

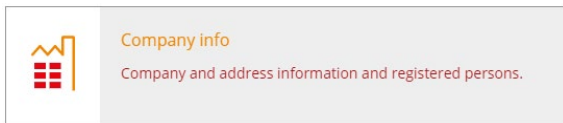
Edit your company details and work placements in MySBB

Your company details and published work placements are visible on stagemarkt.nl and leerbanenmarkt.nl. This contributes to the best possible match between the student or re-entrants and your company. By regularly updating your details, you will only receive applications for the work placements for which you would like to train students or re-entrants.

Are you open to re-entrants?

You may have room in your company for re-entrants. That can be a nice opportunity if you want to train new staff yourself. You can indicate this in MijnSBB with your **company details**.

- Go to [MySBB](#) and log in with your e-mail address and password. *
- If you are logged in, go to 'Company info' via the menu.

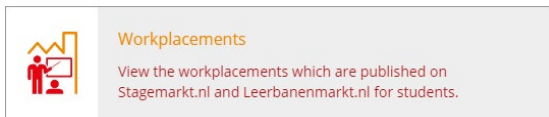


- Here you will see the details of your company as registered with SBB.
- Click on the **Edit** button in the 'Company information' block.
- Scroll down and tick the option 'Opportunities for re-entry' under 'Characteristics'.
- Click on **Save changes** at the bottom of the screen.

Training for a VET certificate or Statement of practice?

Can a 'Training for a VET certificate' or 'Statement of practice' be obtained at your organisation? Or can you provide a prospect of a permanent job? A great opportunity for on-the-job training of your new staff. Indicate it in your **work placements**!

- Go to [MySBB](#) and log in with your e-mail address and password. *
- If you are logged in, go to 'Work placements' via the menu.




- Here you can see the work placements that you have created and you can create new work placements here.

To create a new work placement:

- Click on **Add work placement +** and go through all the steps.
- Did you opt for the learning pathway 'apprenticeship'? Then it is possible to add the features 'With the prospect of a permanent job', 'Training for a VET certificate' and 'Training for a Statement of Practice'.

Edit existing work placements:

- Click on the work placement you want to edit and then click on the pencil symbol and on **Edit work placement** . Go through all the steps.
- Did you opt for the learning pathway 'apprenticeship'? Then it is possible to add the features 'With the prospect of a permanent job', 'Training for a VET certificate' and 'Training for a Statement of Practice'.

* You don't have a password yet? Click [Request a new password](#) in the login screen and follow the instructions.