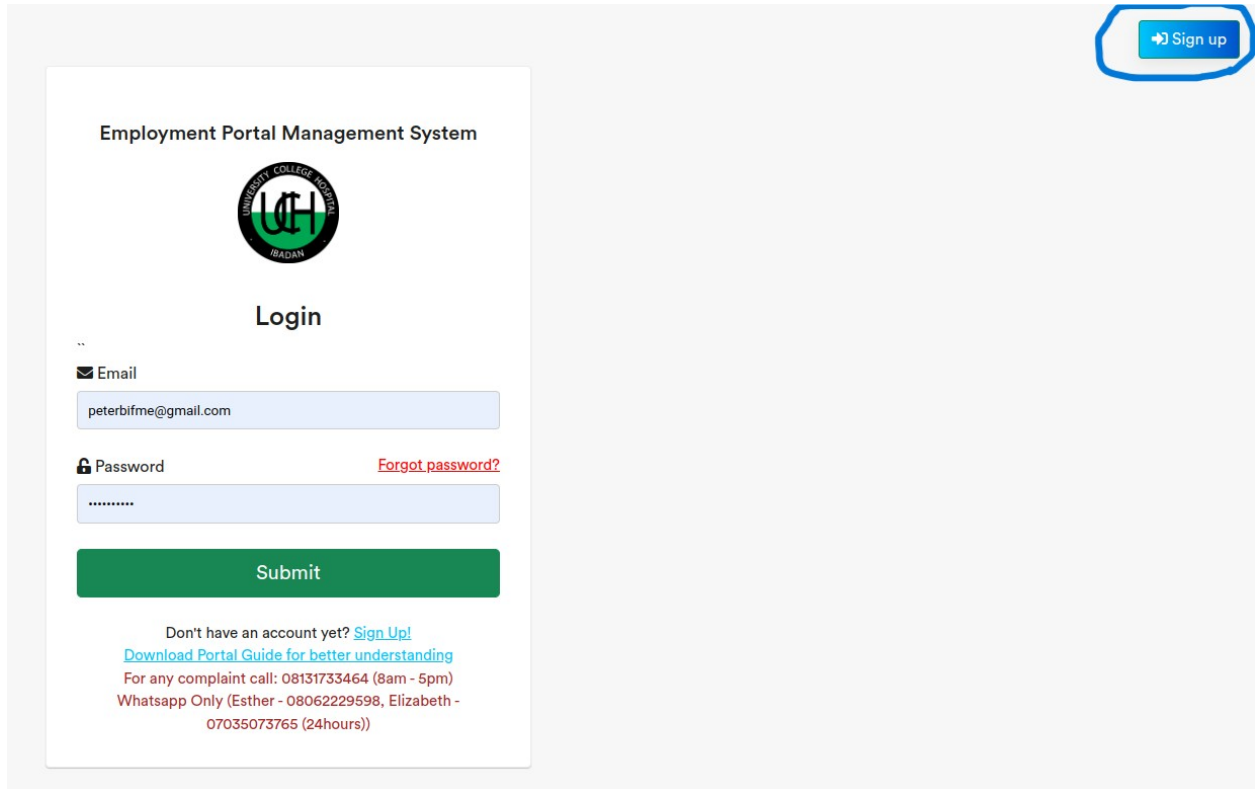



## PORTAL GUIDE

1. Sign up to: [employment.uch-ibadan.org.ng](http://employment.uch-ibadan.org.ng)
2. Click on **sign up** as a new user(you will be directed to sign up page, where you will create a new account)



Employment Portal Management System



Login

Email

peterbifme@gmail.com

Password [Forgot password?](#)

Submit

Don't have an account yet? [Sign Up!](#)  
[Download Portal Guide for better understanding](#)  
For any complaint call: 08131733464 (8am - 5pm)  
Whatsapp Only (Esther - 08062229598, Elizabeth - 07035073765 (24hours))

3. Click on **Generate Access code** (A modal box will be opened where you will insert your email: An access code will be sent to your email. Copy the code and paste it in the access code field, input your desired password(at least one upper case letter and one special character),confirm the password and **submit**).

**Register**  
Create an Account

**Access Code**  
Enter Access Code sent to your email  
Access Code is required.

**Password**  
Enter password  
Password is required.

**Repeat Password**  
Re-enter password

Submit

Already have an account? [Sign in](#)

Generate Access Code

4. Login to the portal if you have successfully created an account

Online Application Management System

**Login**

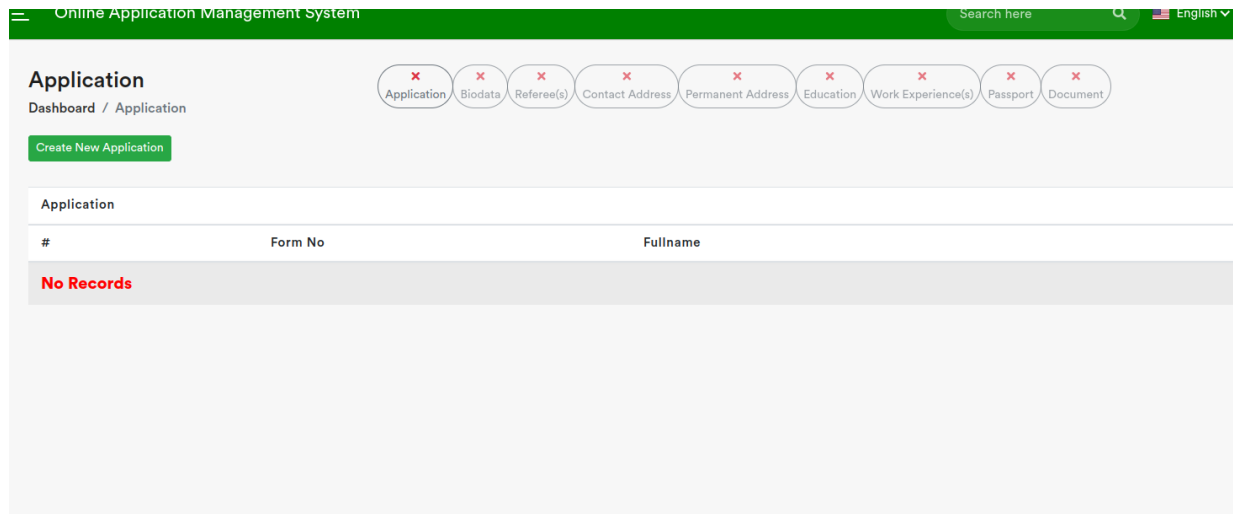
**Email**  
Enter Email Address  
Email is required.

**Password**  
Enter your password  
Forgot password?

Submit

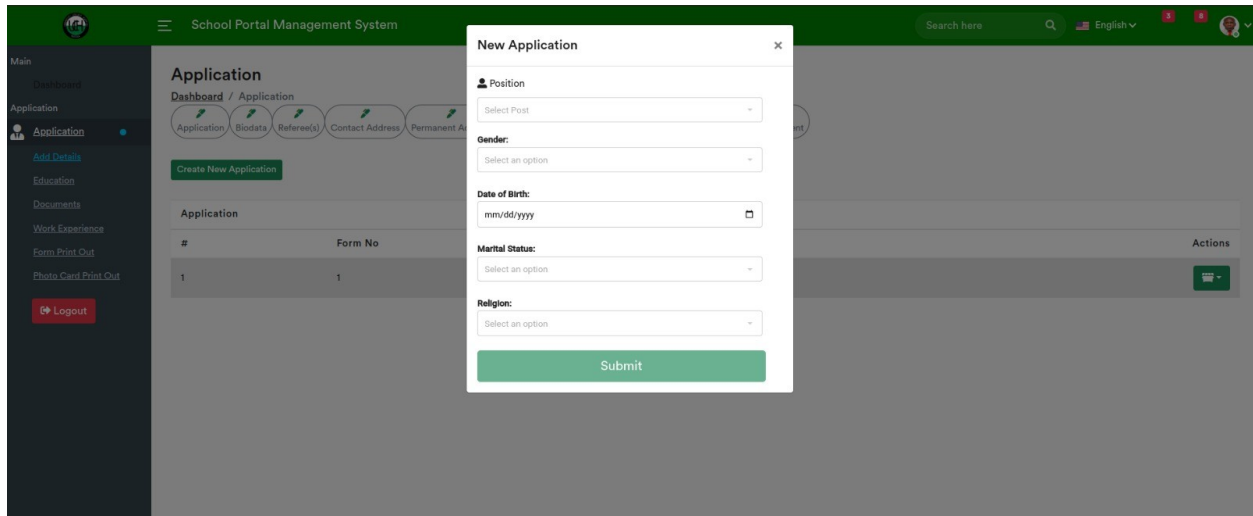
Don't have an account yet? [Sign Up!](#)

5. After successful login, you will be directed to **ADD DETAILS** page which include: Application, Biodata, Referees, Contact Address, Permanent Address, Education, Work Experience(s), Passport and Document.

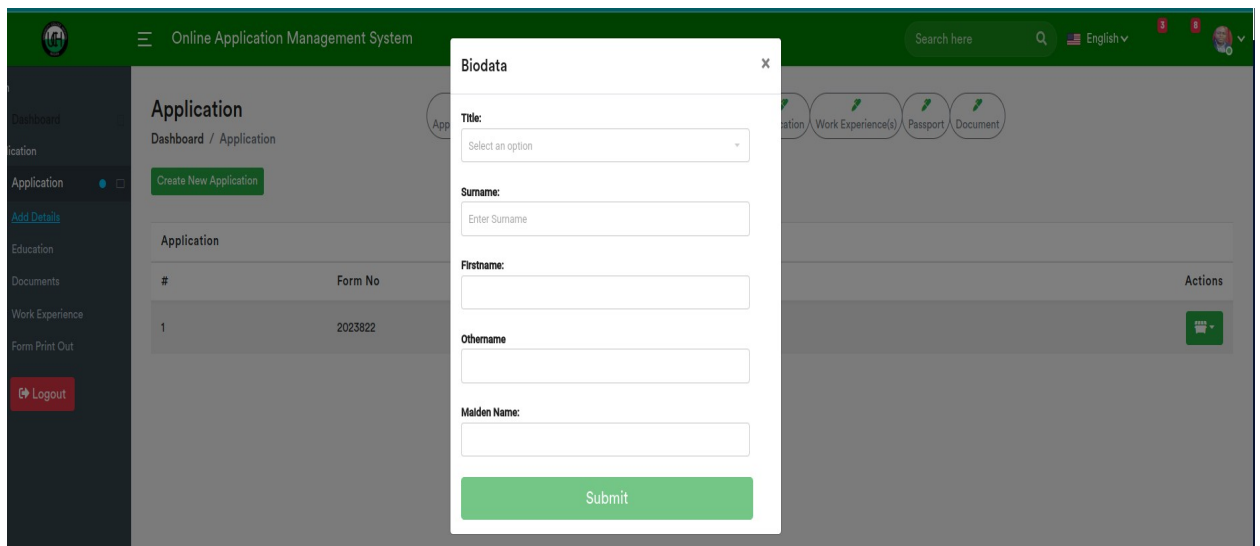


6. Proceed to fill all the Modals one after the other, starting from Application, fill out the forms and click on **submit** after successful completion of each modals.

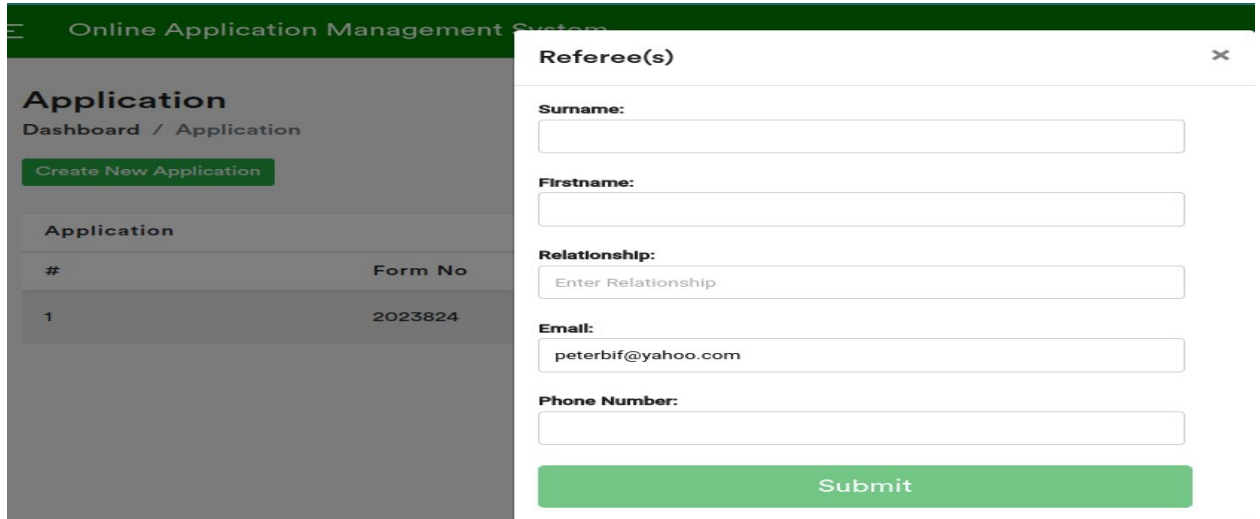
7. Click on New Application (select the position you wish to apply for, fill out your gender, D.O.B, marital status, religion and submit



8. Click on Biodata, fill out the form and click submit.

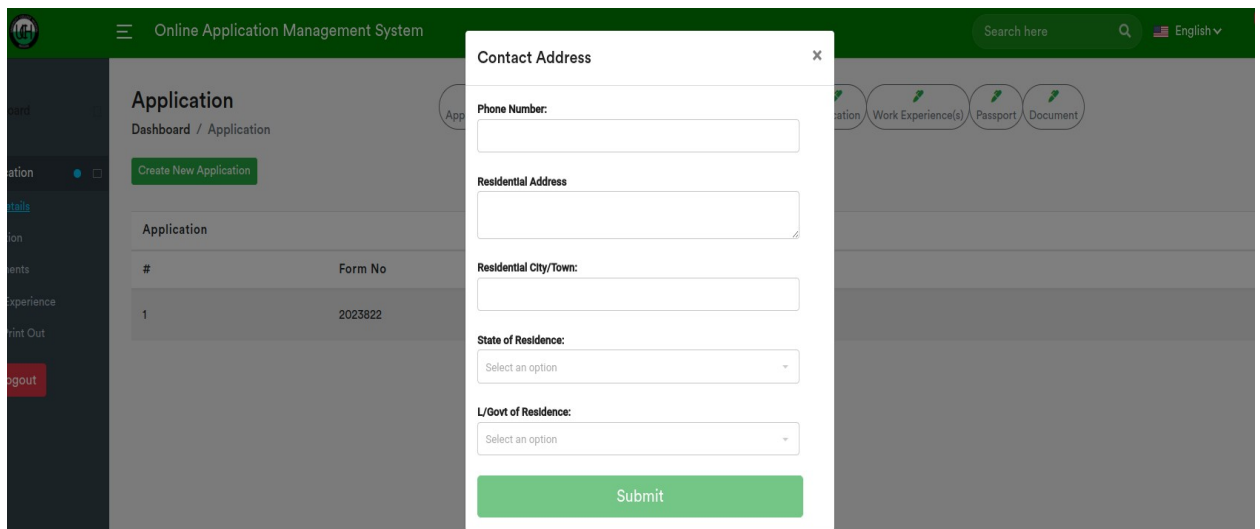


9. Click on Reference(s), fill out the form and click submit. After filling the referee's details, click on **Documents** and upload each reference letter from your referees



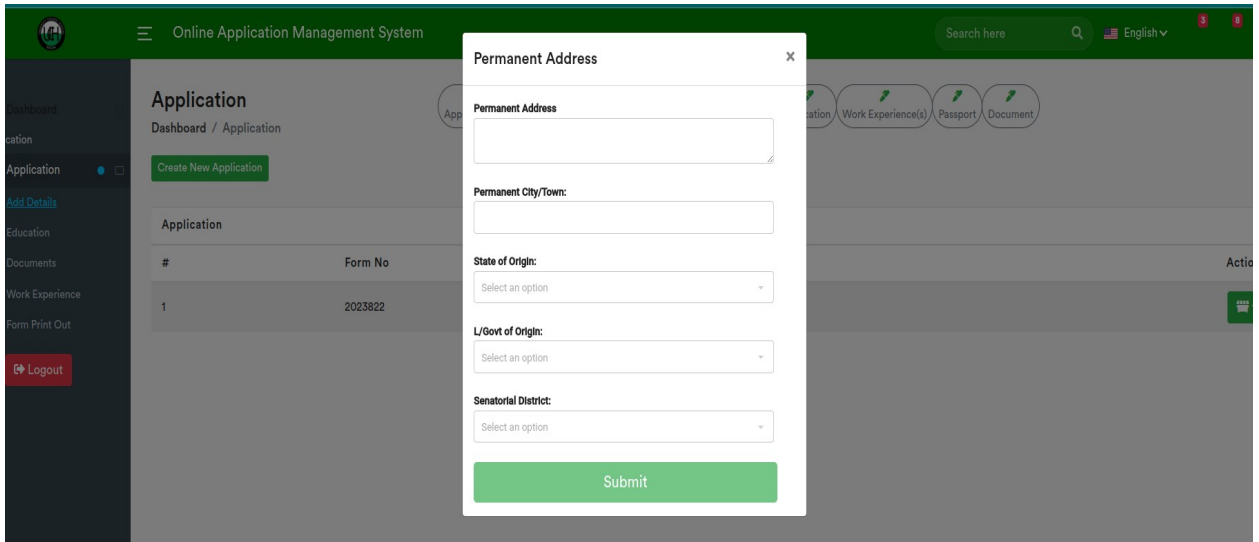
The screenshot shows the 'Online Application Management System' interface. A modal window titled 'Referee(s)' is open, displaying a form with the following fields: Surname, Firstname, Relationship (with a placeholder 'Enter Relationship'), Email (pre-filled with 'peterbif@yahoo.com'), and Phone Number. A green 'Submit' button is at the bottom of the modal. In the background, the 'Application' dashboard is visible, featuring a 'Create New Application' button and a table with columns '#', 'Form No', and a single row containing '1' and '2023824'.

10. Click on Contact Address, fill out the form and click submit.

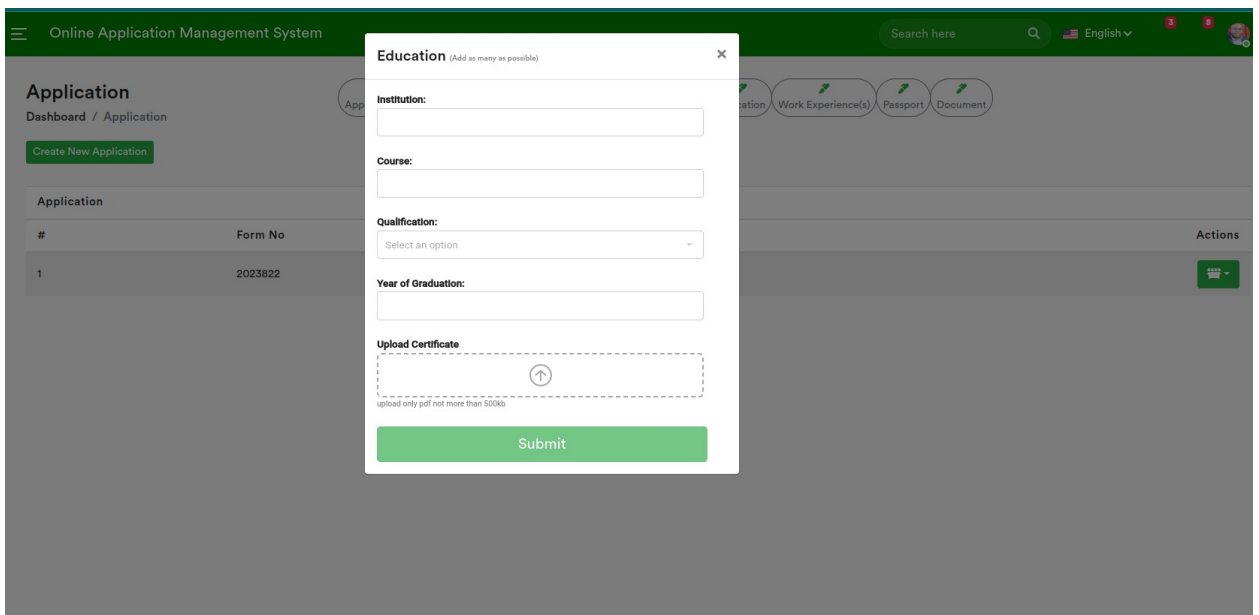


The screenshot shows the 'Online Application Management System' interface. A modal window titled 'Contact Address' is open, displaying a form with the following fields: Phone Number, Residential Address, Residential City/Town, State of Residence (a dropdown menu with 'Select an option'), and L/Govt of Residence (a dropdown menu with 'Select an option'). A green 'Submit' button is at the bottom of the modal. In the background, the 'Application' dashboard is visible, featuring a 'Create New Application' button and a table with columns '#', 'Form No', and a single row containing '1' and '2023822'. The top navigation bar includes a search bar and a language selector set to 'English'.

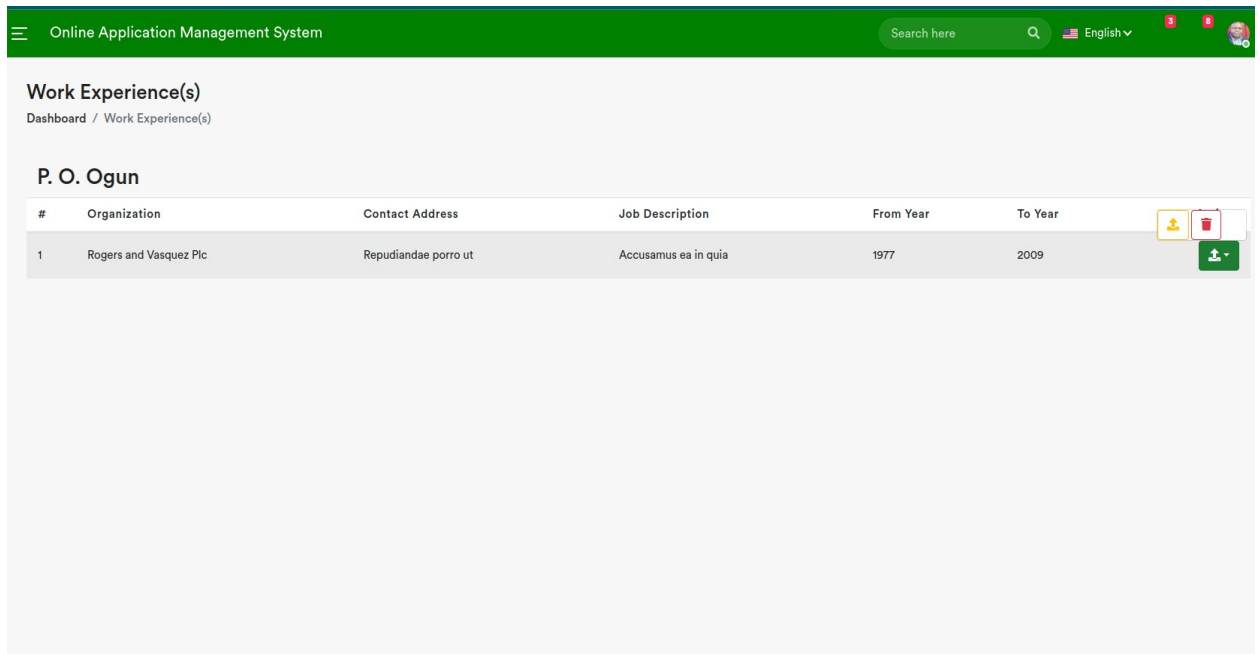
11. Click on Permanent Home Address, Fill out the form and click submit.






12. Click on Education, fill the form, upload each academic certificate and click submit. (Note: add as many academic qualifications and upload corresponding certificates)



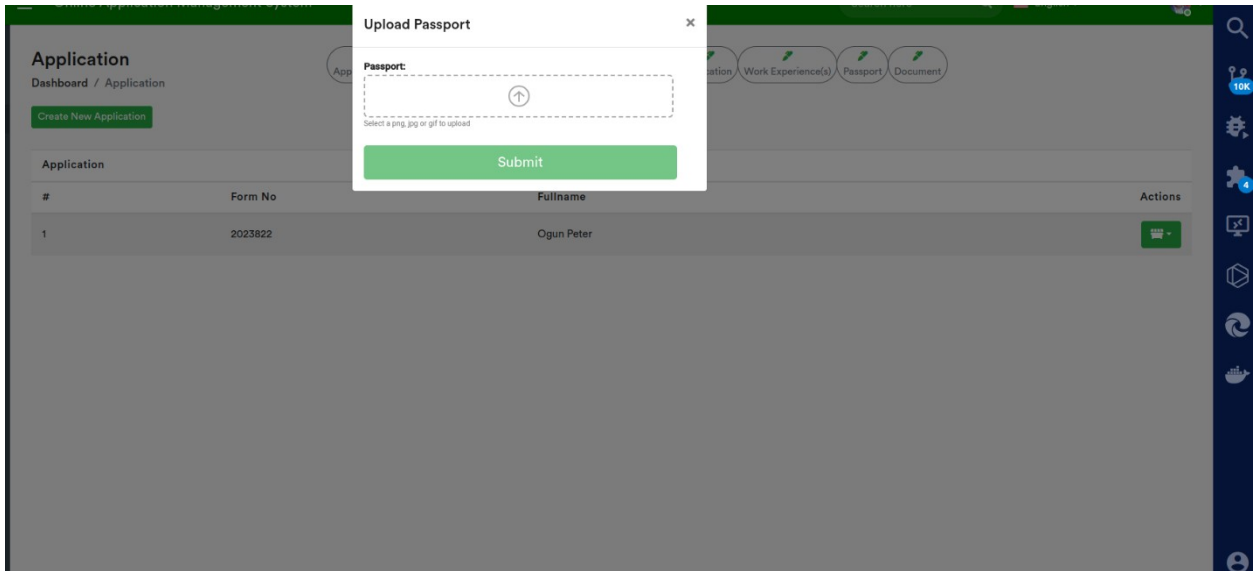
13. Click on Work Experience (if any), fill the form and click submit.



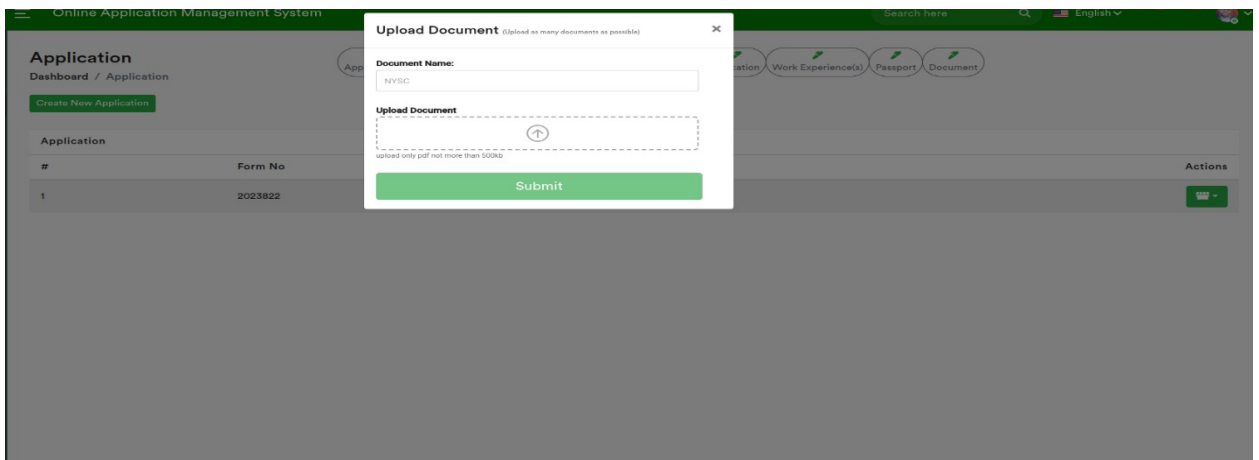
The screenshot displays the 'Work Experience(s)' section of an 'Online Application Management System'. The header includes a search bar and a language dropdown set to 'English'. Below the header, the user's name 'P. O. Ogun' is shown. A table lists the work experience entry with the following data:

#	Organization	Contact Address	Job Description	From Year	To Year	
1	Rogers and Vasquez Plc	Repudiandae porro ut	Accusamus ea in quia	1977	2009	  

14. Click on **Passport**, select your passport (It must be a white background and good quality passport or you may find it difficult to upload your passport), after successful uploading of the passport, click on submit.

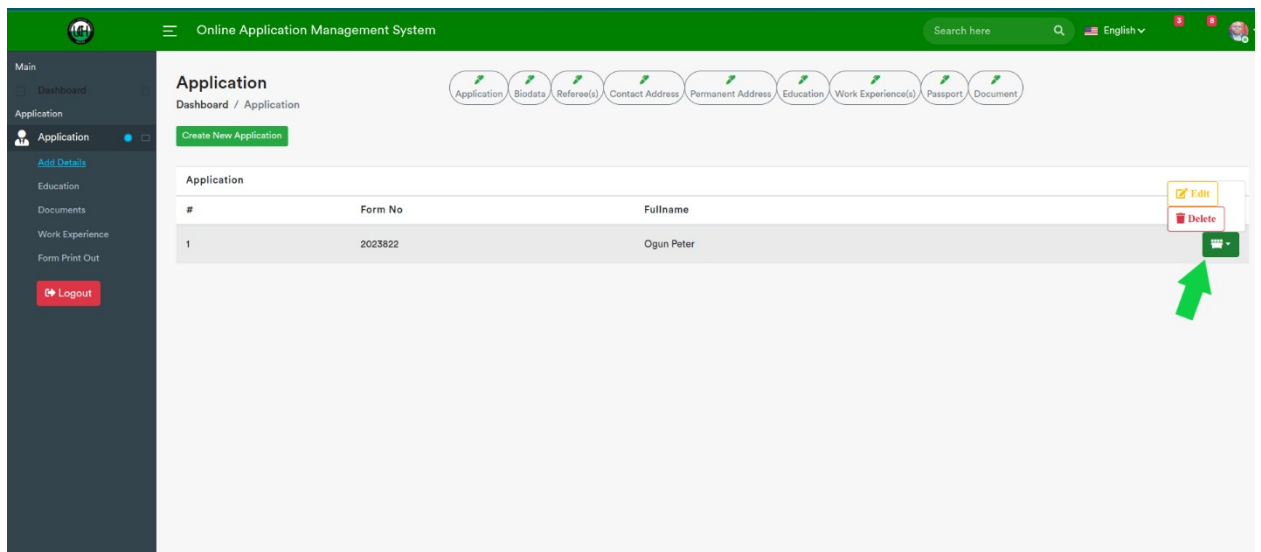


15. Click on **Documents** and fill the forms. Please Note that every other documents must be uploaded e.g Birth certificate, marriage certificate(if any), NYSC discharge/Exclusion certificate, Professional licenses e.t.c

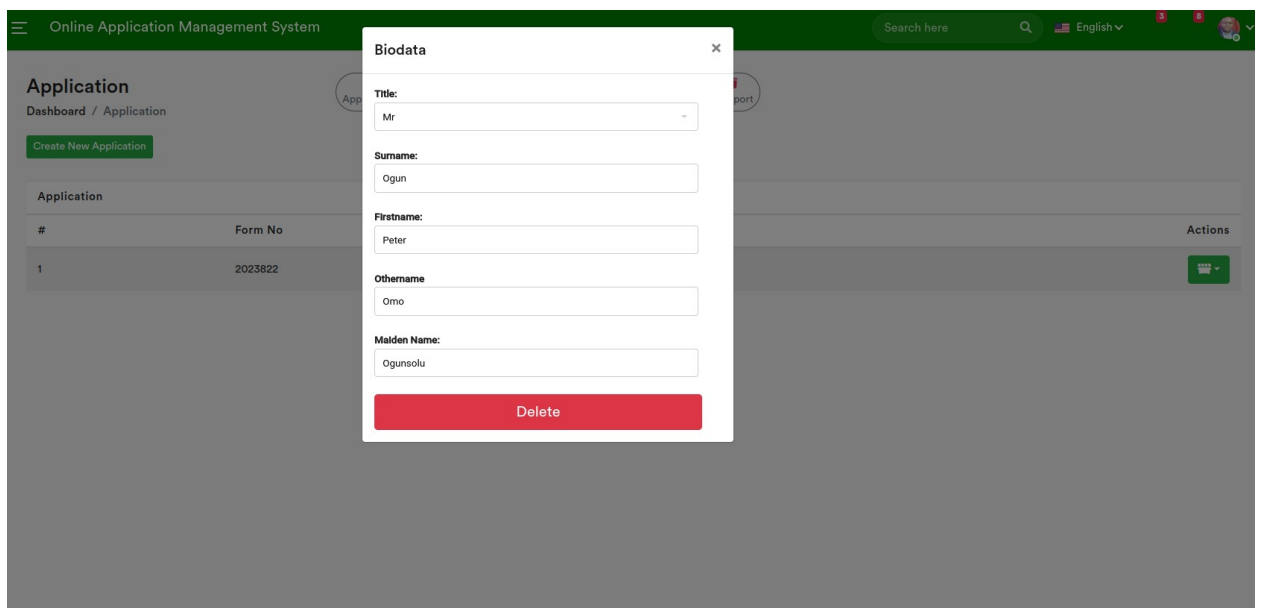




16. To **EDIT/ADD/DELETE** any information click on action button



select either delete or edit and all the **MODALS** will be highlighted, proceed to choose the modal you wish to edit or delete



17. To Edit/Add/Delete any information under Education, Documents and Work Experience, click on the corresponding modal.

The screenshot shows the 'Application' section of the Online Application Management System. The left sidebar has 'Education' highlighted with a green box. The main content area shows a table with one application entry.

#	Form No	Fullname	Actions
1	2023822	Ogun Peter	

Click on actions and choose delete or edit as preferred.


The screenshot shows the 'Education' section of the Online Application Management System. The left sidebar has 'Education' highlighted with a green box. The main content area shows a table with two education entries for Mr. P. O. Ogun.

Certificate Status Flag: ✓ Approved ⏸ Pending ✗ Declined

#	Institution	Course	Qualification	Year of Graduation	Certificate	Hr Status	Actions
1	Adipisci explicabo	Qui quia ullamco omn	HND	2016			
2	National Open University of Nigeria	Software Engineering	Certification License No : 451236	2020			

## 18. Print Out: Click Print-Out Form link to print your form

**School Portal Management System** Search here English

**Employment Form** University College Hospital, Ibadan  [Print](#)

Form No: 1  
Position:

(A) BIODATA

Surname: Ogunkeyes	Firstname: Peter
Othename: Omowonola	Maiden Name: None Date of Birth: 14th October 1990 (74 Years)

(B) CONTACT ADDRESS

Residential Address: No 23 Adeyemi Street	
Town/City: Ibadan	State: Oyo
Phone No: 0806755307	Email: peterbifme@gmail.com

(C) PERMANENT ADDRESS

Permanent Address Iure Et Molestias Ab	Town/City: Laboris Libero Moles
L/Govt of Origin: Eket	State of Origin: Akwaiborn
	Senate District: Adamawa Central

(D) REFERES(S)

Fullname	Occupation	Relationship	Phone No   Email
1. Miss Hester Blaine	Aspernatur Quam Id C	Non Est Reiciendis Q	+1 (255) 621-6864   Warnify@Mallinator.Com


(E) EDUCATION

## 19. Click Print-Out Photo card link to print your Photo card

**Photo Card** [Print](#)

University College Hospital, Ibadan

Form No: 12151  
Position: Medical Officer I



[Print](#)

metre Exceptions Views Route Queries Models Mails Gate Session Request POST api/auth/checkToken 1MB 19.17ms 0.2.0 #37 checkToken (jsa) (15:26:5)