

# **SkillCity Platform User Manual**

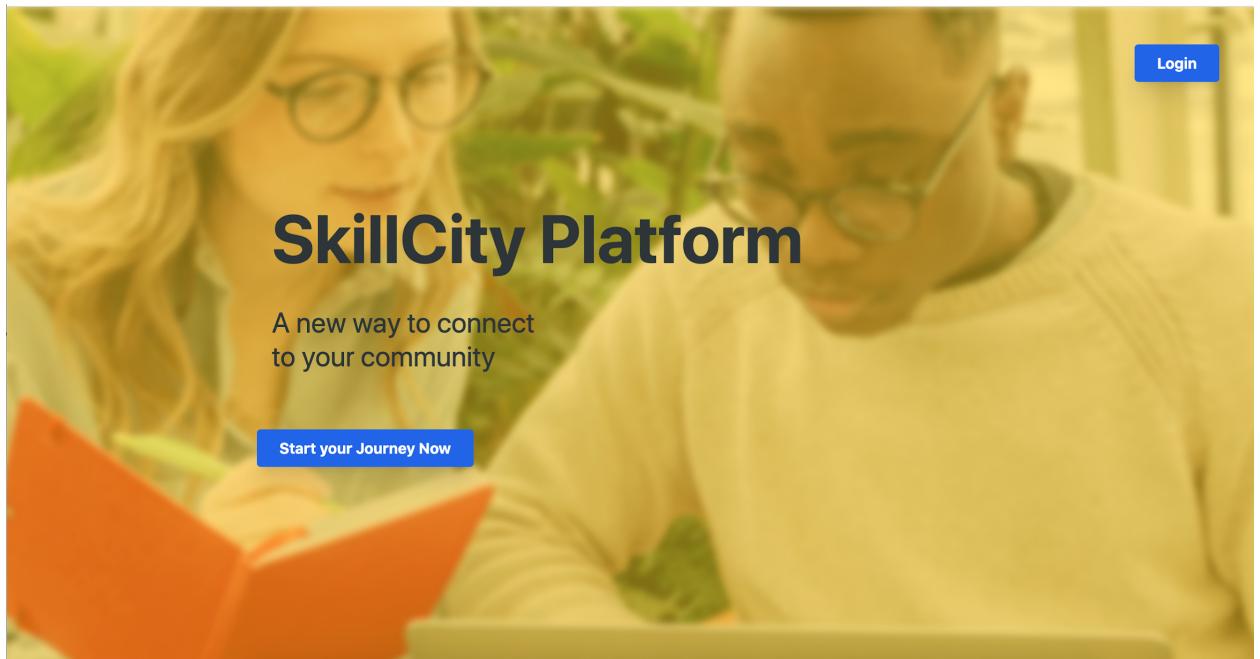
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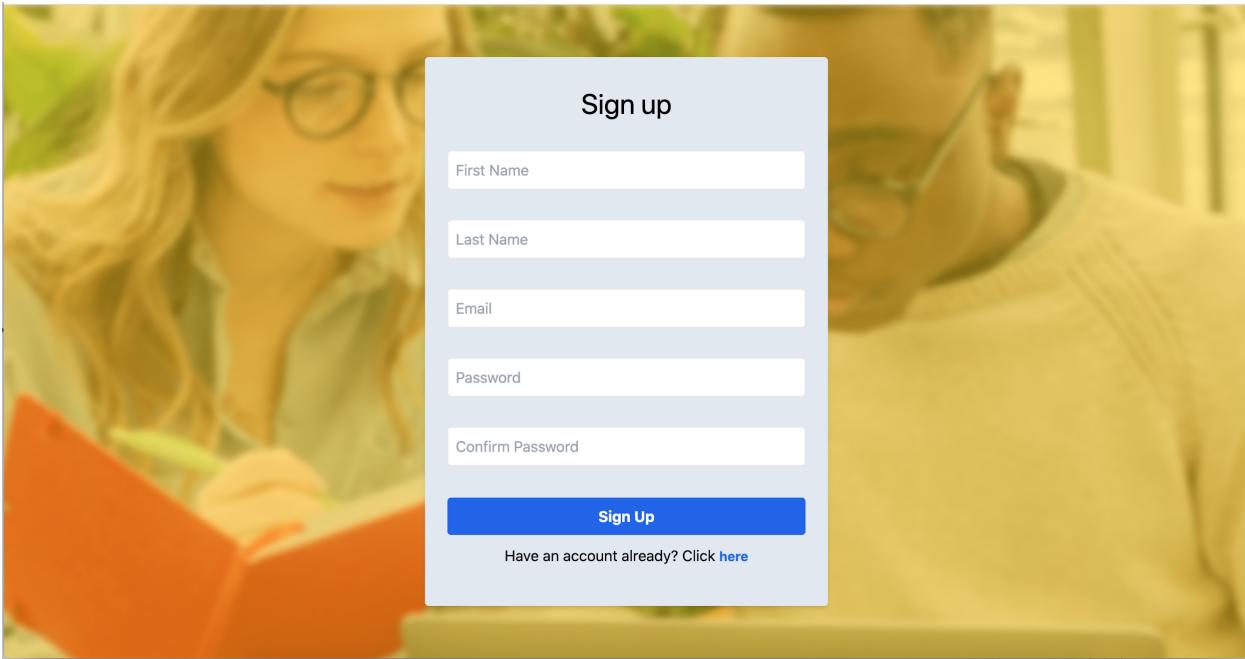
## Sign up

*Sign up as a regular user*

On the home page(<http://platform.skillcity.ca/>), click “Start your Journey Now”.



Fill out the sign up form, including “First Name”, “Last Name”, “Email”, “Password” and “Confirm Password”.

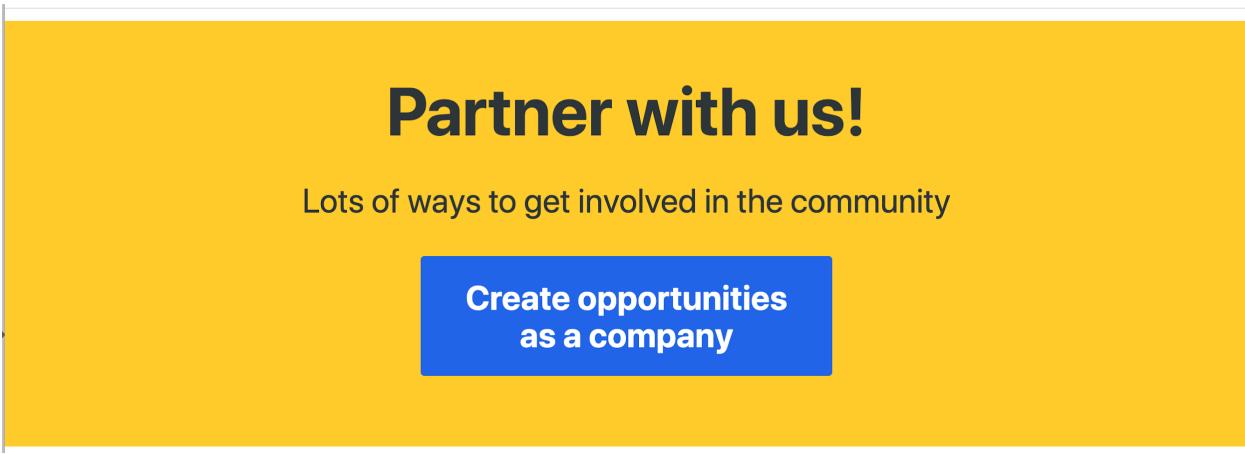


Click the Sign up button once you are done. The signup step is finished.

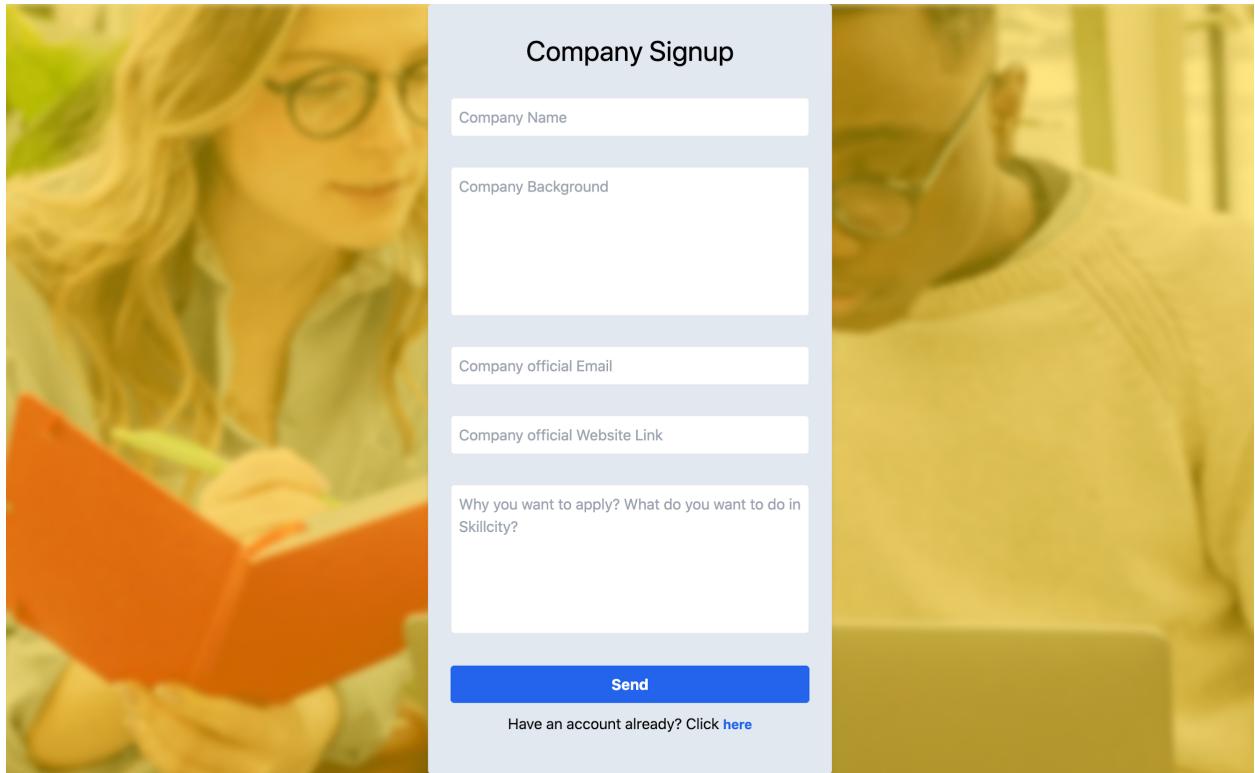
#### *[Sign up as a company user](#)*

Different from regular users, a company should submit an application form before accessing the platform. Once the admin approves the application, you will receive a password from email as your login credential.

Go to the home page and scroll down. Click “Create opportunities as a company,” and then you will be led to the application page.



Fill out the form, including “Company Name”, “Company Background”, “Company official Email”, “Company official Website Link” and the reason you want to join the platform.



**Company Signup**

Company Name

Company Background

Company official Email

Company official Website Link

Why you want to apply? What do you want to do in Skillcity?

**Send**

Have an account already? Click [here](#)

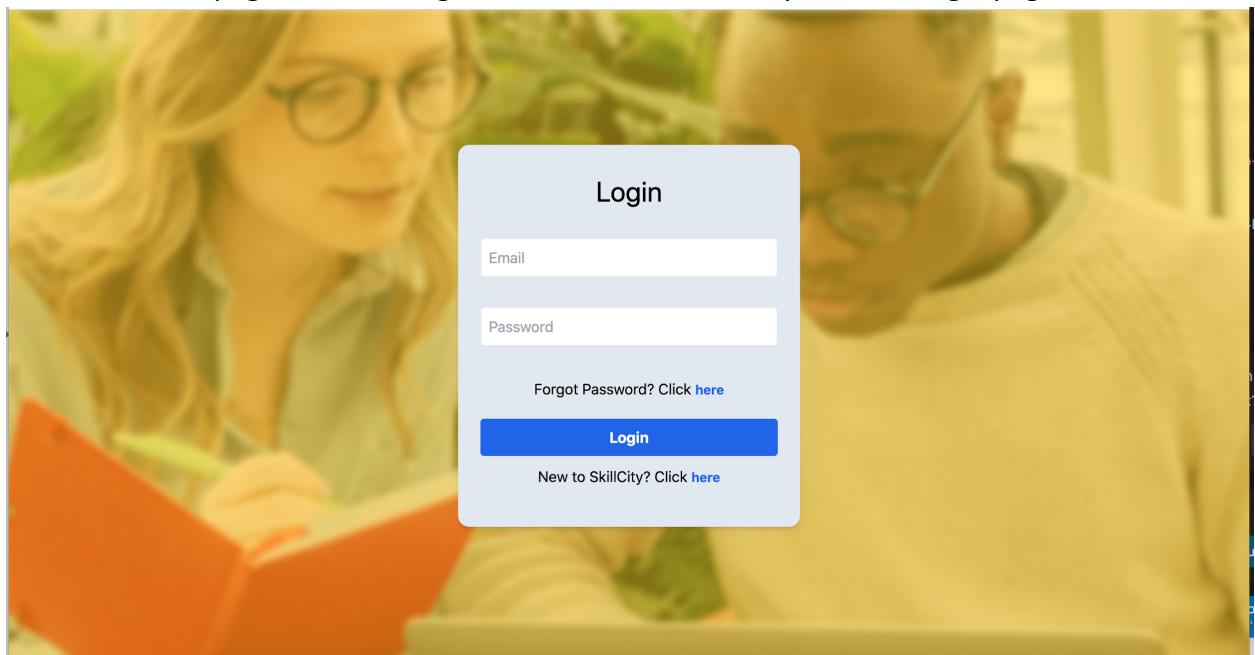
The form consists of several input fields: Company Name, Company Background, Company official Email, Company official Website Link, and a large text area for the application message. A prominent blue "Send" button is centered at the bottom. Below the button, a link for existing users is provided.

After clicking the send button, your application is sent.

Once the application is approved, you will be receiving an email with your login credential.

## Login

Go to the home page, click the Login button, and it will lead you to the login page.



**Login**

Email

Password

Forgot Password? Click [here](#)

**Login**

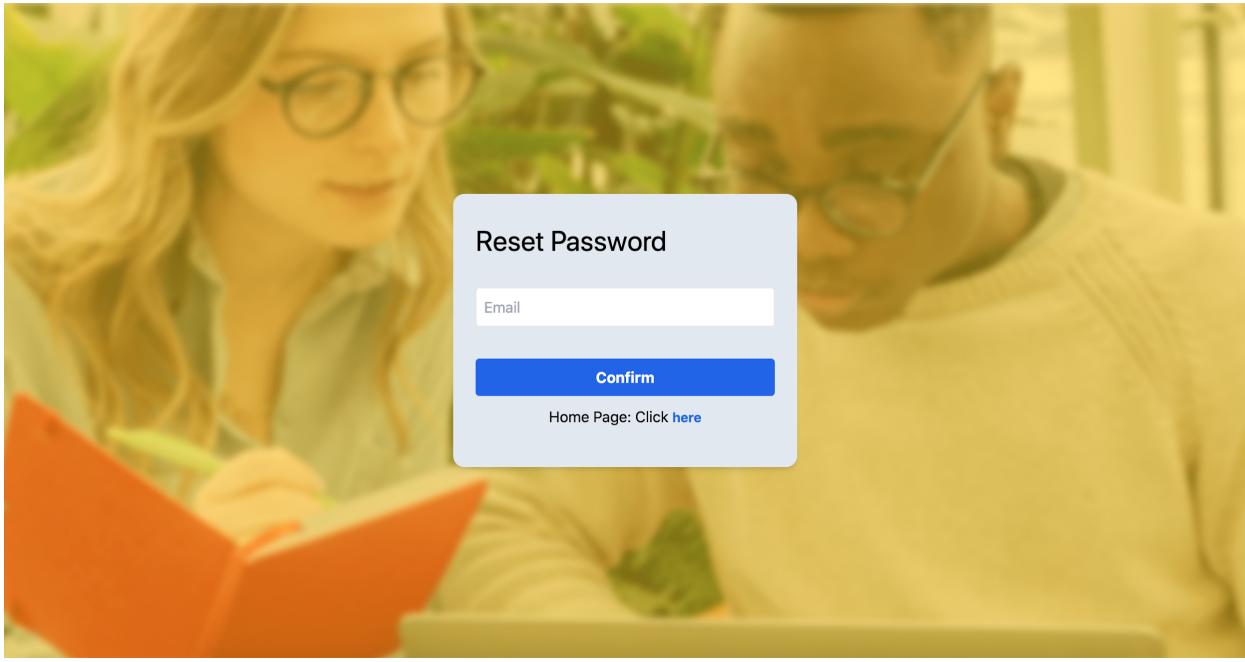
New to SkillCity? Click [here](#)

The login interface features a central white box with "Login" at the top. It contains two input fields for "Email" and "Password". Below the fields are links for password recovery and new user registration. A large blue "Login" button is positioned at the bottom of the box.

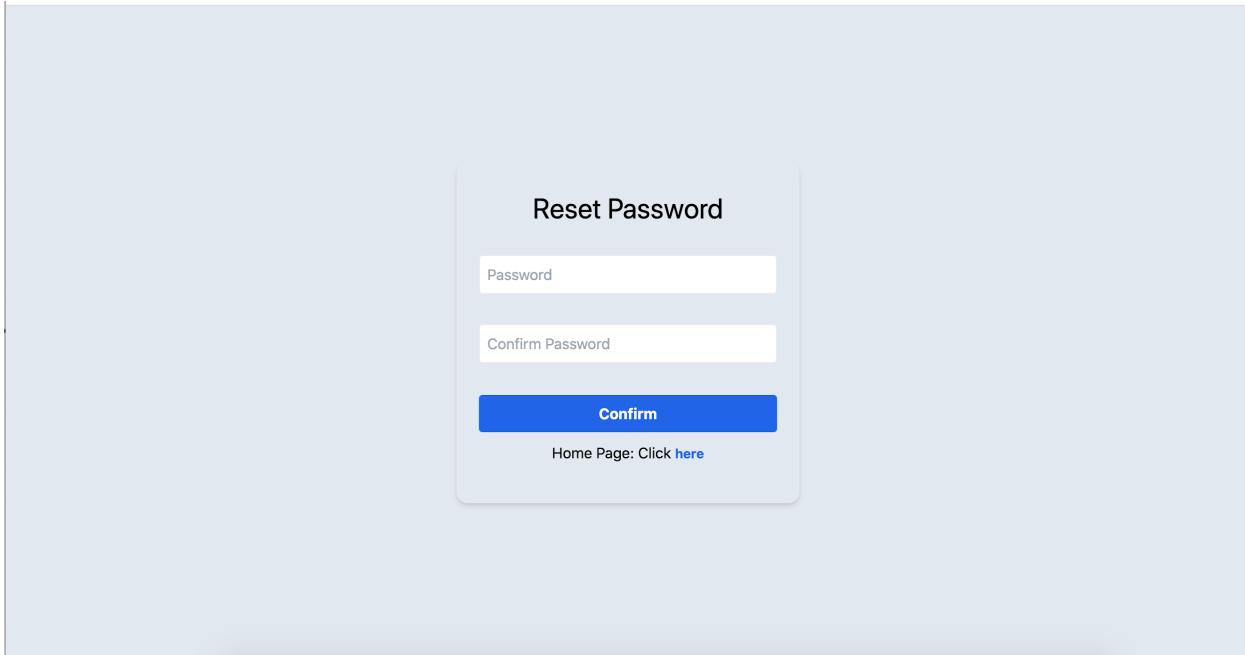
Enter your Email and Password, then click Login.

## Reset Password

If you forget your password, or want to change it, click the forgot password link on the login page. After you click the link, you will be redirected to the reset password page.



Fill out your email and click the confirm button. You will receive an email including the reset password link.



Follow the link and reset your password.

## Profile

### *Regular user/Mentor*

If you are a new regular user, you will be led to an empty profile page after you login to the platform. You will see your first name and last name on your profile page. If you are a regular user, your role will be User/YoungPeople.

The screenshot shows a profile page with a yellow header bar containing navigation links: Home, Profile, Dashboard, Mentor List, SkillCity Platform, and Logout. Below the header is a white content area. At the top left of this area is a blue button labeled '< Edit'. The main content starts with the text 'Test1 Test' in bold. Below it is a section titled 'Role' with the value 'User/YoungPeople'. There is a link '[Click edit to edit these fields]'. Further down are sections for 'Background' (empty), 'Skills' (empty), and 'Talents' (empty).

### *Create/Edit Profile*

To create or Edit your profile, click the edit button.

< Back

### Edit Your Profile

[VIEW COURSE LIST](#) [VIEW MENTOR LIST](#) [VIEW COMPANY LIST](#)

test4@gmail.com

Test1

Test

Background

Skills

Talents

Interests

Make Me Mentor

Confirm

On the edit page, fill out the fields. Including your background (Education background, work experience or short introduction about yourself), skills, talents and interests.

If you want to be a mentor. Check Make Me Mentor to submit your application. Your role will be changed to mentor once your application is approved by the admin.

Hit the confirm button once you are done.

#### *View/Add Course List*

You are also allowed to add the courses you learnt to your profile, to do so: Click the View Course List popup, and fill out the course name and course details. Click the add button to add the course. You are allowed to add multiple courses.

[VIEW COURSE LIST](#) [VIEW MENTOR LIST](#) [VIEW COMPANY LIST](#)

test4@gmail.com

### Course List

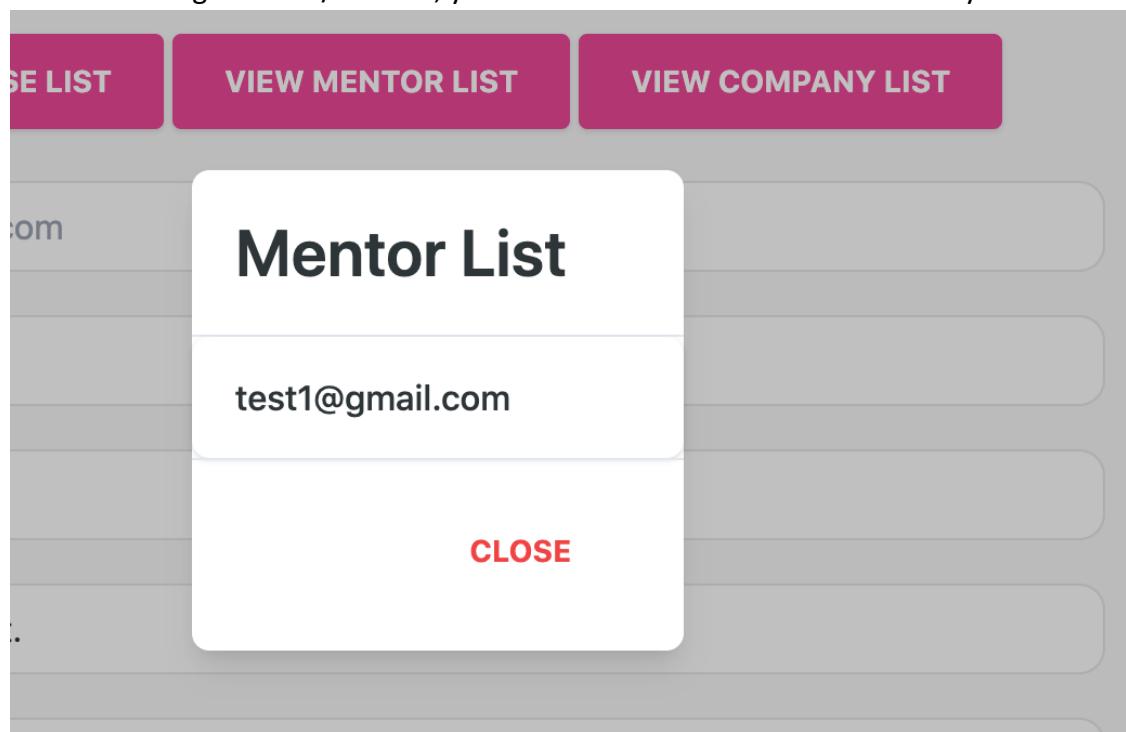
Add Course Name Add Course Details Add

Course 1  
name

CLOSE

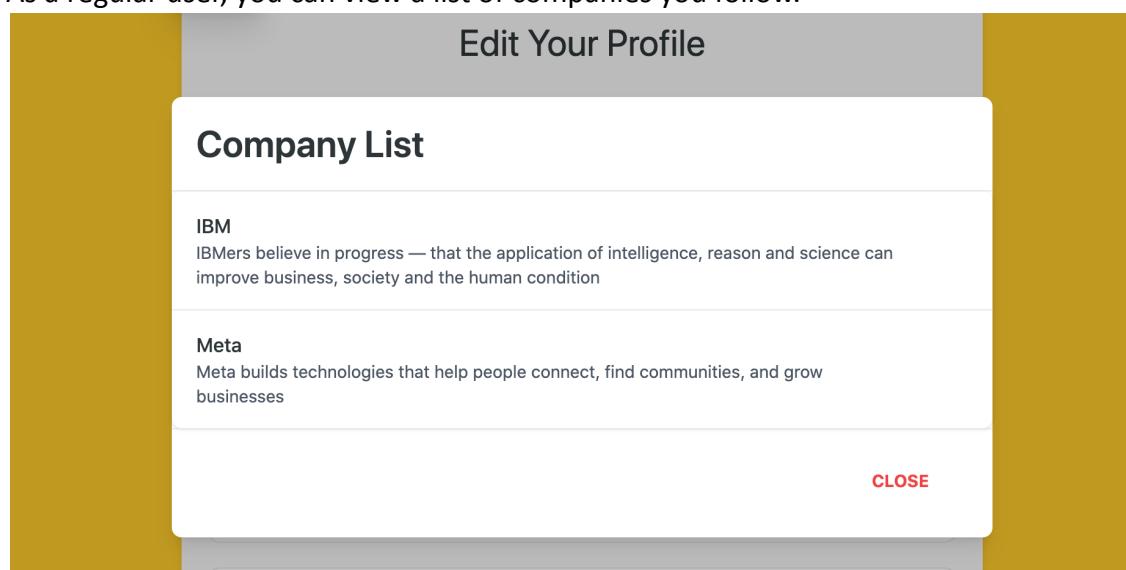
## [View Mentor List](#)

As a default regular user/mentee, you are able to view the list of mentors you followed.

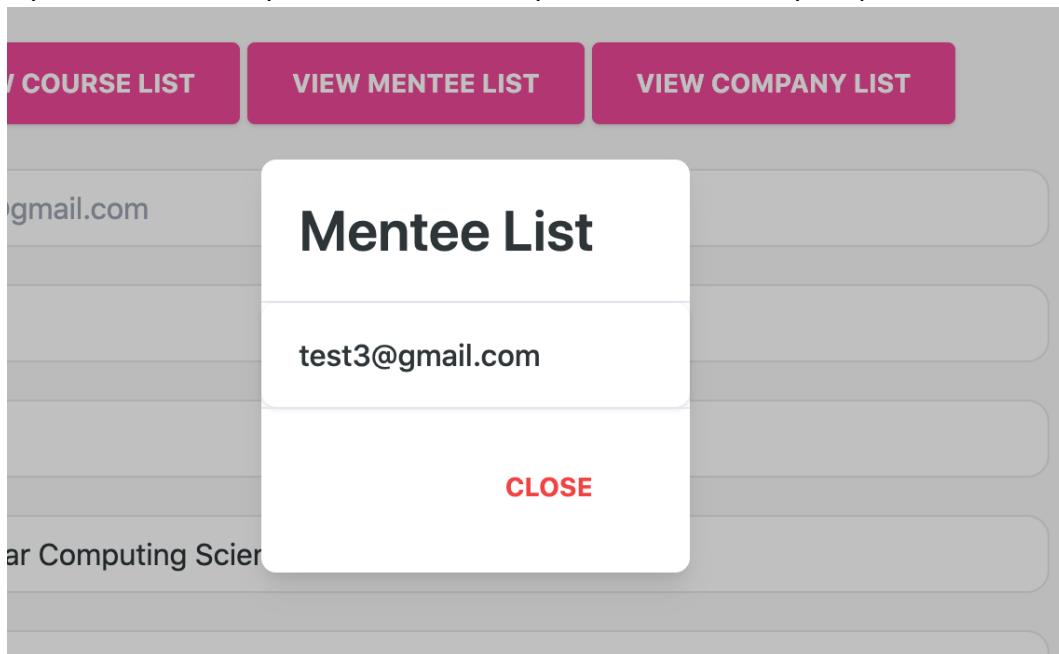


## [View Company List](#)

As a regular user, you can view a list of companies you follow.



If you are a mentor, you are able to view your mentee list on your profile.



### Company User

If you are a company user, fill out your profile with the fields: Company Name, Background, Description and company Link.

You can view a list of followers by clicking the 'View Follower List' button.

A screenshot of a mobile application interface for editing a company profile. At the top left is a blue 'Back' button with a left arrow icon. The main title is 'Edit Your Profile'. Below the title is a pink button labeled 'VIEW FOLLOWER LIST'. There are four input fields: 'Company Name', 'Background', 'Description', and 'Website'. At the bottom is a large blue 'Confirm' button.

# Dashboard

## Regular user's dashboard

You will see lists of scholarships, opportunities, and companies through the dashboard.

Home   Profile   Dashboard   User List

SkillCity Platform

Logout

# Dashboard

Explore Scholarships [View All >](#)

Senior Scholarships

Junior Scholarships

Explore Opportunities [View All >](#)

100 Leetcode Challenge

2. Add Two Numbers  
Medium   4668   1171   Favorite   Share  
Input: (2 → 4 → 3) + (5 → 6 → 4)  
Output: → 0 → 8  
Explanation: 342 + 465 = 807.  
LeetCode: online : Questions on google

Explore Companies [View All >](#)

IBM

Meta

## Scholarships

As a regular user, you can browse all the scholarships, search for scholarships and view details of a scholarship.

To see a list of all the scholarships, click the ‘View All’ button next to *Explore Scholarships*.

Home   Profile   Dashboard   User List   **SkillCity Platform**   Logout

Search 

**Scholarship**

**Senior Scholarships**

Sigma Tau Delta offers the Senior Scholarship in honor of Elva Bell McLin, past Southern Regent and Historian for the Society. Students who are currently in their senior year of undergraduate study are eligible to apply for this scholarship. Applications should demonstrate both academic achievement and campus, community, or chapter service; applicants should explain the relevance of their program of study to fostering the discipline of English, including literature,



To see the details of the scholarship, click the title of the scholarship. It will lead you to the detail page.

Home   Profile   Dashboard   User List   **SkillCity Platform**   Logout

[< Back](#)

## Senior Scholarships

[Contact >>](#)



### Description

Sigma Tau Delta offers the Senior Scholarship in honor of Elva Bell McLin, past Southern Regent and Historian for the Society. Students who are currently in their senior year of undergraduate study are eligible to apply for this scholarship. Applications should demonstrate both academic achievement and campus, community, or chapter service; applicants should explain the relevance of their program of study to fostering the discipline of English, including literature, language, writing, and literacy.

### Eligibility

Currently an undergraduate student in senior year. Plan to be enrolled as a full-time undergraduate begins next fall

### Scholarship Amount

4000

### Deadline

2023-04-10

### For More Detail and Apply

<https://www.english.org/schol-award-grant/scholarships/description.shtml#senior>

## Opportunities

Similar to scholarships, below are examples of opportunity details. You can also access the detail page by clicking the item on the dashboard.

Home   Profile   Dashboard   User List

SkillCity Platform

Logout

< Back

## 100 Leetcode Challenge

Contact >>



LeetCode

### Description

Learn Data Structures and Algorithms, and prepare interviews for FAANG companies.

### For More Detail and Apply

<https://leetcode.com/>

## Companies

You can browse the list of companies by clicking the ‘View all’ button next to *Explore Companies*

Home   Profile   Dashboard   User List

SkillCity Platform

Logout

Search

Company Follow

IBM

IBMer believe in progress — that the application of intelligence, reason and science can improve business, society and the human condition

Company Follow

Meta

Meta builds technologies that help people

You can follow a company you are interested in by clicking the follow button. The company will show on your company follow list, which is on your profile page, once the request is approved by admin.

Here is an example of the detail page of a company.

The screenshot shows a company detail page for 'IBM (Company)'. At the top, there's a blue header bar with navigation links: Home, Profile, Dashboard, User List, SkillCity Platform, and Logout. Below the header is a yellow sidebar on the left. The main content area has a white background. It features a back button ('< Back'), the company name 'IBM (Company)' in large bold letters, and a 'Contact >>' link. A section titled 'Background' contains text about IBM's status as one of 30 companies in the Dow Jones Industrial Average and its role as a large employer. A section titled 'Description' includes a quote from IBMers about progress, intelligence, reason, and science. A 'Website' section provides a link to <https://www.ibm.com/ca-en>. The overall layout is clean and professional.

### Follow A Mentor

To view the list of mentors, click the Mentor List button on the navbar. You can follow a mentor by clicking the follow button. The mentor will be shown on your mentor list once the admin approves the request.

The screenshot shows a mentor detail page for 'Meilin Lyu'. At the top, there's a white header bar with navigation links: Home, Profile, Dashboard, Mentor List, SkillCity Platform, and Logout. Below the header is a yellow sidebar on the left. The main content area has a white background. It features a search bar with a magnifying glass icon. A central card displays the mentor's name 'Meilin Lyu', their status as a 'Mentor', and a 'Follow' button. Below the name, there's additional text: '4th year', 'Computing', 'Science Student', and '@UAlberta'. The overall layout is clean and professional.

## Mentor/Company user's dashboard

Similar to a regular user's dashboard. The only difference is that instead of having a mentor list on the navbar. You will see the User list button. When you click it, you can see all the regular users.

## Logout

Logout button is on the right corner of the navbar. Click to logout, you will be redirected to the homepage.



# Admin

Administrators have access to a dashboard to manage data and connections on the platform.

The screenshot shows the Django admin interface with the following sections:

- Activities:** Includes Activity, Questions, Results, Tests, and User answers. Each has an "Add" and "Change" button.
- Courses:** Includes Courses. Each has an "Add" and "Change" button.
- Mentor:** Includes ConnectToMentee-Requests and Mentors. Each has an "Add" and "Change" button.
- Scholarships:** Includes Scholarships. Each has an "Add" and "Change" button.
- App:** Includes AllUsers, ConnectToMentor-Request, MakeMentor-Request, and RegularUser. Each has an "Add" and "Change" button.
- Company:** Includes Company profiles, Companyapplications, and ConnectToCompany-Request. Each has an "Add" and "Change" button.

The sidebar on the left lists other models: Courses, Mentor, and Company.

The dashboard can be accessed at <http://api.platform.skillcity.ca/>  
The admin will need to log in using the credentials provided.

## *Adding scholarships and activities(a.k.a opportunities)*

To add a scholarship, click on ‘scholarships’ in the dashboard and click the ‘add scholarship’ button in the top right corner. Once the scholarship information is filled in, click ‘save’ and the scholarship will be added to the database. Required fields are denoted with \*.  
The process of adding activities is the same.

### *Approving company applications*

If a company wants to join the platform, it has to apply and be approved by an administrator before making an account. As an admin,, you can see the company applications by clicking ‘Companyapplications’ in the dashboard. From there, you can see the company details, contact info, and reason for joining the platform. If you want to accept the company, click on ‘status’, select ‘accepted’ and then click on the ‘save’ button. Now the company will be sent details on how to make their account.

### *Approving mentor applications*

A user can request to be a mentor. As an administrator, you can see the mentor requests by clicking on ‘MakeMentor--Request’ in the dashboard. From there, you can see the users details. If you decide to make him a mentor, click ‘Role’, select ‘Mentor’ and then click the ‘save’ button.

### *Approving request from a mentee to connect with a mentor*

A user can request to connect with a mentor. when a mentee make a request to connect to a mentor, the administrator will look at the profiles of both the mentor and mentee and approve the connect request if deemed appropriate.