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## Login Details

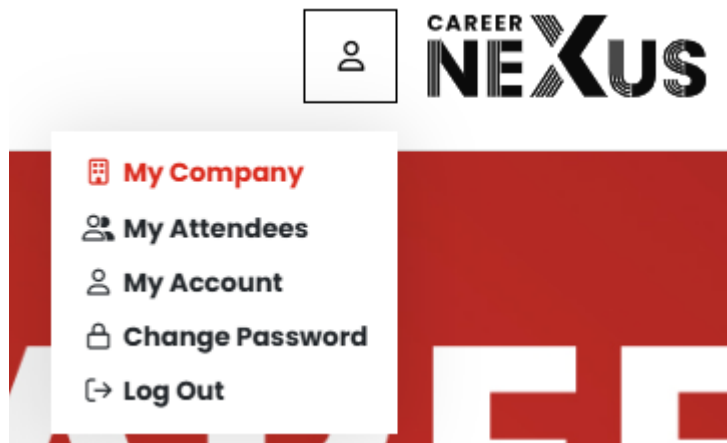
## Navigating the Site

Upon logging in, users will have access to gated content. Company specific pages and functions are described in the following sections:

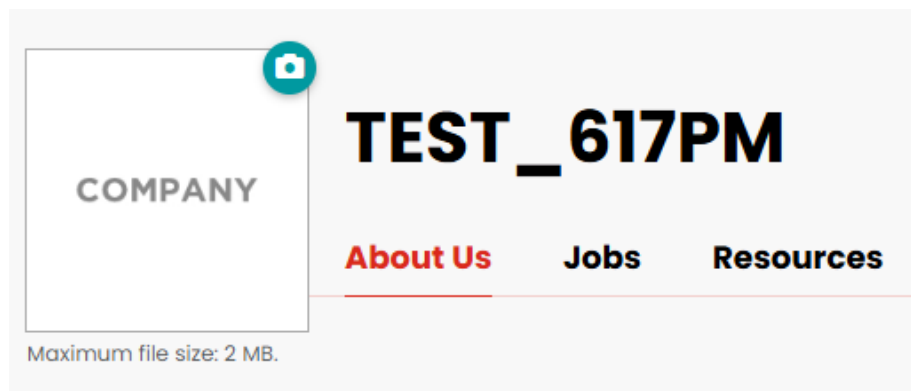


## My Company

The user may edit their Company's page by clicking on the "My Company" button under the dropdown menu:



This will take the user to a page where they may customize their company's page. There are three main sections to customize; About Us, Jobs and Resources



## Customizing the About Us Section

### About Us

#### Company Description

#### Website

Please enter the full URL Link that starts with https://

#### LinkedIn

Please enter the full URL Link that starts with https://

For the About Us section, users may edit the following:

- Company Profile Picture
- About Us description
- Website link
- Insert social media links (Linkedin, Facebook, X, Instagram)
- Featured Video (if any)
- Company Image (if any)

Once done, users may click Save to keep changes.

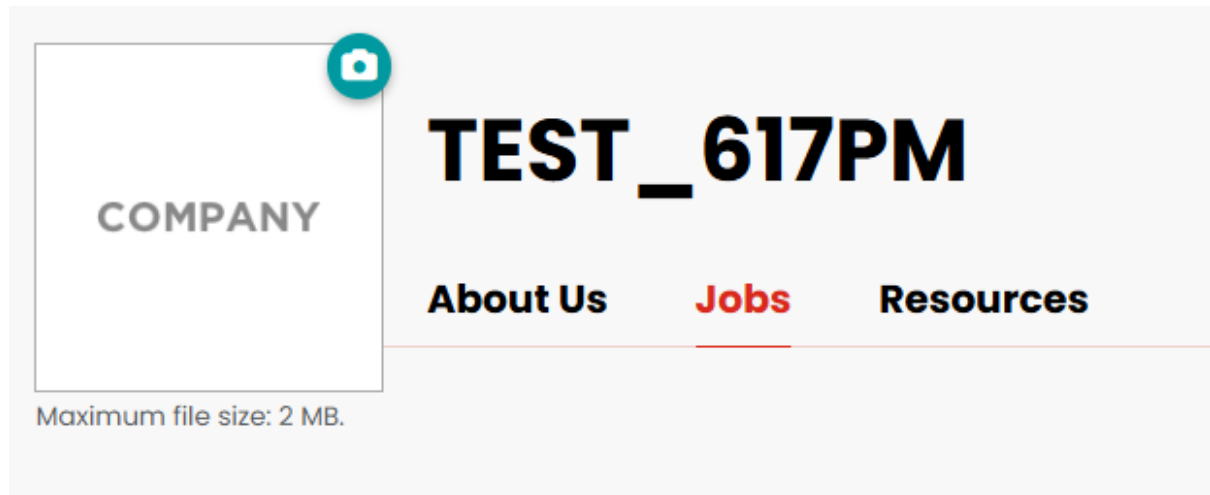
Maximum file size: 2 MB.

SAVE

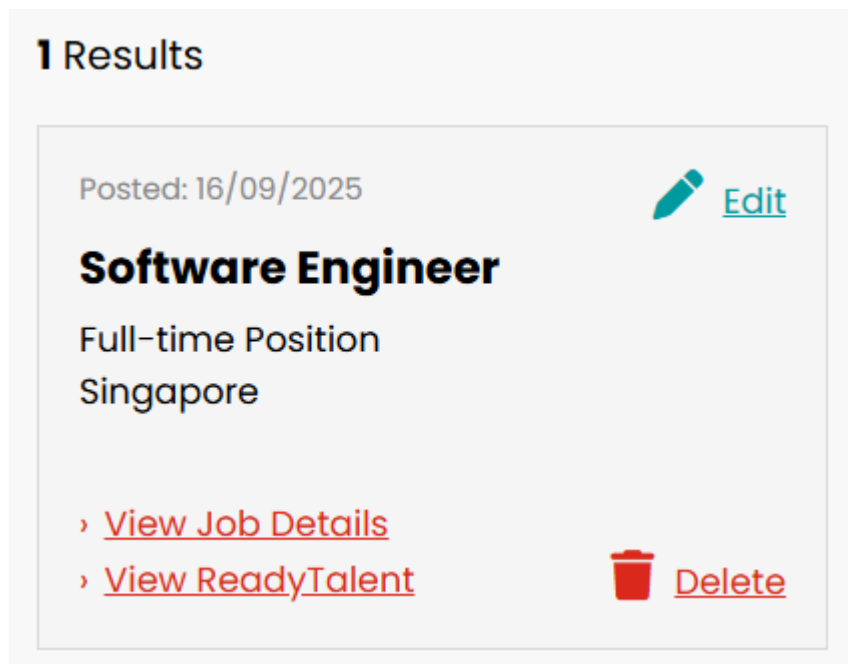


## Adding Job Listings

On the user's company page, click on the "Jobs" tab



From here users may edit or remove their created job listings



New job listings can be created by clicking the "Add New Job" button

**+ ADD NEW JOB**

This will prompt users to complete the add job form. Users may input the following:

- Job Title
- Degree Discipline
- Job Type
- Country
- City
- Job link (such as LinkedIn or other related job platforms)
- ReadTalent link (if applicable)

## Add New Job

**JOB TITLE\***

**DEGREE PROGRAMMES\***

**JOB TYPE\***

**COUNTRY\***

**CITY**

**JOB DETAILS LINK\***

Please enter the full URL Link that starts with https://

**READYTALENT LINK**

Please enter the full URL Link that starts with https://

**SAVE**



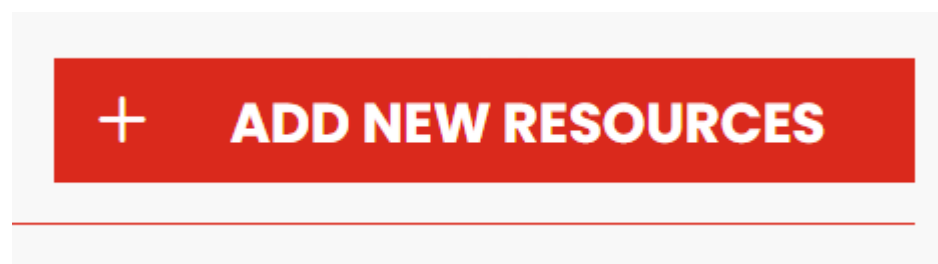
## Creating Online Resources

On the user's company page, click on the Resources tab

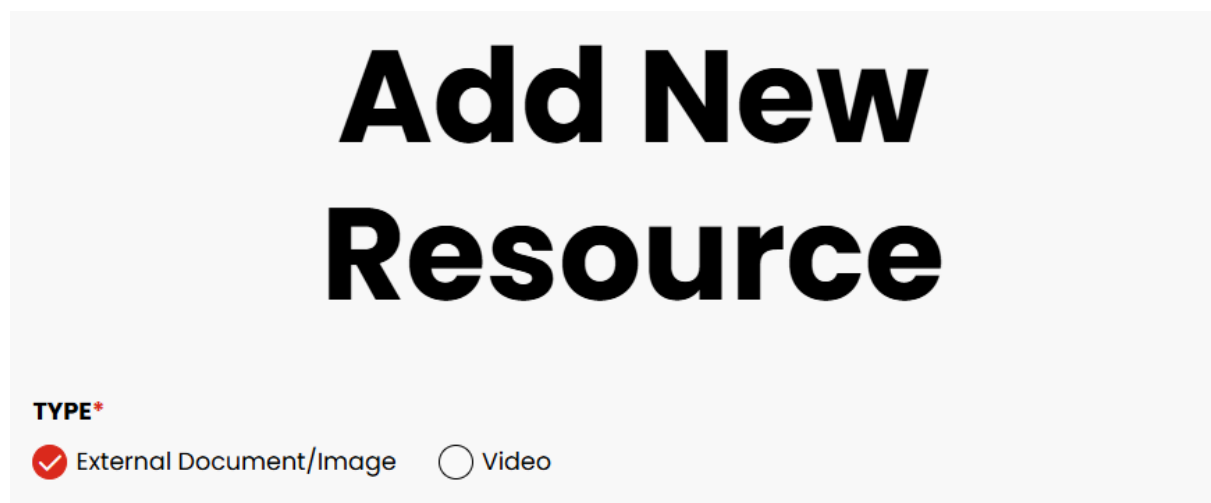


From here, the user may view, edit or remove their created resources

New resources may be added by clicking on the “Add New Resources” button



This will prompt users to fill in the Add New Resources form. Users will have the option to select between two resources type; External Document/Image or Video Embed

A screenshot of a form titled 'Add New Resource' in large, bold, black letters. Below the title, there is a section labeled 'TYPE\*' in bold. Under this label, there are two radio button options: 'External Document/Image' with a red checkmark icon, and 'Video' with an empty radio button icon.

#### If External Document/Image

- The user must add a title and provide an external link (such as a pdf

**TYPE\***

☒ External Document/Image ☐ Video

**TITLE\*****LINK\***

Please enter the full URL Link that starts with https://

#### If Video Embed,

- The user must add a title and provide a YouTube link in the correct format (shown below)

**TYPE\***

☐ External Document/Image ☒ Video

**TITLE\*****LINK\***

[Replace "id" with intended YouTube video ID]

Once done click Save and the resource is created





## My Attendees

On this page, the user can indicate the company representative attending Career Nexus. Users may indicate up to five members who are attending.

# My Attendees

You may add up to a maximum of five (5) names.

❗ If you are attending the event, please include your own name and email address as one of the attendees.

### ATTENDEE 1

FULL NAME

EMAIL

☐ I am a SIT alumni.

[Clear All](#)

## My Account

On this page, users may change their account settings. This includes details such as name, email and designation.

# My Account

**GIVEN NAME\***

Xxxx

**SURNAME\***

Xx

**EMAIL\***

xxxx@xxxx.com

**DESIGNATION\***

Xxxx

**SAVE**



## Change Password

This page allows users to change their password should they feel the need to change it.

# Change Password

Your password must be at least 8 characters, with a mixture of uppercase and lowercase letters, and numbers.

**OLD PASSWORD\***

Required if you want to change the **Password** below. [Reset your password.](#)

**NEW PASSWORD\***

**CONFIRM PASSWORD\***

**SUBMIT**

