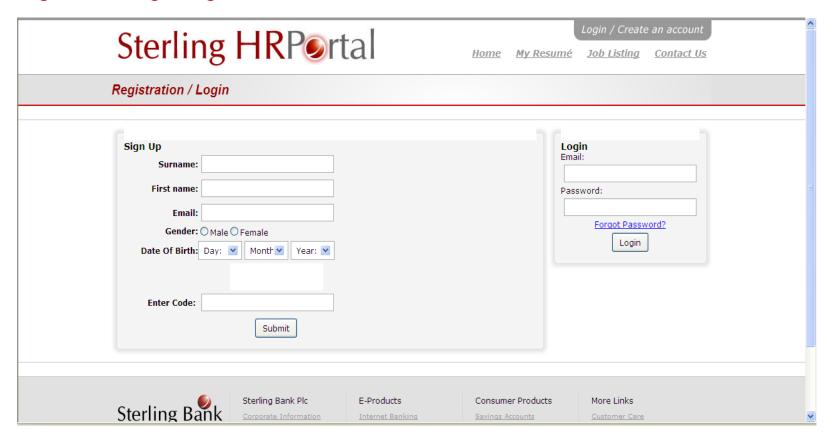
# Welcome to Sterling HRportal Online Guide.



## Registration/Login Page



From the page above you can do the following:

- 1. Sign up
- 2. Login to the HR portal (for users that already have a signed up account)



### Sign up section

The sign up section expects the following details from you:

- 1. Surname
- 2. Firstname
- 3. Email
- 4. Gender
- 5. Date of Birth
- 6. Enter code (a captcha code that is generated by the system for you)

Upon successful sing up, an email will be sent to your email address (the email address you registered) as shown below:



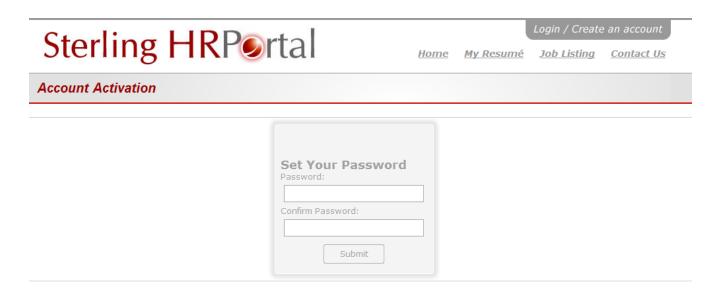
#### Dear Akinlade Temitope

Congratulations!
Your Sterling HR Portal Account has been created!
This mail is to verify that this email address belongs to you.
Click on [Activate My Account] to continue.



Clicking on the Activate My Account button will take you to the page below where you will be required to set a password for yourself.



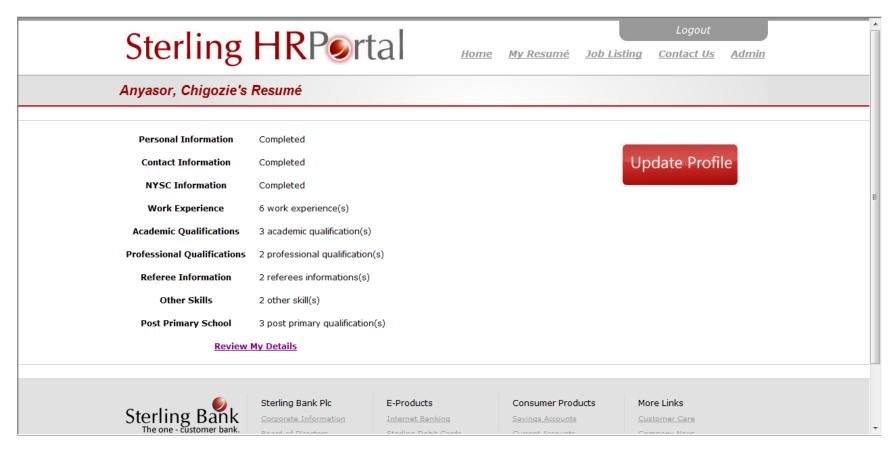


Once you have successfully set a password for your account, you can then proceed to login with your email address and the password that you have set for yourself.



### My Resume'

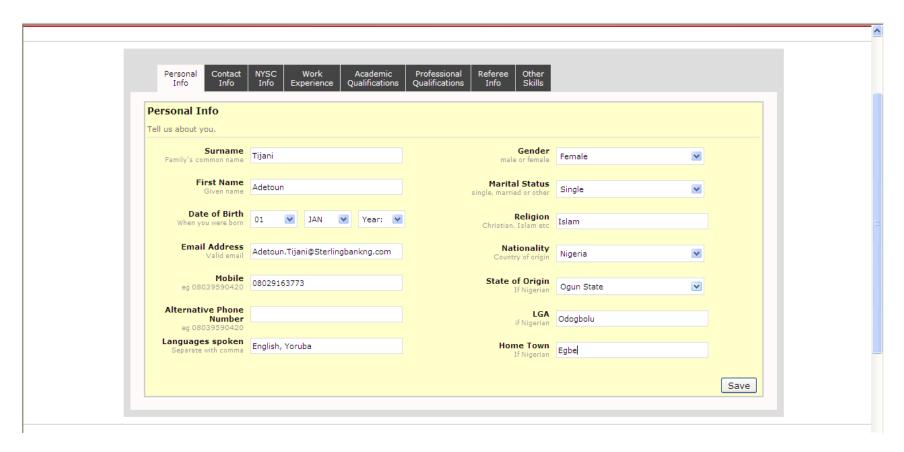
Once you logon successfully, you will need to click on My Resume' link to update your resume' before applying for any job. By clicking on the My Resume' link you will be presented with the page below:



This page shows you a summary of your data. You can click on Review My Details link to review your CV details or click on Update Profile to update your profile.

Clicking on Update Profile button will take you to the page below:





The page is divided into various tab for easy updating of your CV. Once you are done with a particular tab, you can then proceed to other tabs by clicking on the tab name.



### How to Apply for a Job



Locate the job title you want to apply for as shown above and then click on the magnifier icon on the right to view details of the job as shown below:

If Graduate Trainee was clicked the details of the job will be displayed as shown below:





If you are interested in the job you will click on the Apply Online button and your details will be submitted while you are presented with the information below:





Home My Resumé Job Listing Contact Us Admin

#### Apply for Post!

Your application for the post of Graduate Trainee

has been submitted successfully





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