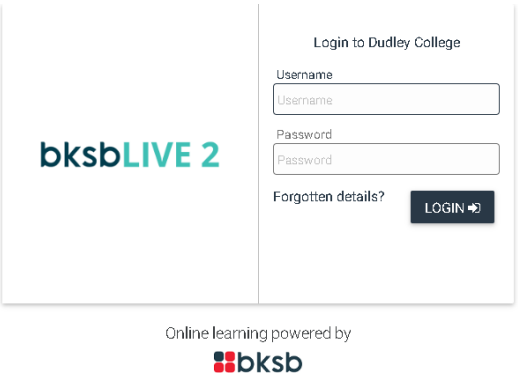
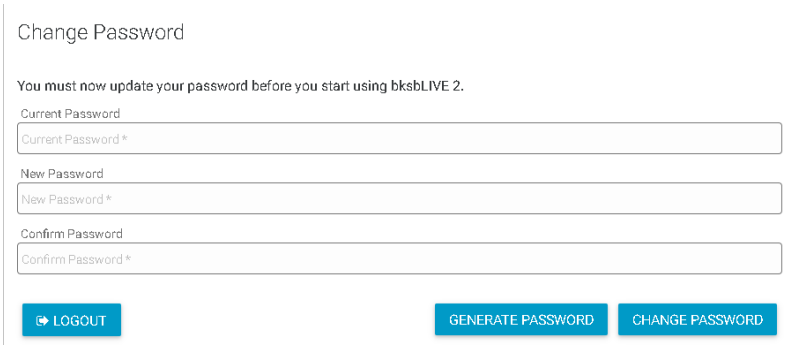
BKSB Guidance – Student

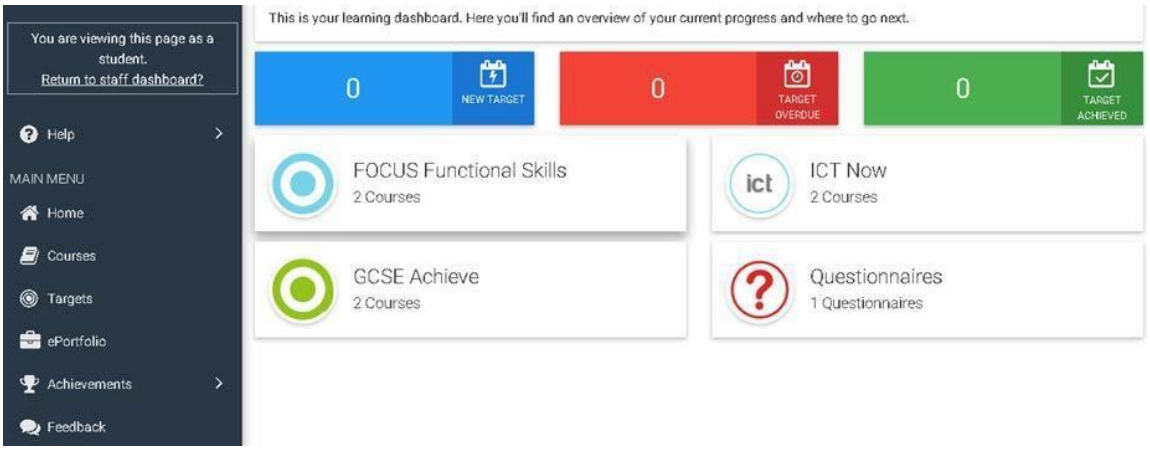
1. Login using your student ID as your username, this will be provided by the Apprenticeship administrator.The password should be **“password”**



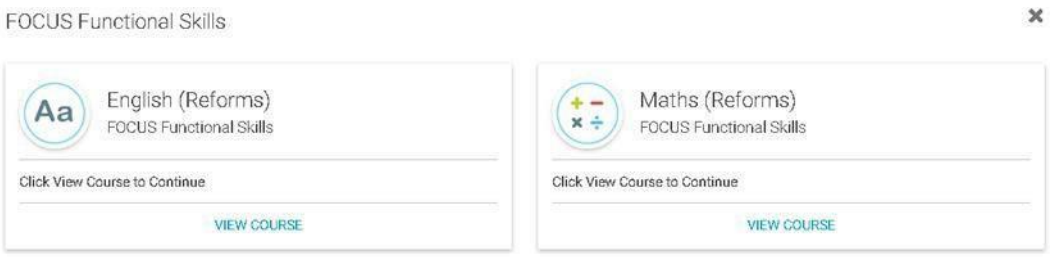
2. Check your name and press continue if it is correct
3. Scroll down and click agree to the terms
4. If asked to change passwords, set it to **“Password1”**



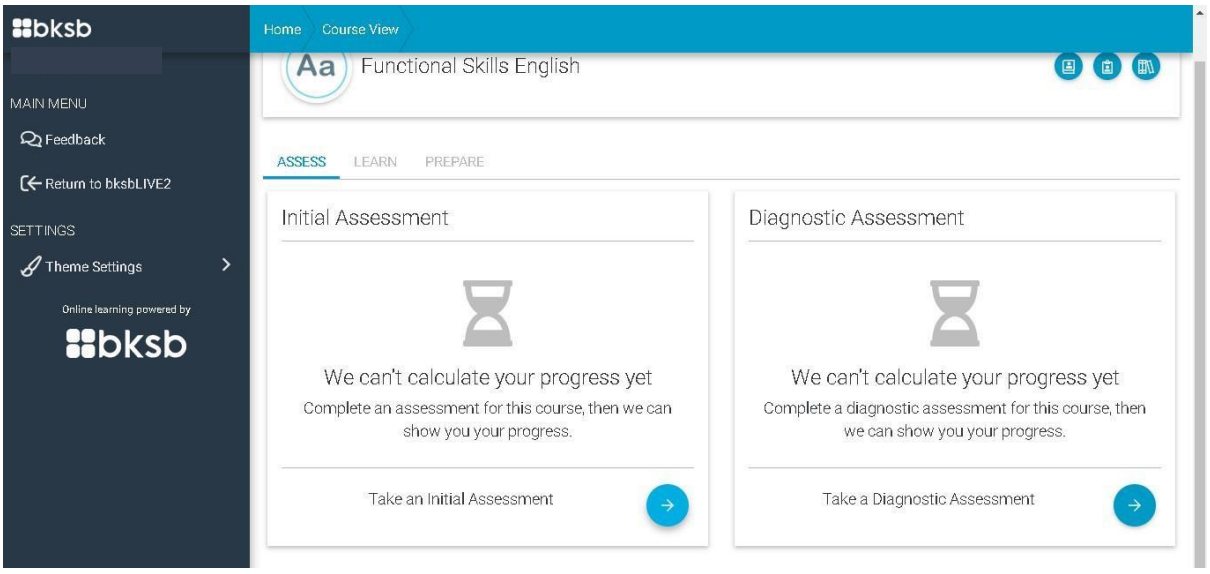
5. Click on **“Focus Functional Skills”**



6. Click on **"View Course"** for English or Maths



7. Click on **"Take an Initial Assessment"**



8. Once you have completed your first initial assessment, click onto **"Return to bksbLive2"** and repeat the process.
9. Once both Initial Assessments (English and Maths) have been completed your results will be updated on our system.