

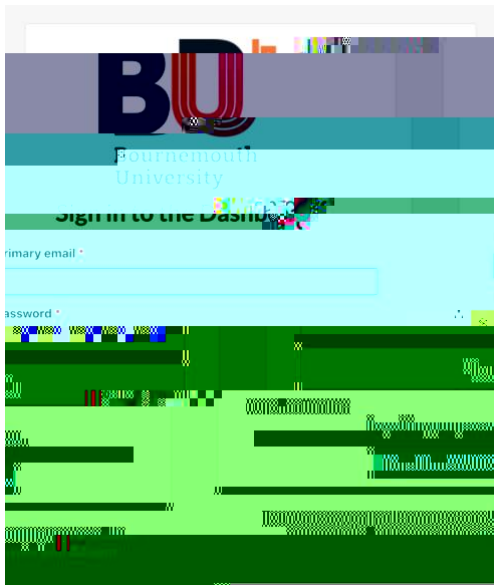
Dashboard Worker Manual

Dashboard is our online student ambassador management system. You will have received an email inviting you to register a profile on Dashboard once HR has received your agreement.

The Dashboard URL is https://bu.dashboardtechnology.co.uk/users/sign_in

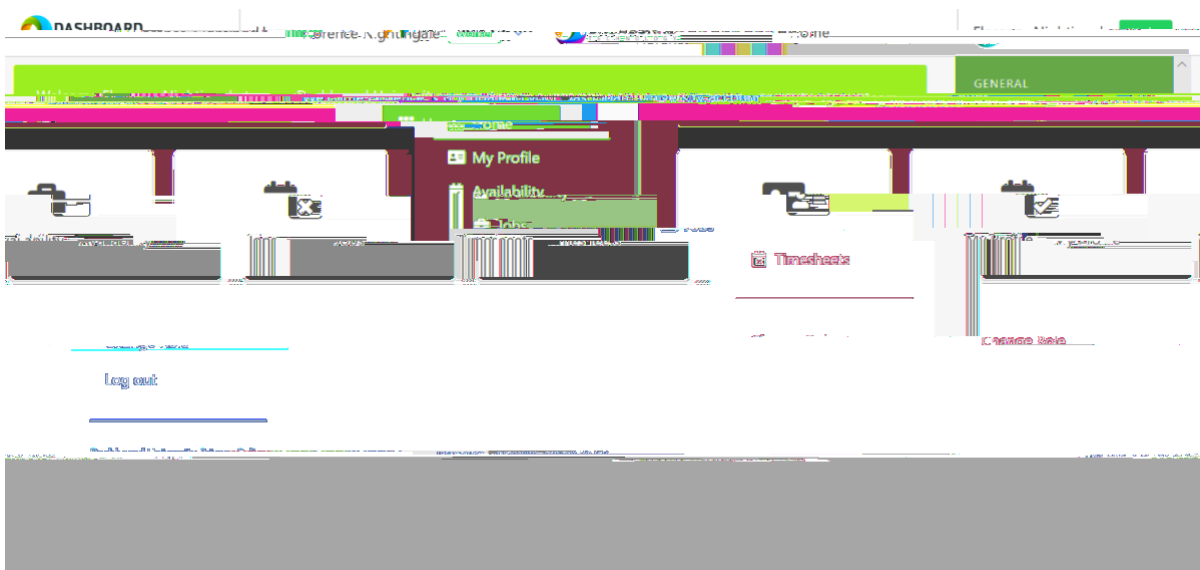
Registering your profile

Navigate to Dashboard using the link above and you will see the screen below.



You will receive an email with a link to activate your account. You can then log in to set up your profile as described below.

Worker Home Screen



This is the screen you will see once you have logged in. Here you can view your

- x Check your upcoming bookings
- x Check your availability is up to date
- x Submit your timesheets
- x