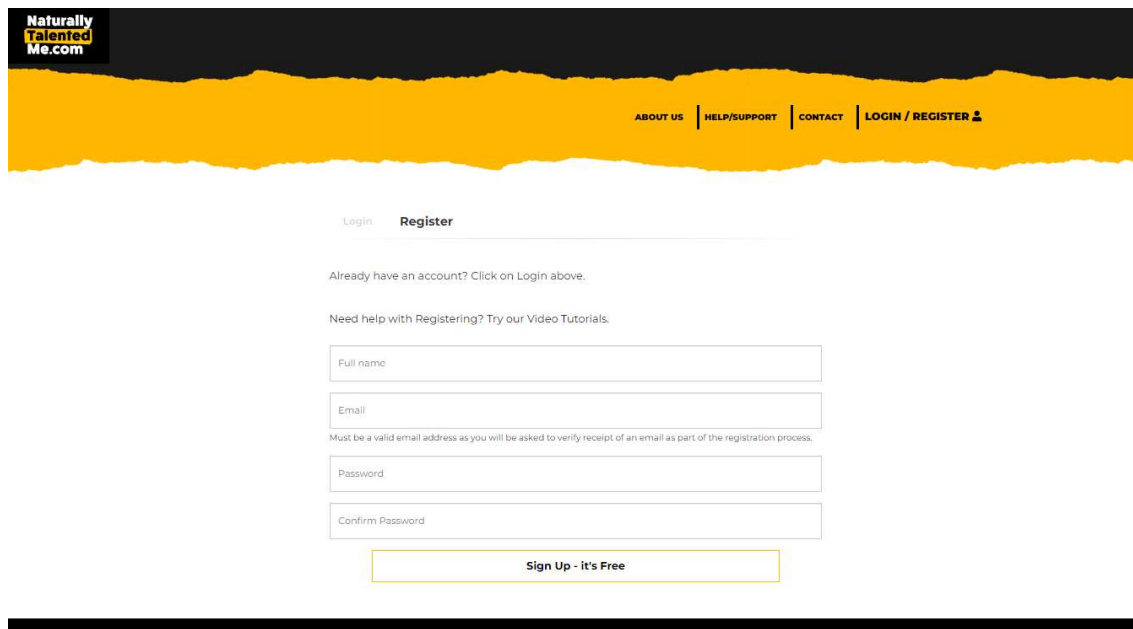# Naturally Talented Me User Guide
Version 4.0 : January 2023

Registering for an account

From the main NTM website (www.naturallytalentedme.com), click on "click here to start building your SeeMe Profile" or the "Login/Register" link in the menu to reach the login page (www.naturallytalented.com/login.aspx) and click on the REGISTER link. If you are registering with a specific group or organisation, you may have been given a different url and registering from a specific group url will automatically link your account to that group.

Enter your full name, email address and choose a password. Your email address must be valid and your password must be a minimum of 8 characters and include at least one capital letter, one lower case letter, one number, and one special character.

Click on Sign-up when you're done.

You will receive an email with a verification link which is valid for 30 minutes. You will not be able to login until you have verified your email address in this way. Once you click on the link in the email, you will see a verification message and a login link.

You will now be able to login using the username (email address) and password you entered.

If you leave it longer than 30 minutes to verify the validation link will expire – please use the password reset process instead – see below.

To watch a video 'How-To' on this subject, please visit the video tutorials section of our support website, www.ntmsupport.co.uk.

Note that if you are part of a group, the group may register on your behalf, or may invite you to join if you already have an NTM account. In these cases, different processes apply – please see the later section in this document.

What to do if you do not receive your verification email

Emails are sent out to ensure that your email address is valid (which is important as it is used to send future password reminders/notifications etc.). The emails can take up to 10 minutes to arrive but if you have not received within this time, please check your spam filters. You could also try searching for the email in your email program (search for "NTM registration")

The validation link is valid for a short time only before it expires, so please click on the link as soon as the email is received.

If you still cannot find the email, or if too much time has passed and the link has expired, please use the reset password link on the website instead (with the same username/email address). This sends you an email which allows you to set a new password and, as this verifies your email account at the same time, it also validates your email address.

If you do not receive your reset email (after checking spam filters), or leave it too long to use the link within it before it has expired, you can choose to verify by mobile telephone SMS message instead. This is not ideal as we do need to be able to send emails to you to notify you of contacts from potential employers etc. but it will let you access your account. Follow the on-screen instructions.

If all other options fail to work for you, please refer to our support website www.ntmsupport.co.uk for other options.
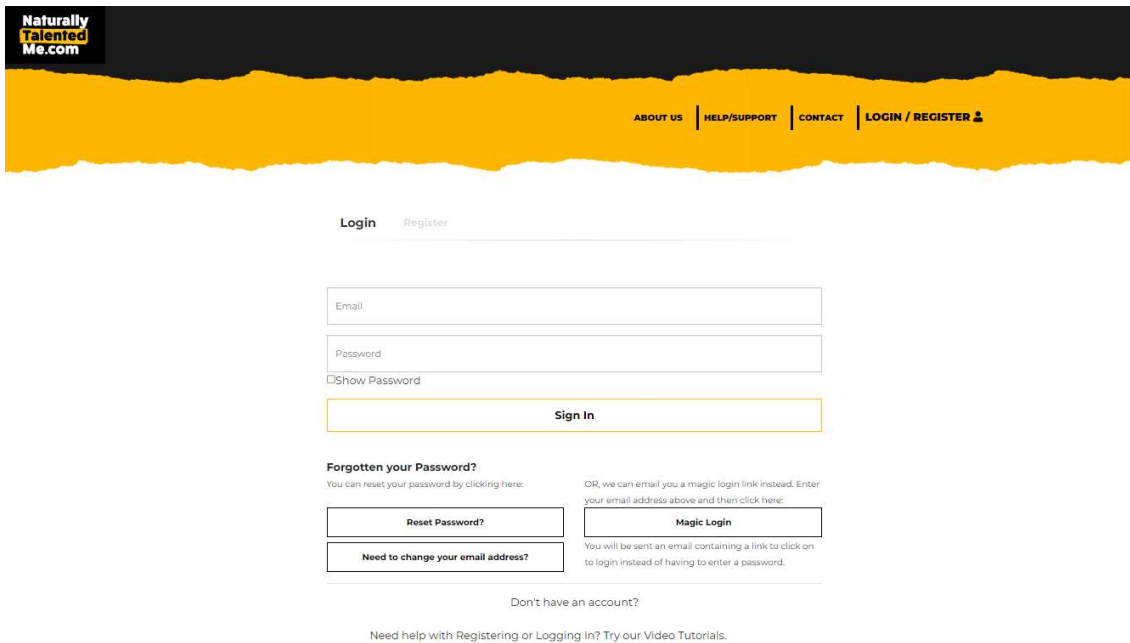
Logging in

Once you have registered and confirmed your account, you can login using your username (which is your email address) and password either form the main NTM login page (reached from the main NTM website (www.naturallytalentedme.com) either by clicking on "click here to start building your SeeMe Profile" or the "Login/Register" link in the menu.

Your password is hidden from others while you type it, but you can display what you have typed on-screen by ticking the "show password" box. Note that both username and password are case sensitive.

If you forget your password, you can reset it by using the RESET PASSWORD function on the login page.

If you prefer, you can access your account by entering your username/email address and then clicking on the MAGIC LOGIN button. You will sent an email with a link. Clicking on the link will give you direct access to your account without the need to enter a password. To watch a video 'How-To' on this subject, please visit the video tutorial section on our support website www.ntmsupport.co.uk. Once you have accessed in this way, you can change your password and, if necessary, username/email address via the "Account Functions" link on your dashboard.

Login   Register

Email

Password

☐ Show Password

Sign In

Forgotten your Password?

You can reset your password by clicking here:

OR, we can email you a magic login link instead. Enter your email address above and then click here:

Reset Password?

Magic Login

Need to change your email address?

You will be sent an email containing a link to click on to login instead of having to enter a password.

Don't have an account?

Need help with Registering or Logging In? Try our Video Tutorials.

What to do if you have forgotten your password

If you forget your password, you can reset it by using the RESET PASSWORD function on the login page. You will be emailed a reset link which is valid for 30 minutes. Click on the link in the received email and you will be taken to a webpage where you can set a new password. The password should be at least 8 characters and contain at least 1 of each of the following; a capital letter, a lower-case letter, a number and a special character.
To watch a video 'How-To' on this subject, please visit support website, www.ntmsupport.co.uk.

Both usernames (email addresses) and passwords are case-sensitive.

What to do if you've forgotten your username

Your username is your email address – the one you used when you first set-up your account.

Both usernames (email addresses) and passwords are case-sensitive

If you search your email inbox for "NTM registration" you should find an email from when you first registered and this will have been sent to the email address you gave when registering (you will be able to spot any upper case letters. etc. in the "to" line). Enter this email address, in exactly the same format, into the RESET PASSWORD function on the login page and you will be sent an email which will let you set a new password.

If you are a member of a support organisation, school, or other group where your account was set-up for you, please refer to your main Group Administratpr who will be able to advise you of your username and reset your password if necessary.

What to do if your email address has changed

If your email address has changed and you are no longer able to access email sent to the email address we have stored for you.

If, when registering yourself, or on initial login if your account was set-up for you, you provided answers to backup security accounts and/or provided us with your mobile number, you will be able to access your account either by entering the relevant answers previously given, or entering an SMS message sent to your mobile number. Once you have logged in using one of these method, you will be able to change your email address if necessary.

Start this process by clicking on the "need to change your email address?" link on the login page and then enter your previous email address on the next page to see the options available to you.

Login   Register

Fill in your email and follow the steps for password reset

Your Name

youroldaddress@gmail.com

New Email

Password

Reset Email?

As we have your mobile number stored, if you are still unable to receive emails, we can send you a login code to the mobile number we have stored for you (xxxxx3265). This will allow you to access your account and then change your email address, password etc. Click **HERE** to use this method

Once you have logged in, click on the "account functions" icon on your dashboard to change your username, password, and recovery questions as appropriate.
If none of these options work for you, please refer to our support website, www.ntmsupport.co.uk, or follow the process below:

Your Dashboard

Once you have logged in, you will see your dashboard (unless this is your first ever login, in which case you may be taken direct to the "start building your profile" page or "account functions" page, depending upon your access method).

If this is your first visit to the dashboard (or if you have not provided answers yet), you will see a pop-up which asks you to select three security questions and provide answers. You can also add your mobile number. These are for future account recovery purposes (if you ever need to). Note that your mobile number, if you have one, needs to be entered in international format (country code)(number without the first zero). Once you have answered these questions, you will not be asked again, but can update your answers/.mobile number by clicking on the "account settings" icon on your dashboard. If you do not provide answers, you will be asked the next time you visit your dashboard.

This is used for account recovery only - you will not be contacted on this number otherwise   Mobile

Telephone numbers must be entered in **International Format** without the initial zero - i.e. 447XXXXXXXXX

Please select the questions and give the answer of the security questions

Question 1

Please Select..... ⌄

Question 2

Please Select..... ⌄

Question 3

Please Select..... ⌄

Save

Close

If you are associated with a particular NTM group, school or organisation, you may be also be asked to record your current "wellness score" via either a single question, or (monthly) a number of more detailed questions. In either case, just click on the "face" which represents how you are currently feeling. Once you have clicked on a "face" for each question, this pop-up will disappear, taking you to your dashboard.

How are you feeling today?

How are you feeling about your relationships with friends and family?

| Very Happy | Happy | Neutral | Unhappy | Very Unhappy |

How are you feeling about your work/study?

| Very Happy | Happy | Neutral | Unhappy | Very Unhappy |

How are you feeling about your physical health?

| Very Happy | Happy | Neutral | Unhappy | Very Unhappy |

How are you feeling about your mental health?

| Very Happy | Happy | Neutral | Unhappy | Very Unhappy |

How are you feeling about your finances?

| Very Happy | Happy | Neutral | Unhappy | Very Unhappy |

If you have talents assigned to you but have not entered explanatory text for one of more of them (in which case they will not yet appear on your SeeMe profile), you may also see a further pop-up warning about this. Click on Ok to close this warning.

www.naturallytalentedme.com says

One or more of the natural talents suggested based on your choices does not have an example/explanation entered by yourself. Please use the profile Wizard to update this information.

OK

After dealing with the pop-ups, you will arrive at your dashboard.

At the top of the dashboard, you will see a welcome message – either a generic NTM one shown to all public users, or a specific one if you are part of a specific NTM group, school, or organisation.

The exact set of icons presented to you on your dashboard will depend upon whether you are a public user (who has registered themselves on NTM), or whether you are a member of a group, but the main functions are detailed below.

MY SHORTCUTS
Your profile is not yet **35%** complete click for ideas on how to improve this.
My wellness records report

View my profile
Edit My Profile
Print my Profile
Profile Views

Send profile to an employer
Account Settings
Careers
Jobs and other Opportunities

You are a member of the group: **Tier Support Organisation**

Communities I'm a member of: Join a community:
BAME
Please Select.....
☑ Include flag on profile
JOIN
Discrimination plays no part here, quite the opposite! If you want to wave the flag and identify yourself as a member of a particular community, please select here
Suggest a new community

Industries I'm interested in: Select an Industry:
None Selected
Please Select.....
JOIN
If you are interested in keeping up-to-date with industry-specific news, please select the industries which interest you here.
You can receive industry information to your personal dashboard when it is posted.

Diversity
Gender:
Please Select.....
Ethnicity:
Please Select.....

Age:
Please Select.....
Abilities/Disabilities:
Long-term illness

☐ Show this information on my profile(s)

It would be unlawful for any employer to decide to employ/not employ someone based on their ethnicity, gender, age, or many other personal details, but many employers are committed to providing a fair, equitable and mutually supportive recruitment and working environment, so by filling in the following information (which is completely voluntary), we can provide them with anonymised reports after a recruiting campaign for them to be able to check there is no unidentified or unintended bias involved in their procedures. You may also elect to show this information on your profile(s) if you wish - again this is completely voluntary.

My Availability
○ I'm currently looking for a new role
● I'm not currently available
○ I've not started my career yet, but am interested in receiving industry-specific and general information from Naturally Talented Me

☐ Are you happy for employers you have sent your application to, either automatically or manually, to send you updates/messages via NTM?

LATEST MESSAGES
Show 10 entries   Search:
Message	Date
No data available	
Showing 0 to 0 of 0 entries   Previous Next
OPEN MESSAGES

LATEST NEWS
Show 10 entries   Search:
News	Date
No data available	
Showing 0 to 0 of 0 entries   Previous Next

Account Setting – the best place to start – choose your favourite colours to be used on navigation, links, and on your SeeMe profile, as well as updating your recovery questions etc.

View My Profile – View your SeeMe profile as others will see it (it will start looking fairly blank, but will fill as you add more information about you)

Edit my Profile – Opens up the edit buttons

Profile Wizard – takes you through the edit pages in sequence.

Print my Profile – ready to download to send or print

Profile Views – see how many views you have had

Send profile to an employer – by email or via a unique link

My availability – you can indicate your current availability for jobs etc. to employers if you wish.

Latest Messages – sent to you because of your talents/profile or from employers you've given permission to contact you, or from your group administrator(s).

Latest news – from industries you are registered for.

Communities – those that you want to align to and optionally show on your profile

Jobs and Opportunities – Using your identified talents, NTM suggests matching careers, jobs and opportunities with a wealth of additional information. You can apply for jobs listed on this page using your NTM SeeMe profile.

Industries – those that you have been automatically matched to or ones you are interested in – this will feed your news and messages

Show contact details – you can choose whether or not to include this information on your profile. Note that if you are under 18, these details will automatically be hidden. People you give access to your profile will be able to contact you via the website with any messages shown appearing in the messages section.

Disability and/or reasonable accommodations you might need at interviews or at work – it is up to you whether you show these details on your public profile.

Diversity – we believe in being transparent and showcasing who you really are but it is optional – you can choose whether to show this information on your profile.

Top right hand menu burger – GDPR – protecting your information - Logout

Additional cons only applicable to group members

If you are a member of a specific groupo, school or organisation, your dashboard may also include all or some of the following:

Careers – a page with additional careers information provided by your group administrators.

Additional Accessibility Functions – allowing you to select additional options which may help you in using a screen-reader, or navigating the website without using a mouse etc.

Building your SeeMe Profile

NTM allow you to bring together a powerful combination of text, video and imagery all in one rich, 3 dimensional **SeeMe profile**.

Now EVERYONE can stand out for the qualities they possess, and employers get to see the real person behind the application – unearthing new and diverse talent to succeed in new and exciting careers.

You can take as long as required to complete your profile however, you will find that you will be timed out if left unused for too long and then you will need to login again to finish completing your profile.

Step 1 - Unlock your Talents

Approx. 20 minutes to complete

Click on Edit Profile in your dashboard to start, and then either select a section to work on, or use the dashboard wizard which will take you through the sections in sequence.

Contact Details

• Your first step is to input your contact details – you can select whether or not to allow others to see these.

.
• Upload a profile picture and maybe a few quotes that demonstrate you or leave this blank until you have started to build out your profile.

Once you have input data, click on the SAVE button and then Click the arrow under the Save button and you will be taken to the next screen (which is Hobbies for most users, but this may be different for group members as additional question areas may have been added);

Hobbies

Click on the Hobbies that you take part in the left hand box, and then click on the right-pointing arrow to move them to the right hand box. It is important that you remember to click on SAVE before moving onto the next page for your selections to be saved – otherwise your selections will be lost!

Note you may be asked a set of supplementary questions about some of the hobbies you have selected. Answering these all help us to build an accurate set of talents for you,

Note that if you have been assigned a profile with additional accessibility settings, hobbies are presented as a series of tickboxes instead.,

You can add additional information about your hobbies in the box below.

If we do not list your hobby, you can suggest it for inclusion by clicking on the link at the bottom of the screen.

After clicking on SAVE click the yellow "next" arrow again and then you will be taken to the Interests screen

Interests

Tick any images that attract you or are interested in. It is best to do this without thinking about it too much – this helps to identify those which "jump out at you".

Note that if you are using the additional accessibility version of the website, you will be shown text descriptions rather than images for use with a screen-reader.
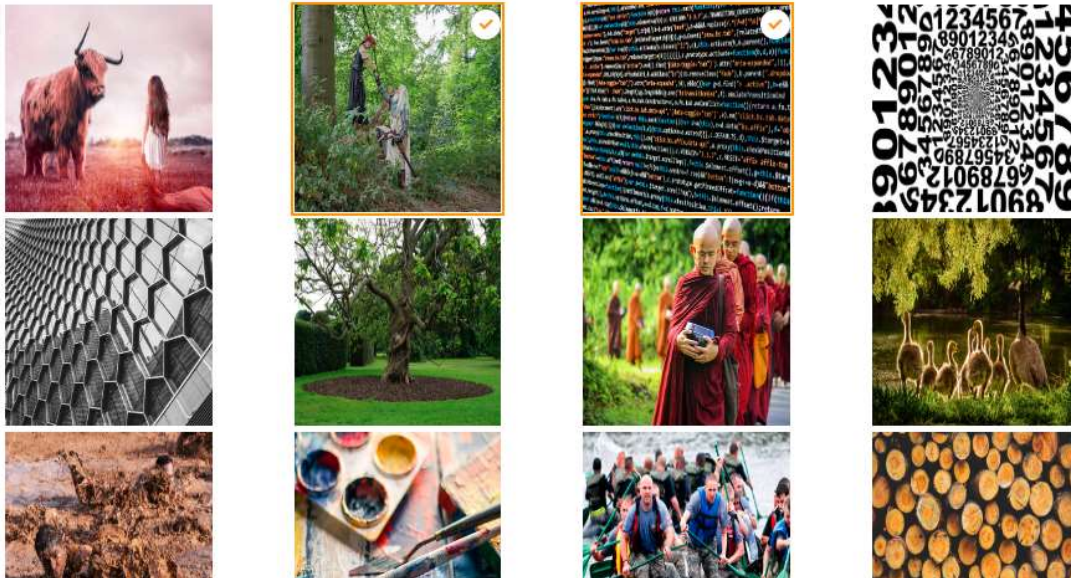
Once you have saved this you will then go to the next key step – seeing the Natural Talents that you have unlocked from your selections.
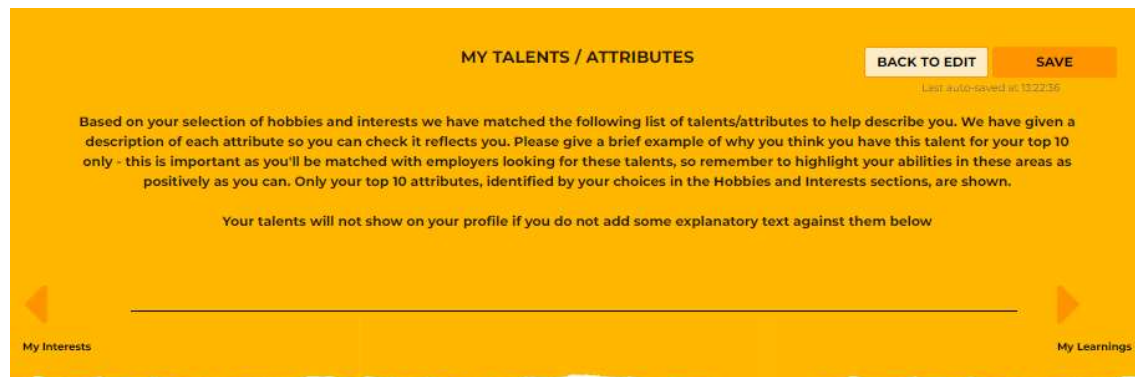
Natural Talents

Once you have reached this page, a number of natural talents will have been identified for you, All those identified are used to match your skills, experiences and natural talents against suggested jobs and opportunities, but the top 10 are highlighted on your profile itself, but only if you have entered a description/explanation against them on this page, however. This process sis covered in STEP 2 below.

Step 2 – Understanding and Explaining your Talents and completing your Profile

Initially Approx. 20 – 30 minutes to complete

Your Talents have been uncovered because of the hobbies and interests that you have selected This step can be completed by you on your own or you can now start to develop this with a coach, mentor, careers advisor, support team or friends and family.

You now need to think about why those talents reflect you, how you apply them and use them in your day to day routines, hobbies, and activities. Write a short description in each Talent so that they become visible on your profile.

e.g.
• Patient – I like to spend long hours making things which takes a lot of patience and time
• Team Player – I enjoy being part of a team and sharing ideas so that we can all become that best at what we do.

To complete your profile, click on SAVE and then click on the NEXT arrow. It is important to complete your profile before you choose to send it out to a potential employer.

The next step allows you to build your portfolio with images, video links, and uploaded documents. These all appear on your SeeMe profile and help to build a fully-rounded representation of you to potential employers.

Step 3 – Building your Portfolio through visual evidence

This can take up to an hour or more to complete if you want to start to build a rich visual portfolio including a video. It can be completed as an initial demonstration of you, but it is
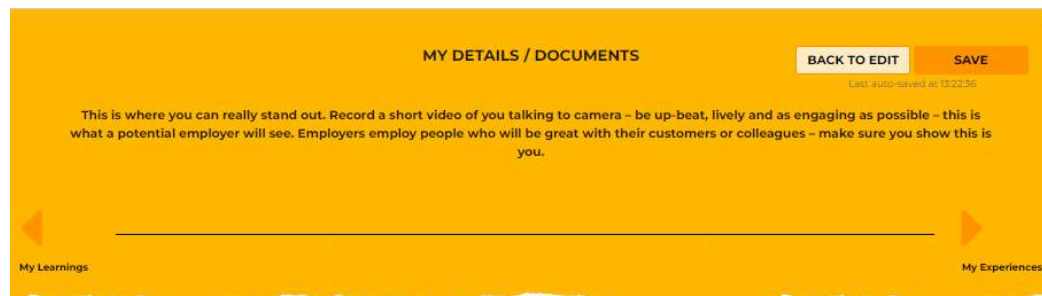
advisable to spend as much time as you can so that a future employer or opportunity really gets to see the potential that you have.

This area will allow you to create a video directly from your device's camera or you can start to upload documents such as a CV or achievement awards etc.

You can also upload pictures as evidence of your hobbies e.g. pictures of cakes you bake, team pictures and more.

This is the fun part where you can now spend as much or as little time on developing a visual image of you. We suggest that you at least provide some evidence of your hobbies/interests and if possible, a short video to introduce yourself and tell people a bit about who you are and what you like doing. This is something that you should continue to develop – adding in achievements, awards, success stories and any development work that you do including actual learning or work experience, volunteering and more
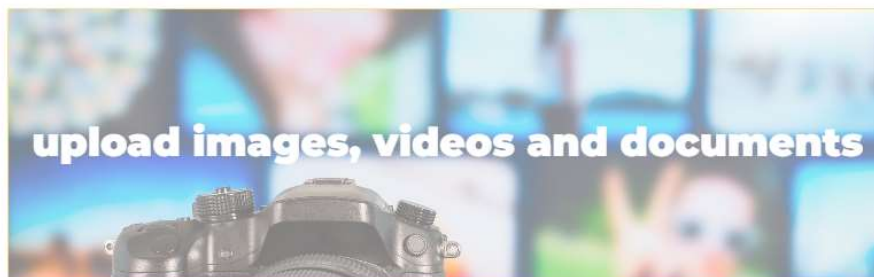
Documents/Portfolio

To upload a document or image drag it into the large box or click in the box to browse files on your computer to upload. Once uploaded, you will be asked to enter a description (and optionally, a link) for each.

You can choose whether or not to make any uploaded item visible on your profile by ticking the appropriate box.

You can also link to online videos (e.g. Youtube) from this page, and there is a built-in webcam which allows you to include a recorded video from your PC or mobile phone camera.

Click on SAVE and then to NEXT arrow to reach the next page of the edit wizard and STEP 4 of the process.

Step 4 – Build out the picture with more detail and evidence

This section is about providing more detail, which you may not have at this time or depending on your experience, you may have lots of information on. Take as little or as much time needed – you can always go back and add more – which is what you will be doing with this lifelong Portfolio of you.

My Learning

This is all about how you learn and what you have learnt. This does not have to be academic learning but things that you may have learnt yourself – such as: I taught myself to cook or play an instrument

Please add any qualifications or Skills that you have gained especially any that are outside education such as relative to your hobbies or clubs that you belong to.

Academic Learning - School, College, University: Learning through educational establishments

Work Related Learning - Vocational Skill: Learning that you have taken in order to do a job or role that has been influenced or enforced by your employer or the work related role you are doing

Independent Learning - Knowledge Acquisition or Skill: Something that you actively learn through your own initiative, outside of school or Higher Education in order to grow your knowledge or to enable you to do an activity, interest or hobby

My Talents / Attributes

My Details / Documents

How do you prefer to learn?   Reading - Books, newspapers, articles

Currently Studying

Other Skills, Qualifications and Experiences

Don't forget to add in information about any studying or skills that you are undertaking at the moment but mark these as Currently Studying to demonstrate what you are developing at the moment PLUS the qualifications such as certificates, accreditations, awards etc. that this will give you once completed.

If you are taking multiple subjects or qualifications at one place e.g. school etc. you only need to select the, "Add new qualification" button within the learning entry area and not the new learning event.

My Experiences

This is the section which allows you to enter your employment history, education and exams information, and any other experiences you have had. It does not have to be job specific – it could be volunteering or being a prefect at school or captain of the rugby team – all demonstrations of your talents

List here your experiences. These may include employment (include the name of the employer you worked for and the job title you held), volunteering, projects, trips……….etc

My Details / Documents

My Introduction Text

EMPLOYMENT

Employer name

Employer address

Job title

Job description

Start Date

End Date

ADD NEW EMPLOYMENT/EXPERIENCE

List below other experience you may have which may be relevant to potential employers. For instance, maybe you have been awarded a Duke of Edinburgh Award, or chair the local debating society

OTHER EXPERIENCE

ADD NEW

Naturally Talented Me.com

Enter an employer's name or the description of an experience and other details. Click on the "add new employment/experience" to add another. You can then use the up/down arrows to change the order in which items are listed.

On this page, you can also add your preferred job type and details of any other experiences.

Click on SAVE and then NEXT to be taken to the last page of the edit profile wizard.

My Introduction Text

The text you enter here will be shown in your completed profile as your personal statement.

This can be a difficult task to do but use all the SeeMe portfolio to craft a picture of who you are in words. This is something that you can do yourself or you can use this to work with others such as friends, family, careers advisors, mentors, coaches and carers to start to build a view of all the things that you have done or are doing. Do not think of this as being about qualifications but about the qualities that you have and how you use them to do lots of different things. Helping at a charity event or teaching or helping someone else is a great talent and should be showcased in your SeeMe portfolio, so people can really see the true you.

Top 5 Profile FAQs

Can I import data from somewhere else?
No, this is not curently possible, but you can add links to external content in your profile – from the edit profile/documents page.

Can I export or print my profile?
You can print a printable version of your profile from your dashboard, but we would encourage you to use the "live" online version as much as possible as this means you can control exactly who has access to your information (and to how much of it), you can block access at any time, and you can monitor who has accessed it. Videos and other similar content (such as audio files, presentations etc.) can also be viewed easier online by clicking through from your online profile.

Will my talents change if I change things in my profile?
Yes. The more information you put in your profile, the more accurate your suggested natural talents will be, so we always encourage you to keep you profile up to date. If this results in additional natural talents being identified, you'll be asked to give a reason why you feel any new ones are applicable to you.

How do I send my profile to a potential employer?
From your NTM dashboard, you are able to create additional copies of your profile, maybe with certain address or other details excluded. You are then able to send a selected version to an employer, as an emailed link. The profile is only available to those with the link and you can control how long the link remains live and can cut-off access at any time. You can also create a link to your profile for use on online job application forms.

My talents are not showing on my profile. Why?
Your top ten natural talents are shown on your SeeMe profile, but only if you have entered a line of text explaining why you feel that you have been matched against each talent. This might be an example, an aspiration, or any other reason. The explanation you give appears in a screen 'pop-up' when someone hovers their mouse over the talent on your profile.
If you have any missing explanations you will see a warning pop-up message on your dashboard when you first login to NTM. You can enter the necessary text by visiting Edit Profile/Edit Talents and Attributes page from your dashboard.

Answers to many other FAQs are available on our support website, www.ntmsupport.co.uk

Viewing your SeeMe Profile and controlling access to it.

Once you have completed your profile, identified talents, and entered descriptive text against each of them, you are ready to view your completed profile. There is a link on your dashboard for this.

A fully populated SeeMe profile will pick-up your chosen accent colours (set in "Account Settings") and include all your entered information. There is also a wordcloud created from your identified talents, the ability to print this wordcloud, a print/download function, and much more.

Here is an example of a populated profile:

If there are any parts which do not look populated enough, go back into the edit wizard and add further details.

You can print your profile from this page or send to an employer or other party (or create a link which you can include on a LinkedIn profile, your email signature, or anywhere else). Please be careful about who you give access to your profile – you can limit the display of personal/contact details.

When you send a profile access link to others, they see the same profile, but also have a "contact me" link which allows them to send a message which the appears in the "your messages".

If you have created different versions of your profile to send to different groups of recipients, you will be able to see if your profile has been accessed by them, and how many times by clicking on the "profile views" icon on your dashboard. You can prevent access to any group from the same page.

Accessing Jobs/Opportunities matched to my Talents

Once your talents have been identified, NTM matches these against our jobs and opportunities database to suggest careers you have not have previously considered, and lists any jobs on the system which may be ideal for you. You can access this information form the "Jobs and Opportunities" icon on your dashboard.

Jobs in your preferred industries are presented first, followed by other jobs across all industries. These are colour-coded with those most relevant to your identified talents shown first.

Click on a job title for further information and links to the main job boards for this role.

Florists

Job Description: Florists - Florists sell flowers and related products in a wholesale or retail business, and design and make up floral bouquets, wreaths, tributes and other floral arrangements for sale to the public.

You have 3 of the required talents for this role:

Attention to Detail; Creative; Resourceful;

SOC Code: 5443. For more information about this opportunity on the EMSI website, click here EMSI

Search

indeed

Click here to find Florists opportunities within Indeed — Search

MONSTER

Click here to find Florists opportunities within Monster — Search

Totaljobs

Click here to find Florists opportunities within TotalJobs — Search

includability
Include You I Me I Everyone

Click here to find Florists opportunities within Includability — Search

Apprenticeships

Click here to find Florists opportunities within Apprenticeships — Search

Traineeships

Click here to find Florists opportunities within Traineeships — Search

Depending upon where you live, geographical information from the EMSI website may also be available. You are told how many of the talents matched to this job you have been identified as possessing yourself. When applying for any job on another website, please create a new link to your profile and use this link. That way you can tell when that version of your profile has been viewed (via "profile views") and cut-off access whenever you want.

If any matching jobs are listed on the NTM website itself, you will be able to apply using your SeeMe profile and track all communication with your potential new employer through the

website. They will be able to see how well you match their exact requirements and if you are a great match, you will be highlighted at the top of their potential candidates list.

Lifelong development of your SeeMe Portfolio

As you develop your skills, knowledge and experience it is important you continue to demonstrate this in your portfolio. Regular visits to your profile to change, add, update and develop are key to being able to showcase your true potential so take pride in who you are – download the word cloud as a positive reminder of the talents you have and keep focused on how this can help you to attract employers or work-based outcomes to see the potential you have. You can continue to send your profile out to others via the process in Step 2 or you can download a copy of your profile to print. If you create a new version of your profile for each opportunity, you can monitor how many times each has been accessed, Click on the Print my Profile button on your main dashboard –

Every tiny achievement or activity that you do demonstrates your talent. Visit your SeeMe profile regularly – make sure you post pictures as you take them and keep adding as much evidence as you can to keep current so that you start to build a picture of how you are growing and developing your skills, abilities and knowledge.