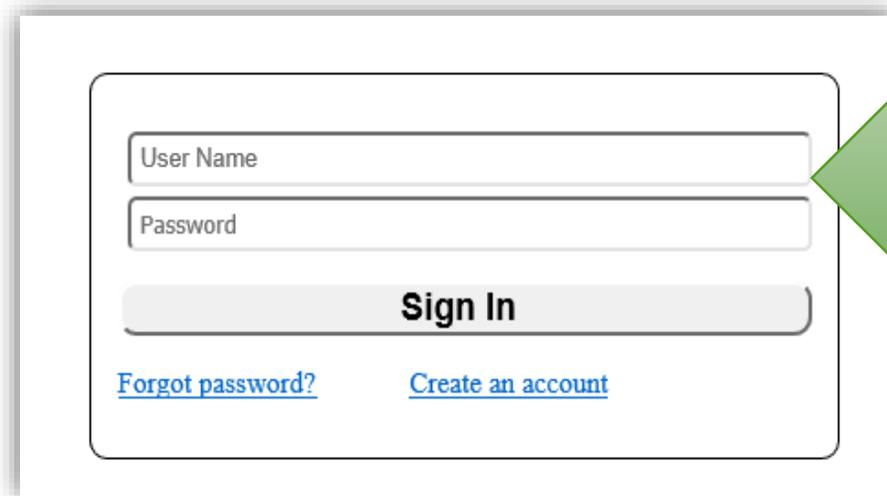


E-Recruitment

How to update your
applicant profile

Log In

<https://munrec.collaboratoronline.com/>

A screenshot of a login form. It features two input fields: 'User Name' and 'Password'. Below these fields is a 'Sign In' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Create an account'. The form is enclosed in a white box with a thin black border and a subtle drop shadow.

User Name

Password

Sign In

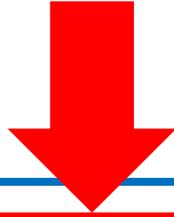
[Forgot password?](#) [Create an account](#)



Log in with
email and
password

Home Page

Click on the icon
'Your Profile'



Collaborator software™ [Home](#) **[Your Profile](#)** [Current Vacancies](#) [Application History](#) [Inbox](#) [EDIT LINKS](#)

Welcome to the Municipality Recruitment Portal

We will guide you through creating a profile and to successfully apply for published vacancies by various institutions.

[Published Vacancies](#) [My Profile Status](#)

| Action | Institution | New |
|--------------------------|------------------------------------|-----|
| <input type="checkbox"/> | Garden Route District Municipality | 8 |

| Action | Profile | |
|--------------------------|-----------|--|
| <input type="checkbox"/> | melissa M | You are eligible to apply for published vacancies. |

Your Profile Page

Click on the action button  and then select 'Update Your Applicant Profile'

Your Profile

Let's get started...

To create a new profile click on the 'Create Your Applicant Profile'.

[Create Your Applicant Profile](#)

Below are functions where you can update your existing profile. Click on the [...] button to update your Profile.

| | Full Names | Surname | E-mail |
|---|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | testName | testSurname | melissav@be.co.za |

Actions

[Update Your Applicant Profile](#)

Update Your Profile

Go through the tabs and update any necessary fields. Click on submit when you are done.

Update Your Applicant Profile

001031, T testSurname - 1031

| | |
|-----------------------------|----------------------|
| Applicant Profile Reference | 1031 |
| Record Name | T testSurname - 1031 |

NOTE

Complete the fields on each TAB below where applicable.
Use the **SAVE** button to save data while capturing.
Use the **SUBMIT** button to complete capturing when done.
If this screen is only closed, it can be found in your **INBOX** again.
Fields that are compulsory will turn **PINK** if not completed on submit.

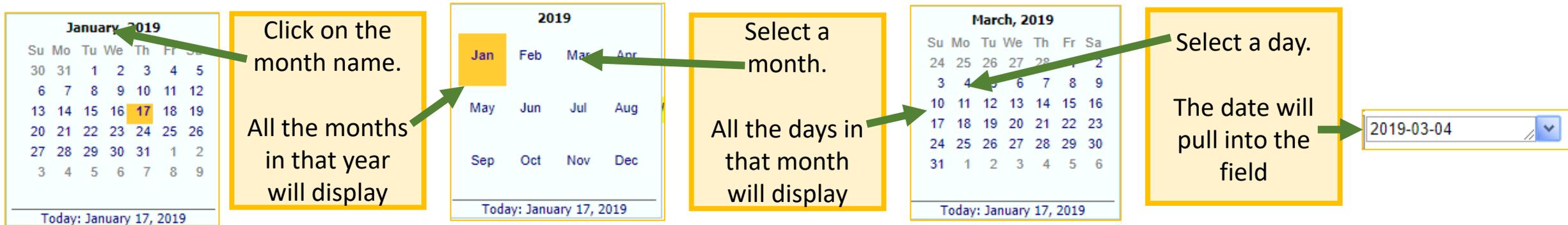
Personal Detail Languages School Qualification Highest Qualification Other Qualifications Current Studies Courses/Certificates Employment History References

| | |
|---------------------------------|-------------------|
| ID Number | 1031 |
| Surname * | testSurname |
| Full Names * | testName |
| Initials * | T |
| Home/Cell Number * | 083 |
| Alternate Contact Detail * | 083 |
| E-mail Address | melissav@be.co.za |
| Permanent Residential Address * | res address |
| Residential Town/City * | town |

Tabs

Fields

How to select a date other than the current month



Select a date other than the current year



Thank you for your time!

