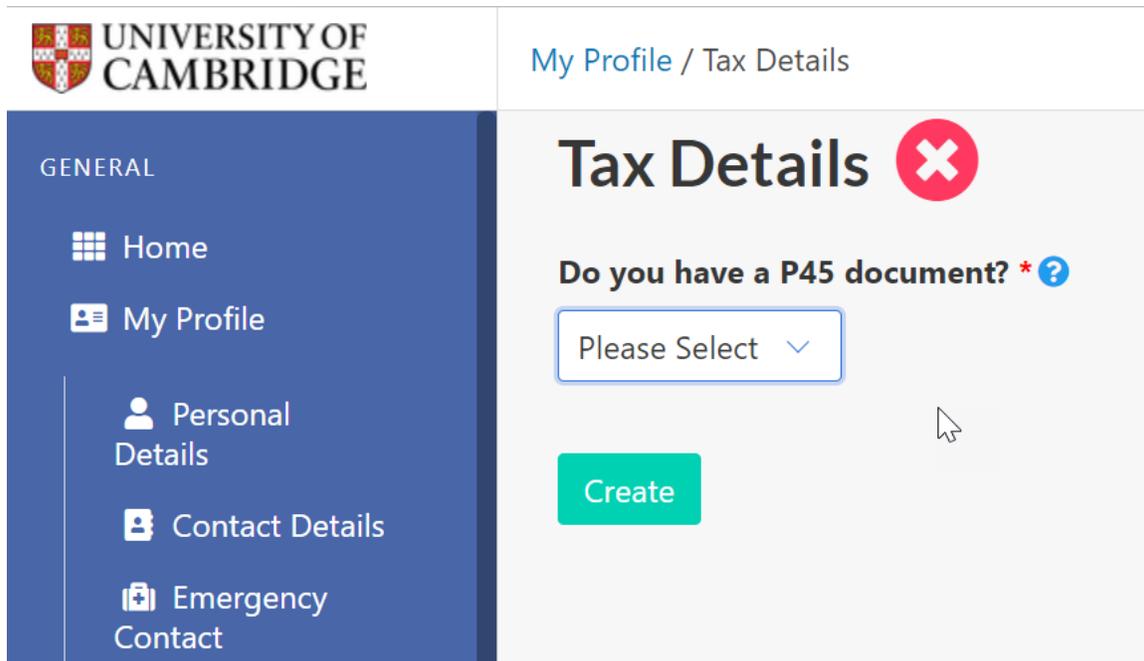
British Citizen ▾

Worker Origin Document * ?

British Passport ▾

Tax details

If you do not have a P45 document select No from the from the drop down and select the statement that applies to you. If you have a P45 document, select Yes from the drop down and upload the P45 document



UNIVERSITY OF CAMBRIDGE

My Profile / Tax Details

GENERAL

- Home
- My Profile
- Personal Details
- Contact Details
- Emergency Contact

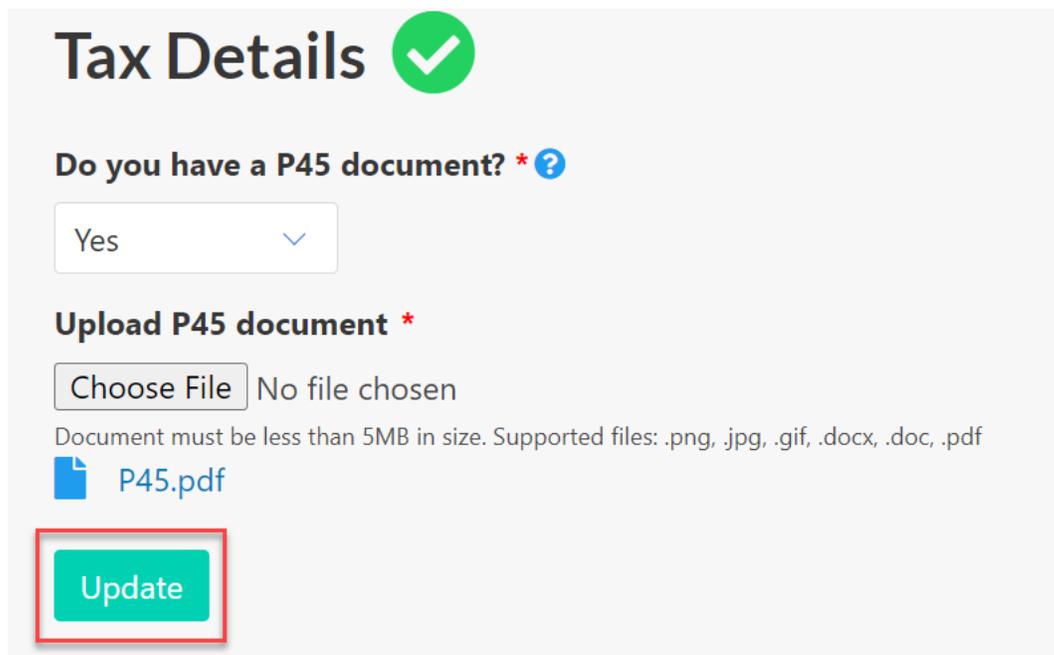
Tax Details

Do you have a P45 document? * 

Please Select 

Create

Click on **Update** to save the changes



Tax Details

Do you have a P45 document? * 

Yes 

Upload P45 document *

Choose File No file chosen

Document must be less than 5MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

 P45.pdf

Update

Equal Opportunities

Enter details on ethnicity, diversity and disability. There is a Decline to answer/Prefer not to say option in each section if you prefer not to specify.

UNIVERSITY OF CAMBRIDGE

My Profile / Equal Opportunities

Eric Dewhurst Worker

Equal Opportunity

What is your ethnic origin? *

Please Select

What country defines your national identity? *?

Please Select

Does your gender identity match your sex as registered at birth? *

Please Select

What is your sexual orientation? *

Please Select

Disability *

The definition of disability under the Equality Act 2010 is a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Click on the **Update** button to save the changes.

Terms and Conditions

As part of the registration process you must ensure that you have read and understood the Terms and Conditions and Privacy Policy documents.

UNIVERSITY OF CAMBRIDGE

My Profile Eric Dewhurst Worker

GENERAL

- Home
- My Profile
- Personal Details
- Contact Details
- Emergency Contact
- Preferences
- Right to Work
- Equal Opportunity
- Terms and Conditions**
- Bank Details
- Tax Details

To submit your profile please complete all mandatory sections of "My Profile" highlighted in red. Once all mandatory sections are complete the highlight will turn green and you can submit your profile for review. Other sections "highlighted black" contain additional information that will help us to match you to our available work. We recommend you complete these, however you can come back to your profile at any time and update these details.

- Personal Details
- Contact Details
- Emergency Contact
- Right to Work
- Tax Details
- Preferences
- Equal Opportunity
- Terms and Conditions**

Select Terms and Conditions

UNIVERSITY OF CAMBRIDGE

My Profile / Terms and Conditions

GENERAL

- Home
- My Profile
- Personal Details
- Contact Details
- Emergency Contact
- Preferences
- Right to Work
- Equal Opportunity
- Terms and Conditions**
- Bank Details
- Tax Details

Yes

Are you the worker? * ?

Yes

Do you accept the Terms & Conditions of working at the University of Cambridge? *

By registering with the University Casual Worker Management System, you are potentially opening up the opportunity to work for University of Cambridge. Please read the statement of engagement and declare that you accept the terms within it. You will not be able to complete your registration as a worker without accepting the statement of engagement.

Yes

Standard_UoC_Terms_and_Conditions.pdf University of Cambridge

Create

Once you have read and understood the documents, then please select Yes to confirm that you have done this. Then click on **Create** to save this information.

Bank Details

Please enter your current bank details checking that you have entered them correctly as any errors may result in a delay in your payment.

UK Bank Account

For UK Bank Accounts enter the following:

Bank Name: The name of the bank where your account is held e.g. Barclays

Branch Name: The name of the branch where your account is held e.g. Cambridge

Account Name: The name that the account is recorded against e.g. Mr Eric Dewhurst

Account Number: The eight digit account number

Sort Code: The six digit sort code

UNIVERSITY OF CAMBRIDGE

My Profile / Bank Details

Bank Details

Do you have a UK bank account? *

Yes

Bank Name *

Bank Address *

Branch Name

Account Name *

GENERAL

- Home
- My Profile
- Personal Details
- Contact Details
- Emergency Contact
- Preferences
- Right to Work
- Equal Opportunity
- Terms and Conditions
- Bank Details**
- Tax Details

Complete the details and then click on the **Create** button



UNIVERSITY OF CAMBRIDGE

My Profile / Bank Details

GENERAL

- Home
- My Profile
 - Personal Details
 - Contact Details
 - Emergency Contact
 - Preferences
 - Right to Work
 - Equal Opportunity
 - Terms and Conditions
 - Bank Details**
 - Tax Details

Market Square
Cambridge

Branch Name ?

Barclays Cambridge

Account Name * ?

Mr Eric Dewhurst

Account Number * ?

11223344

Sort Code * ?

112233

Create

International Bank Account

You can enter details of a foreign bank account by selecting No in the first field and entering your account number and IBAN:



UNIVERSITY OF CAMBRIDGE

[My Profile](#) / Bank Details

Bank Details

Do you have a UK bank account? *

No 

Bank Name * 

Bank Address * 

Non-UK Account Number 

IBAN 

GENERAL

- Home
- My Profile
 - Personal Details
 - Contact Details
 - Emergency Contact
 - Preferences
 - Right to Work
 - Equal Opportunity
 - Terms and Conditions
 - Bank Details**
 - Tax Details

GENERAL

 Home

 My Profile

 Personal
Details

 Contact Details

 Emergency
Contact

 Preferences

 Right to Work

 Equal
Opportunity

 Terms and
Conditions

 Bank Details



 Tax Details

Bank Details

Do you have a UK bank account? *

No 

Bank Name * 

Credit Agricole

Bank Address * 

Rue du Commerce
La Tour D'Auvergne
63820 France

Non-UK Account Number 

29979667001

IBAN 

FR7616806061002997961700124

Complete the details and then click on the **Create** button

Submission of Registration

You have now completed your registration and your account will be ready for submission for approval. Please check carefully that all of the details you have entered are correct.

Note that the Right to Work and Terms and Conditions sections cannot be edited once your profile has been approved.

When you are happy that your details are correct, click the **Submit Profile for Approval** button.

UNIVERSITY OF CAMBRIDGE

My Profile

Eric Dewhurst Worker

GENERAL

- Home
- My Profile
- Personal Details
- Contact Details
- Emergency Contact
- Preferences
- Right to Work
- Equal Opportunity
- Terms and Conditions
- Bank Details
- Tax Details

To submit your profile please complete all mandatory sections of "My Profile" highlighted in red. Once all mandatory sections are complete the highlight will turn green and you can submit your profile for review. Other sections "highlighted black" contain additional information that will help us to match you to our available work. We recommend you complete these, however you can come back to your profile at any time and update these details.

Click here to Submit Profile for Approval

Personal Details

Contact Details

Emergency Contact

Right to Work

Tax Details

Preferences

Equal Opportunity

Terms and Conditions

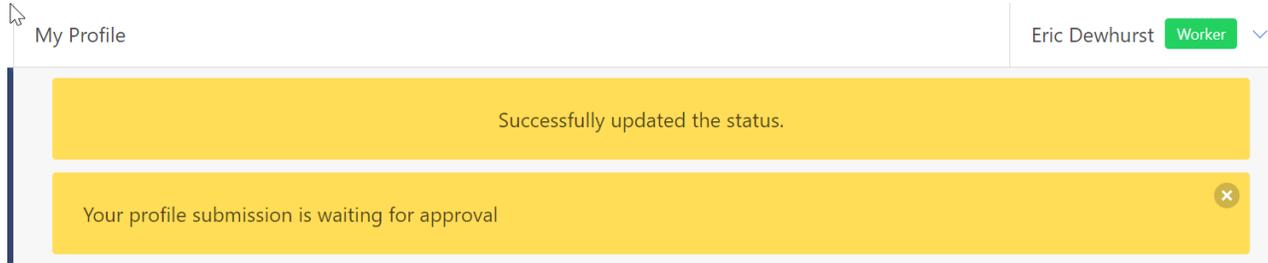
Click **OK** to confirm

Please Confirm

Are you sure you want to submit your profile?

Ok Cancel

A message stating that your profile is waiting for approval will be displayed.



Next Steps

Once you have submitted your profile you will be required to have a Right to Work check.

You will receive an email inviting you to attend this check.

Once the check has been completed and recorded you will be ready to carry out work. Details will be sent to you by email.