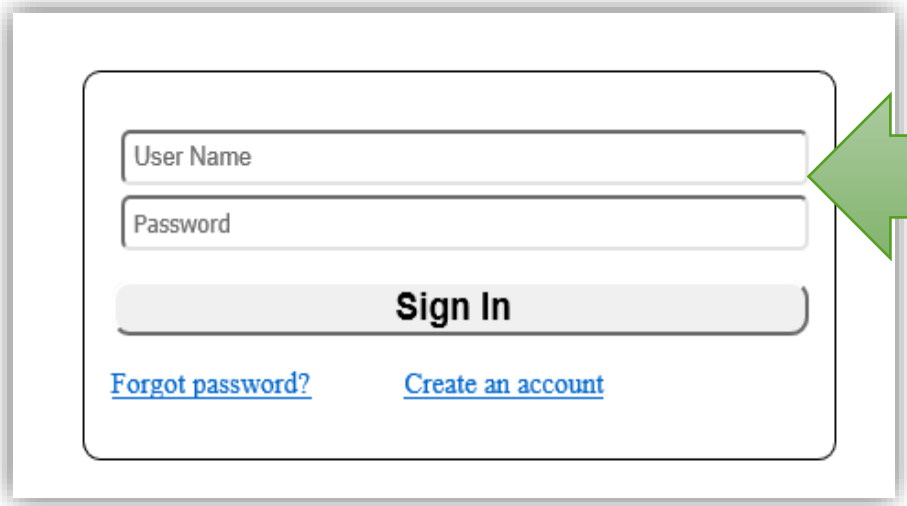
Collaborator software™

E-Recruitment

How to update your applicant profile

Log In

https://munrec.collaboratoronline.com/



Log in with email and password

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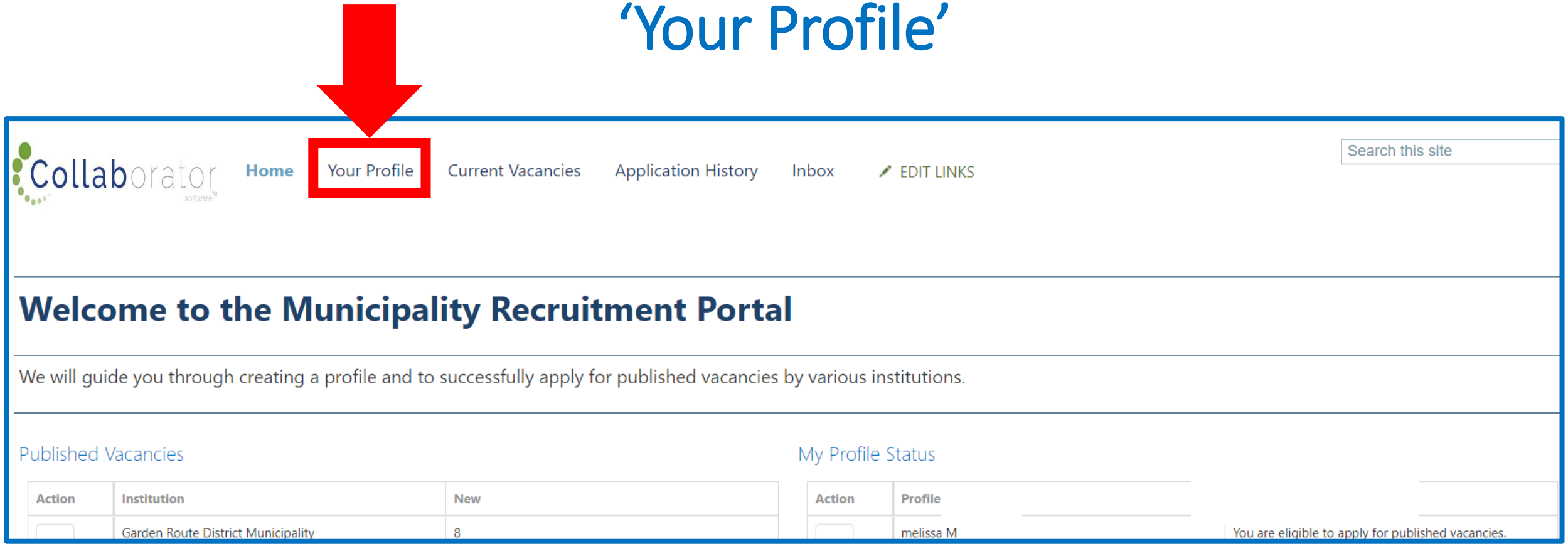
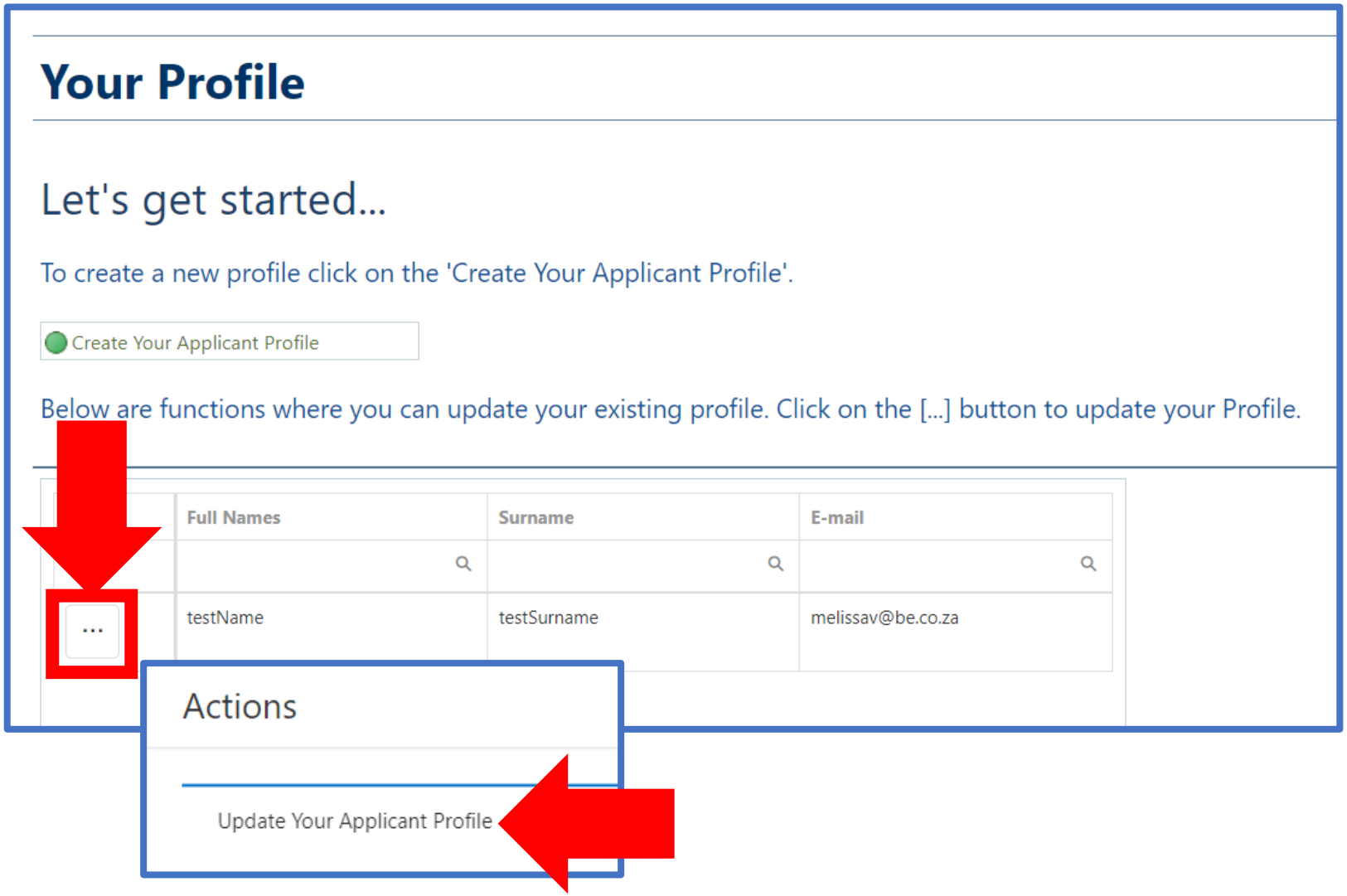
Home Page

Click on the icon ‘Your Profile’



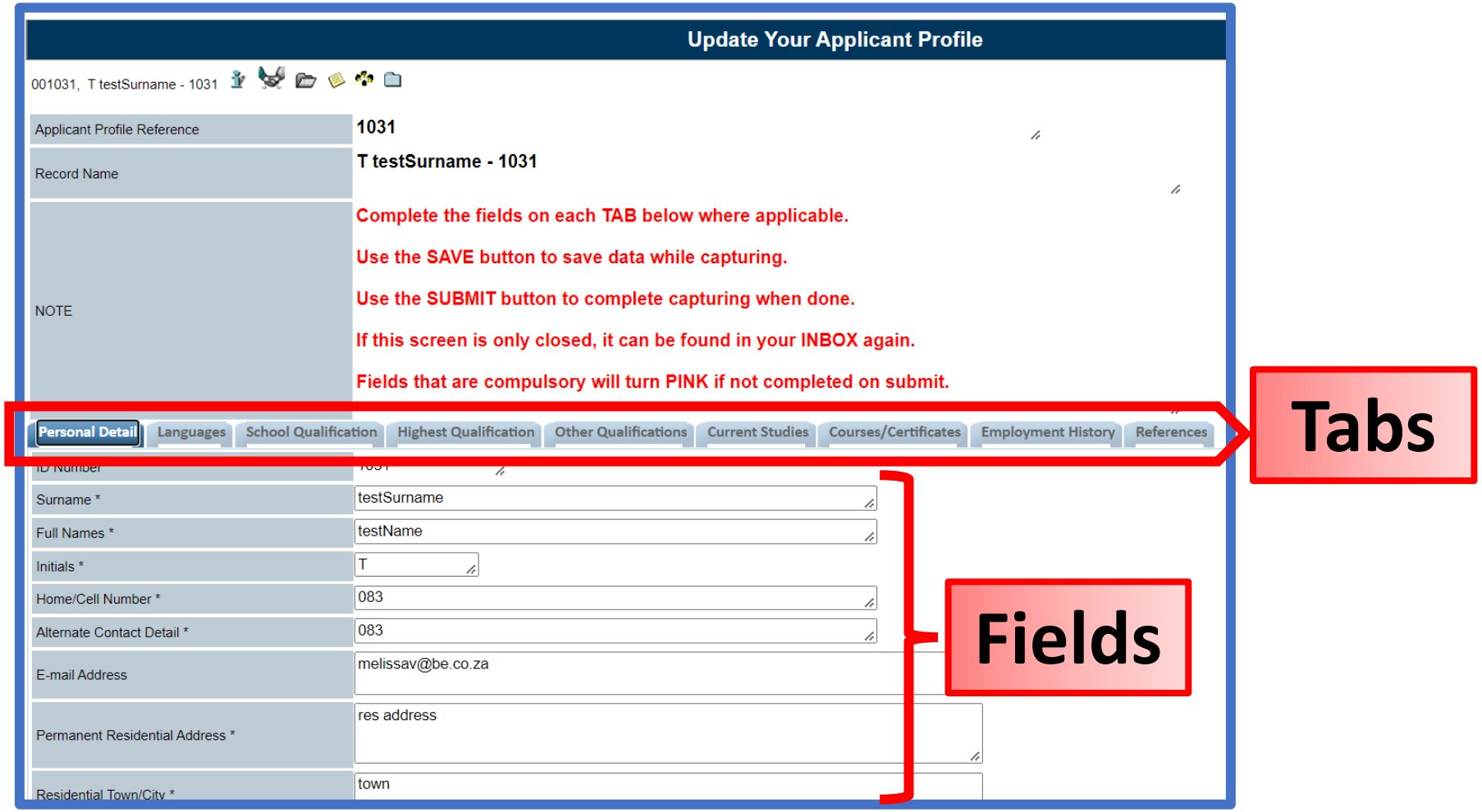
Your Profile Page

Click on the action button [...] and then select ‘Update Your Application Profile’

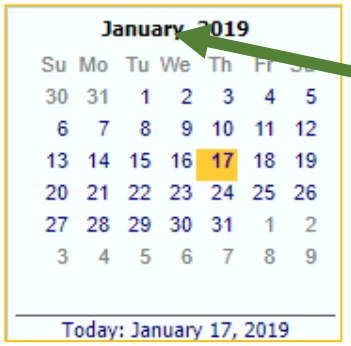


Update Your Profile

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



How to select a date other than the current month



Click on the month name.

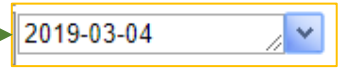
All the months in that year will display

Select a month.

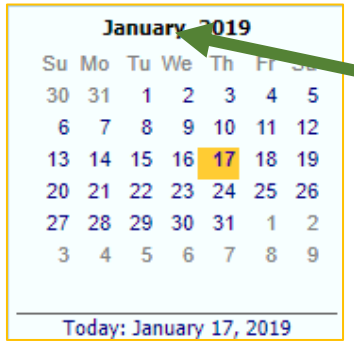
All the days in that month will display

Select a day.

The date will pull into the field



Select a date other than the current year



Click on the month name.

Now click on the year

Select the Year

All the months in the year chosen will display to choose from.

Thank you for your time!

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