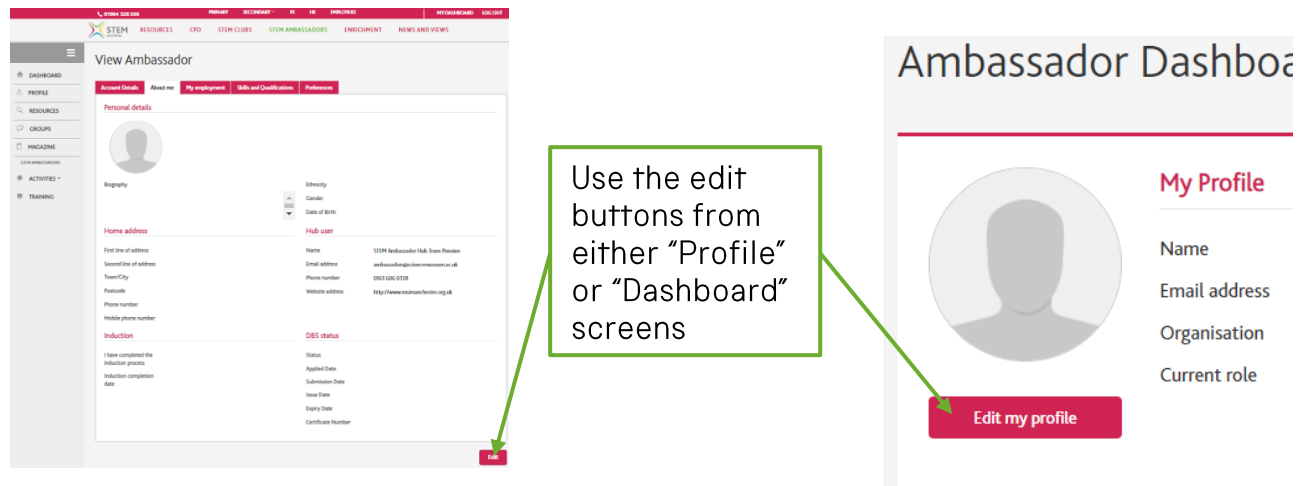


## Keeping your profile and DBS up to date

Once you have registered for an account on the [STEM Learning website](#), you can add information to your profile and update it at any time you like.



You can't change anything in the pinked-out boxes, we can contact STEM Learning for you, or you can submit a support request through the website.

You can update various things on the different tabs:

- Account details
  - Title and name, once your DBS is back you can change to a nickname
  - Password
  - Profile picture, email it to us if you're struggling to upload it
- About me
  - Address, this helps us contact you with relevant activities
  - Biography, only we see this, to help us work out who we want to send specific activities to
  - DBS details, you can see when it is due to expire
- Employment
  - If you input your employer here, they will be able to see your volunteering hours
  - If you select "Please tick if you are happy for us to share your STEM Ambassador volunteer work and contact details with your employer" then your employer will be able to see your name and STEM Ambassador email address. If you chose not to, you will appear as "anonymous", but your volunteering hours will still be captured to the company.
- Skills & qualifications
  - It's useful for us if you can keep this up to date, we use it in a similar way to your biography
- Preferences
  - Select types of activities and audiences you are happy taking part in
  - You can add a "postcode of operation", for if you e.g. work a long way from your home address

## Your DBS

Your DBS is valid for three years after the issue date. You can check the expiry date either on your certificate or on your STEM Learning profile, it is in the bottom right hand corner.

A few months before your DBS is due to expire, you will be contacted by the STEM Ambassador Hub. If you have taken part in activities in the past 12 months, you will be asked if you would like to renew your DBS. If you haven't taken part in any activities, you will be notified that your account will be archived.

We don't know about any activities you haven't got logged on your profile. You can add those activities yourself or ask us to help you with them.

We can also help you to identify good activities for you to do, if you're struggling to work out what sort of things you can do as a STEM Ambassador.

You may have a DBS certificate on the update service. We have no way of seeing if your DBS is on the update service. If it is, please let us know and give us your permission to run a check. This will then count as a new DBS for the next three years.

When you get a new DBS certificate, you can [register on the update service](#). It is free and means that you can give people your DBS number and your permission to run a check and check is run to "top up" your certificate since it was issued. You will be able to see who has run these checks on your DBS. You will not receive a new paper certificate, so do keep your original safe, it costs around £40 to replace.

## Archiving your profile

If you don't complete your DBS application or chose not to renew your DBS certificate, your STEM Ambassador account will be archived. This means that you will no longer have access to your profile, won't be able to see STEM Ambassador volunteering opportunities or receive emails from STEM Learning or the Hub.

Your account can be reactivated by sending us an email. We can also get your email address updated if necessary.

If you get stuck or have any questions other STEM questions, you can always [email us](#).