

Applicant Details

1.To add your details, log into the portal. Under <Service Desk> click on 'My Details' then click on the green link below the form.

The screenshot shows a web application interface. On the left is a navigation menu with 'Dashboard', 'Service Desk', 'My Details', 'Job Listing', and 'Internships'. The main content area is titled 'Applicant' and displays a list of personal details:

ID	9
Surname	Gichangi
First Name	Dennis
Middle Name	Wachira
Age	37
Gender	Male
Nationality	Kenya
Marital Status	Married
Identity Card	7878787

At the bottom, there is a link: 'Follow this link to update your details' with a green arrow icon.

2.To edit your details, use the 'Edit Details' tab. Fill in the fields then click on 'Save'.

The screenshot shows the 'Edit Details' page for an applicant. The navigation menu is the same as in the previous screenshot. The main content area has a tabbed interface with 'Edit Details' selected. The 'Details' tab is active, showing a form with the following fields:

Title	Miss
Surname	Gichangi
First Name	Dennis
Middle Name	Wachira
Phone	
Email	dennisgichangi@gmail.com
Date Of Birth (DD/MM/YYYY)	29/03/1979
Nationality	Kenya
Gender	Male
Marital Status	Married
Identity Card	7878787
Language	English
Previous Salary	
Expected Salary	



At the bottom, there are tabs for 'Interests', 'Objective', 'Field of Study', and 'Details'. The 'Details' tab is currently selected. There are 'SAVE' and 'DELETE' buttons in the top right corner of the form area.

3.Update other details using the tabs provided. For example, to add address information, Click on the 'Address' tab and fill in the fields.

Applicant

Edit Details Address Education Employment Seminars Projects Skills Referees Documents CV CV2

New Address

 Address SAVE 

Country	Kenya
Post Office Box	1234
Postal Code	00900
Town	Kiambu
Premises	
Street	Moi Avenue
Phone Number	1234567
Extension	
Mobile	987654
Fax	1234
Email	
Default	<input type="checkbox"/>
Details	

After filling all the forms through the tabs, a CV is generated by the system. Click on the 'CV' tab to view it.

4. Once this step is completed, the applicant can apply for available positions

[>Job application](#)
[>Internship application](#)