

Welcome to ClimbHI Bridge!



ClimbHI Bridge is a portal built to **connect Educators and Businesses through streamlined communication**. The portal contains 8 different opportunities that educators can explore and then send requests to the available businesses in each category:

- Guest Speaking/Guest Teaching
 - Judges & Coaches Sought
 - Mentorships/Advisory Boards
- Job Shadowing/Teacher Externships
 - Project-Based Learning
- Career Fair Participation & Job Fair Readiness Activities
 - Site Visits & Other Events
 - Internships

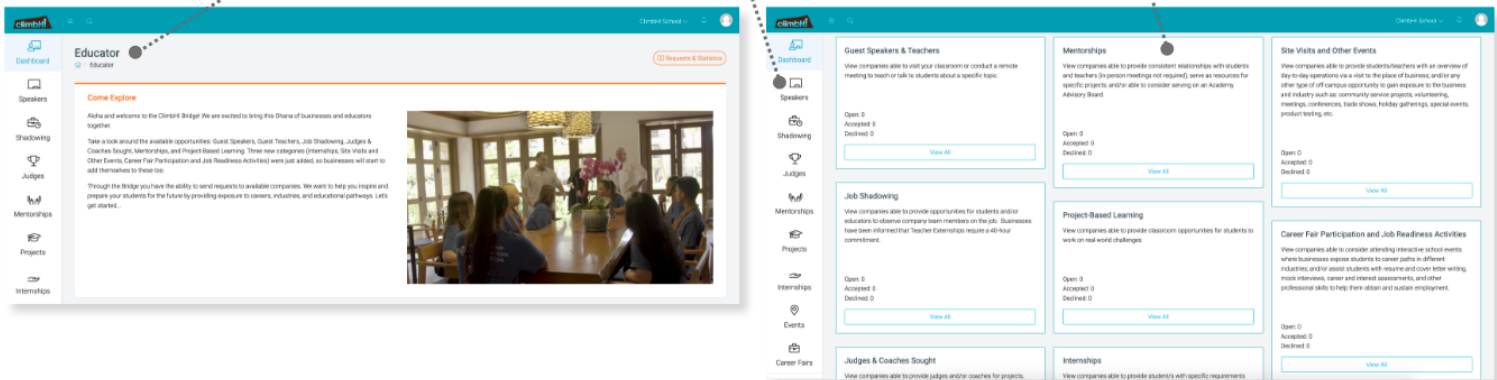
Let's get started:

▶ Step 1

Log into your profile
<https://bridge.climbhi.org/login>

Once logged in, you will be directed to the **Educator Dashboard**.

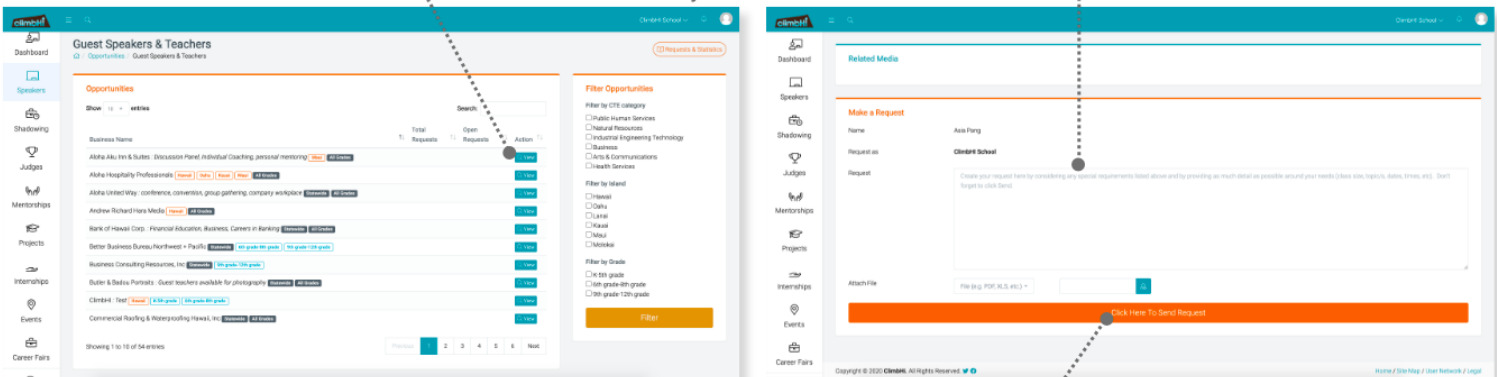
You can view all 8 opportunities listed on the **bottom of the page** and also on the **side bar** for easy access.



▶ Step 2

Explore the businesses available in each opportunity by **clicking** **View** for additional information.

When you find a business of interest, **submit a request**. Be sure to review the business' requirements beforehand. You also have the ability to attach a document if needed.

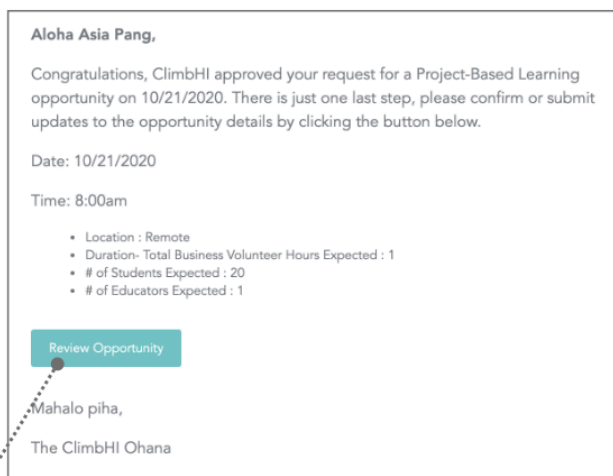


Don't forget to **click on the "Send Request" button** when you are finished.

Step 3

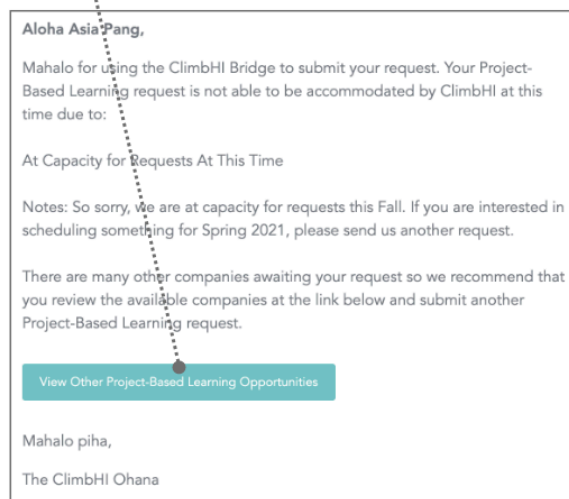
A confirmation email will be sent to you signifying the request was submitted successfully. Businesses will typically reply within 3-5 business days with the request staying open for 15 days for the initial business reply. You will be notified via email when the business replies. The response may be a request for further information, so please click in to reply.

If **accepted**, you will see the confirmed details from the business in the email. Please double-check that the information is correct.



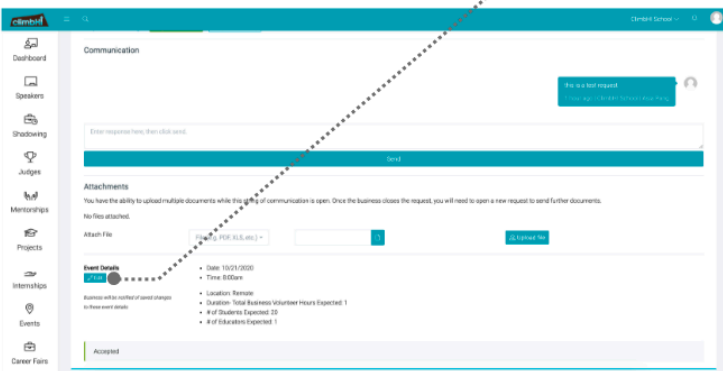
(Sample e-mail)

If **declined**, please proceed to make another request by reviewing another business available by clicking on the **button** in the email.



(Sample e-mail)

If you need to edit the event information at any point before the date, **click on the "Review Opportunity" button** in your email to get to the accepted request information. **Click on "Edit"** under **Event Details** and make the necessary changes.



Once you click **"Save"**, an update will be sent to the business automatically.

Post-Event:

On the day of the event, you will receive a notification email.

When the event is completed, **click on the "Review Opportunity" button** in that same notification email to fill out the **final event details** and **provide feedback**.

Don't forget to **submit your completed form**.

