Sign up to Workplace

The purpose of this document is to run through the process of signing up to Workplace and locating an NFCC group to join.

Sign up

1. Firstly, browse to https://work.facebook.com/

2. Type in your email address and click continue

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Fig 1

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Fig 2
3. You will then be asked for an access code which will have been emailed to you
   Note: the activation code may go to your junk/spam folder. If you struggle locating it contact your internal IT

4. Enter the access code from your email and you will then be prompted to provide some basic details

5. Populate the details and click continue you will then get a screen like the below
6. Once this has finished Workplace will give you a getting started guide

![Image](Fig_6.png)

7. If you expand the options you will see the following.

![Image](Fig_7.png)

8. We will come back to this. From here click on your profile as highlighted by either of the red boxes below

![Image](Fig_8.png)
9. From here click on about as highlighted by either of the red boxes below

Fig 9

10. You will now be able to provide some more details about yourself by clicking the blue + next to each section

Fig 10

11. Below you will see a populated profile.

Note: please keep your name to your real name and use nickname should you prefer to be called something else. We request that you also populate your job title else you will be refused access to NFCC groups
12. Should you wish you can now add a profile picture by clicking add photo
   
   Note: please keep your profile picture to a professionally appropriate image of yourself or alternatively your company logo.

13. You will then be given the opportunity to upload a photo. Click on +upload photo and choose an image from your machine

14. When uploading a picture, it will allow you to crop the image and add a description. Once you are happy with this click save to add the picture
15. Your profile is nearly complete, you can now add a cover photo if you wish by clicking on add cover photo and following the same steps as the profile picture.

![Image](Fig 15)

16. Your profile is now completed. If you click on Home we can now request to join some groups.

![Image](Fig 16)

17. To join some groups, from the home screen click on groups.

![Image](Fig 17)
18. From the groups screen click on All groups

Fig 18

19. This will now provide a full list of groups that are available to your organisation. If you click on Join group it will send a request to the group moderators to state you want to join. If you have an outstanding request for a group it will show requested instead of join group

Fig 19

20. If you can’t see the group you want to join listed contact your Workplace administrator. If the group you are looking for is an NFCC group please browse to [https://www.nationalfirechiefs.org.uk/Workplace](https://www.nationalfirechiefs.org.uk/Workplace) for details on how to request access to a group

*Note: all NFCC groups follow a naming convention as follows:

- **NFCC** groups will be prefixed **NFCC**
- **CPO** groups are prefixed **NFCC CPO**
- **CYP** groups are prefixed **NFCC CYP**
- **UK R&D** groups are prefixed **NFCC R&D**

Groups not adhering to this naming convention are not genuine NFCC groups.*
NFCC Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Dawson</td>
<td>Technical Support</td>
<td>Profile</td>
</tr>
<tr>
<td>Hannah Cross</td>
<td>Strategic Hub Co-ordinator</td>
<td>Profile</td>
</tr>
<tr>
<td>Helen Nightingale</td>
<td>NFCC Membership Manager</td>
<td>Profile</td>
</tr>
<tr>
<td>Hollie Tell</td>
<td>Business and Events Manager</td>
<td>Profile</td>
</tr>
<tr>
<td>Jane Eason</td>
<td>Head of communications</td>
<td>Profile</td>
</tr>
<tr>
<td>Monica Perez</td>
<td>Campaigns Manager</td>
<td>Profile</td>
</tr>
<tr>
<td>Sarah Barker</td>
<td>NFCC Membership Manager (temporary)</td>
<td>Profile</td>
</tr>
<tr>
<td>Steven Adams</td>
<td>Chief of Staff</td>
<td>Profile</td>
</tr>
</tbody>
</table>