

# CCWS HOW TO GUIDE WORKER REGISTRATION

## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

### HOW TO REGISTER AS A WORKER

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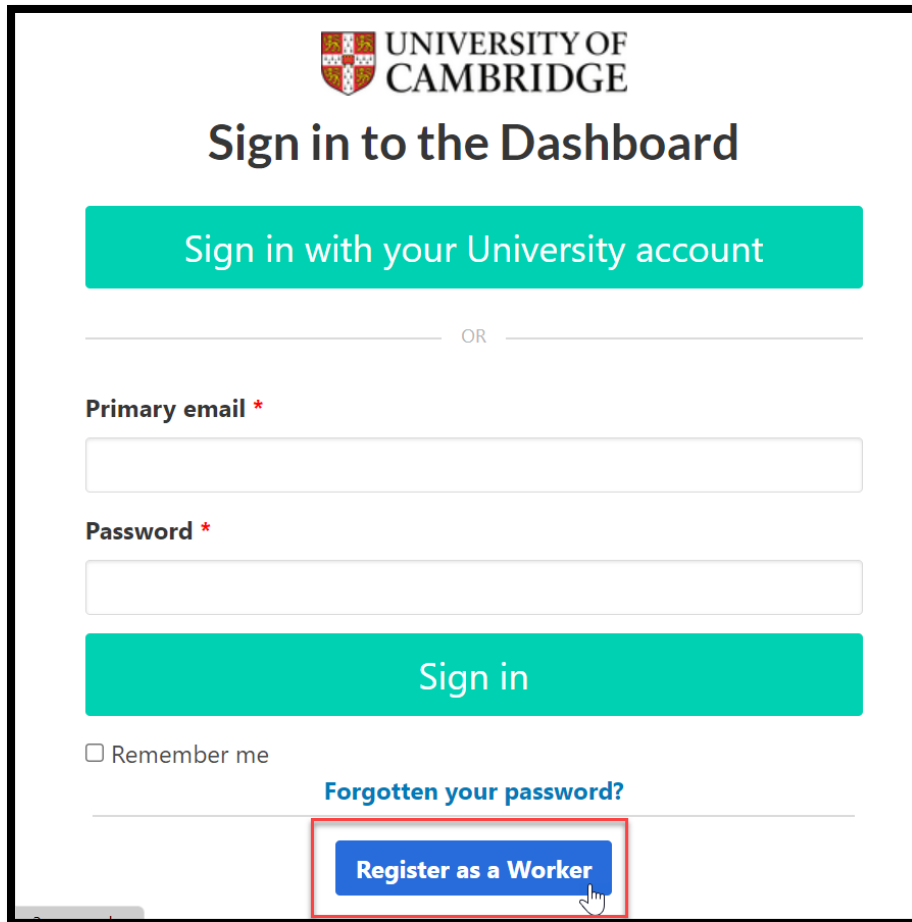
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## Worker Registration

To register as a Worker, navigate to:

<https://cambridge.dashboardtechnology.co.uk/>

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



The image shows a web interface for the University of Cambridge. At the top is the University of Cambridge crest and name. Below this is the heading "Sign in to the Dashboard". There is a large teal button labeled "Sign in with your University account". Below this is a horizontal line with "OR" in the center. Underneath are two input fields: "Primary email \*" and "Password \*". Below these is another teal button labeled "Sign in". Under the "Sign in" button is a checkbox labeled "Remember me". Below that is a link "Forgotten your password?". At the bottom, there is a blue button labeled "Register as a Worker" which is highlighted with a red rectangular box. A mouse cursor is pointing at the bottom right corner of this button.

UNIVERSITY OF CAMBRIDGE

### Sign in to the Dashboard

Sign in with your University account

OR

Primary email \*

Password \*

Sign in

☐ Remember me

[Forgotten your password?](#)

**Register as a Worker**

## 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](#)

**Note!** 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**

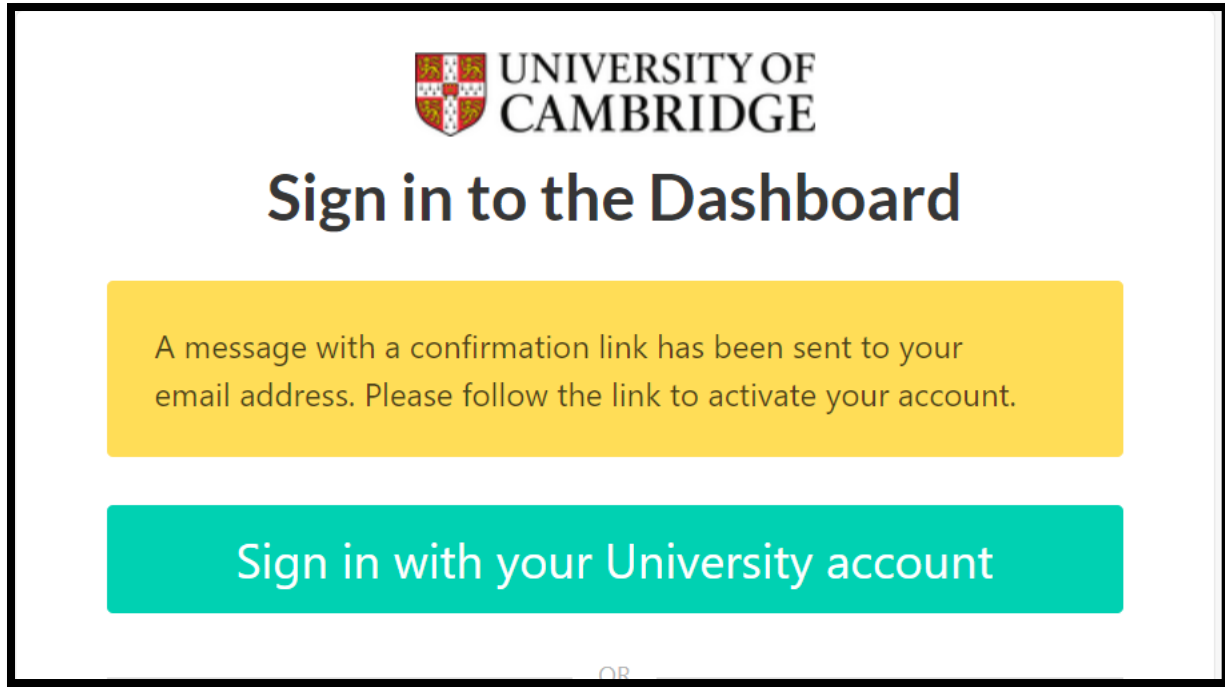
**Password**

**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.



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?

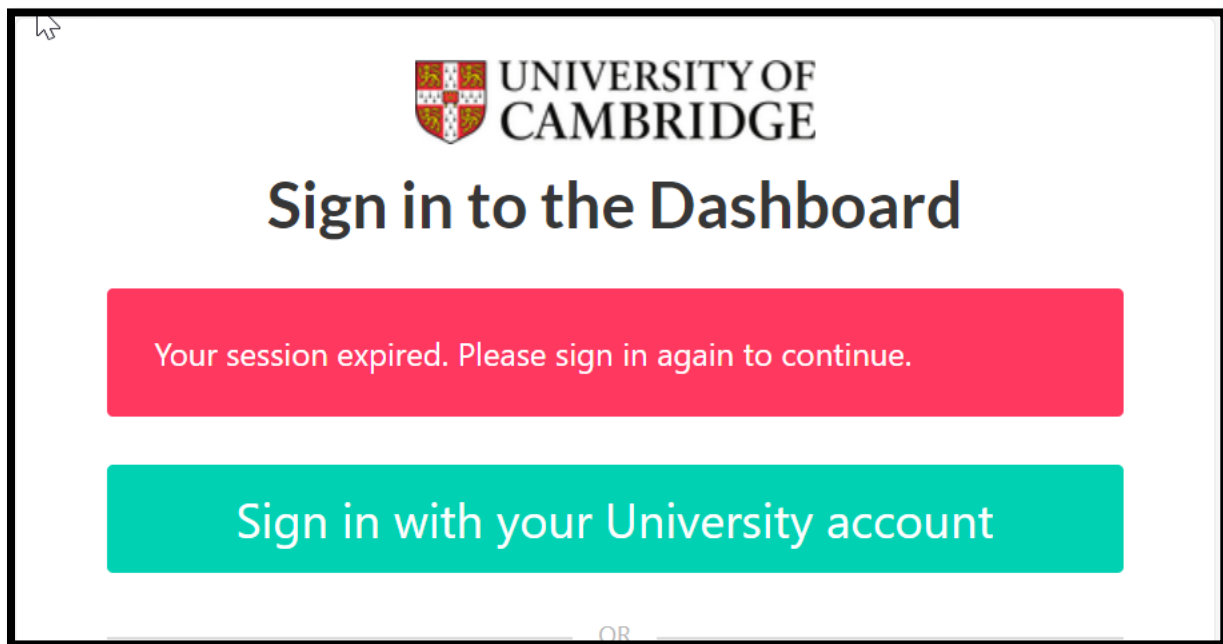
Register as a Worker

Didn't receive confirmation instructions? [Confirm your account](#)

Didn't receive unlock instructions? [Unlock your account](#)

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

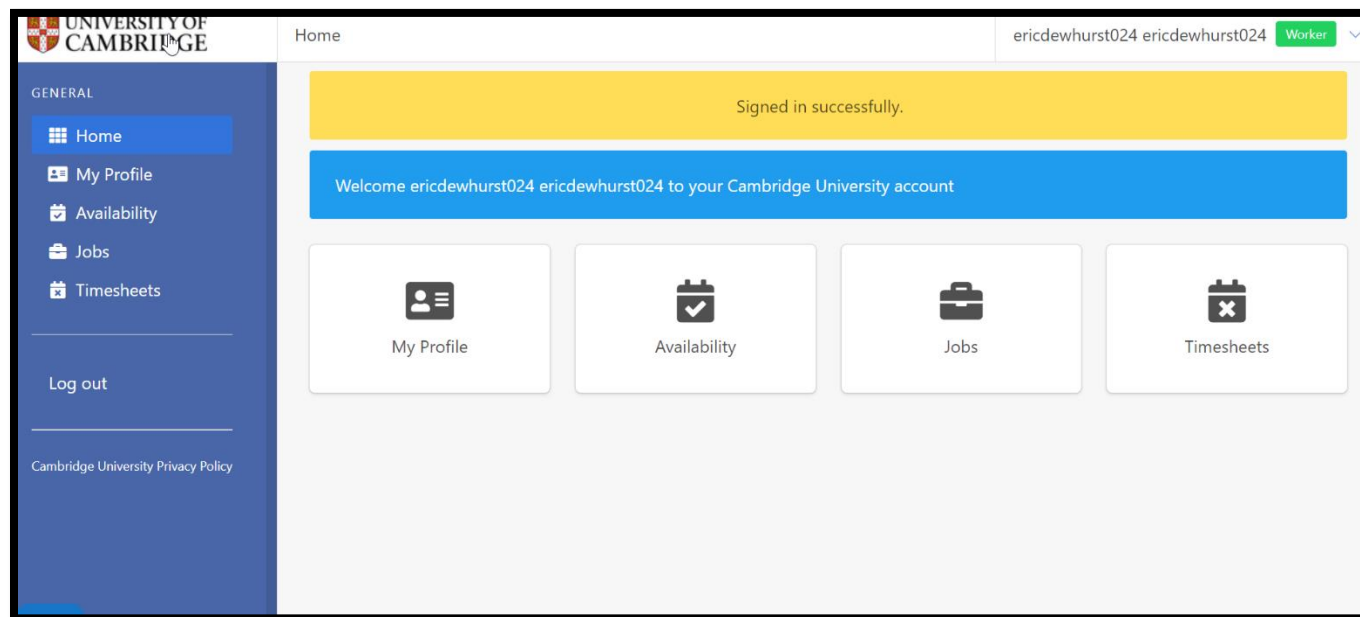


## Worker Home Page

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 summarised below with detailed instructions.

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



## My Profile

You are required to complete all 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 the 'Right to Work' section on 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!** 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. **Your full name must be used for HMRC purposes.**

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 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)

The screenshot shows a user profile interface. On the left is a dark blue sidebar with the heading 'GENERAL' and a list of menu items: 'Home', 'My Profile', 'Personal Details' (highlighted in blue), 'Contact Details', 'Emergency Contact', 'Preferences', 'Right to Work', 'Equal Opportunity', 'Terms and Conditions', 'Bank Details', and 'Tax Details'. The main content area is titled 'Personal Details' with a red 'X' icon. It contains several form fields: 'Title' (a dropdown menu with 'Mr' selected), 'First Name' (a text input field with 'Eric'), 'Last Name' (a text input field with 'Dewhurst'), 'Unique Student Number (USN)' (a text input field with a blue question mark icon), 'Date of Birth' (three dropdown menus showing '1', 'December', and '2000'), and 'Gender' (a dropdown menu with 'Male' selected and a blue question mark icon). A mouse cursor is visible near the bottom right of the form area.

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

The screenshot shows a form titled 'Confirm Contact Number' with a red asterisk and a blue question mark icon. It features a text input field containing a mobile phone icon and the number '+447512755760'. Below the input field is a green button with the text 'Update' in white. A red rectangular box highlights the 'Update' button. A mouse cursor is visible near the bottom right of the form.

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 on the University of Cambridge system. 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), and 'Date of Birth' (1 December 2000). The left sidebar lists various options under the 'GENERAL' heading, including Home, My Profile, Personal Details, Contact Details, Emergency Contact, Preferences, Right to Work, Equal Opportunity, Terms and Conditions, Bank Details, and Tax Details. The user's name 'Eric Dewhurst' and role 'Worker' are displayed in the top right corner.

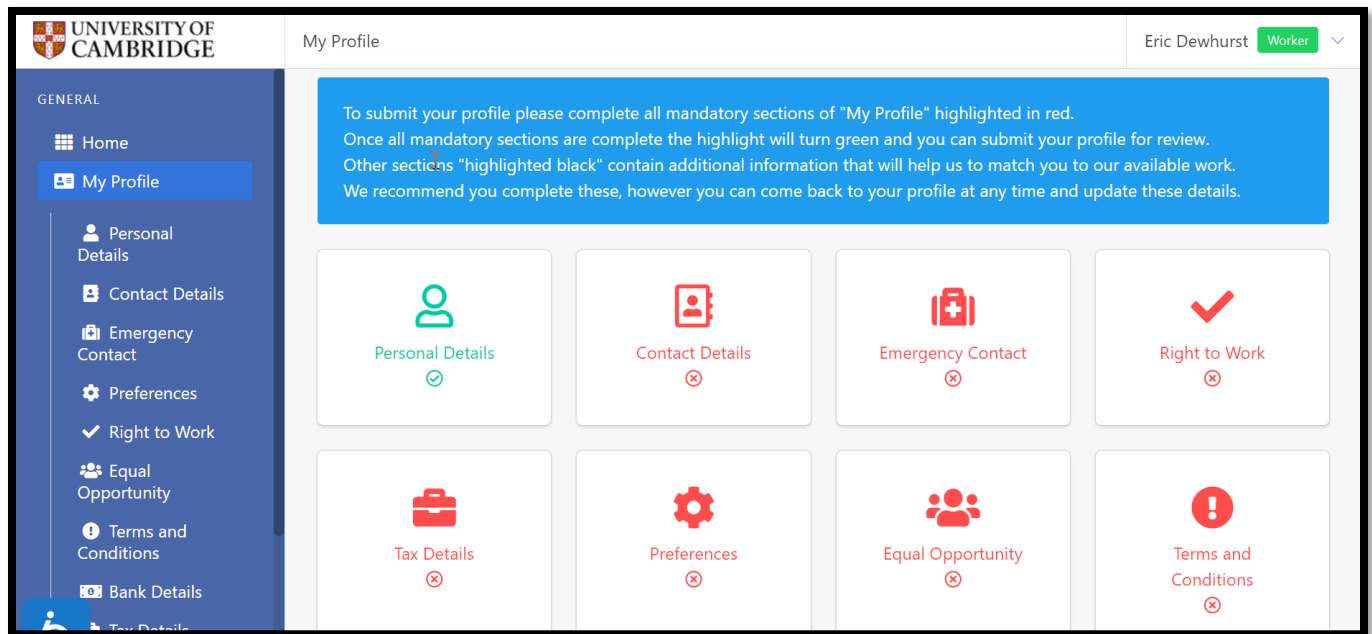
Any missing fields will cause an error message.

The screenshot shows the 'Personal Details' page with a red 'X' icon indicating an error. A pink message box 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.

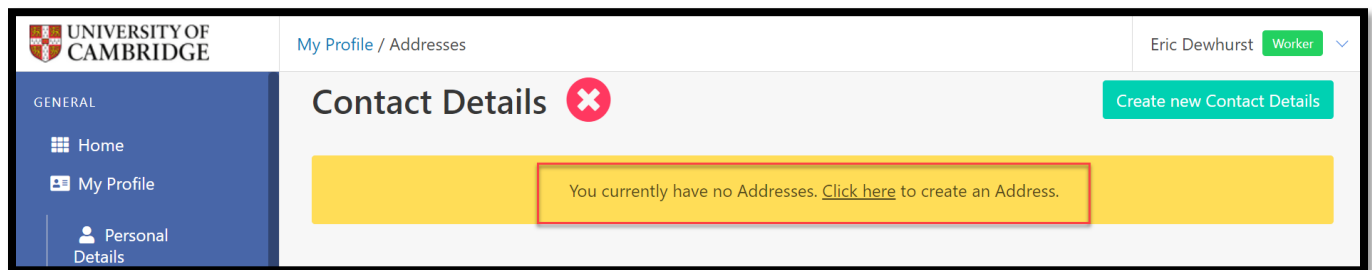
The screenshot shows the 'My Profile / Personal Details' page. The 'My Profile' link in the left sidebar and the 'My Profile / Personal Details' link in the top navigation bar are both highlighted with red boxes. The 'Personal Details' section is marked with a green checkmark.

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

UNIVERSITY OF  
CAMBRIDGE

[My Profile](#) / [Addresses](#) / New Address

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 Details**’ button, as shown below:

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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	

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

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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 declaring 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 the Cambridge Casual Worker System (CCWS). This will ensure that the correct department receives your details and undertakes your Right to Work checks.

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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.

The screenshot shows the 'Right to Work' section of the University of Cambridge's online portal. On the left is a blue sidebar with the University of Cambridge logo at the top. Below the logo, the word 'GENERAL' is followed by a list of menu items: 'Home', 'My Profile', 'Personal Details', 'Contact Details', 'Emergency Contact', 'Preferences', 'Right to Work' (which is highlighted with a blue bar and a white checkmark), 'Equal Opportunity', 'Terms and Conditions', 'Bank Details', and 'Tax Details'. At the bottom of the sidebar is a blue button with a white accessibility icon. The main content area has a header 'My Profile / Right to Work'. Below this is the title 'Right to Work' with a red circle containing a white 'X' icon. The form contains several fields: 'Worker Nationality' with a red asterisk and a dropdown menu showing 'Please Select'; 'Documentation Type' with a red asterisk, a blue question mark, and a dropdown menu showing 'Please Select'; 'National Insurance Number' with a blue question mark and an empty text input field; 'What date can you start working for the University?' with an empty text input field; and 'Do you have any unspent convictions?' with a red asterisk, a blue question mark, and a dropdown menu showing 'No'. At the bottom of the form is a green 'Create' button.

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.

**Please Note!** File Upload scans for Birth Certificate, National Insurance proof document or Passport must not exceed 2MB in size.

**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

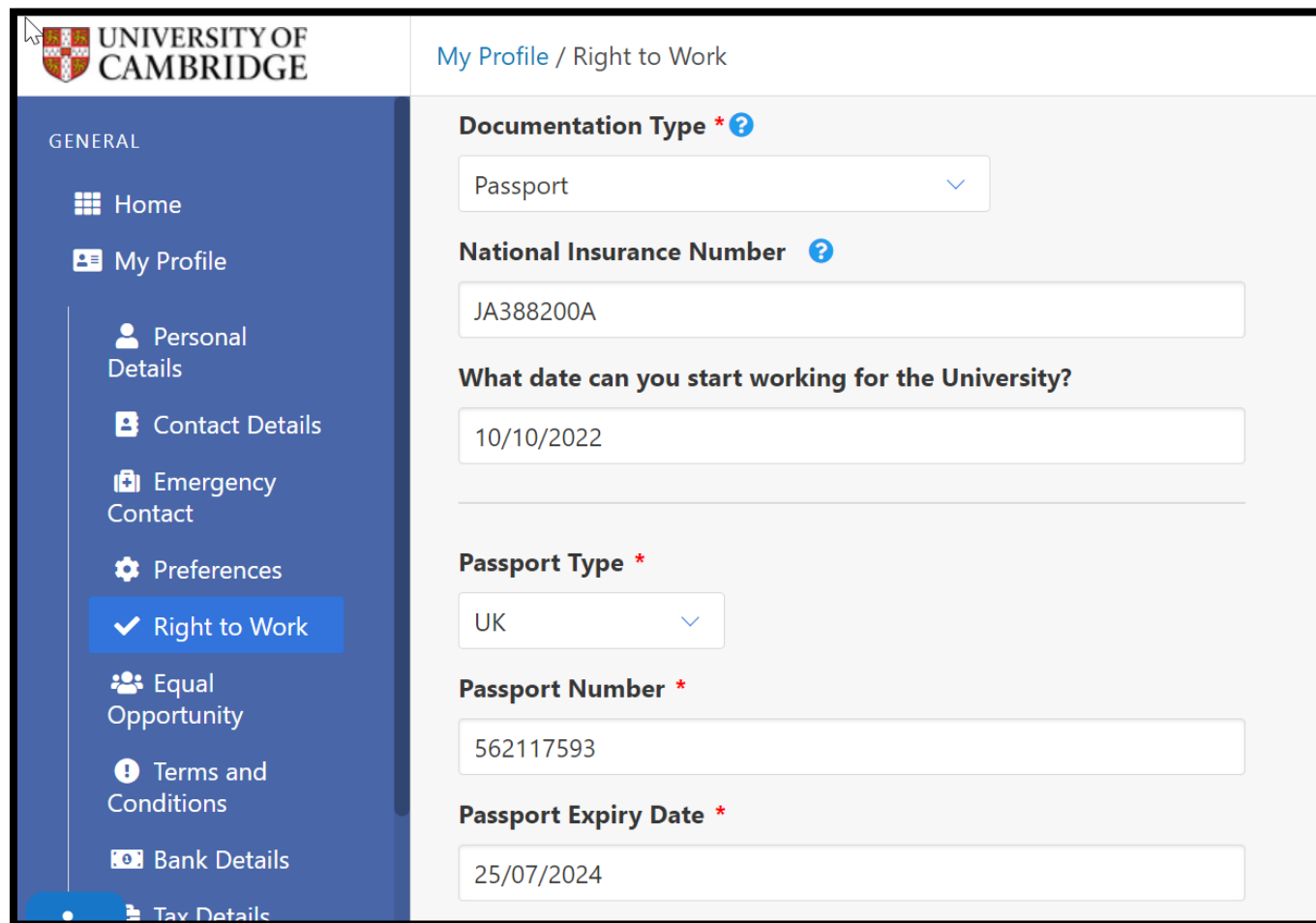
Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

**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 'My Profile / Right to Work' page on the University of Cambridge portal. The left sidebar contains a menu with the following items: Home, My Profile, Personal Details, Contact Details, Emergency Contact, Preferences, Right to Work (highlighted with a checkmark), Equal Opportunity, Terms and Conditions, Bank Details, and Tax Details. The main content area is titled 'My Profile / Right to Work' and contains the following fields:

- Documentation Type \*** (with a help icon): A dropdown menu showing 'Passport'.
- National Insurance Number** (with a help icon): 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 showing 'UK'.
- Passport Number \***: A text input field containing '562117593'.
- Passport Expiry Date \***: A text input field containing '25/07/2024'.


**Please Note!** File Upload scans for Birth Certificate, National Insurance proof document or Passport must not exceed 2MB in size.

## 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.


### Right to Work

**Worker Origin** \* 


International ▼

**Documentation Type** \*


Share code or online right to work check ▼

**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

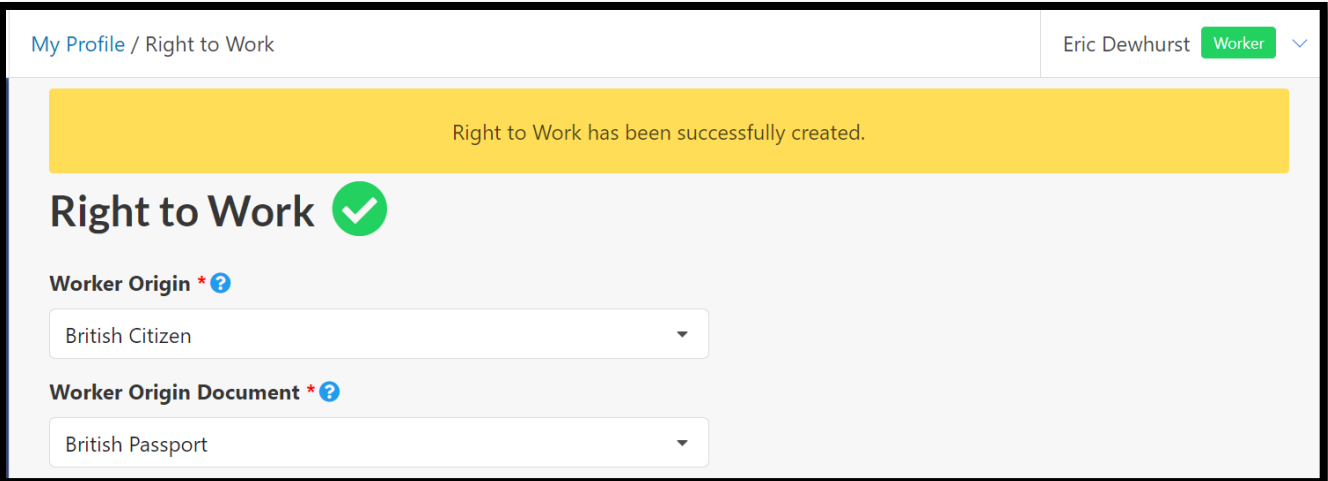
International workers should not select any other options from the Documentation Type drop down list and do not need to upload any copies of Passports or visa documentation to the Cambridge Casual Worker System, (only to the government website).

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



A screenshot of a web form titled "Do you have any unspent convictions? \* ?". Below the title is a dropdown menu with "No" selected and a blue downward arrow. At the bottom left of the form is a green "Create" button, which is highlighted with a red rectangular border.

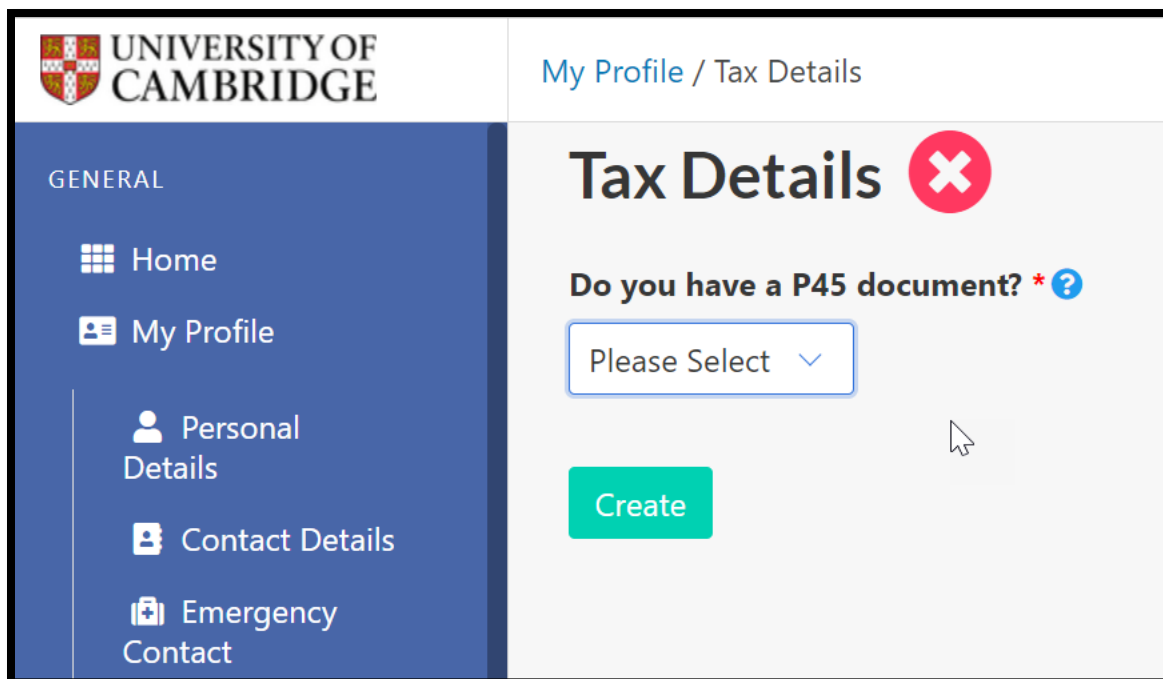
The confirmation banner will be displayed, as shown below:



A screenshot of a web page titled "My Profile / Right to Work". In the top right corner, it says "Eric Dewhurst" next to a green "Worker" button with a dropdown arrow. A yellow banner across the top of the main content area reads "Right to Work has been successfully created." Below the banner, the heading "Right to Work" is followed by a green checkmark icon. Underneath, there are two sections: "Worker Origin \* ?" with a dropdown menu showing "British Citizen", and "Worker Origin Document \* ?" with a dropdown menu showing "British Passport".

## Tax details

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



UNIVERSITY OF CAMBRIDGE

My Profile / Tax Details

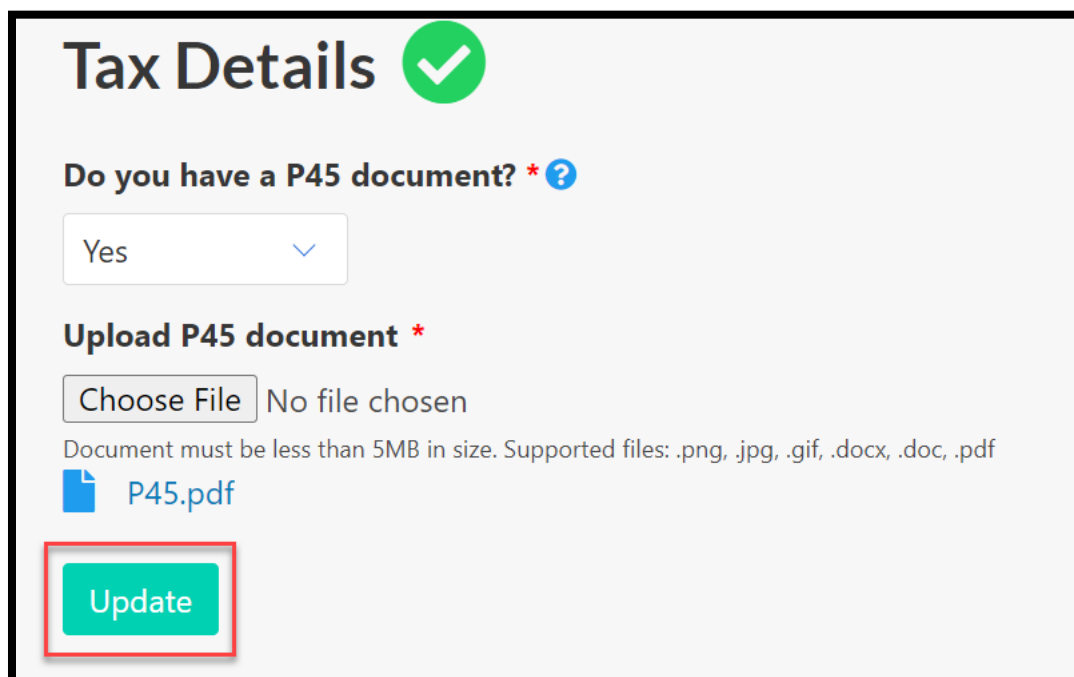
### Tax Details

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.

The screenshot shows the 'Equal Opportunity' section of a user profile on the University of Cambridge website. The page has a blue sidebar on the left with navigation links: Home, My Profile, Personal Details, Contact Details, Emergency Contact, Preferences, Right to Work, Equal Opportunity (highlighted), Terms and Conditions, Bank Details, and Tax Details. The main content area is titled 'Equal Opportunity' with a red 'X' icon. It contains four sections, each with a dropdown menu labeled 'Please Select':

- What is your ethnic origin? \***
- What country defines your national identity? \* ?**
- Does your gender identity match your sex as registered at birth? \***
- What is your sexual orientation? \***

Below these is a **Disability \*** section with a text box containing the definition: '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.' The top right of the page shows the user's name 'Eric Dewhurst' and a 'Worker' status.

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

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

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

### UK Bank Account

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

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.

The screenshot shows the 'Bank Details' form within the University of Cambridge system. The left sidebar contains navigation links: Home, My Profile, Personal Details, Contact Details, Emergency Contact, Preferences, Right to Work, Equal Opportunity, Terms and Conditions, Bank Details (highlighted), and Tax Details. The main content area is titled 'Bank Details' with a red 'X' icon. It contains the following fields:

- Do you have a UK bank account? \*** (Dropdown menu with 'Yes' selected)
- Bank Name \* ?** (Text input field)
- Bank Address \* ?** (Text input field)
- Branch Name ?** (Text input field)
- Account Name \* ?** (Text input field)

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

## 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

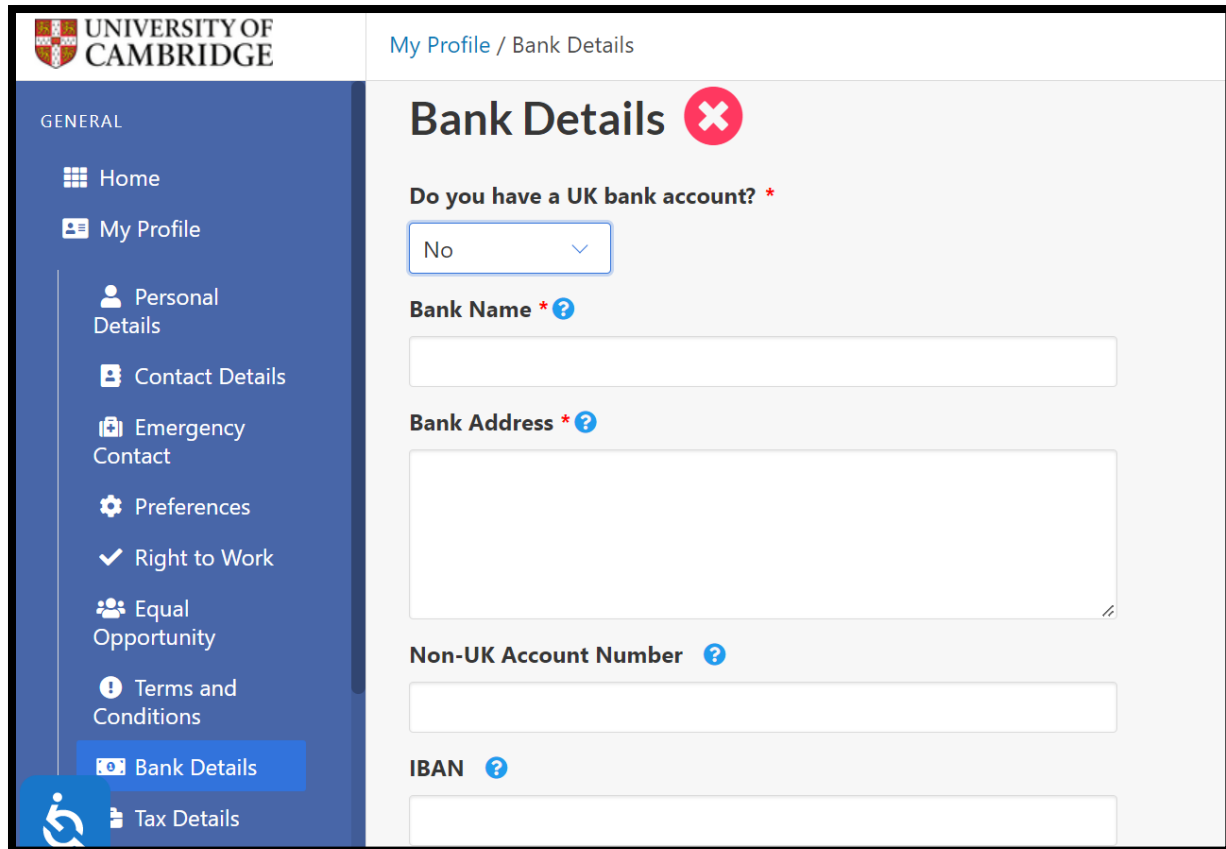
**Sort Code** \* 

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

**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


## 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

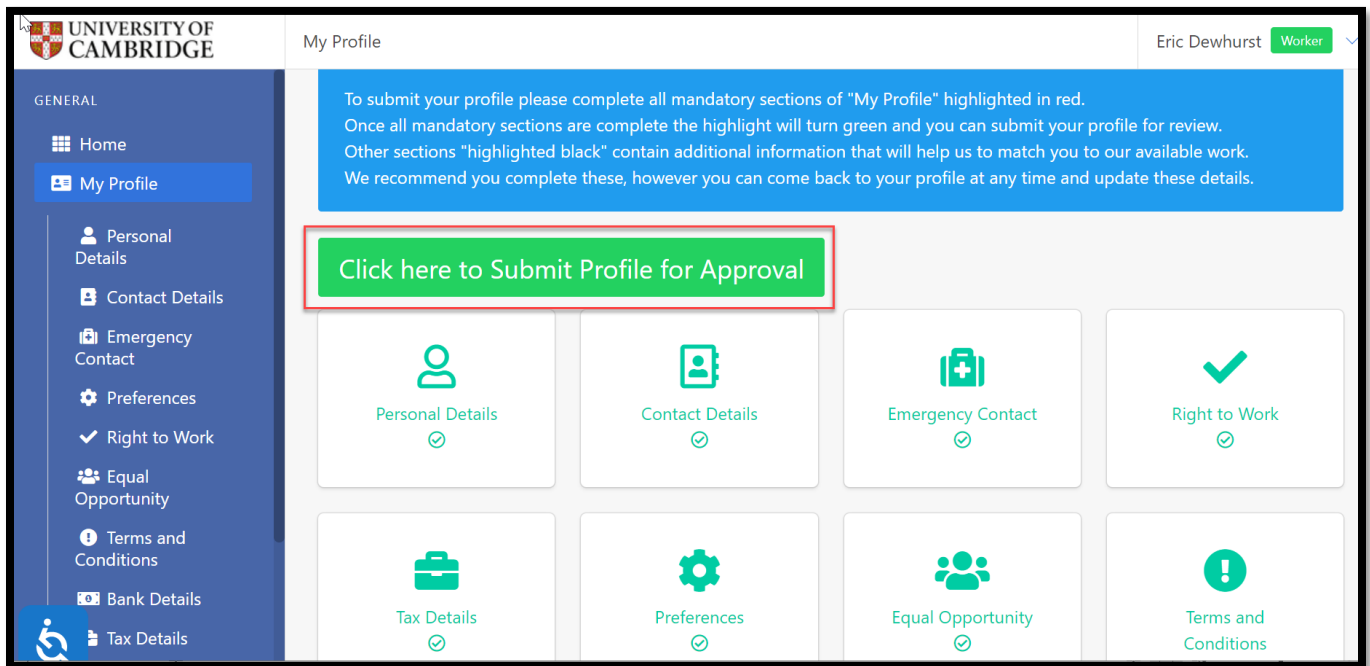
Complete the details and then click on the **'Create'** button.

## Submission of Registration

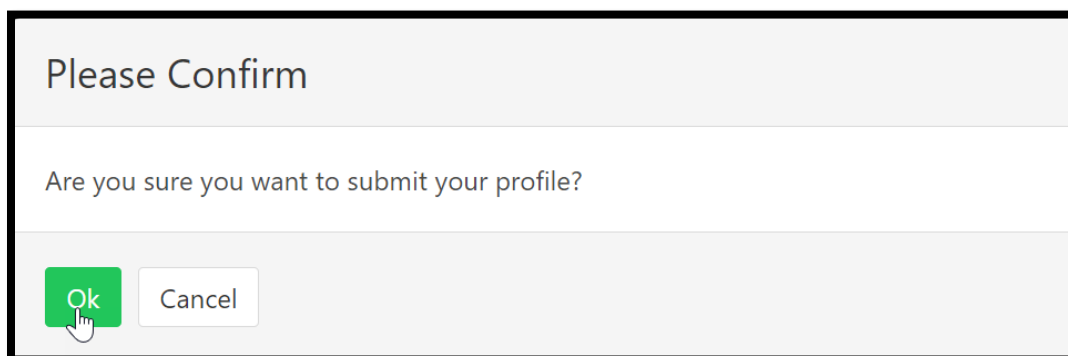
You have now completed your registration and your account will be ready for submission for approval. Please check carefully that all of the details you have entered are correct.

**Note!** The Right to Work and Terms and Conditions sections cannot be edited once your profile has been approved.

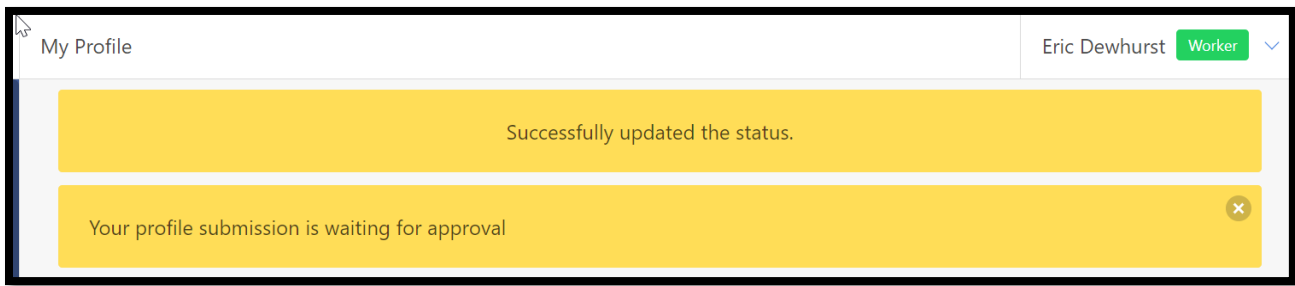
When you are happy that your details are correct, select the '**Click here to Submit Profile for Approval**' button.



Click **OK** to confirm



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.