



# INSTAGE Quick Reference Card for Learners (Member Role)

*Practice customized job interviews and presentations with interactive computer-generated characters, then review feedback reports and recommendations.*

**Laptop or desktop computer with Internet is required (Google Chrome browser recommended).**

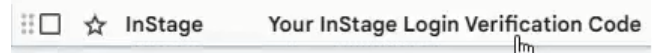
- Activate an InStage account from an email invitation (valid for 7 days).



- Login to InStage at <https://www.instage.io> by clicking **Sign in** (top, right corner).



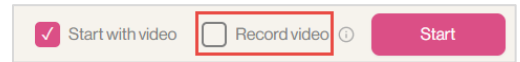
- No password is required. Copy the verification code from the email (valid for 5 minutes).



## Practicing Simulations and Conversations

When you receive a link to a prepared simulation, click the link and enter your email address to **Sign in**. (If you do not yet have an account, click Sign up and follow the instructions).

Read the assignment instructions (if provided) and the simulation information. Select **Record video** if you want a recording of your practice, then click **Start**.

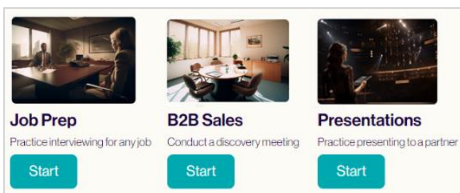


- You may be prompted to Allow your microphone, webcam, or screen.
- Your computer-generated partner will join the session.
- Proceed with your interview or presentation and click **End Simulation** when finished.
- Click **Generate Report** to view feedback and recommendations.



## Customize Your Own Simulations

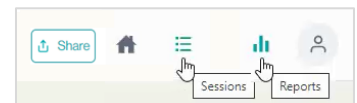
With an activated InStage account you can choose and customize job interviews and presentations.



- From the home page, choose a simulation type and click **Start**.
- Paste or type in details (title, description).
- Click **Generate**, then **Start** (select **Record video**, if desired).
- When finished, click **Generate Report** for feedback and recommendations.

## Sharing Feedback Reports or Customized Simulations

- From the InStage upper menu, select the session or report to share and click **Share**.
- Click **Copy link** to paste it into an email for sharing.



Click to [InStage tutorials on Vimeo](https://vimeo.com/user82338898)  
(<https://vimeo.com/user82338898>)

**For technical help: Contact North helpdesk 1-888-850-4628, Monday–Friday 8:00am ET–10:30pm ET**