

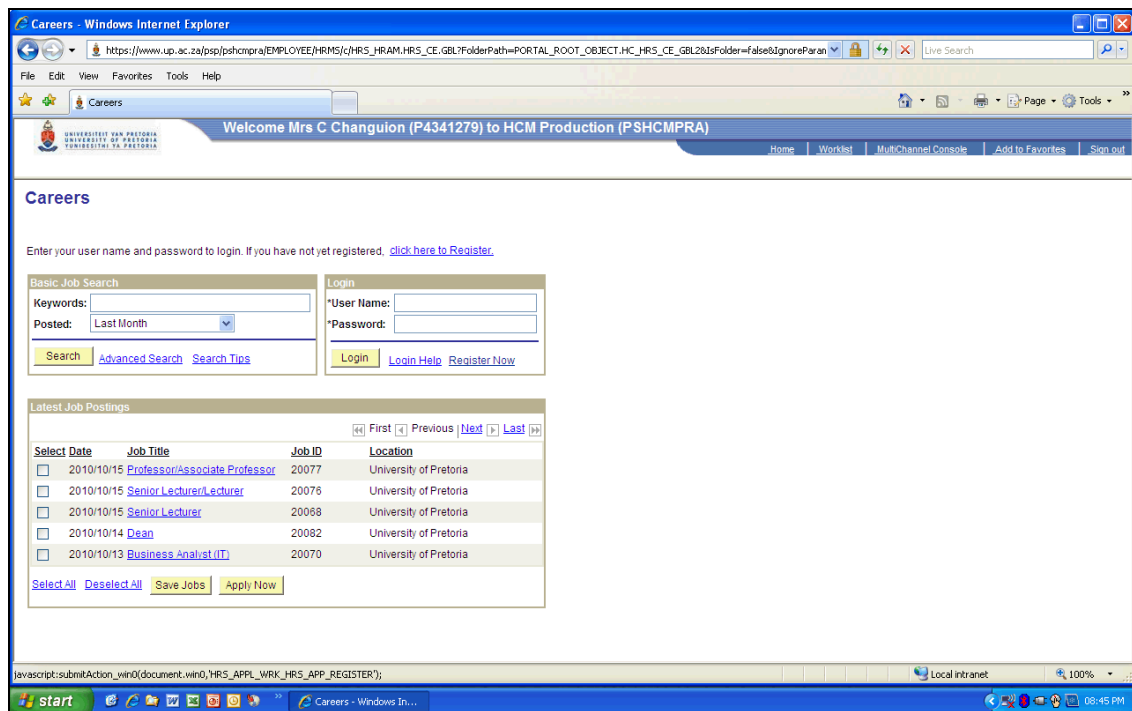
Summary of how to complete an electronic Application:

- 1. Register own username and password (write it down to remember for future use) (Step 1-7)**
- 2. Before searching for the position on the list to apply, FIRST upload all attachments (Click on: 0 Cover letters and attachments) On the "Add attachment" link upload all required documentation. (steps 8-38) Each document is added separately and the same procedure is followed for each.**
- 3. When all has been uploaded and saved, go back to "Careers Home" link and search for the position you wish to apply for (Use the "next" button at the top to scroll down if you do not see the position you wish to apply for)**
- 4. Click on the position you want to apply for e.g. "Dean Law" the complete advert appears.**
- 5. Click the "apply now" button below the advert (steps 39-41)**
- 6. Choose "continue" when asked to upload a resumé. (All documents have already been uploaded. If you wish to upload a cover letter you can do so here) (steps 42-47)**
- 7. Complete "My Profile" (Step 48-89)**
- 8. Click "NEXT" at the top of the document (Step 91) It will take you to the screening questions.**
- 9. Answer all the questions (Step 92)**
- 10. Click "submit" (Step 92)**
- 11. Agree to terms (tick box) (Step 93)**
- 12. Click on "Submit "(Steps 94-96)**

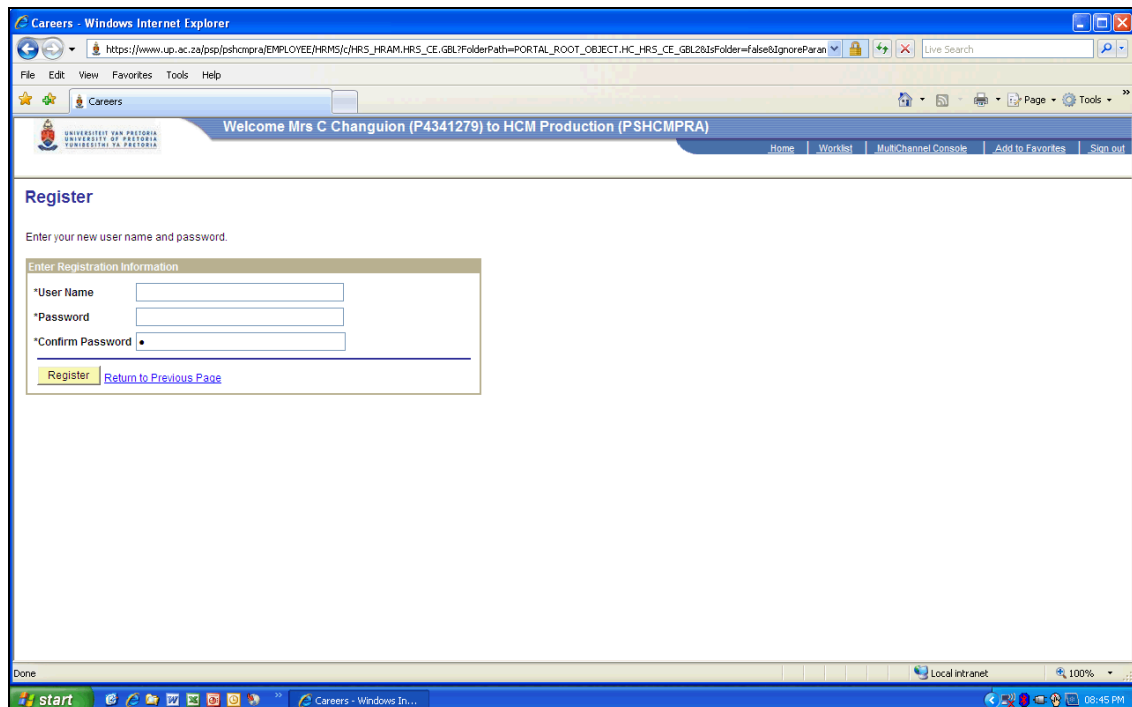
System Process Document

How to complete the online application form for Executive positions

Procedure



Step	Action
1.	Click the Register Now link. Register Now



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How to complete the online application form

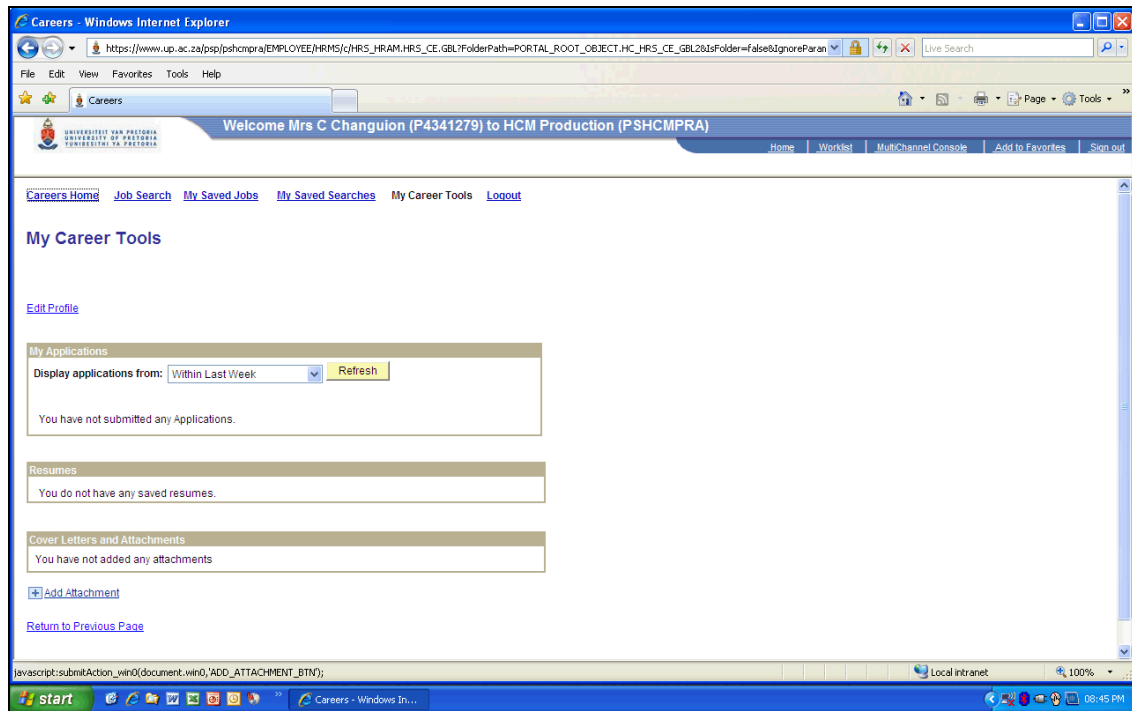
Step	Action
2.	Click in the User Name field. <input type="text"/>
3.	Enter the desired information into the User Name field. Enter your own user name
4.	Click in the Password field. <input type="text"/>
5.	Enter the desired information into the Password field. Enter your own password
6.	Enter the desired information into the Confirm Password field. Re-enter your password
7.	Click the Register button. <input type="button" value="Register"/>



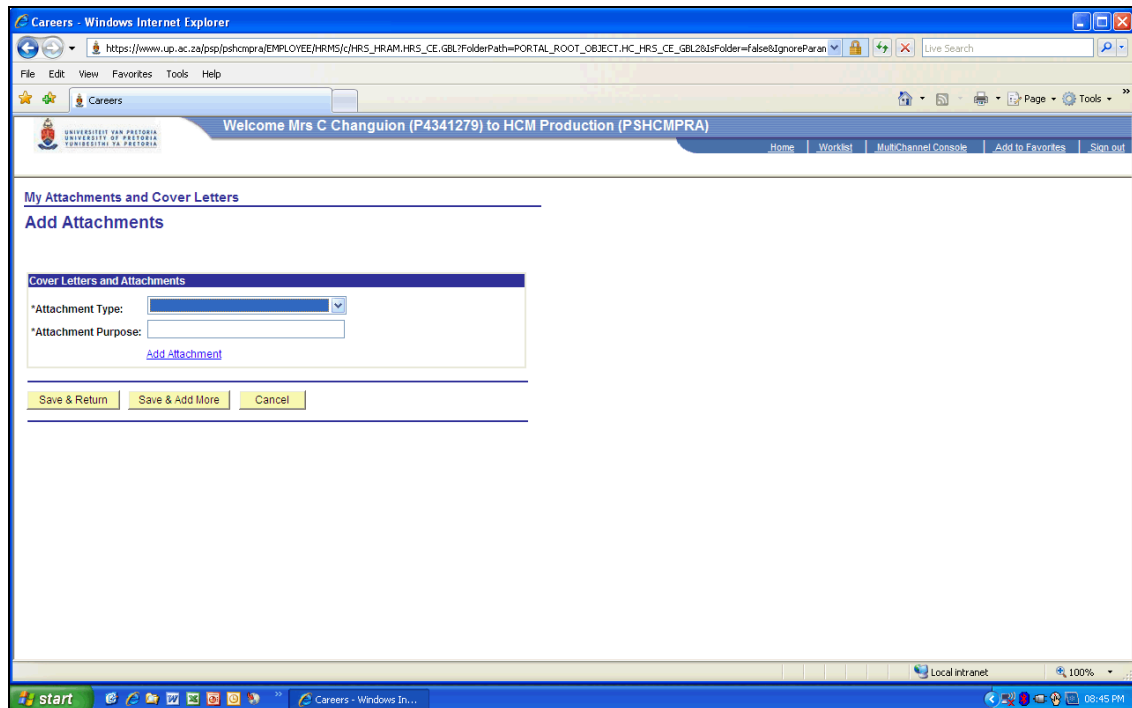
Step	Action
8.	Click the 0 Cover Letters and Attachments link. <input type="button" value="0 Cover Letters and Attachments"/>

System Process Document

How to complete the online application form for Executive positions



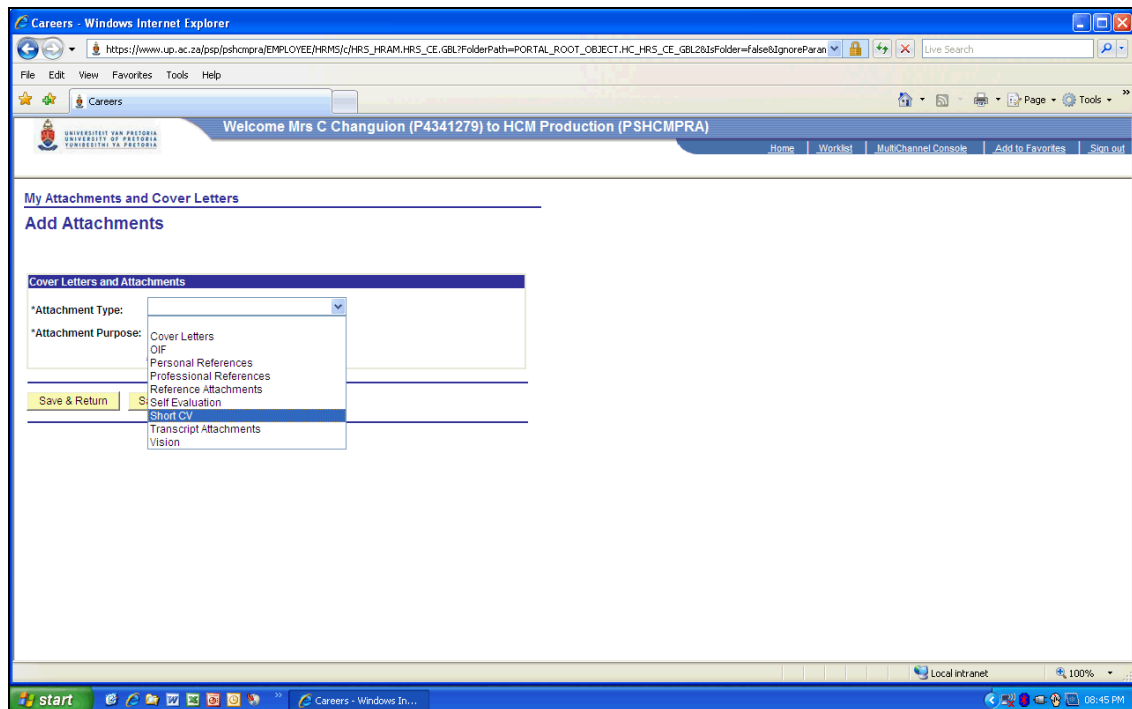
Step	Action
9.	Click the Add Attachment link. Add Attachment



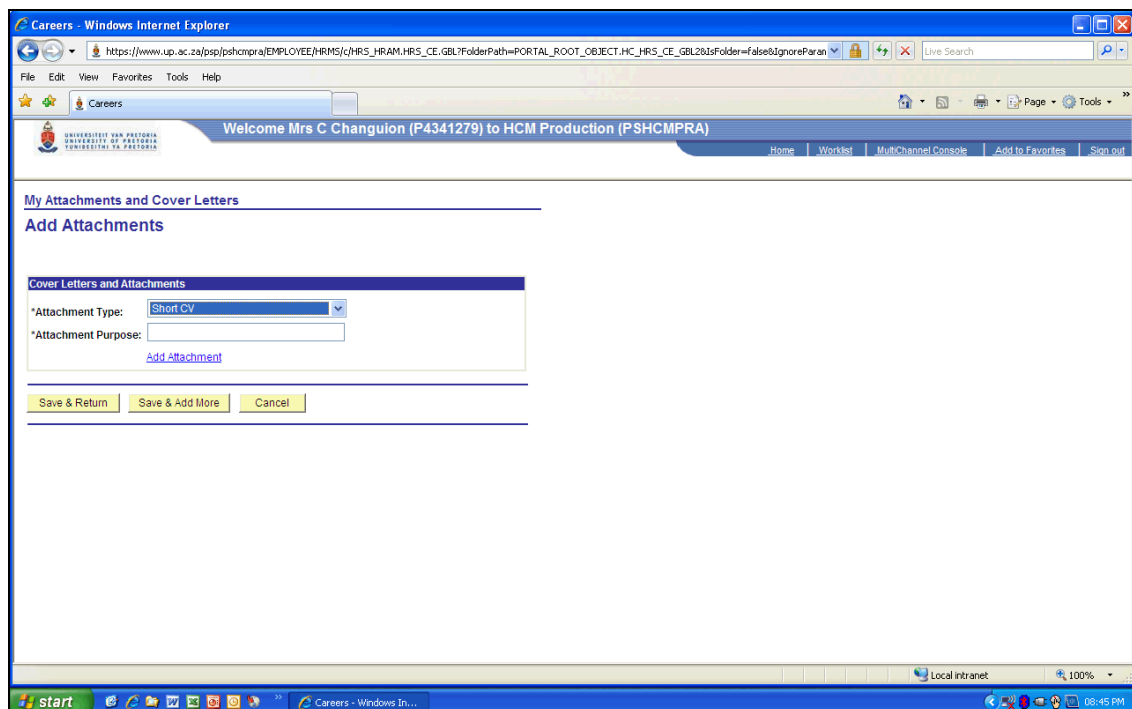
Step	Action
10.	Click the Attachment Type list. 

System Process Document

How to complete the online application form




Step	Action
11.	Click the Short CV list item. <div style="border: 1px solid black; background-color: #4F81BD; color: white; padding: 2px; display: inline-block;">Short CV</div>

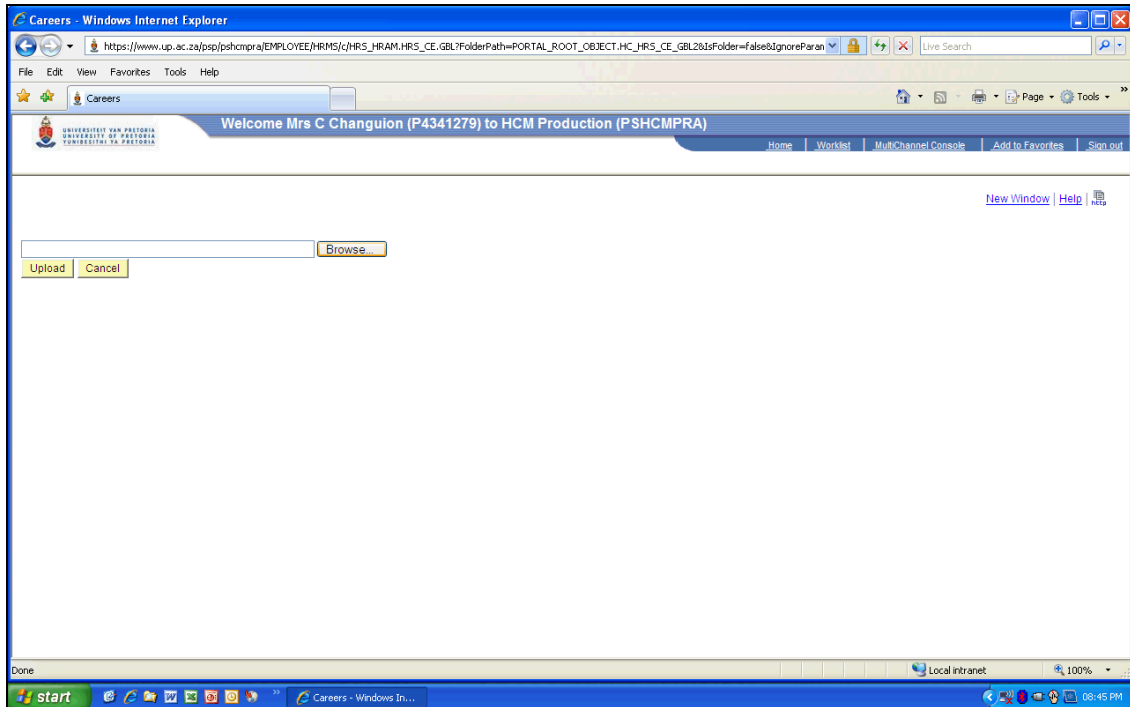


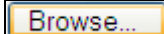
Step	Action
12.	Click in the Attachment Purpose field. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>

System Process Document

How to complete the online application form for Executive positions

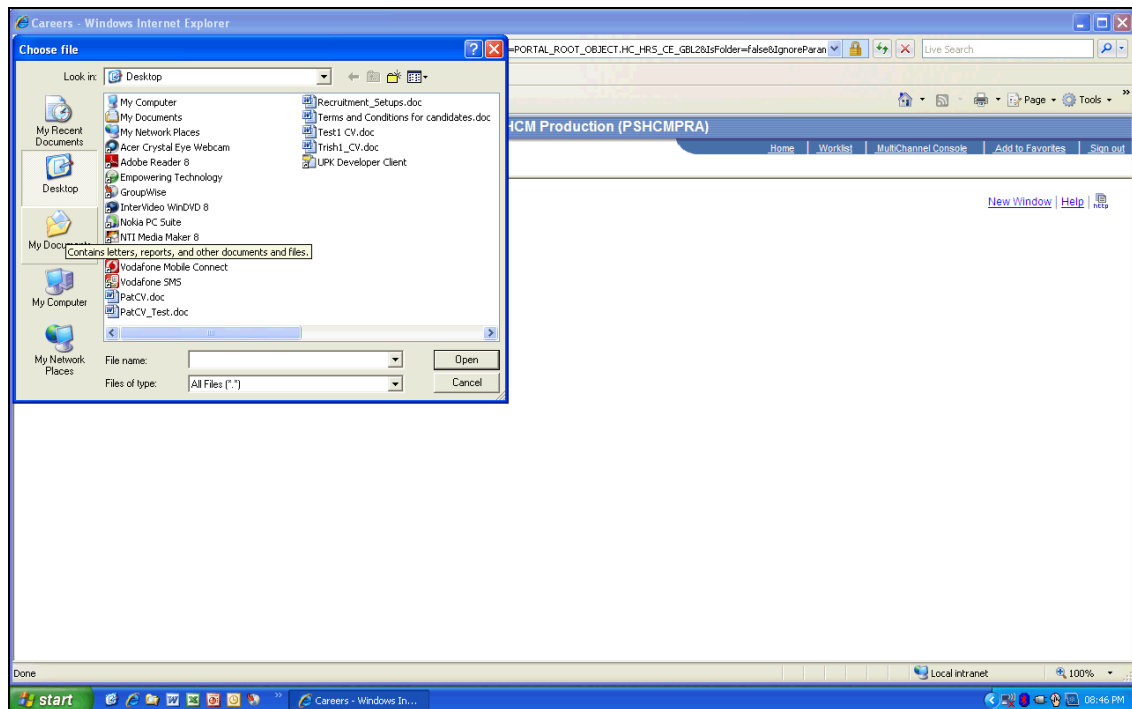
Step	Action
13.	Enter the desired information into the Attachment Purpose field. Enter " Short cv of B ".
14.	Click the Add Attachment link. 




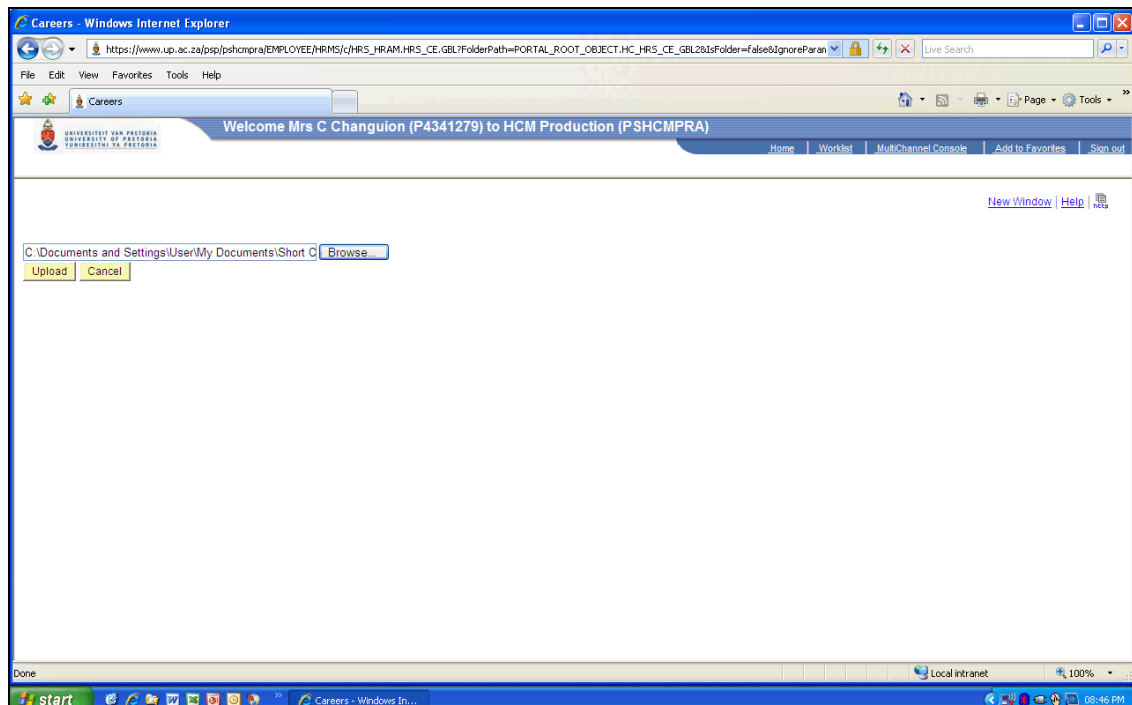
Step	Action
15.	Click the Browse... button. 

System Process Document

How to complete the online application form



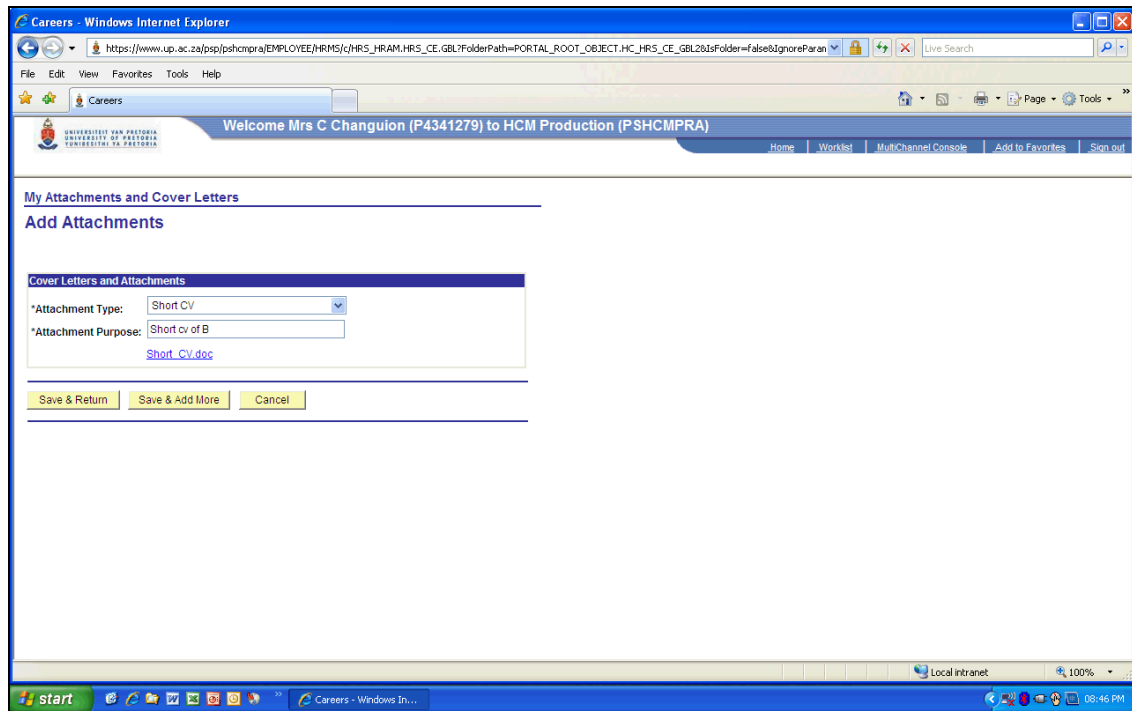
Step	Action
16.	Locate your document by searching on your computer
17.	Double-click the on your document you want to attach. <div style="border: 1px solid black; padding: 2px; display: inline-block;">  Short CV.doc </div>

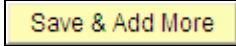



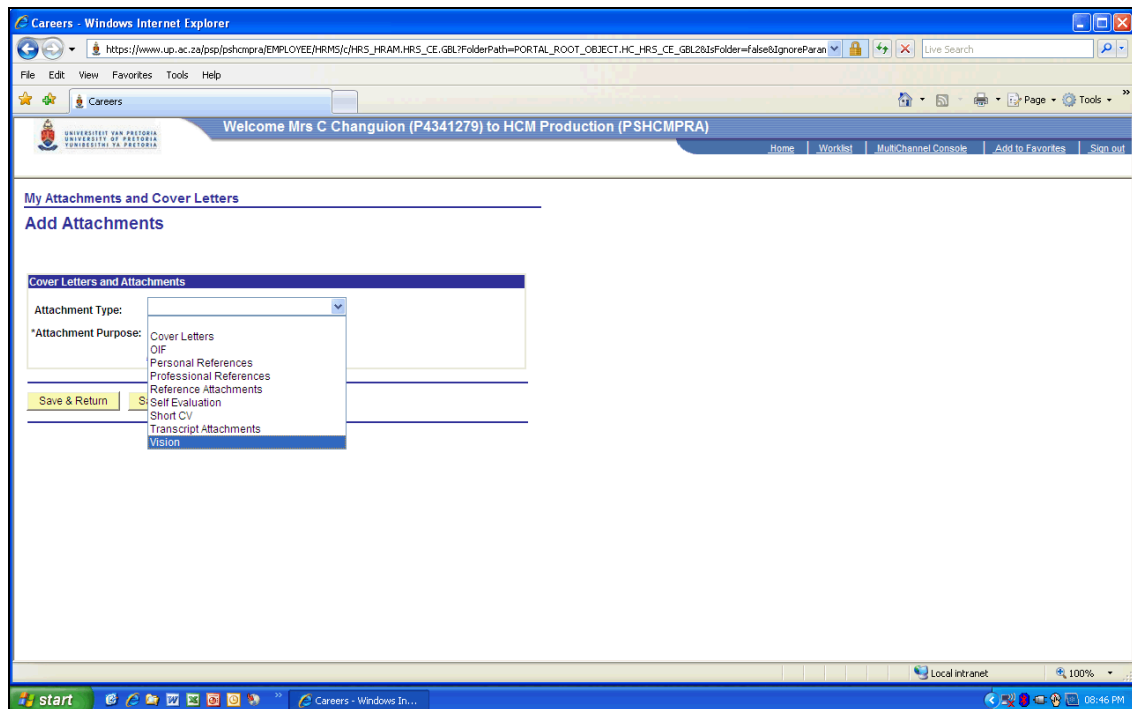
Step	Action
18.	Click the Upload button. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Upload </div>

System Process Document

How to complete the online application form for Executive positions




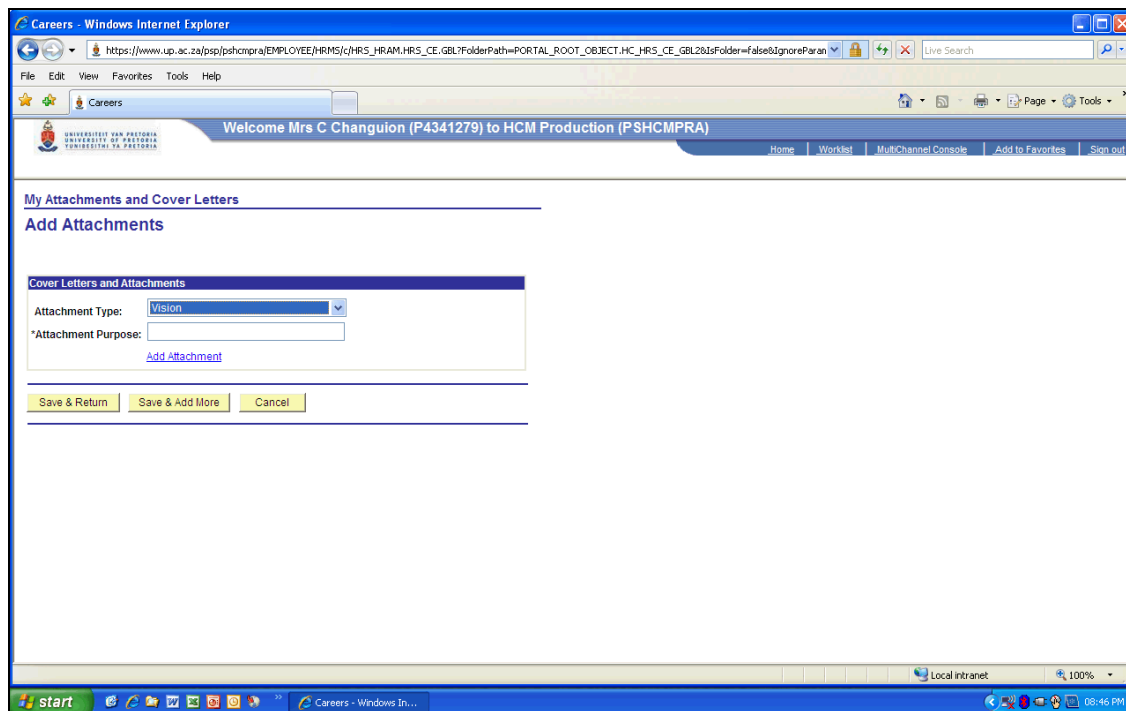
Step	Action
19.	Click the Save & Add More button. 
20.	Click the Attachment Type list. 





System Process Document

How to complete the online application form

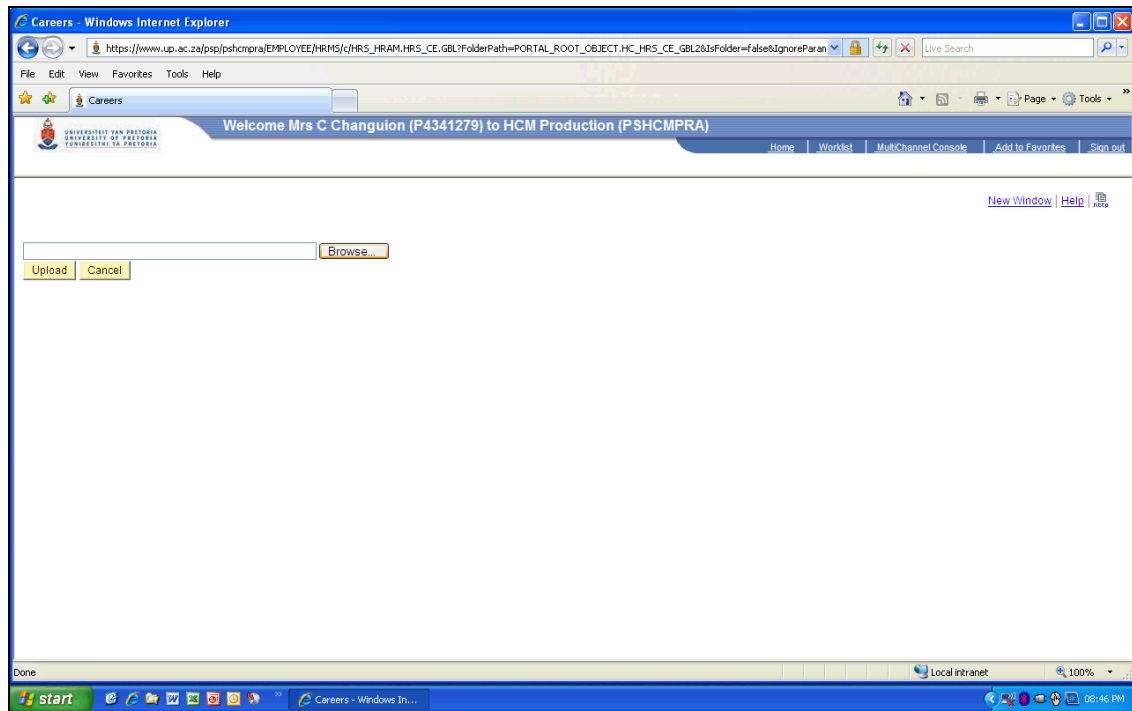
Step	Action
21.	Click the Vision list item. 

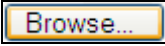


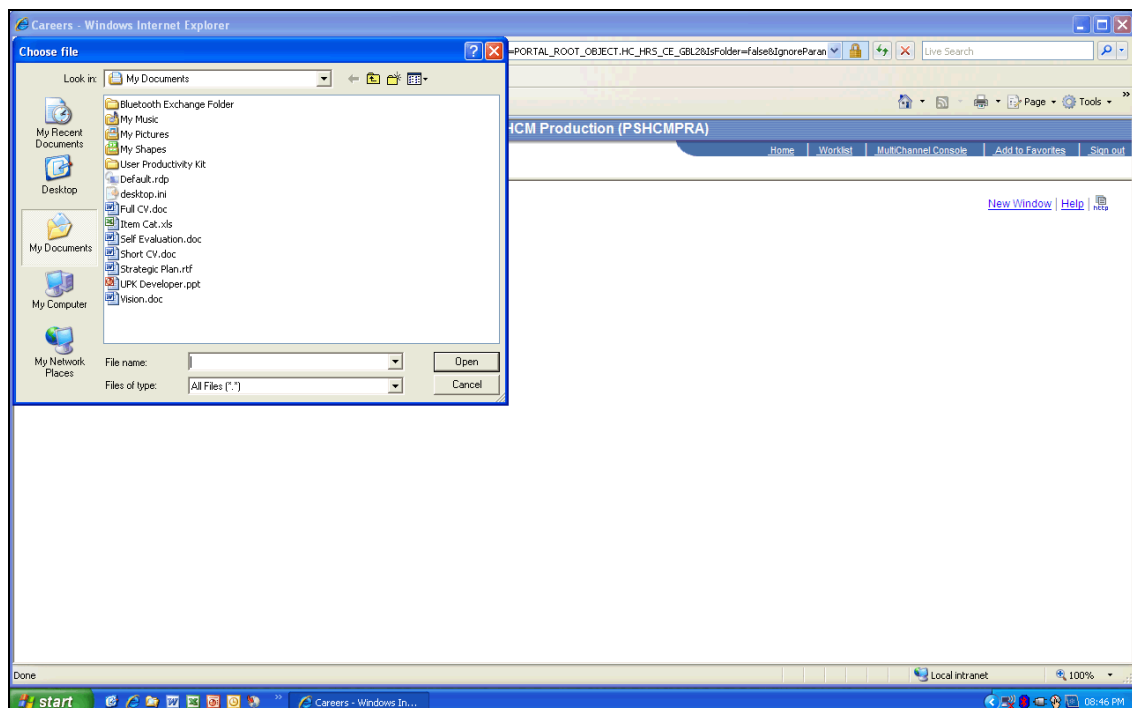
Step	Action
22.	Click in the Attachment Purpose field. 
23.	Enter the desired information into the Attachment Purpose field. Enter " Vision B ".
24.	Click the Add Attachment link. 

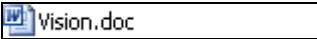
System Process Document

How to complete the online application form for Executive positions



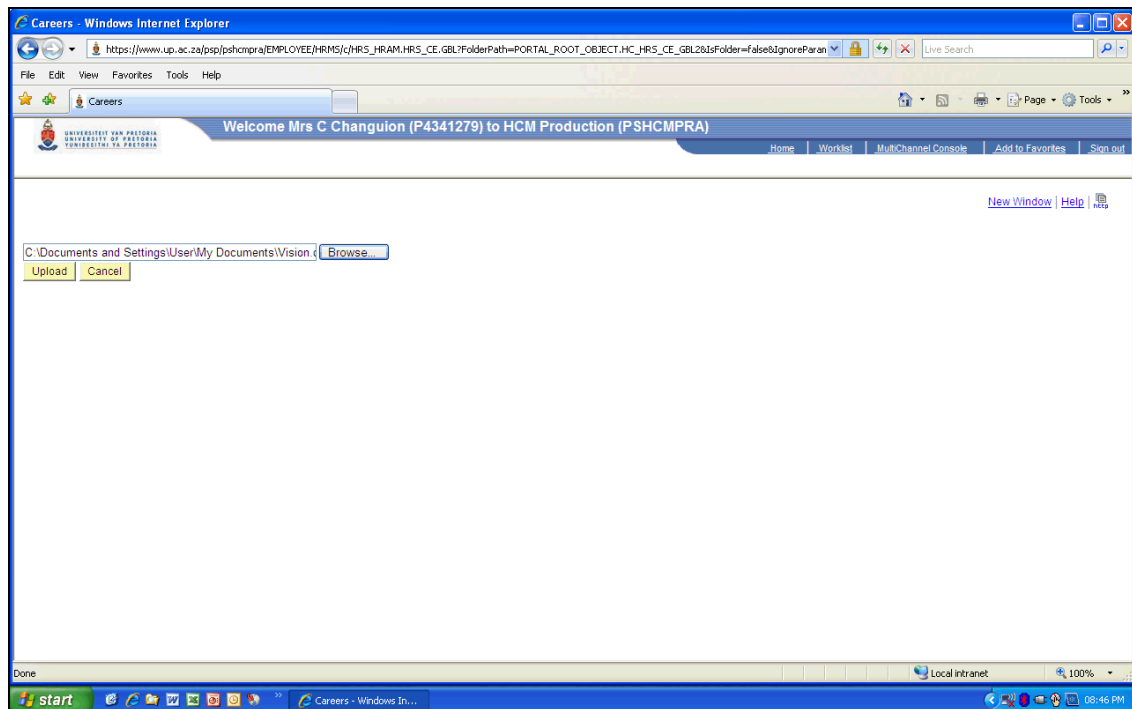
Step	Action
25.	Click the Browse... button. 




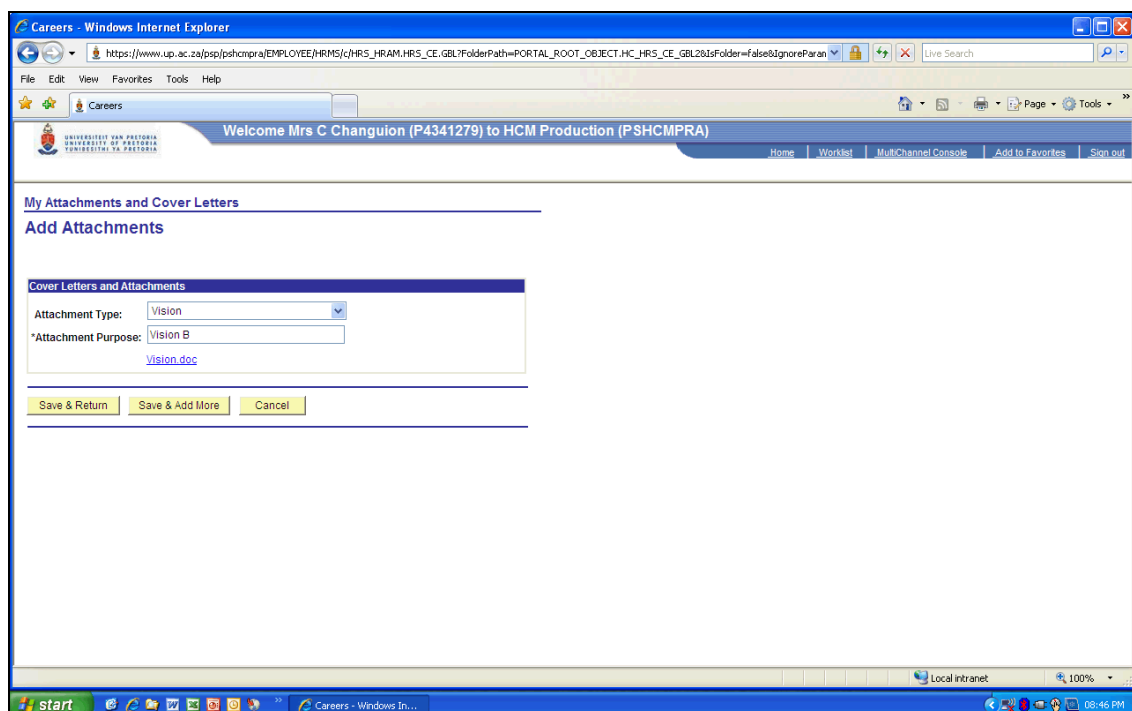
Step	Action
26.	Double-click the document you want to attach. 

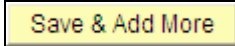
System Process Document

How to complete the online application form



Step	Action
27.	Click the Upload button. 

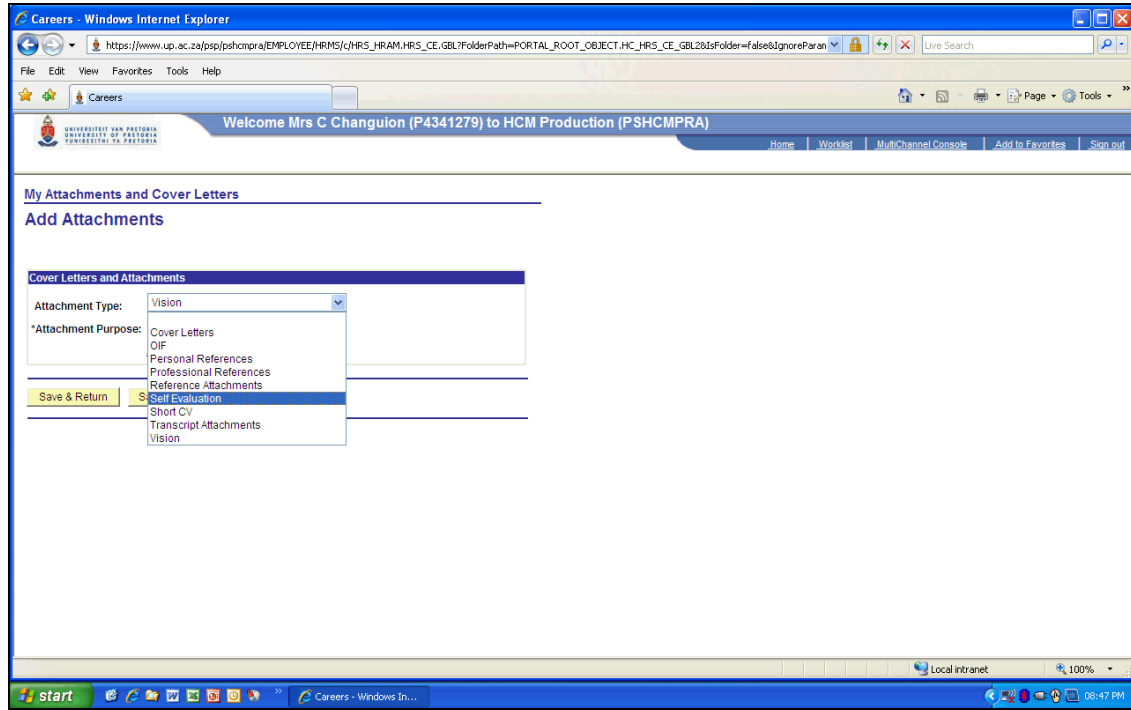



Step	Action
28.	Click the Save & Add More button. 
29.	Enter the desired information into the Attachment Type field. Enter " V ".

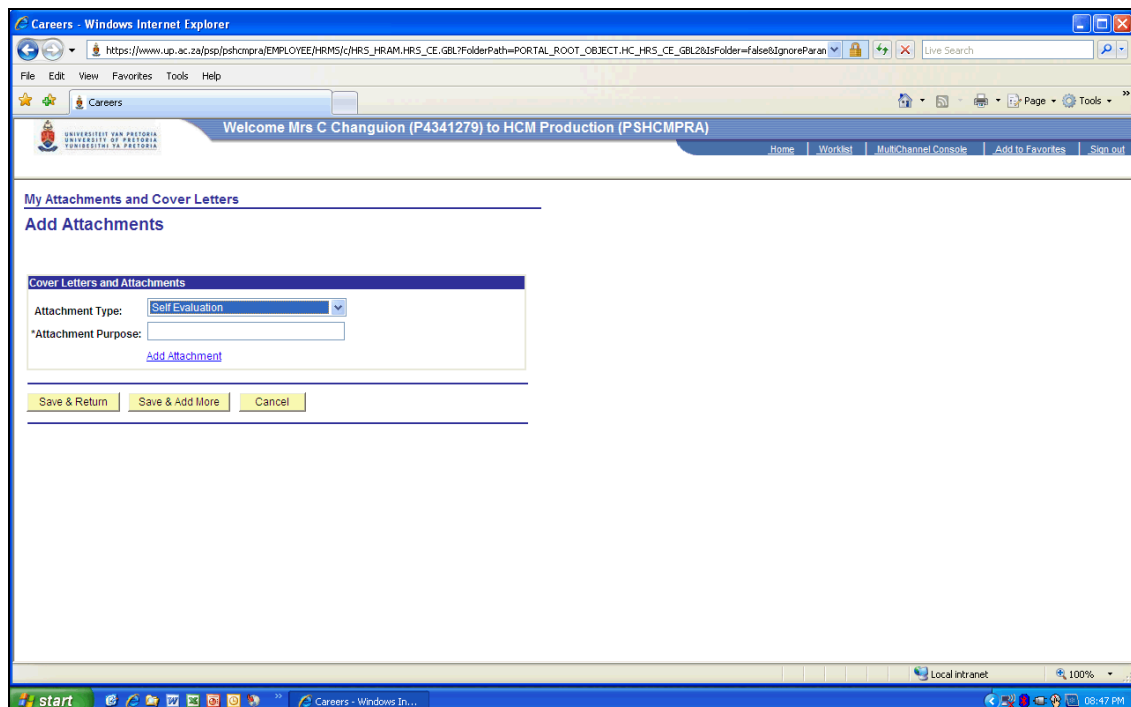
System Process Document

How to complete the online application form for Executive positions

Step	Action
30.	Click the Attachment Type list. 





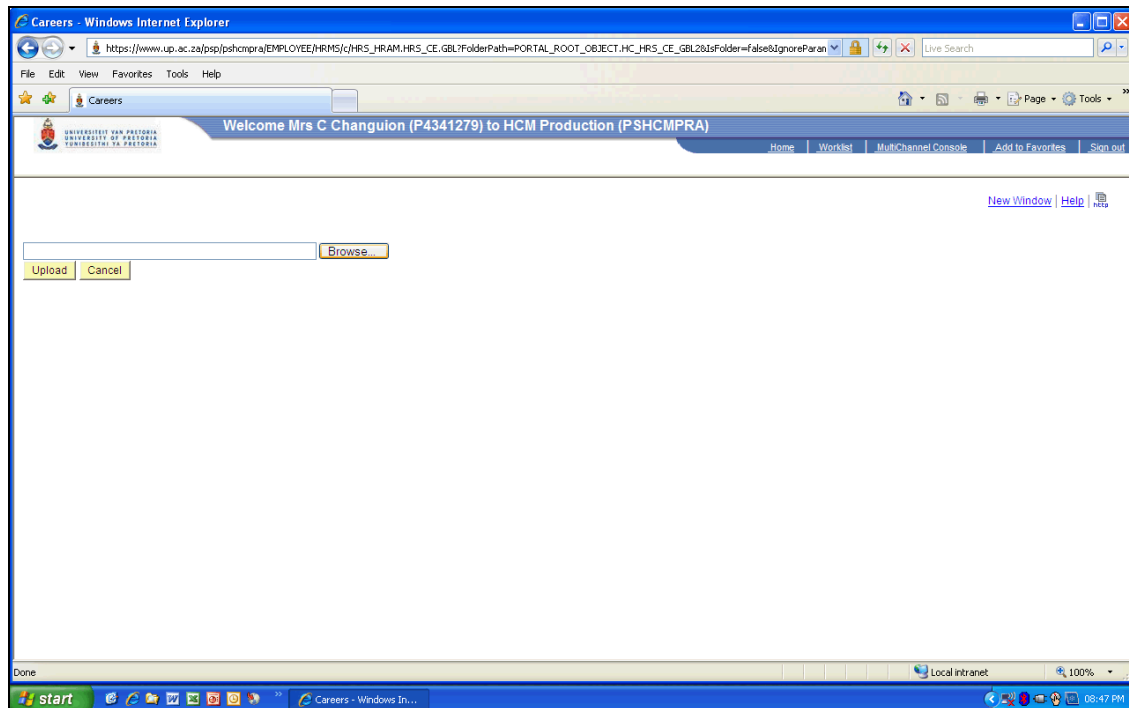
Step	Action
31.	Click the Self Evaluation list item. 




System Process Document

How to complete the online application form

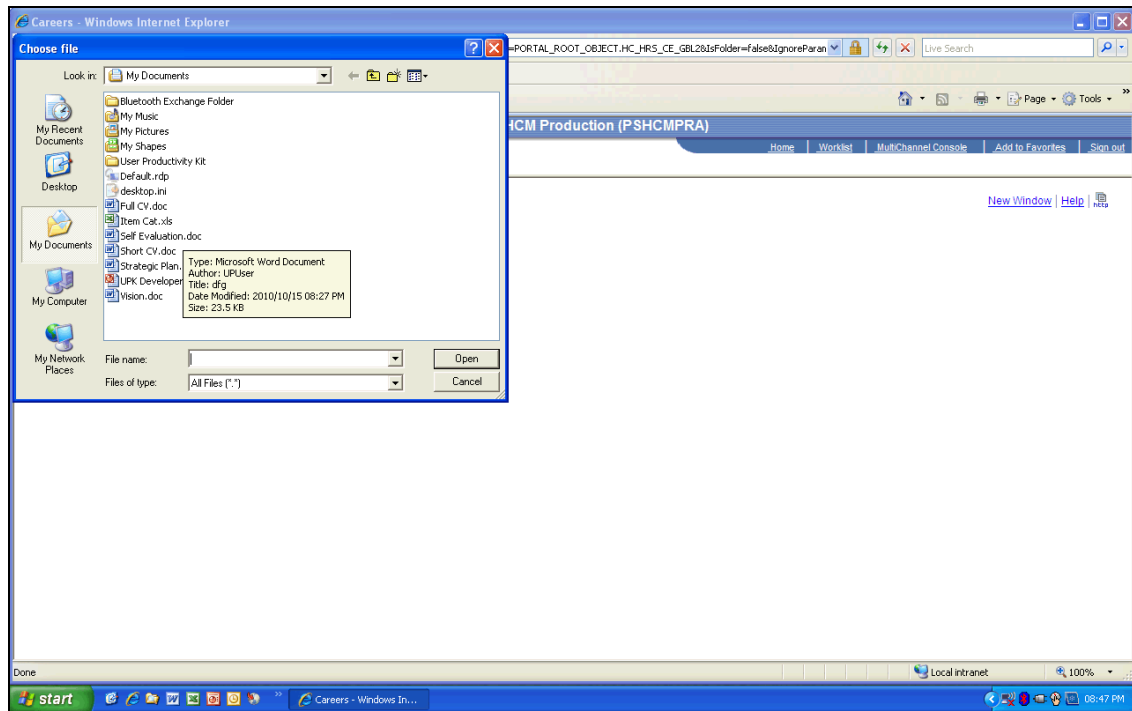
Step	Action
32.	Click in the Attachment Purpose field. 
33.	Enter the desired information into the Attachment Purpose field. Enter " Self evaluation ".
34.	Click the Add Attachment link. 




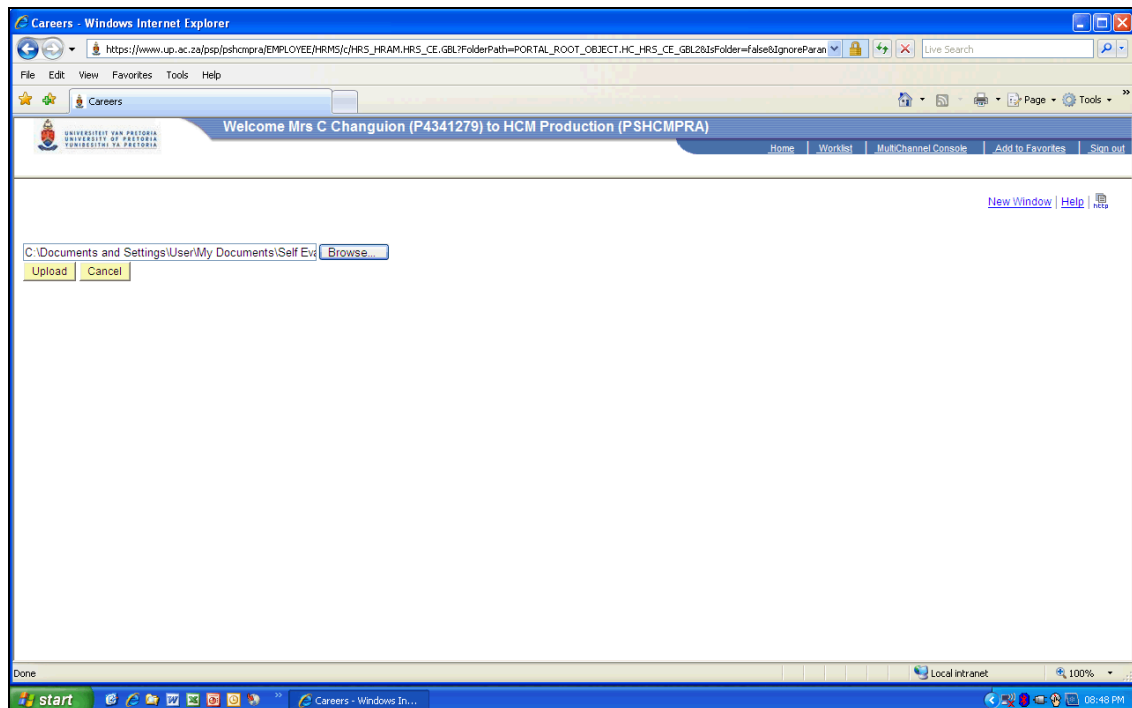
Step	Action
35.	Click the Browse... button. 

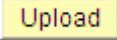
System Process Document

How to complete the online application form for Executive positions



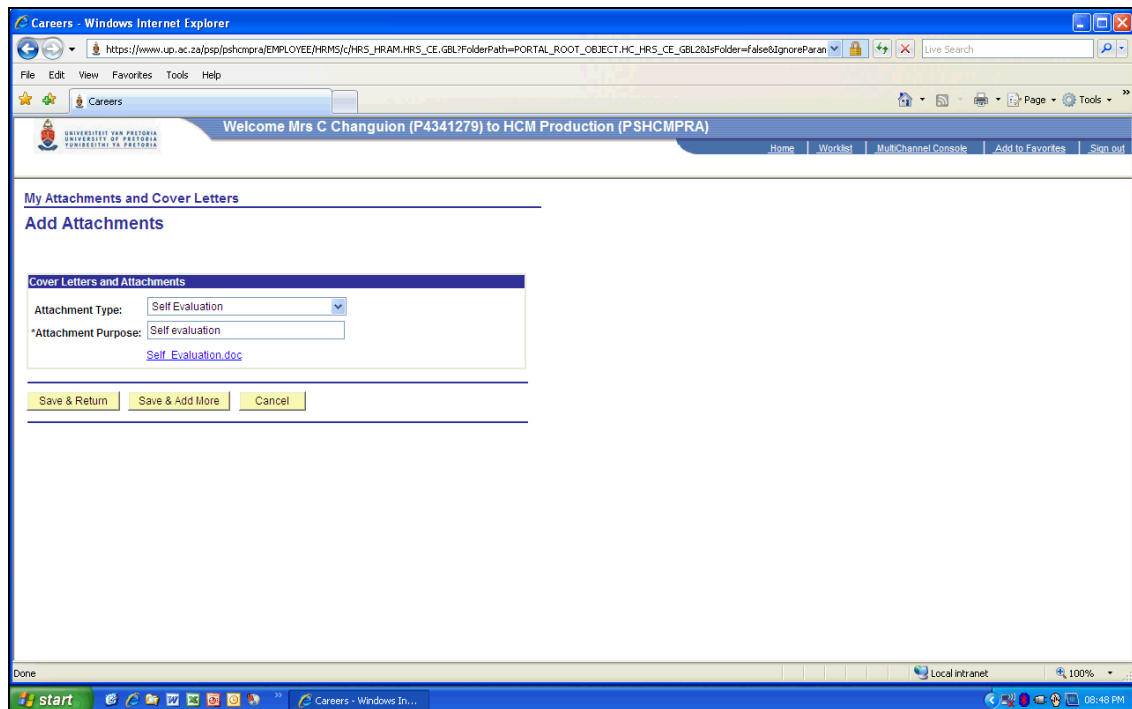
Step	Action
36.	Double-click the document you want to attach  Self Evaluation.doc

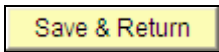


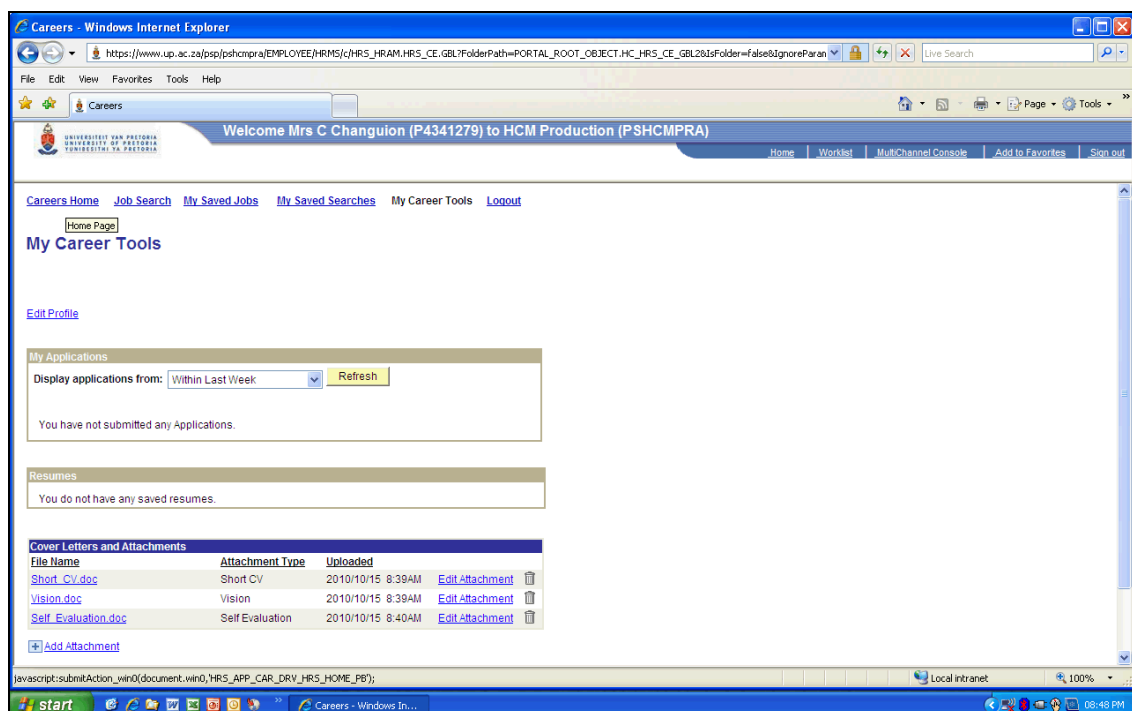
Step	Action
37.	Click the Upload button. 

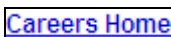
System Process Document

How to complete the online application form



Step	Action
38.	Click the Save & Return button. 



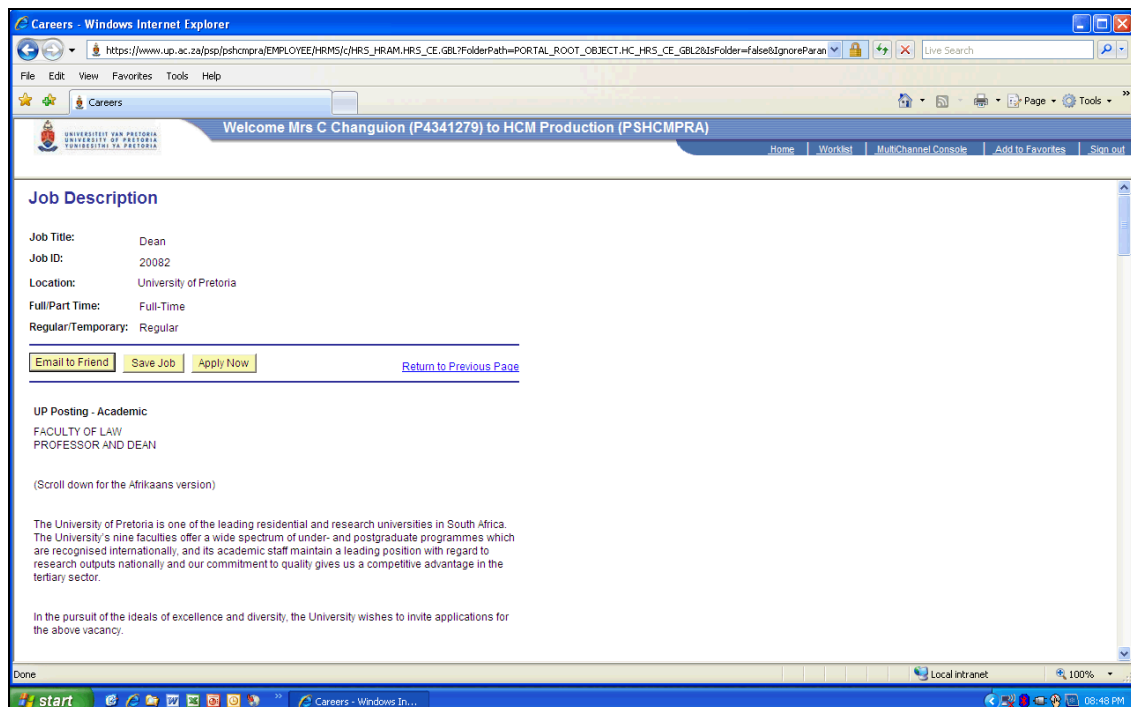
Step	Action
39.	Click the Careers Home link. 

System Process Document

How to complete the online application form for Executive positions



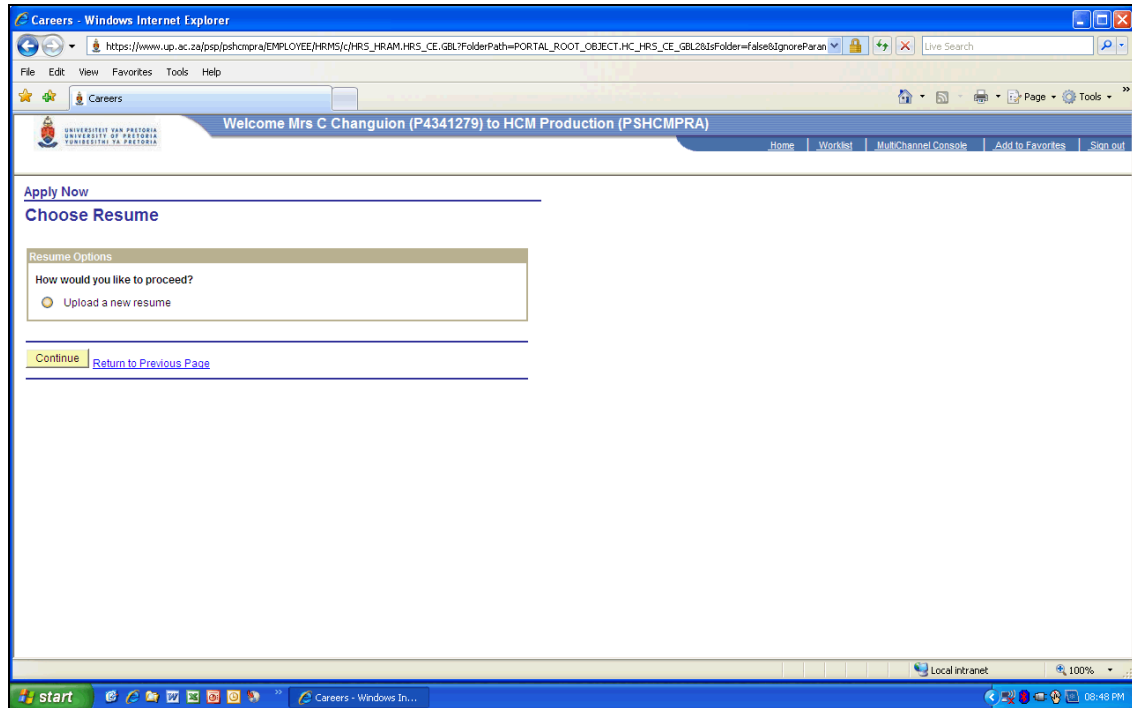
Step	Action
40.	Click the Job Title link you want to apply for. Dean


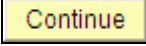


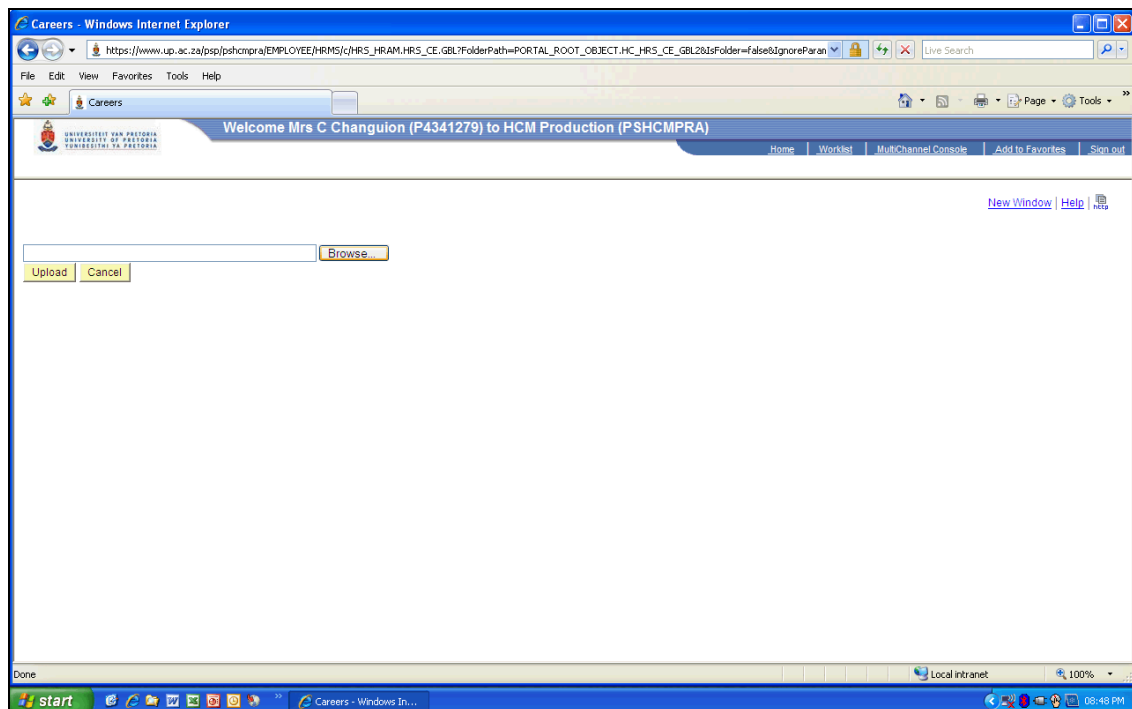
Step	Action
41.	After reading through the Posting, click the Apply Now button. Apply Now

System Process Document

How to complete the online application form

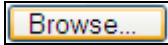


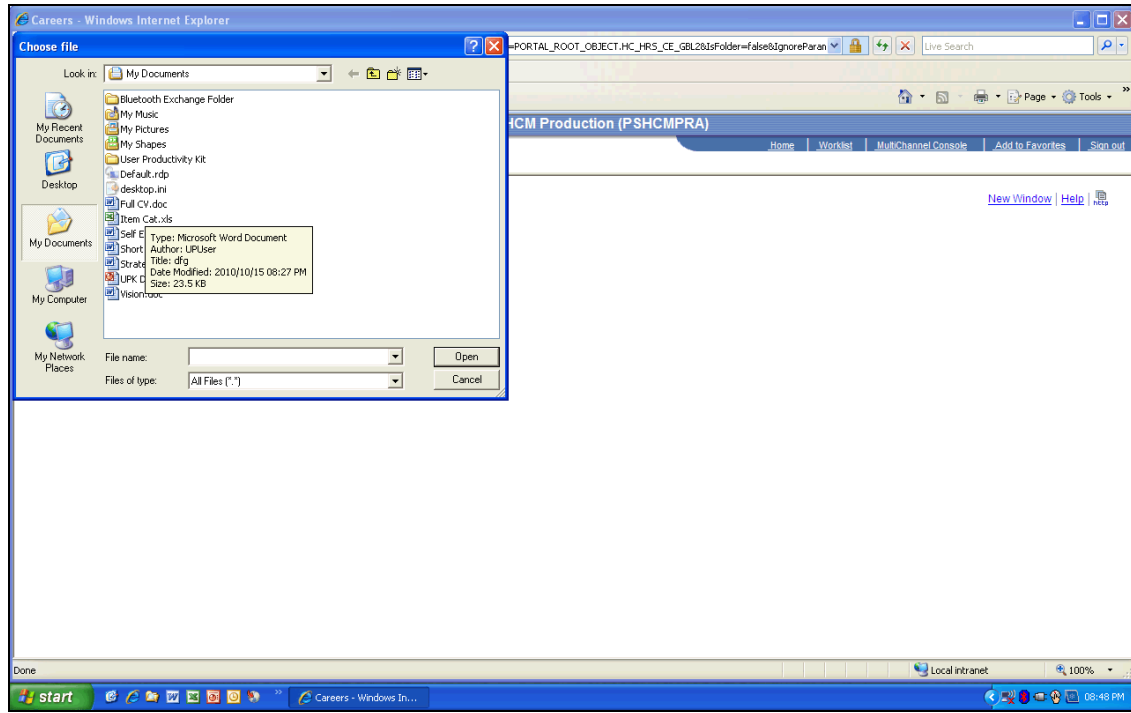
Step	Action
42.	Click the option. 
43.	Click the Continue button. 




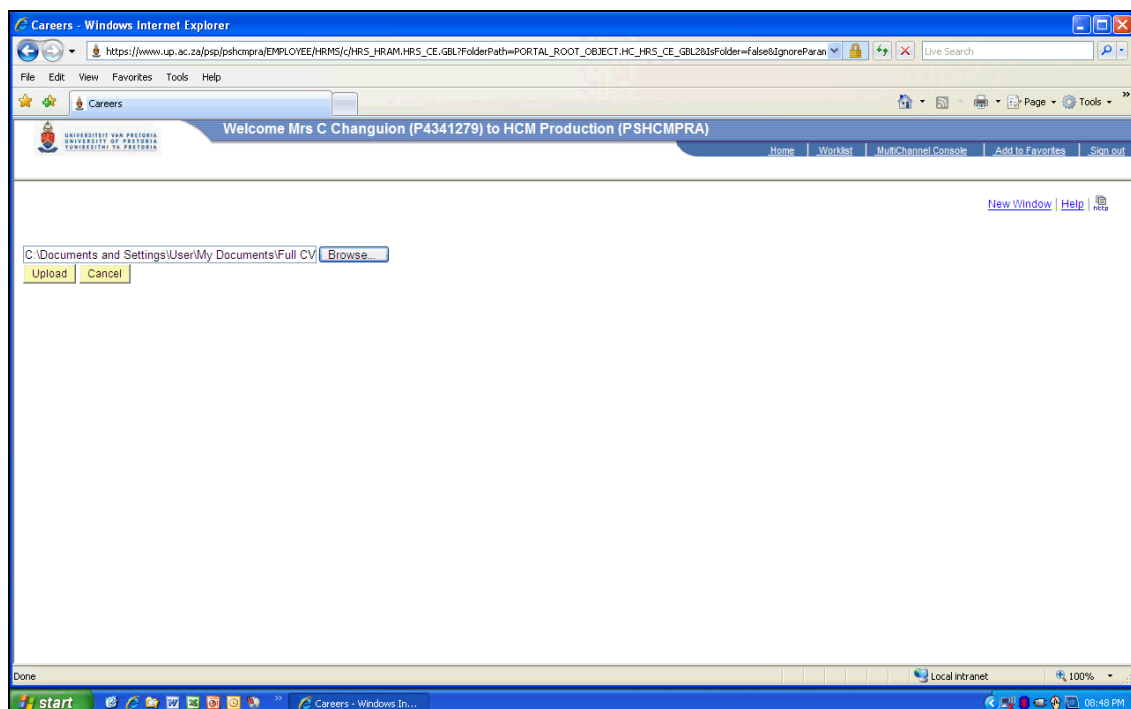
System Process Document

How to complete the online application form for Executive positions

Step	Action
44.	Click the Browse... button. 

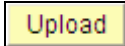


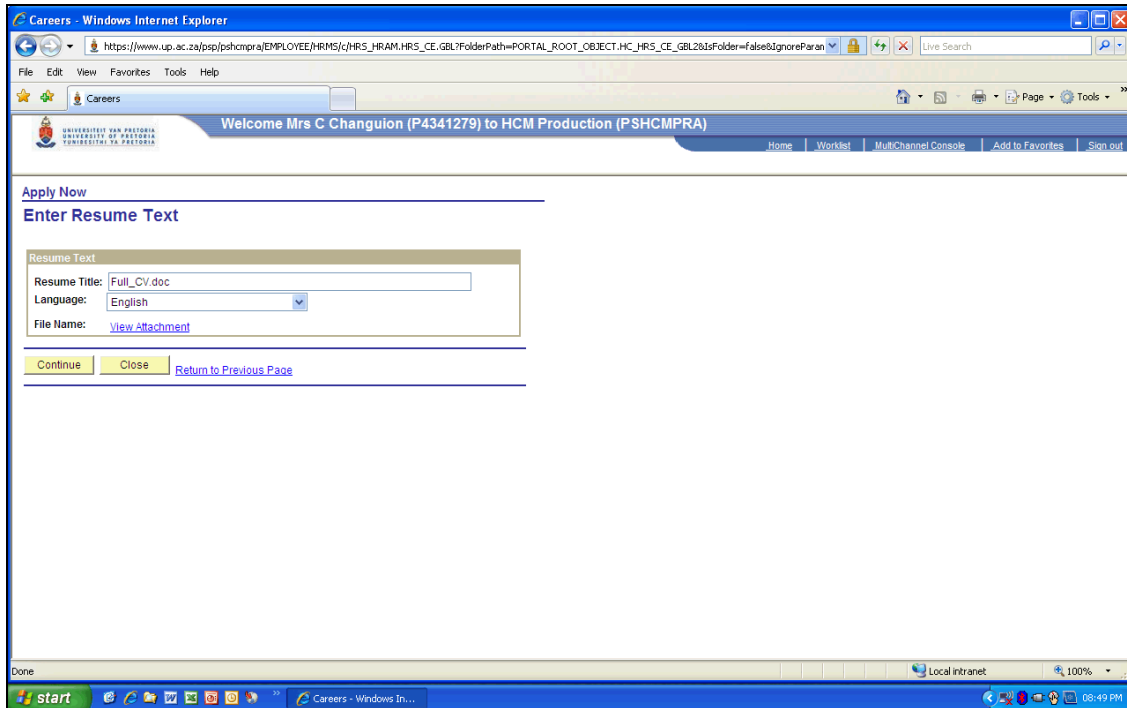
Step	Action
45.	Double-click the Document containing your full cv to attach 

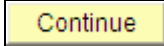


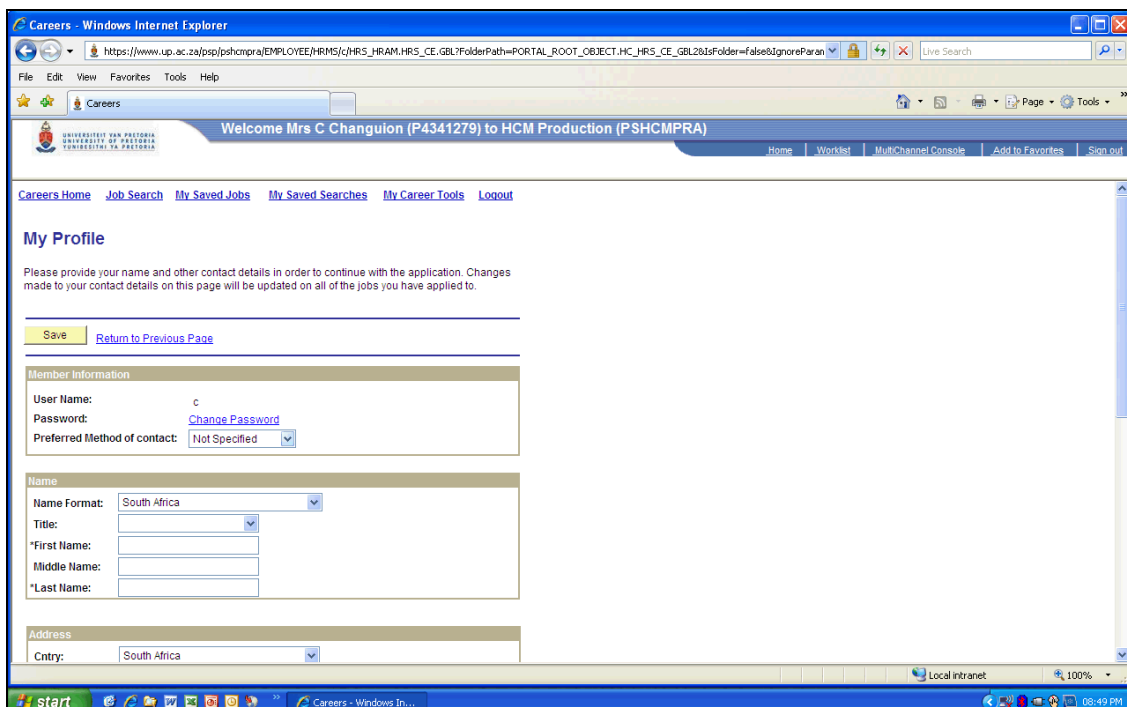
System Process Document

How to complete the online application form

Step	Action
46.	Click the Upload button. 

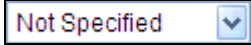


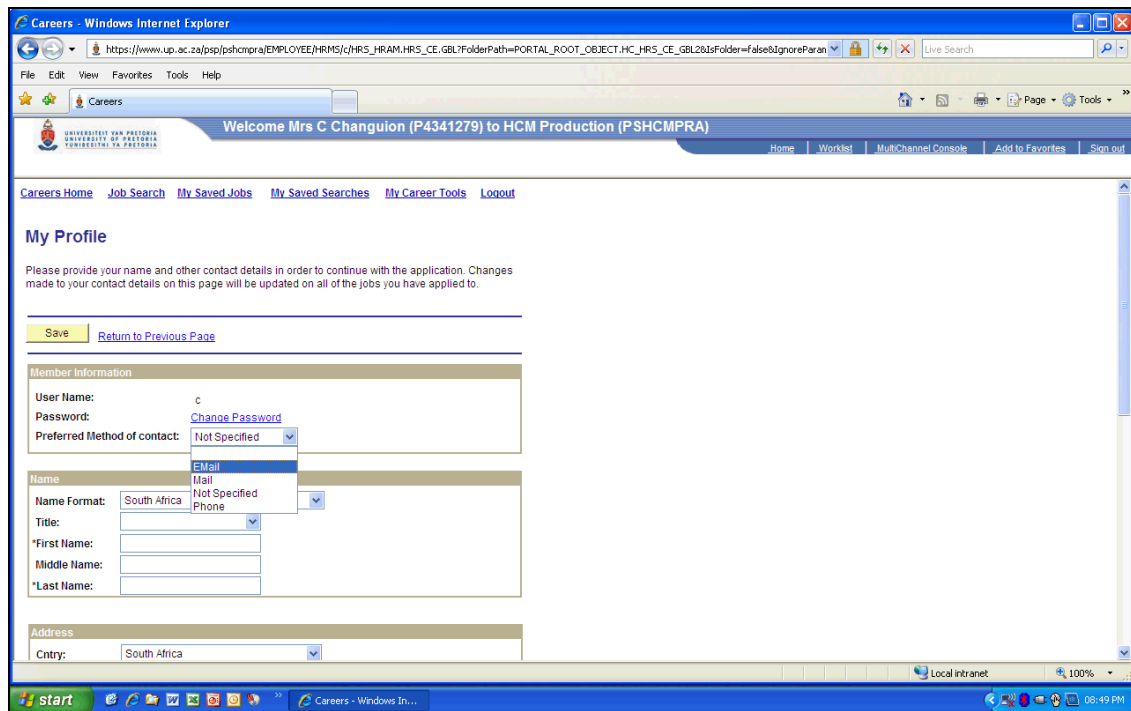
Step	Action
47.	Click the Continue button. 




System Process Document

How to complete the online application form for Executive positions

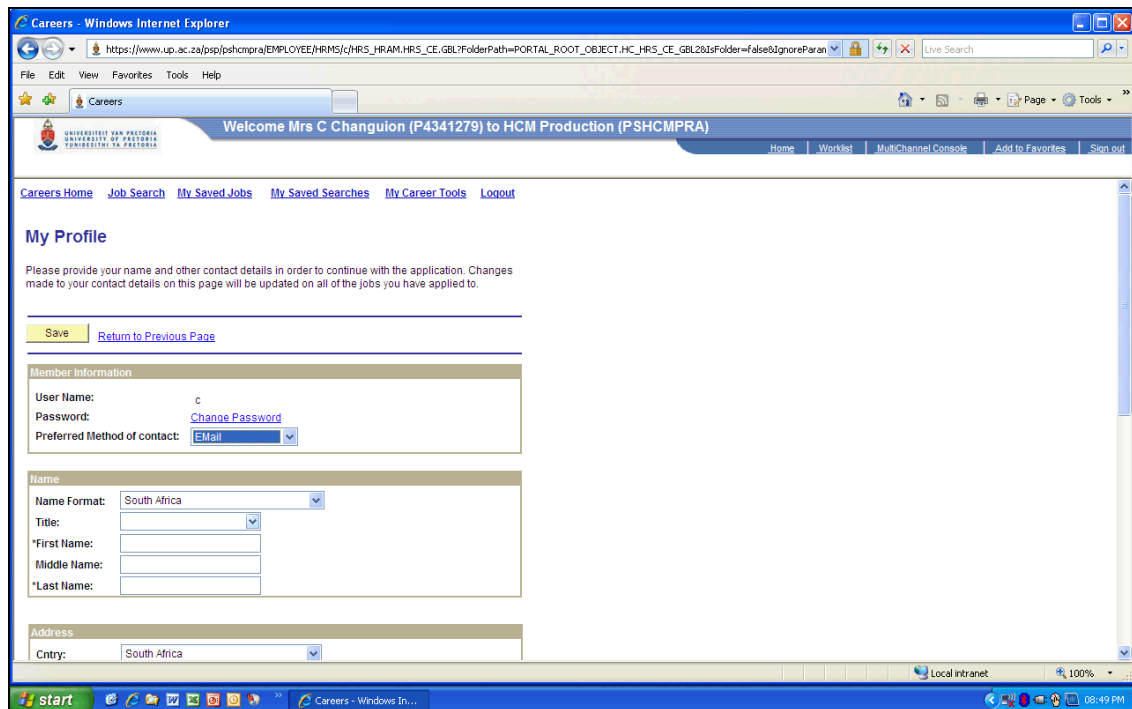
Step	Action
48.	Click the Preferred Method of contact list. 



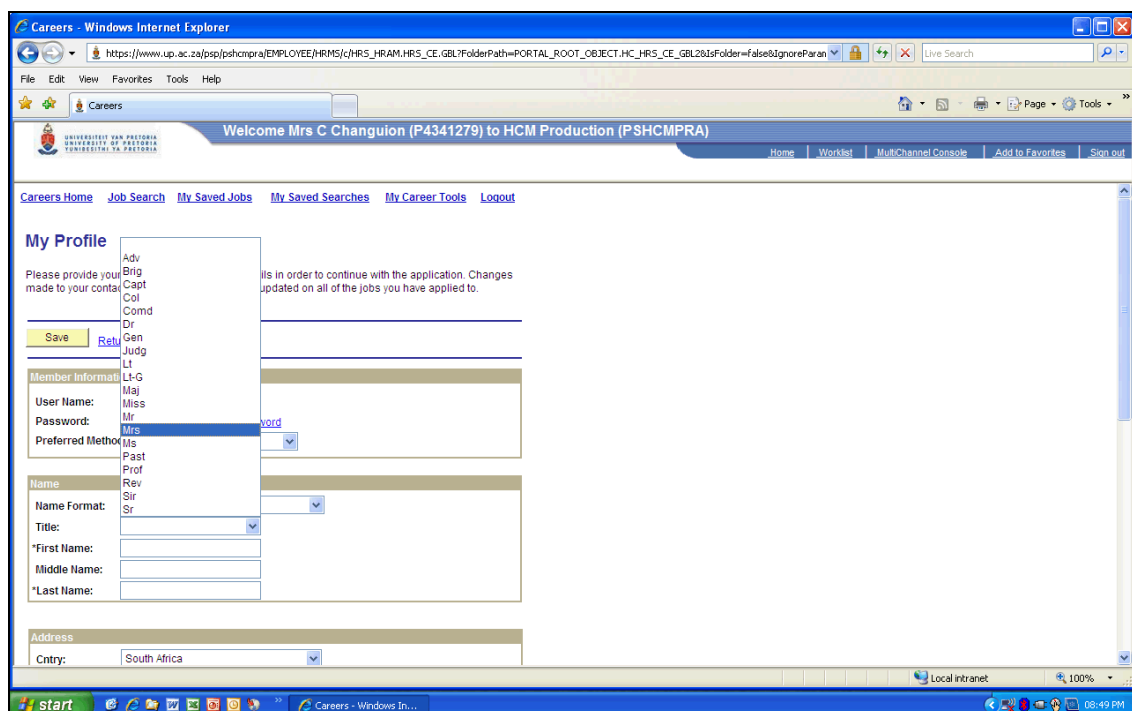
Step	Action
49.	Click the list item to identify how you want to be contacted. 

System Process Document

How to complete the online application form



Step	Action
50.	Click the Title list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; text-align: right;">▼</div>



Step	Action
51.	Click the list item. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; background-color: #0056b3; color: white; text-align: center;">Mrs</div>

System Process Document

How to complete the online application form for Executive positions

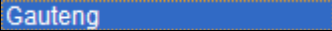
The screenshot shows the 'My Profile' page in the Oracle HCM Production (PSHMPRA) system. The page is accessed via Internet Explorer. The user is Mrs C Changuon (P4341279). The form contains the following sections:


- Member Information:** User Name: c, Password: [Change Password], Preferred Method of contact: EMail.
- Name:** Name Format: South Africa, Title: Mrs, *First Name: [], *Middle Name: [], *Last Name: [].
- Address:** Cntry: South Africa.

Step	Action
52.	Click in the First Name field. <input type="text"/>
53.	Enter the desired information into the First Name field. Enter " Hanna ".
54.	Click in the Last Name field. <input type="text"/>
55.	Enter the desired information into the Last Name field. Enter " Swart ".
56.	Click in the Address 1 field.
57.	Enter the desired information into the Address 1 field. Enter " 123 3rd street ".
58.	Click in the City field. <input type="text"/>
59.	Enter the desired information into the City field. Enter " Pretoria ".
60.	Click the Province list. <input type="text"/>

System Process Document

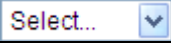
How to complete the online application form

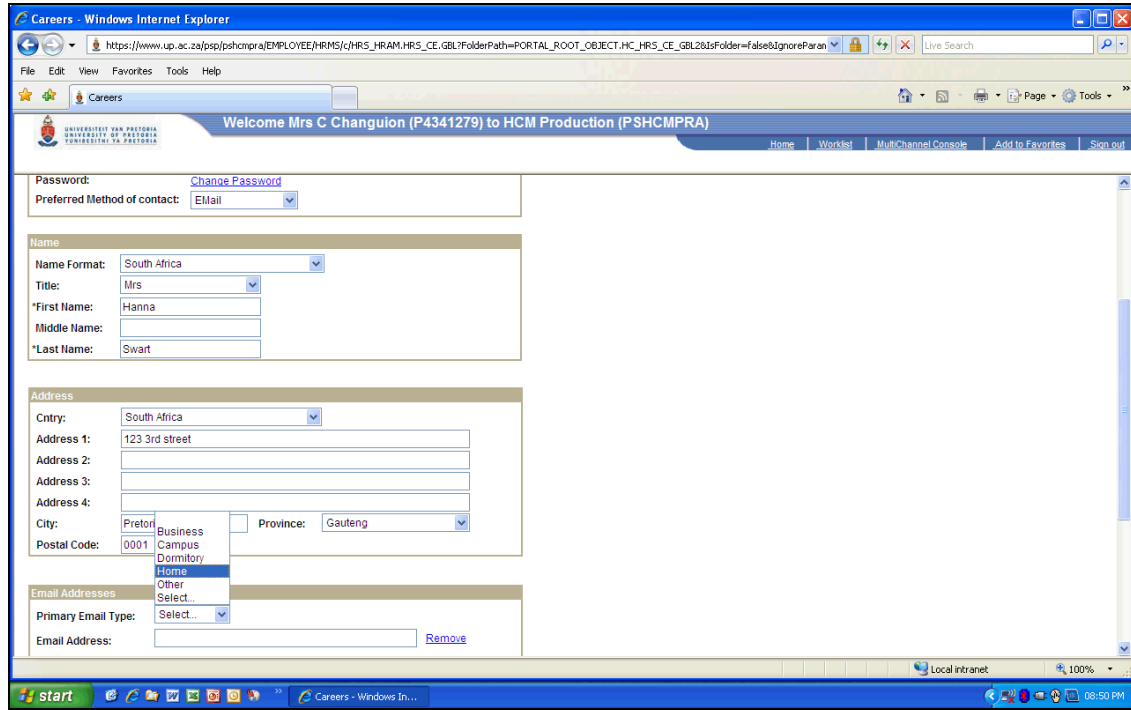
Step	Action
61.	Click the Gauteng list item. 

Step	Action
62.	Click in the Postal Code field. 
63.	Enter the desired information into the Postal Code field. Enter " 0001 ".


System Process Document

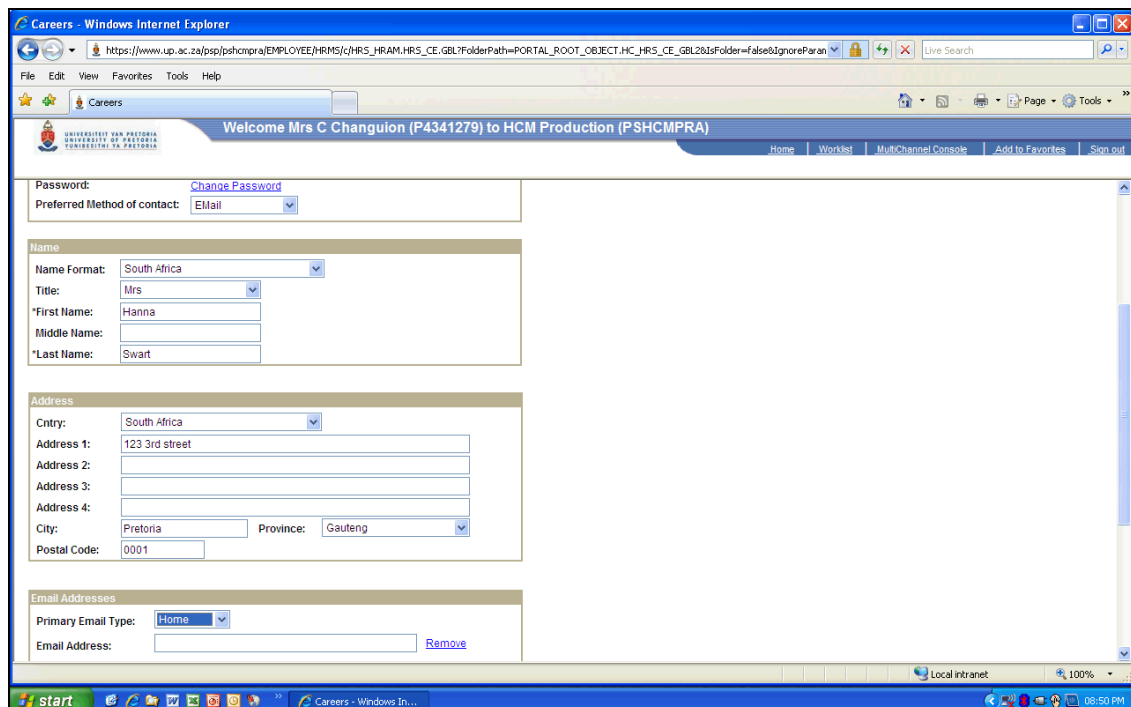
How to complete the online application form for Executive positions

Step	Action
64.	Click the Primary Email Type list. 



The screenshot shows the Oracle HCM Production application form. The 'Primary Email Type' dropdown menu is open, showing options: Home, Other, Select..., and Remove. The form fields include Name (Mrs Hanna Swart), Address (123 3rd street, Pretoria, Gauteng), and Password.

Step	Action
65.	Click the list item e.g Home. 

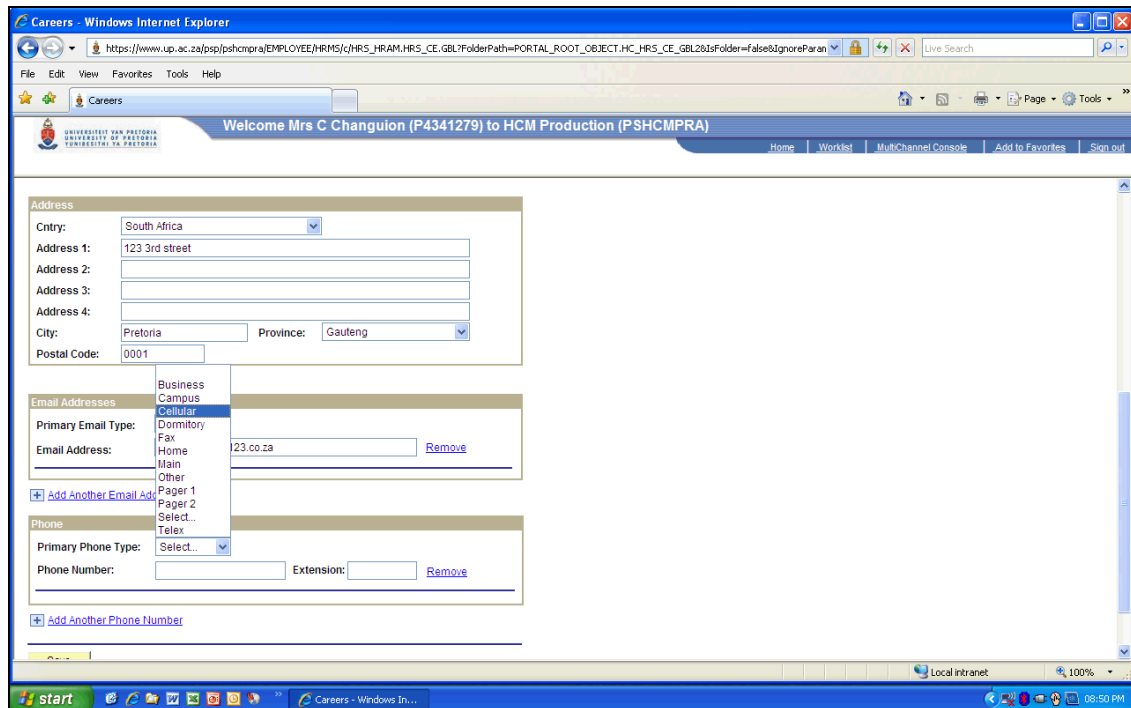


The screenshot shows the Oracle HCM Production application form. The 'Primary Email Type' dropdown menu is now set to 'Home'.

System Process Document

How to complete the online application form

Step	Action
66.	Click in the Email Address field. <input type="text"/>
67.	Enter the desired information into the Email Address field. Enter " hanna.swart@123.co.za ".
68.	Click the Primary Phone Type list. <input type="text" value="Select.."/>


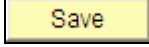


Step	Action
69.	Click the list item e.g. Cellular . <input type="text" value="Cellular"/>

System Process Document

How to complete the online application form for Executive positions

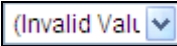
The screenshot shows a web browser window displaying the Oracle HRMS application. The user is Mrs C Changulon (P4341279) in the HCM Production (PSHMPRA) system. The form is for updating personal information. The 'Phone' section is active, with the 'Primary Phone Type' set to 'Cellular'. The 'Phone Number' field is highlighted with a red box, indicating it is the current step in the process. The 'Save' button is visible at the bottom of the form.

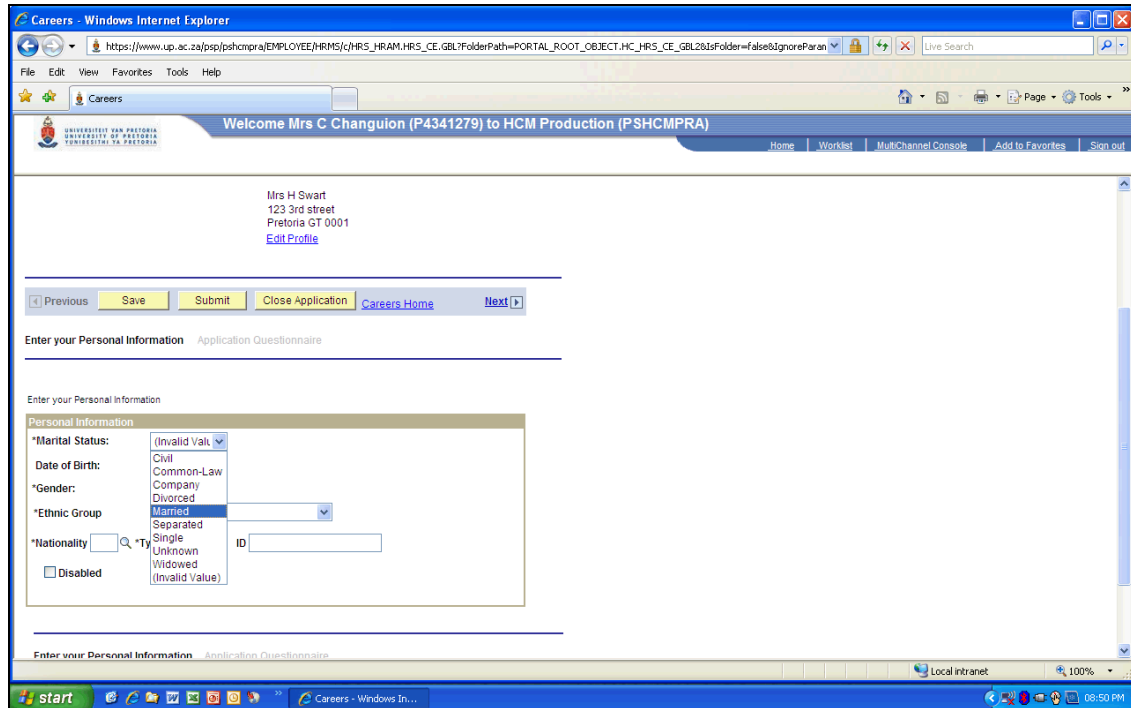
Step	Action
70.	Click in the Phone Number field. 
71.	Enter the desired information into the Phone Number field. Enter " 0841231234 ".
72.	Click the Save button. 

The screenshot shows the Oracle HRMS application form after the phone number has been entered. The 'Personal Information' section is visible, with fields for Marital Status, Date of Birth, Gender, and Ethnic Group. The 'Save' button is highlighted in yellow, indicating it is the next step in the process. The 'Next' button is also visible.

System Process Document

How to complete the online application form

Step	Action
73.	Click the Marital Status list. 



Carriers - Windows Internet Explorer
 https://www.up.ac.za/psp/pschmp/EMPLOYEE/HRMS/c/HRMS_HRAM_HRS_CE.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CE_GBL283&Folder=false&IgnoreParam... Live Search

Welcome Mrs C Changuon (P4341279) to HCM Production (PSHCPRA)

Mrs H Swart
 123 3rd street
 Pretoria GT 0001
[Edit Profile](#)

Previous Save Submit Close Application Careers Home Next

Enter your Personal Information Application Questionnaire

Enter your Personal Information

Personal Information

*Marital Status: (Invalid Val
 Civil
 Common-Law
 Company
 Divorced
 Married
 Separated
 Single
 Unknown
 Widowed
 (Invalid Value)

Date of Birth:

*Gender:

*Ethnic Group:


*Nationality *Type ID

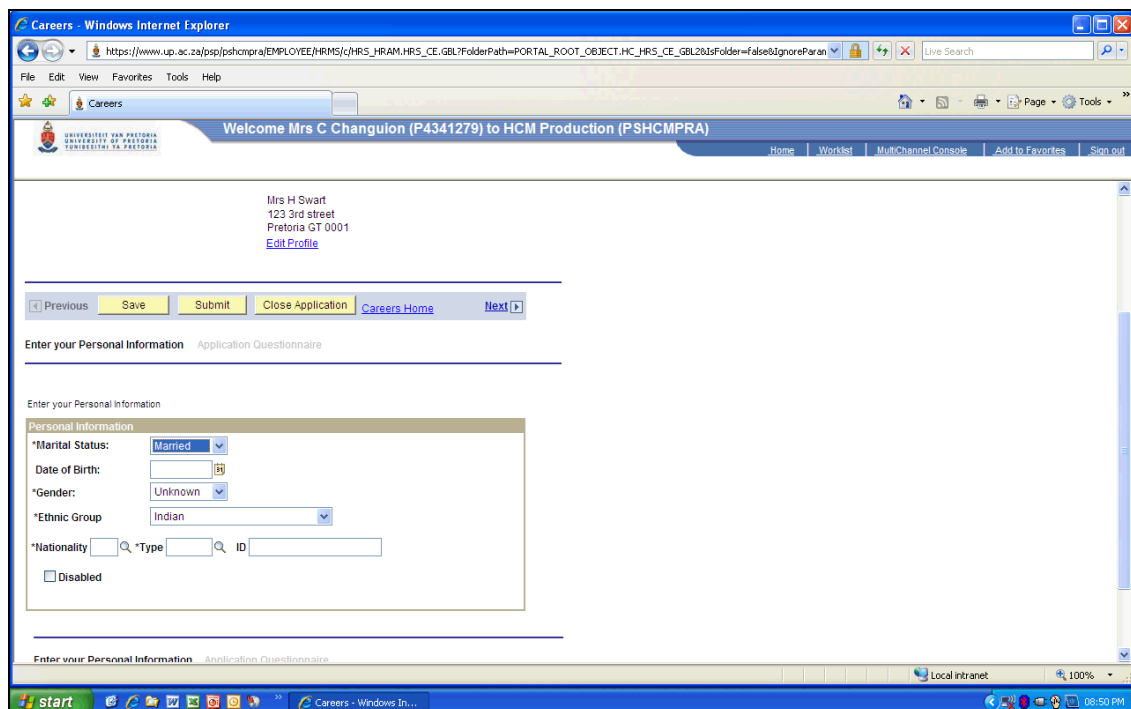
Disabled

Enter your Personal Information Application Questionnaire

Local intranet 100%

start Careers - Windows In...

Step	Action
74.	Click the list item e.g Married . 



Carriers - Windows Internet Explorer
 https://www.up.ac.za/psp/pschmp/EMPLOYEE/HRMS/c/HRMS_HRAM_HRS_CE.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CE_GBL283&Folder=false&IgnoreParam... Live Search

Welcome Mrs C Changuon (P4341279) to HCM Production (PSHCPRA)

Mrs H Swart
 123 3rd street
 Pretoria GT 0001
[Edit Profile](#)

Previous Save Submit Close Application Careers Home Next

Enter your Personal Information Application Questionnaire

Enter your Personal Information

Personal Information

*Marital Status: Married

Date of Birth:

*Gender: Unknown

*Ethnic Group: Indian

*Nationality *Type ID

Disabled

Enter your Personal Information Application Questionnaire

Local intranet 100%

start Careers - Windows In...

System Process Document

How to complete the online application form for Executive positions

Step	Action
75.	Click in the Date of Birth field. <input type="text"/>
76.	Enter the desired information into the Date of Birth field. Enter " 19730915 ".
77.	Click the Gender list. <input type="text" value="Unknown"/>

Universiteit van Pretoria
UNIVERSITY OF PRETORIA
UNIVERSITHA YA PRETORIA

Welcome Mrs C Changuon (P4341279) to HCM Production (PSHCMRA)

Mrs H Swart
123 3rd street
Pretoria GT 0001
[Edit Profile](#)

Previous Save Submit Close Application Careers Home Next

Enter your Personal Information Application Questionnaire

Enter your Personal Information

Personal Information

*Marital Status: Married

Date of Birth: 1973/09/15

*Gender: Unknown

*Ethnic Group: Company

*Nationality: Unknown ID

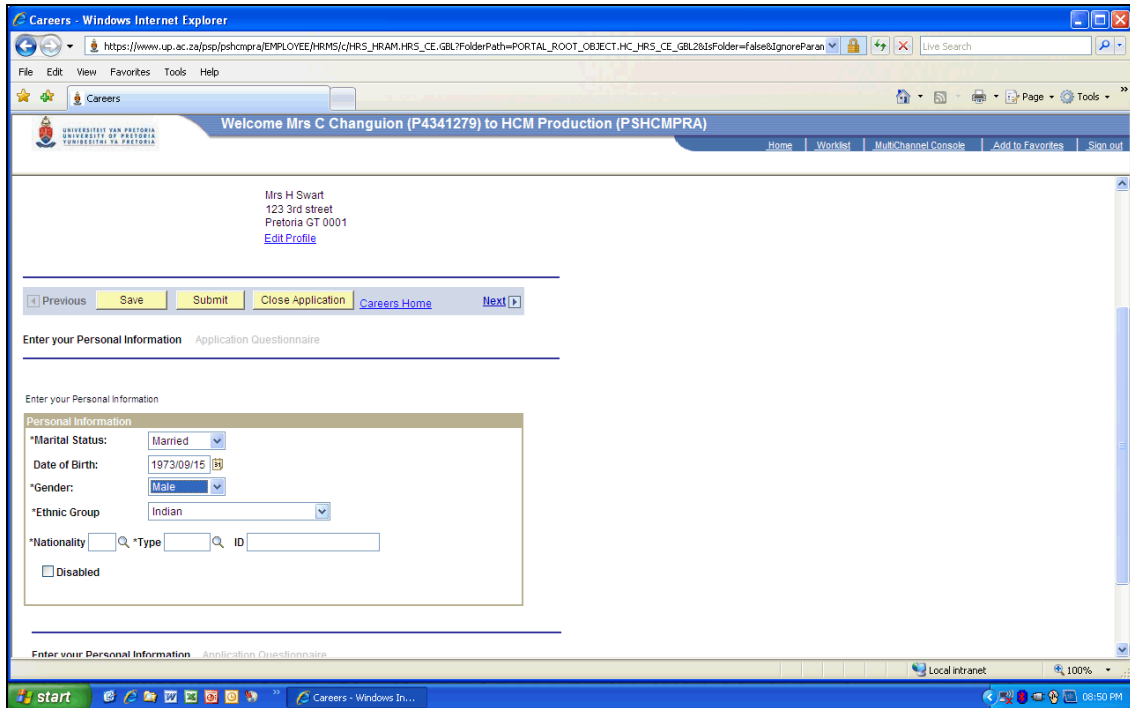
Disabled


Enter your Personal Information Application Questionnaire

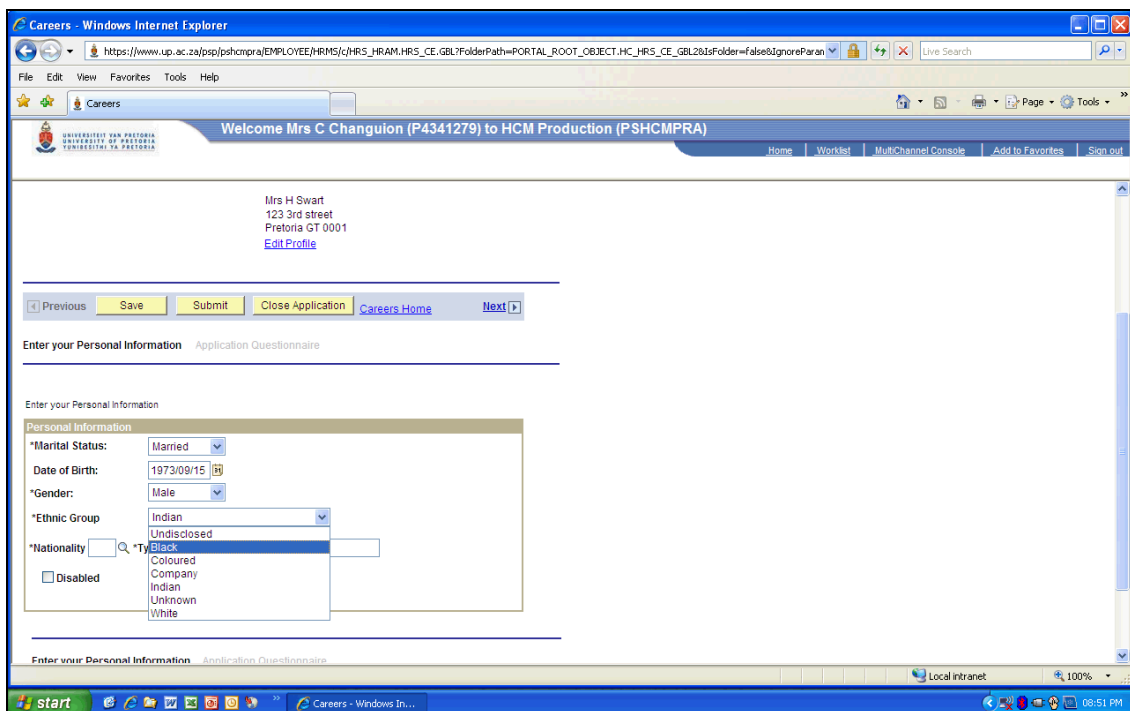
Step	Action
78.	Click the list item e.g Male . <input type="text" value="Male"/>


System Process Document

How to complete the online application form



Step	Action
79.	Click the Ethnic Group list. 





Step	Action
80.	Click the list item e.g Black . 

System Process Document

How to complete the online application form for Executive positions

Carers - Windows Internet Explorer
 https://www.up.ac.za/psp/pschmpr/EMPLOYEE/HRMS/c/HR5_HRAM.HRS_CE.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CE.GBL283&Folder=false&IgnoreParam...
 Welcome Mrs C Changuon (P4341279) to HCM Production (PSHMPRA)
 Mrs H Swart
 123 3rd street
 Pretoria GT 0001
 Edit Profile
 Previous Save Submit Close Application Careers Home Next
 Enter your Personal Information Application Questionnaire
 Enter your Personal Information
 Personal Information
 *Marital Status: Married
 Date of Birth: 1973/09/15
 *Gender: Male
 *Ethnic Group: Black
 *Nationality: [Search] *Type: [Search] ID: [Search]
 Disabled

Step	Action
81.	Click in the Nationality field. 
82.	Click the Look up Nationality (Alt+5) button. 

Carers - Windows Internet Explorer
 https://www.up.ac.za/psp/pschmpr/EMPLOYEE/HRMS/c/HR5_HRAM.HRS_CE.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CE.GBL283&Folder=false&IgnoreParam...
 Welcome Mrs C Changuon (P4341279) to HCM Production (PSHMPRA)
 Look Up Nationality
 Search by: Country begins with [Search]
 Look Up Cancel Advanced Lookup
 Search Results
 View All First 1-100 of 242 Last

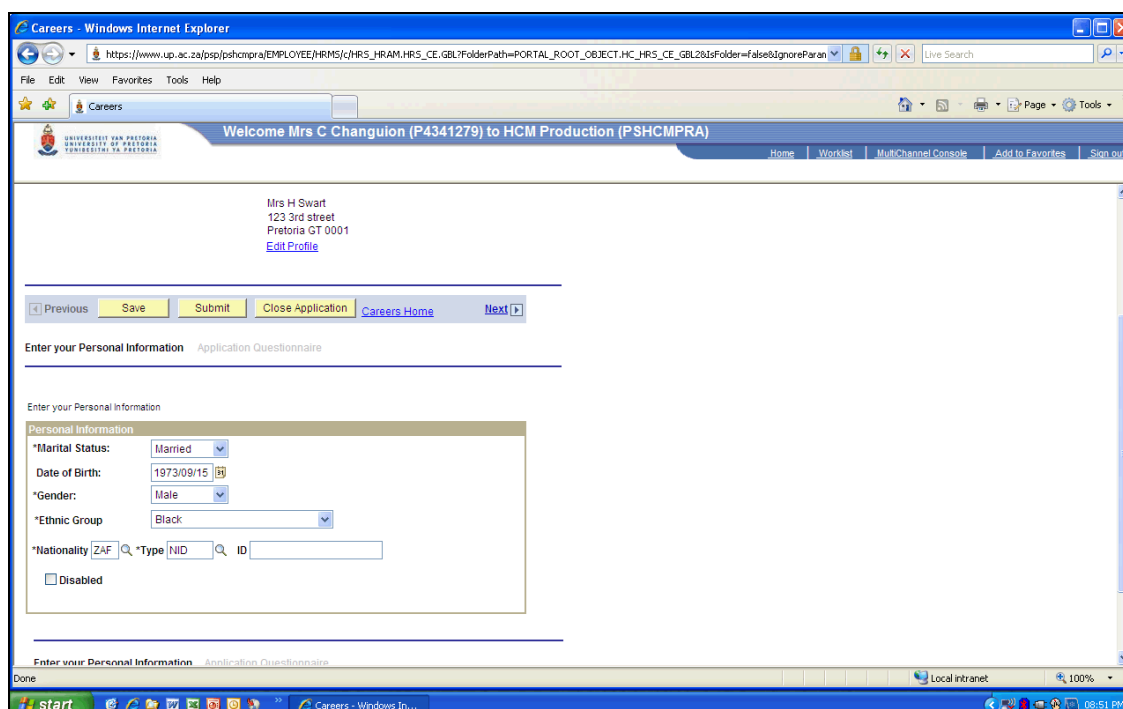
Country	Description
ARB	Aruba
AFG	Afghanistan
AGO	Angola
ALA	Anguilla
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern Territories
ATG	Antigua and Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BFA	Burkina Faso

 javascript: submitAction_win0(document.win0, #ICAdvSearch?);

System Process Document

How to complete the online application form

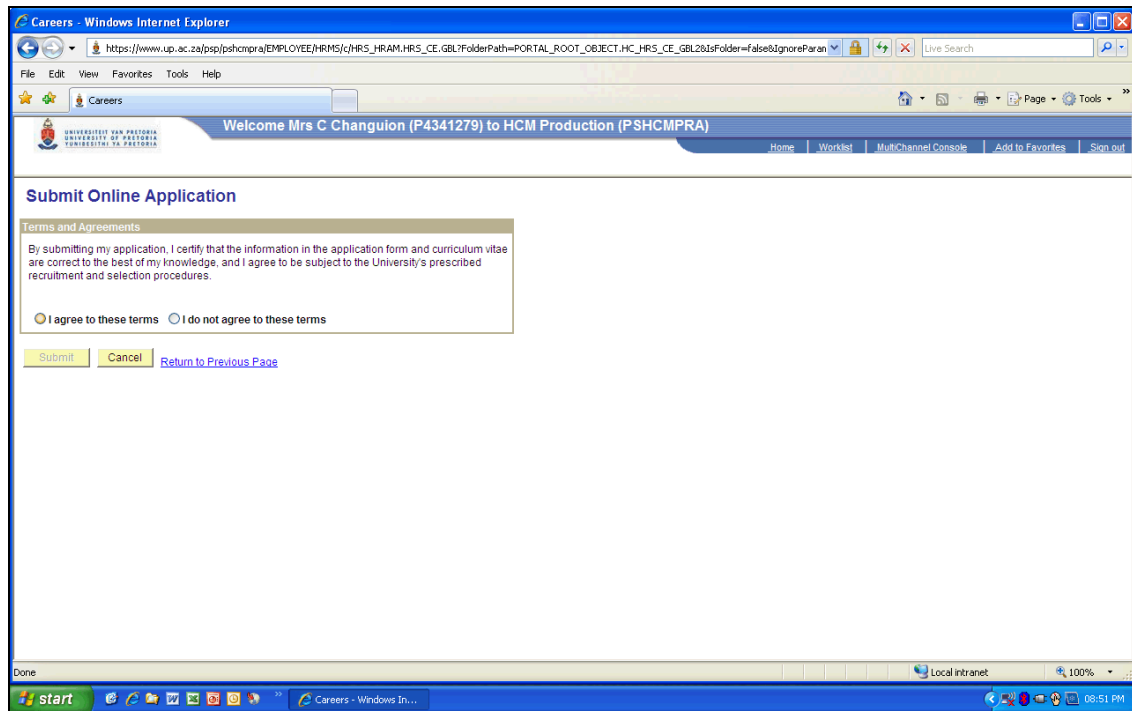
Step	Action
83.	Click the Advanced Lookup link. Advanced Lookup
84.	Click in the Description field. <input type="text"/>
85.	Enter the desired information into the Description field. Enter " south ".
86.	Click the Look Up button. <input type="button" value="Look Up"/>
87.	Click the South Africa link. South Africa

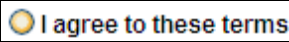
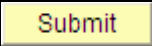


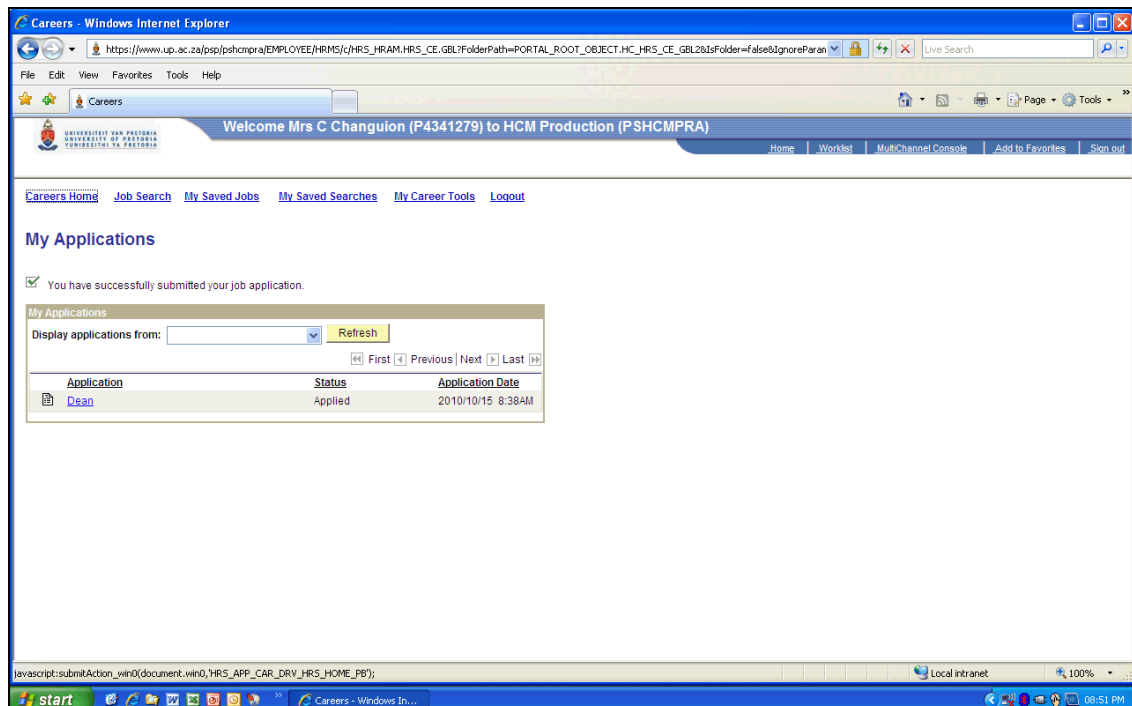
Step	Action
88.	Click in the ID field. <input type="text"/>
89.	Enter the desired information into the ID field. Enter " 7309150075081 ".
90.	Click the Next link. Next
91.	Answer all the questions by clicking in the appropriate boxes. All questions has to be answered before the application can be submitted. <input type="checkbox"/>
92.	Click the Submit button. <input type="button" value="Submit"/>

System Process Document

How to complete the online application form for Executive positions



Step	Action
93.	Click the I agree to these terms option. 
94.	Click the Submit button. 



System Process Document

How to complete the online application form

Step	Action
95.	Click the Careers Home link. Careers Home
96.	Your application has been successful! End of Procedure.