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:**

1. **Step 1**

   Log into your profile
   
   [https://bridge.climbhi.org/login](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.

2. **Step 2**

   Explore the businesses available in each opportunity by **clicking** 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.

Aloha Asia Pang,

Congratulations, ClimbHi approved your request for a Project-Based Learning opportunity on 10/21/2020. There is just one last step, please confirm or submit updates to the opportunity details by clicking the button below.

Date: 10/21/2020
Time: 8:00am
- Location: Remote
- Duration: Total Business Volunteer Hours Expected: 1
  
- # of Students Expected: 20
  
- # of Educators Expected: 1

Review Opportunity

Mahalo piha,
The ClimbHi Ohana

(Sample e-mail)

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

Aloha Asia Pang,

Mahalo for using the ClimbHi Bridge to submit your request. Your Project-Based Learning request is not able to be accommodated by ClimbHi at this time due to:

At Capacity for Requests At This Time

Notes: So sorry, we are at capacity for requests this Fall. If you are interested in scheduling something for Spring 2021, please send us another request.

There are many other companies awaiting your request so we recommend that you review the available companies at the link below and submit another Project-Based Learning request.

View Other Project-Based Learning Opportunities

Mahalo piha,
The ClimbHi Ohana

(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**.