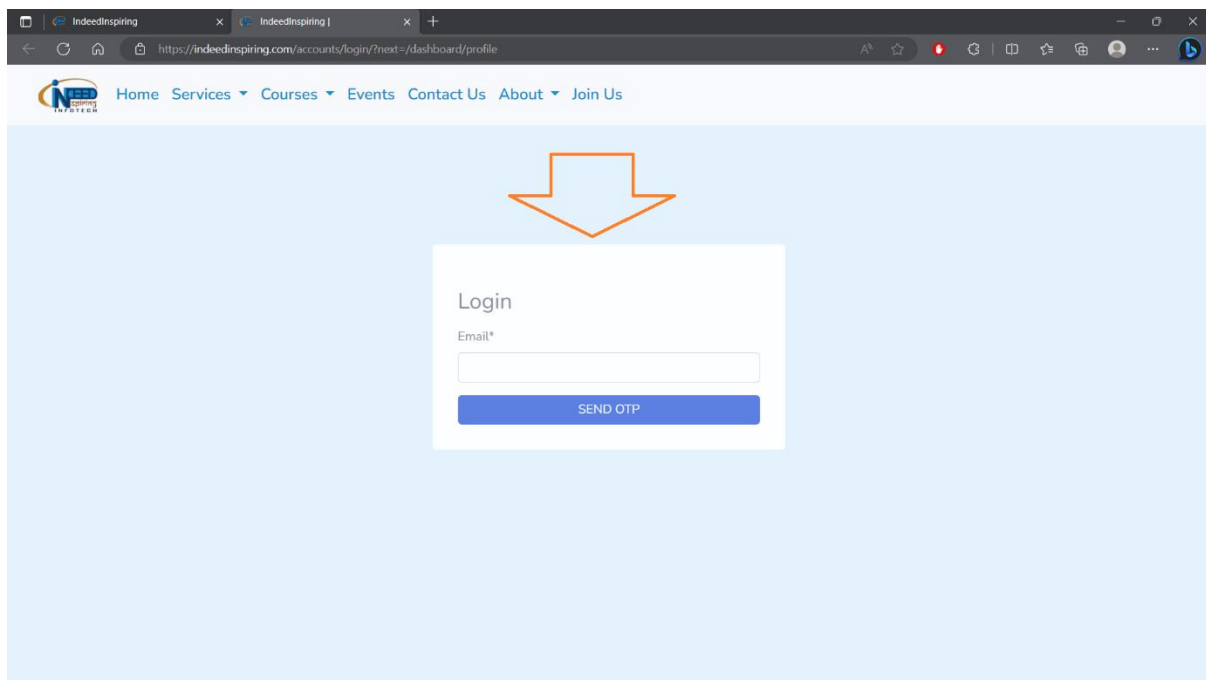


## Candidate Portal Manual

### Log in

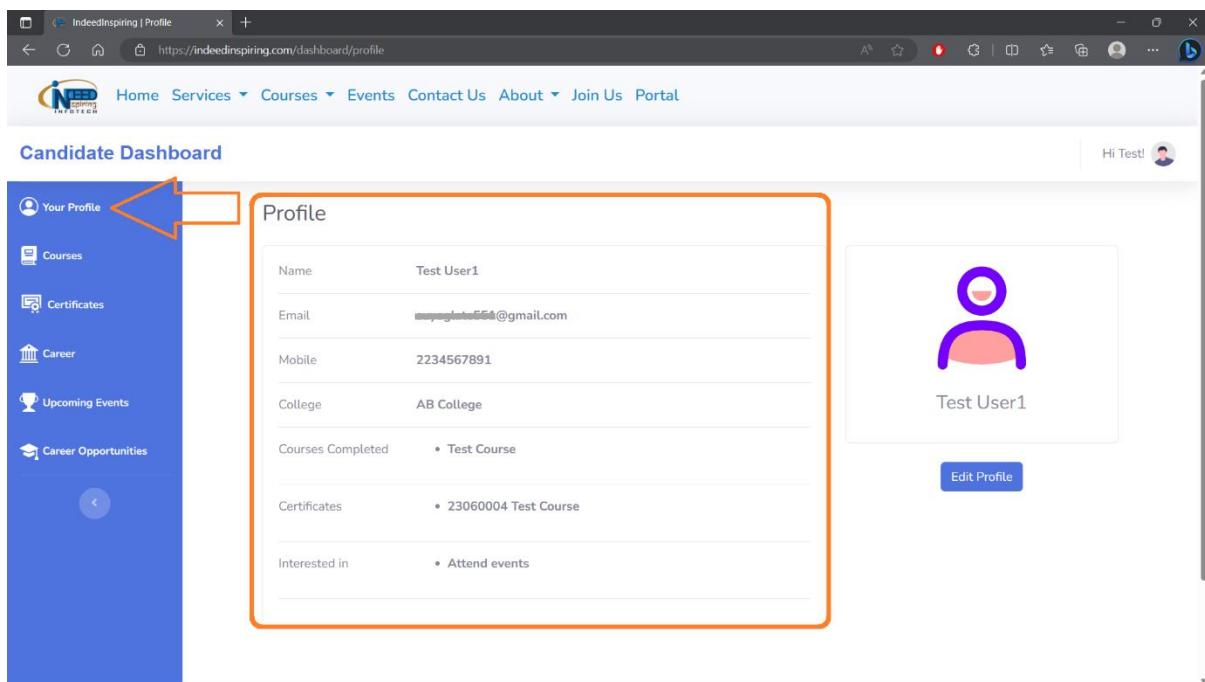
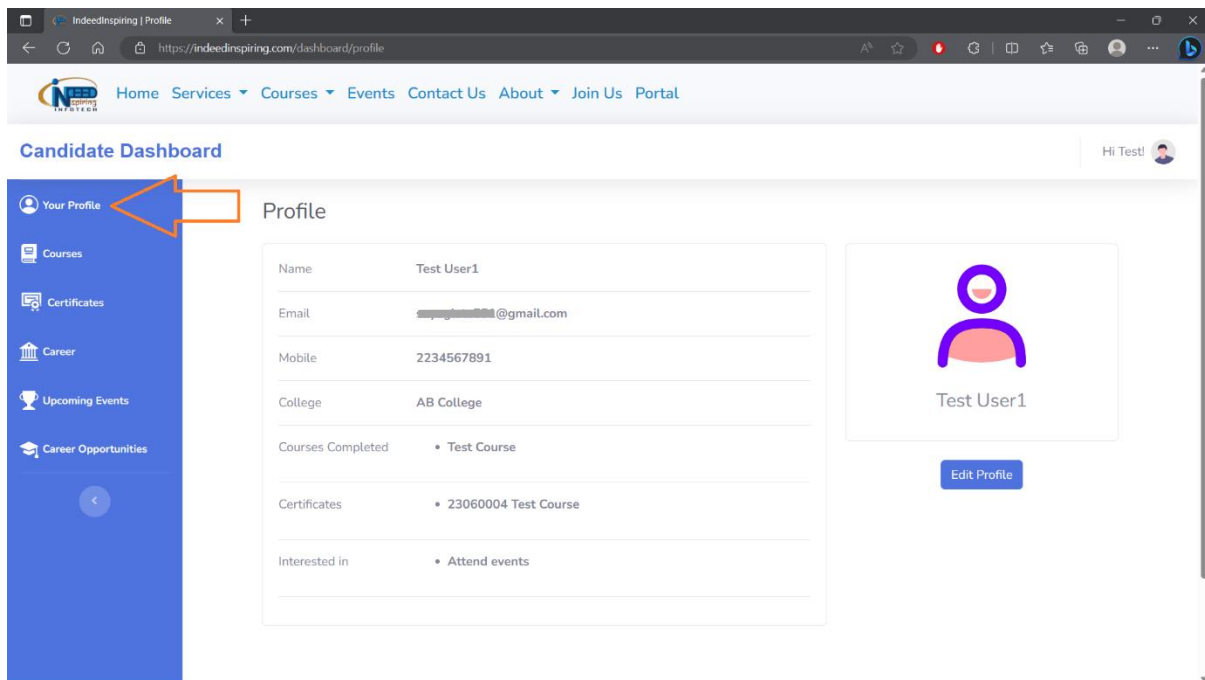
- Go to the portal section on the website indeedinspiring.com or URL indeedinspiring.com/dashboard/profile
- Enter the registers email. You will get OTP on the registered the mail.



- Enter OTP and You are logged in.
- Ones logged in You will see the profile
- On left side, there are all the tabs of the portal.

### Profile

- Profile page is home page for portal.
- Left bar is the navigation bar for the portal.

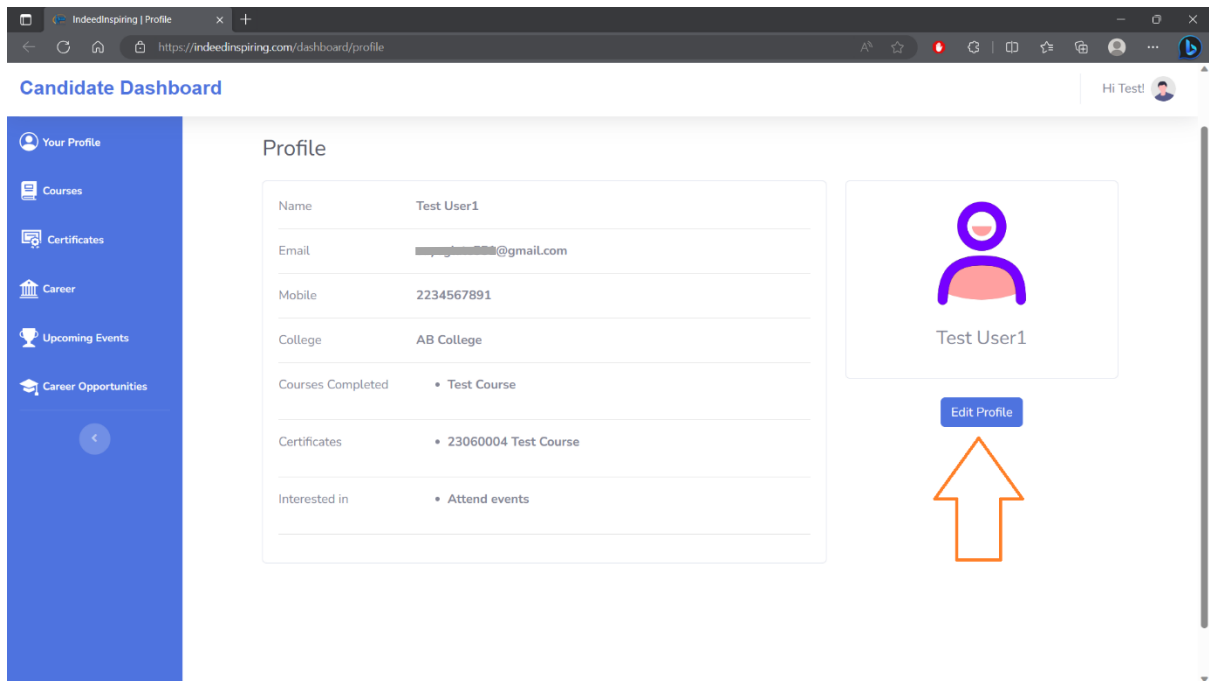


- On profile page these the details of profile.

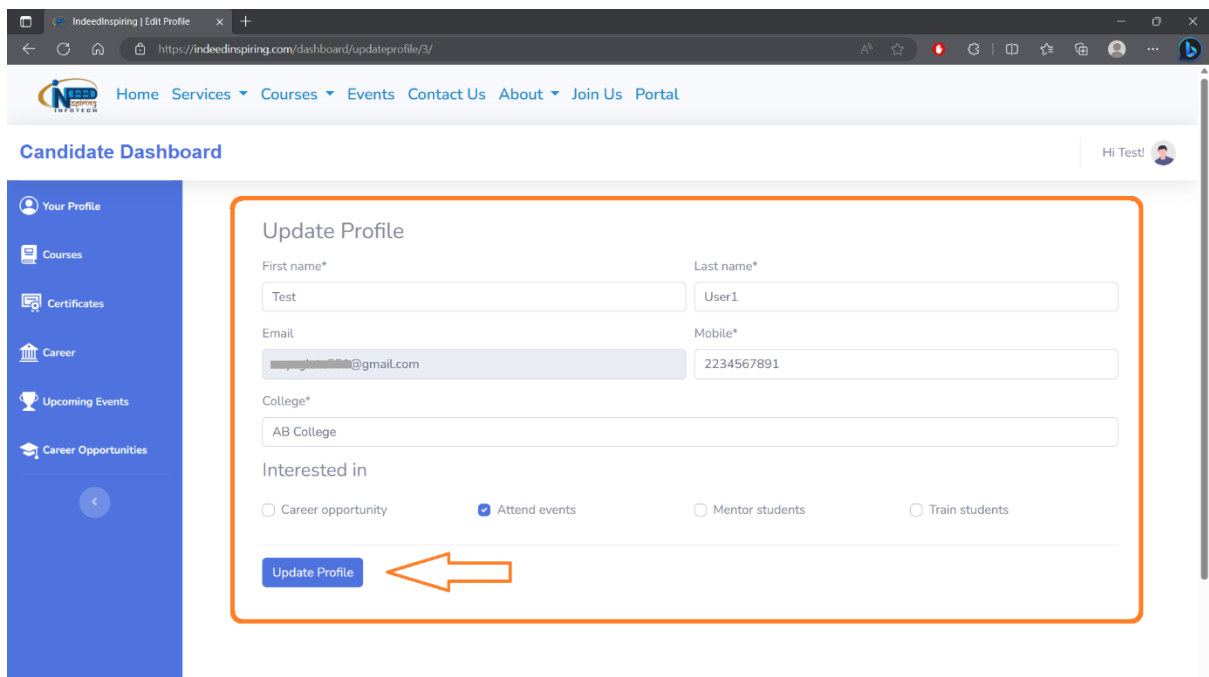
## Edit Profile

- On right most side is The Users name and avatar.

- Below it is the option to edit the profile.



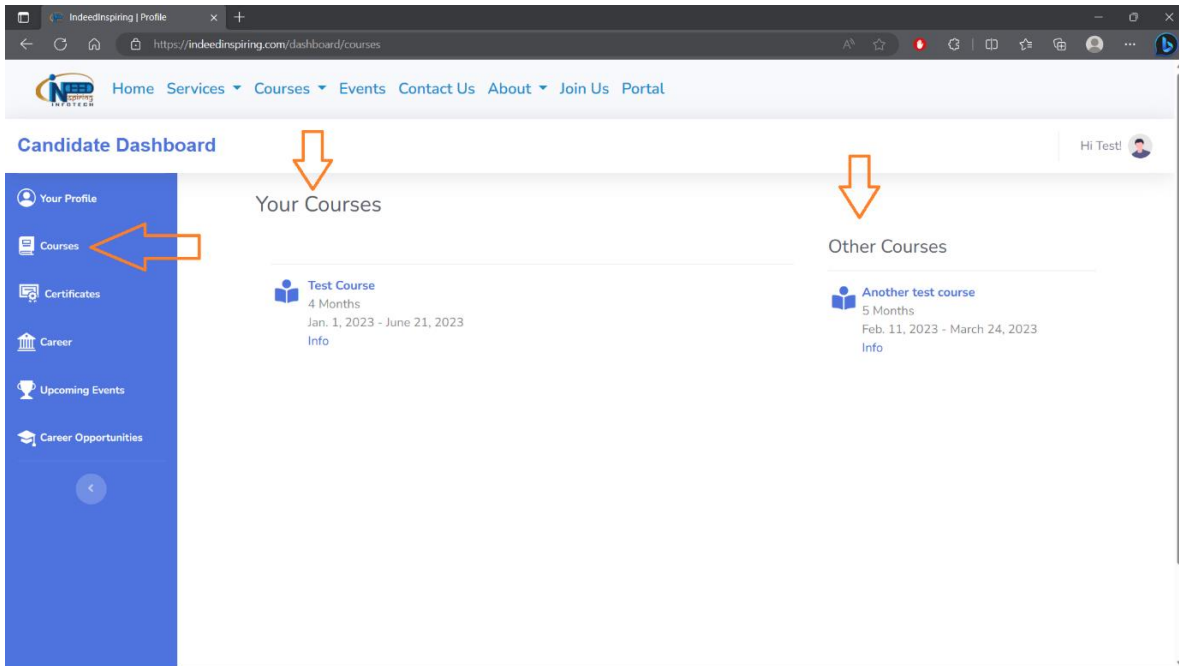
- Clicking on the 'Edit Profile' Button opens the page to edit the profile.



- 'Update Profile' Saves the changes of profile.

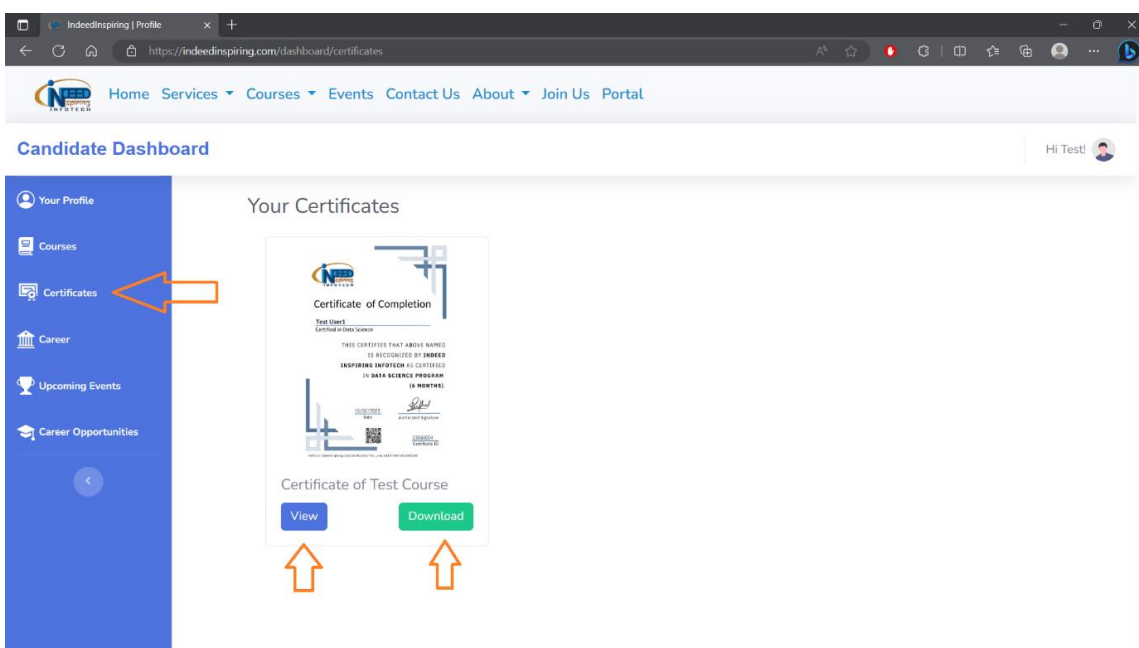
## Courses

- On courses tab candidate can see the registered courses
- On the right side is the list of other courses the candidate is not registered.

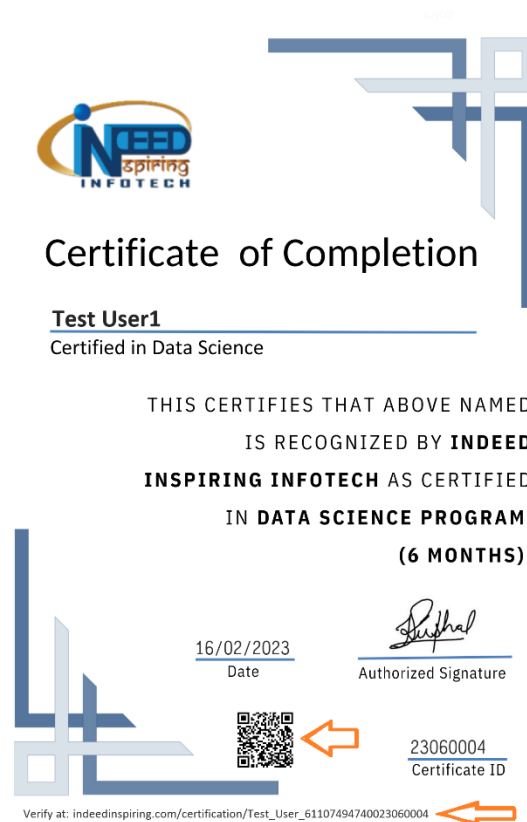


## Certificates

- Click on 'Certificates' tab to see the certificates of the candidate.



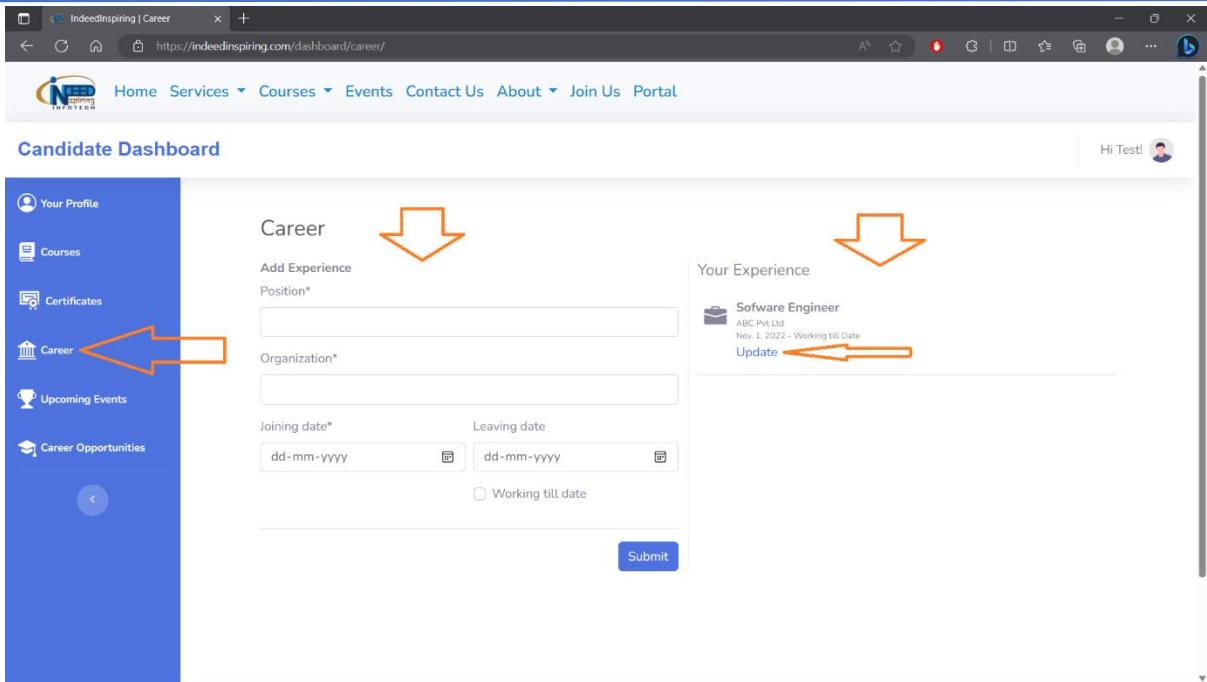
- There are options to view the certificate and to download the certificate.
- The certificate image will be downloaded in .png format.



- Scanning the QR code or visiting the URL at the bottom of the certificate will show the certificate online.
- The QR code on the certificate or URL at the bottom of the certificate can be used to verify the certificate.

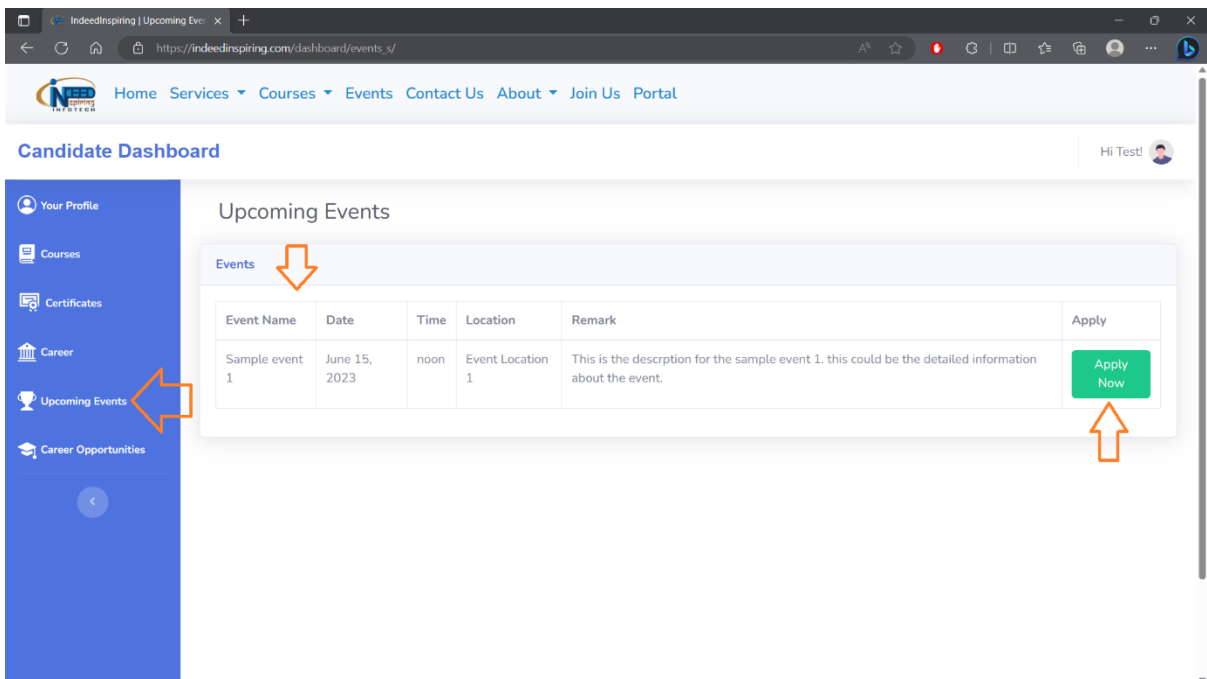
## Careers

- On 'Careers' Tab candidates can add their career experience.
- On left side is the form to add the career experience.
- On right side the list of added experience is shown with the option to edit.



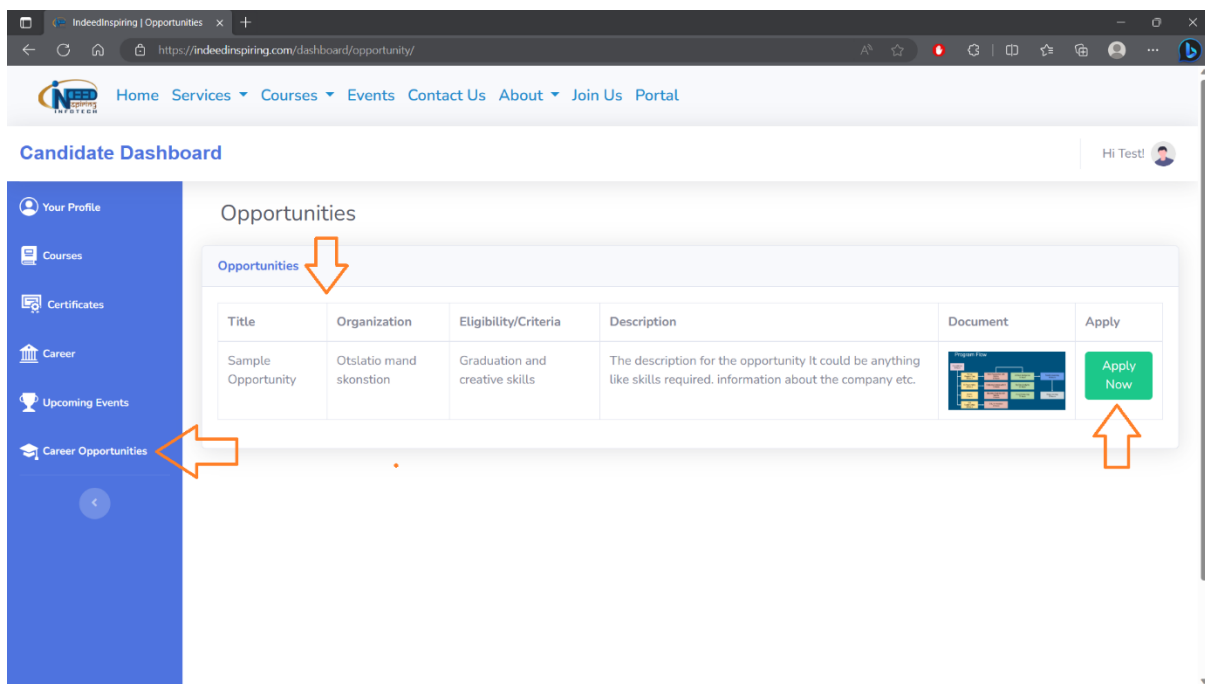
## Upcoming Events

- The 'Upcoming Events' tab show the list of upcoming events organized.
- The details about the event such as time, location and description are shown.
- Clicking on Apply now registers the candidate for the event.




## Career opportunities

- The 'Career Opportunities' tab will have the list of career opportunities available.
- The candidates can see the position, eligibility and description for the opportunity.
- Clicking on Apply now will register the candidate for the opportunity.



The screenshot displays the 'Candidate Dashboard' on the Indeed Inspiring Infotech website. The dashboard includes a navigation menu on the left with options like 'Your Profile', 'Courses', 'Certificates', 'Career', 'Upcoming Events', and 'Career Opportunities'. The main content area is titled 'Opportunities' and features a table with the following data:

Title	Organization	Eligibility/Criteria	Description	Document	Apply
Sample Opportunity	Otslatio mand skonstion	Graduation and creative skills	The description for the opportunity It could be anything like skills required, information about the company etc.		<a href="#">Apply Now</a>

Orange arrows in the image point to the 'Opportunities' header, the 'Career Opportunities' menu item, and the 'Apply Now' button.

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