

Ghana Labour Market Information System (GLMIS)

User Manual

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Home Page / Welcome Screen

The Homepage or the Welcome Screen is the first screen to see at any time the GLMIS application is launched in a web browser using the URL: www.glmis.gov.gh or <http://www.glmis.gov.gh/>. The Homepage looks similar to Fig. 1.0 below

To return to this page or screen from anywhere on this application, kindly Click on the Coat of Arms or the “Home” link or inscription at the top-right corner of the Home-page or Welcome screen

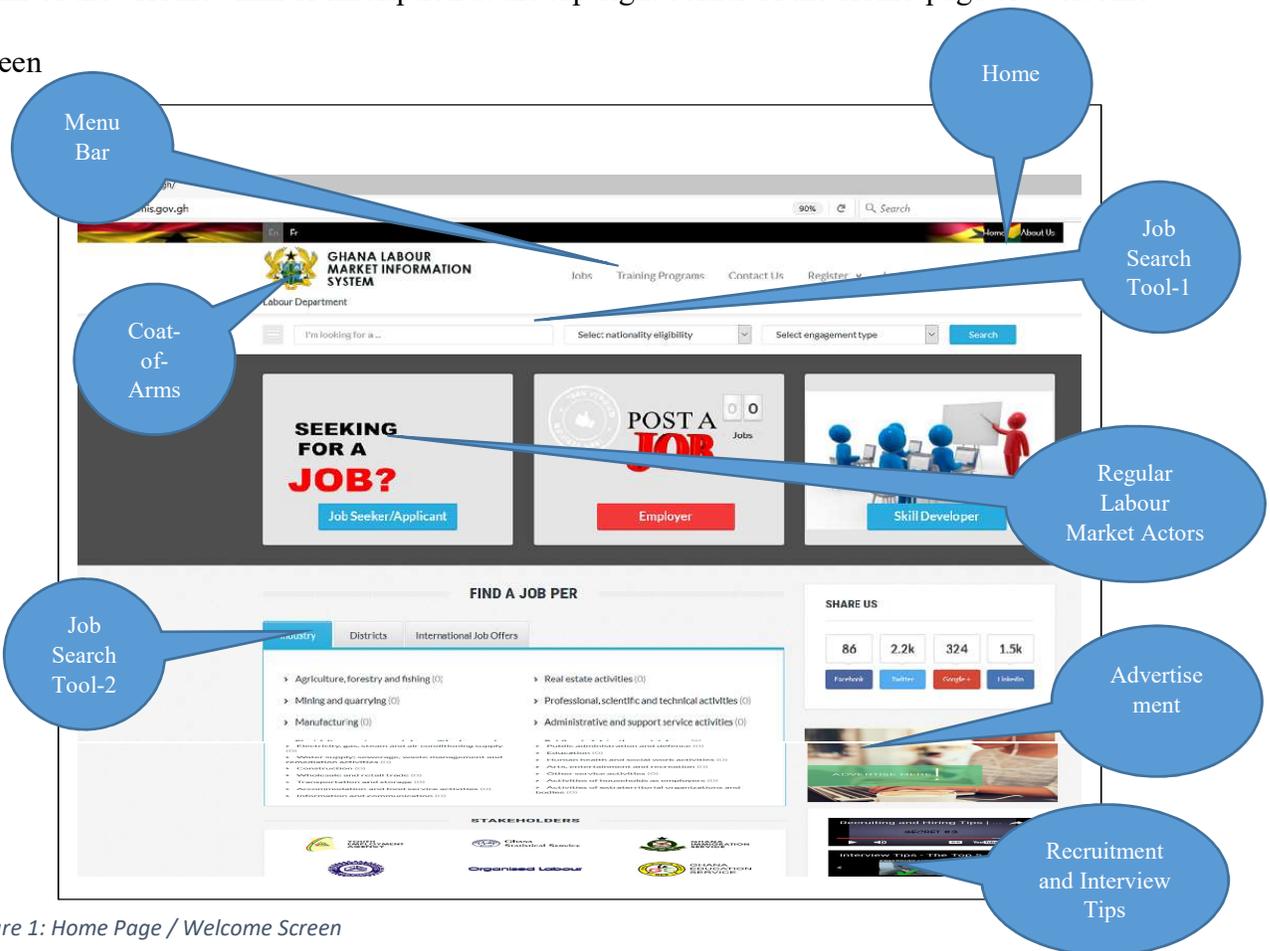


Figure 1: Home Page / Welcome Screen

1.1 Exploring the Welcome Screen Further

1.1.1 Search for Available Job Vacancies

To search for available jobs, there are two major ways:

- Use the “Jobs” menu at the Home/Welcome page as shown in Figure 1

- Click on the “Jobs” menu on the “Menu Bar” and a display screen similar to Figure 2 will appear
- Click on either a “Region” or an “Industry” (Mining, Agriculture, etc) or the “Type of Contract” (Permanent, Seasonal, etc), all the “Side Menu” as shown in Figure 2

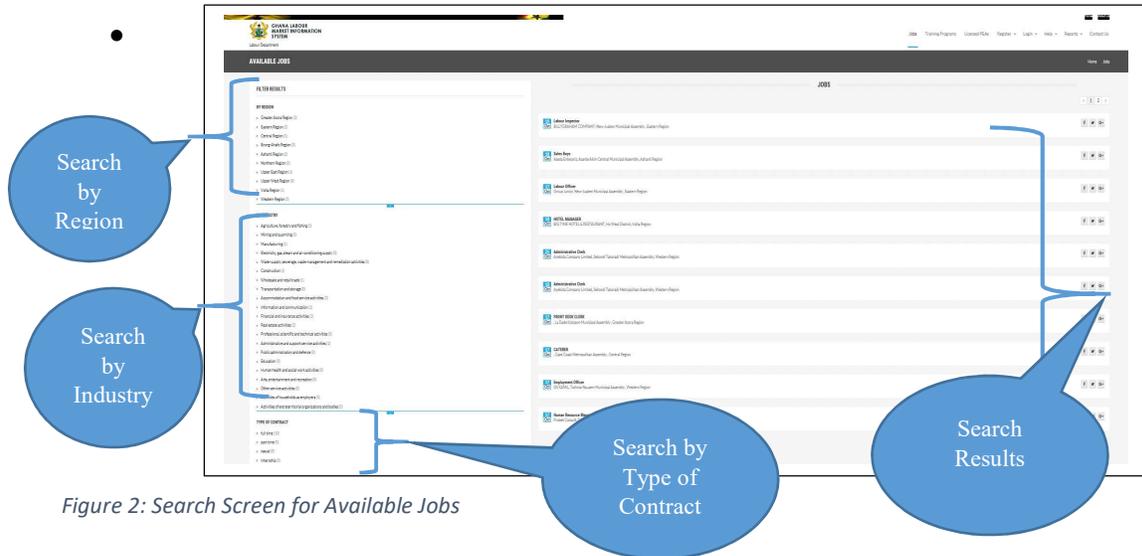


Figure 2: Search Screen for Available Jobs

- The result; which is available jobs in the “Region or an Industry or the Type of Contract that you chose will be shown for your consideration at the “Display panel” of the screen as shown in Figure 2

b) Use the “Job Search Tool-2” as shown in Figure 1

- At the Home Page or Welcome Screen, scroll a bit down and locate “Find a Job Per” or the “Job Search Tool-2” as shown in Figure 1
- Click on “Industry” Tab and find the number of available job vacancies in bracket alongside each of the listed Industries.
- Click on any Industry that has more than zero in the bracket to view the vacancies available for that Industry.

- Repeat this processes for the “Districts” and “International Job Offers” tabs to view available job vacancies under these tabs respectively

1.1.2 View licensed Private Employment Agencies

To view or access the Licensed Private Employment Agencies (PEAs),

- Click on “Licensed PEAs” menu on the “Menu Bar” at the Home-page or Welcome Screen
- A screen similar to Figure 3 will appear showing the list of PEAs who have been duly licensed by the Labour Department to work as Employment Agencies



Figure 3: Licensed Private Employment Agencies (PEAs)

- To narrow-in or find a particular PEA, kindly type the name of the PEA in question in the “Search Field” as shown in Figure 3.

1.1.3 Access available Training Programs by Skill-Training Institutions

To view or access Skill-Training Programs:

- Click on “Training Programs” menu on the “Menu Bar” at the Home-page or Welcome Screen
- A screen similar to Figure 4 will appear showing available training programs that one could apply in order to acquire new skills
- Click on “Program Details” as shown in Figure 4 to view the contact, location, duration, Institution offering the training and other details of a particular skilled-training program or topic

1.1.4 View Reports on Skills Required by Employers

The GLMIS application tabulates all the required skills that Employers look for, from the job vacancies that they post or publish to inform Job seekers and Labour Market Observatories.

To view or access the skills required by Employers:

- Click on “Reports” menu on the Menu Bar at the Homepage or “Welcome” screen
- A dropdown menu similar to Figure 4 will appear, select “Demands by Employers” sub-menu
- A screen similar to Figure 5 will appear showing first, the various Educational levels required by Employers, followed by the Skills sets often requested by Employers

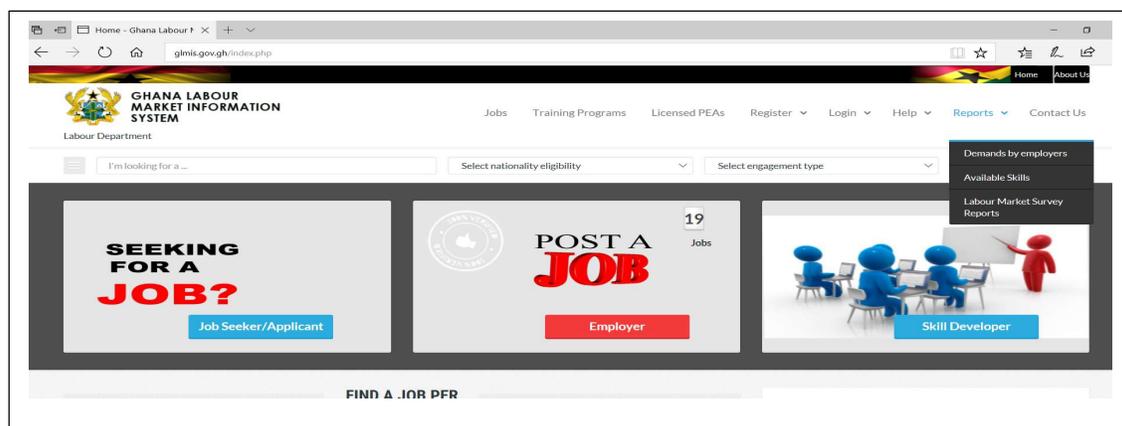


Figure 4: Reports Menu

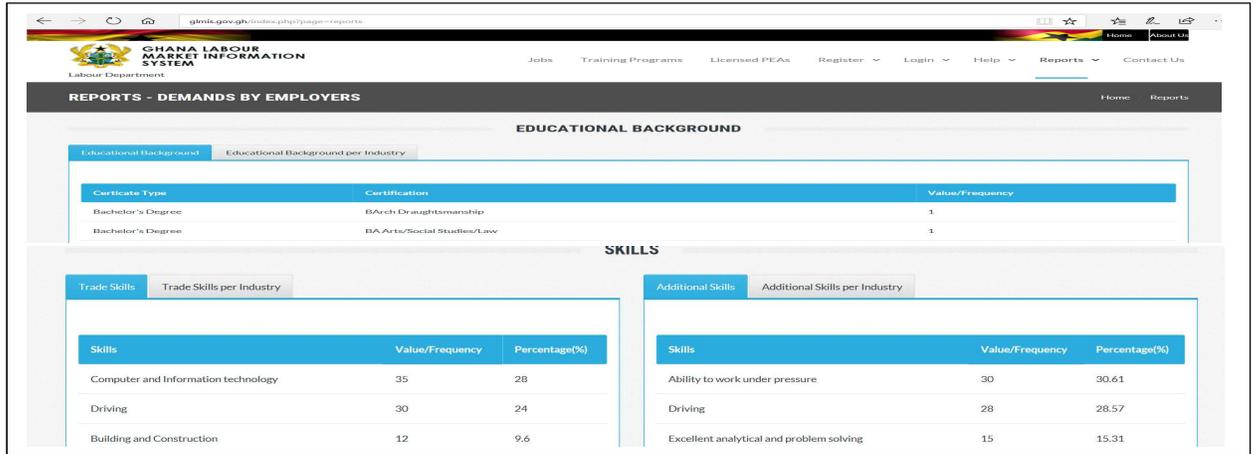


Figure 5: Educational levels and Skills Required by Employers

Note: the “Educational Background” is also grouped according to the Industry where Employers who made the request for those educational backgrounds operate in.

The “Skills” are also grouped into two; Trade Skills and Additional Skills

1.1.5 View Reports on Available Skills sent by Job-seekers

The GLMIS application tabulates all the educational levels and skills of Jobseekers who have registered with the GLMIS Application to inform Employers and Labour Market Observatories about Labour Skills that are available.

To view or access the skills and Educational Backgrounds of registered Jobseekers:

- Click on “Reports” menu on the Menu Bar at the Homepage or “Welcome” screen
- A dropdown menu similar to Figure 4 will appear, select the “Available Skills” sub-menu

- A screen similar to Figure 6 will appear showing first, the various Educational levels of Jobseekers, followed by available skills sets of all the registered Jobseekers.

Jobseekers Account/Portal

Job-seekers are individuals who have the following:

- acquired some employable skills and/or attained minimum employable educational level
- And have reached the minimum working age as per Ghana's constitution.
- And are looking for job or employment

1.2 Job-seekers Registration

To register as Job-seeker, kindly go to the GLMIS Homepage or welcome screen using www.glmis.gov.gh and follow the steps below:

- Go to the Menu Bar at the Homepage as shown in Figure 1: Home Page / Welcome Screen and click on "Register"
- When "Register" is clicked, a dropdown menu will appear showing "Jobseekers/Applicants", "Employers" and "Skill Developers". Select/Click on the "Jobseekers/Applicant" sub-menu and a screen similar to Figure 6: Job-seeker Registration Screen will appear.
- Fill in your Personal Information which requires only your First and Surname. Fill in your Login Information which also requires your
 - Active e-mail address
 - Password that you wish to use to login as Jobseeker on the GLMIS Application.
 - Repeat your password in the "Confirm password" box or field

- Identify and key in the automatically generated code into the “Enter the Code above here” field or box. This is to indicate that you are real job-seeker.
- Click on the “Register” button to finalized your registration process as Job-seeker

If, during the registration period, the GLMIS Application indicates that you are an already registered job-seeker, then click on “Login” button to log into your Job-seeker account or portal

Figure 6: Job-seeker Registration Screen

Click “Login” if you are already registered

Click “Register” to complete the registration

1.3 Job-seekers Login

There are two major ways that jobseekers can login to their accounts or portals.

- Go to the Menu Bar at the Homepage as shown in Figure 1: Home Page / Welcome Screen and click on “Login” menu
- When “Login” is clicked, a dropdown menu will appear showing “Jobseekers/Applicants”, “Employers” and “Skill Developers”. Select/Click on the “Jobseekers/Applicant” sub-menu and a screen similar to Figure 7: Job-seekers’ Login Screen will appear.

- Key in your active e-mail address and the password that you used during your registration as a job-seeker
- Click on “Login” button after providing the correct Login information to view your Welcome Screen as shown in Figure 8: Job-seeker’s Home / Welcome Screen

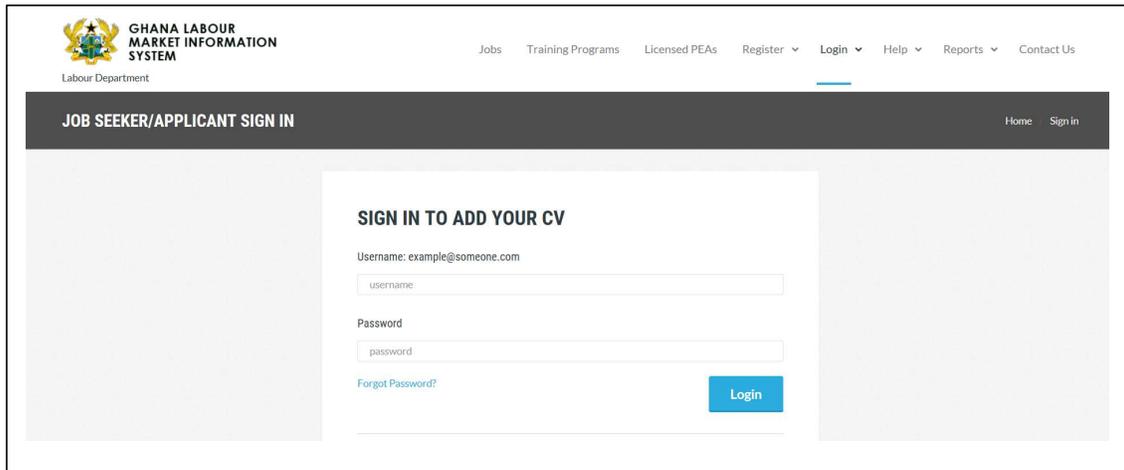


Figure 7: Job-seekers’ Login Screen

Alternatively,

- Go to the Homepage of the GLMIS Application and click on “Jobseeker/Applicant” button located under the inscription “SEEKING FOR A JOB?”
- A screen similar to Figure 7: Job-seekers’ Login Screen will appear
- Key in your active e-mail address and the password that you used during your registration as a job-seeker
- Click on “Login” button after providing the correct Login information to view your Welcome Screen as shown in Figure 8: Job-seeker’s Home / Welcome Screen

1.4 Job-seekers' Welcome/Home Screen

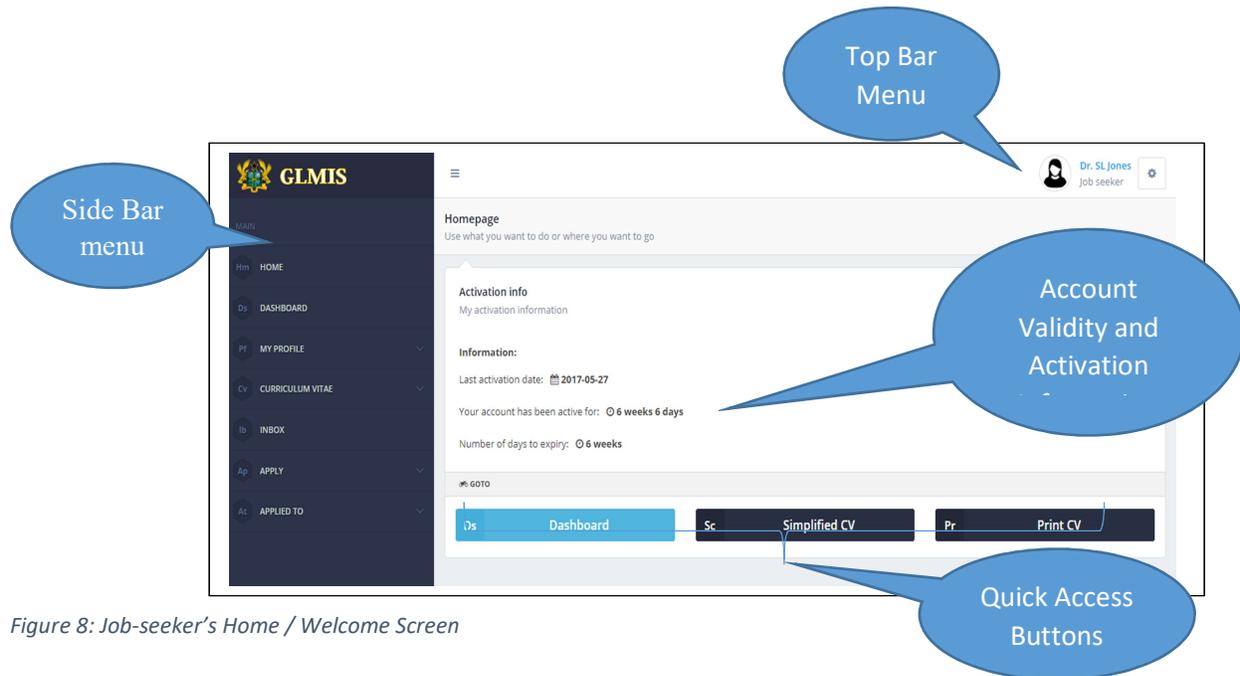


Figure 8: Job-seeker's Home / Welcome Screen

This is the first interface a (registered) Job-seeker sees when logged in. As shown in Figure 8: Job-seeker's Home / Welcome Screen It displays four (4) main components to the user. They are:

a. Account Validity and Activation Information

This gives you (the Job-seeker) information on whether your account is valid for Job Matching or needs to be activated. This screen provides Job-seeker account details such as:

- Activation Link/Button: this would be visible only when your account expiry date is due
- last activation date
- How long (Number of Weeks and Days) your Job-seeker account has been active since your last activation date
- Expiry date of your account to qualify for Job Matching.

NOTE: once you create a Job-seeker account and the CV is filled, the Application System (GLMIS) forwards your CV to a pool of Job-seekers called the “Live Register” for Three (3) Months. The Application System (GLMIS) would seek to find Jobs for all the CVs that have been forwarded to the “Live Register”.

After the 3-month duration, if your CV did not attract any Job, the Application System (GLMIS) would require you to Re-activate your account because your accounts eligibility to be kept in the “Live Register” would have expired. The Re-activation would prove to the Application System that, you have neither found job on your own nor travelled.

To re-activate your account simply means, you want the Application System (GLMIS) to re-submit your CV into the “Live Register” for another 3-month period for job.

b. Quick Access Buttons

These buttons give the job-seeker ready access to key functionalities of the Application System (GLMIS). They are specific alternatives to the Side-bar Menu. The Quick Access Buttons give the user access to fill in the simplified CV which contains specific details relevant for automatic job matching.

A user can choose to use the print CV button to print his/her CV.

c. Top Bar Menu

The Top Bar Menu displays the picture (if any), Title and Name of the logged-in User (Job-seeker).

It also gives the Job-seeker access to

- his/her Profile (“my profile”)
- his/her Picture (“ Change profile picture”)

- Change his/her Password (“change password”) and finally
- Log-out or sign-out of his/her account (“logout”).

d. Side bar Menu

This is the main navigation menu of the Job Seeker Module.

Links found are:

Home – Link to the welcome page.

Dashboard – Link to the Job Seeker dashboard.

My Profile – Link to the Job Seeker profile page.

Curriculum Vitae – Link to the Job Seeker extended CV page.

Inbox – Link to the Job Seeker Inbox.

Apply – Drop down menu that allows users to apply for jobs, internships and or training programs.

Applied to – Drop down menu that allows users to view all previously applied to jobs, internships and or training programs

Specific Actions to be taken by Jobseeker

1.5 View/Access Jobseeker Dashboard

The Dashboard gives the user access-links to all the features of the Job Seeker Module.

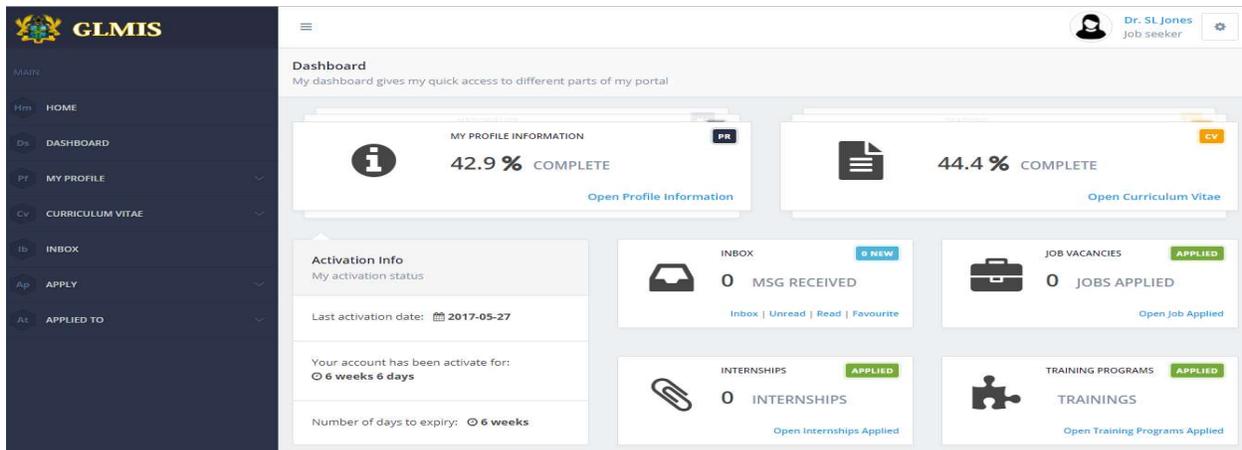


Figure 9: Dashboard Screen

1.6 Re-activate Expired Job-seeker Account

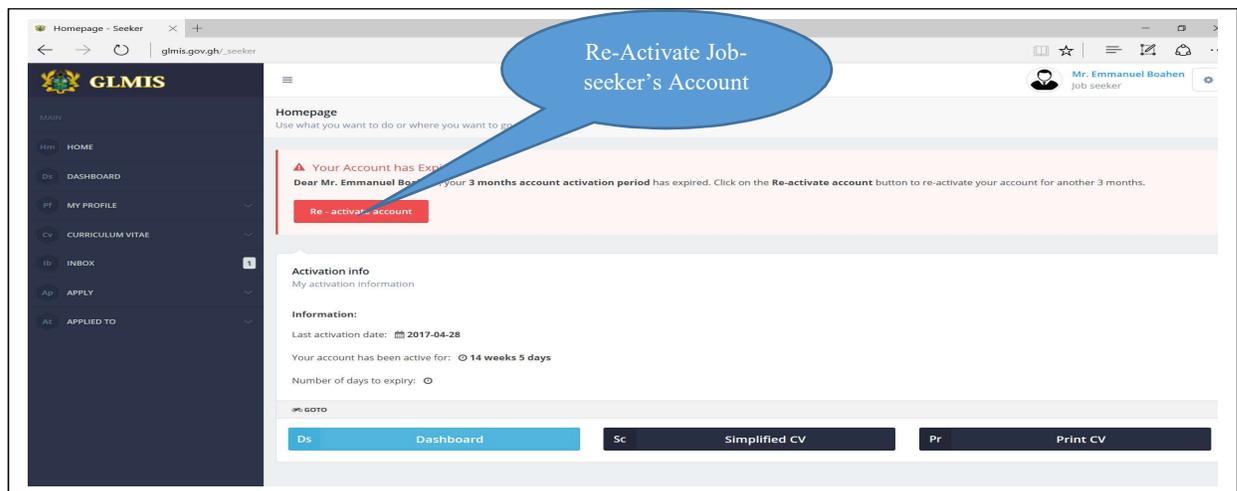


Figure 10: Job-seeker's Account Re-activation Screen

1.7 Job-seekers' Profile

Job-seekers are required to provide information for Eight (8) main sections/Items under the “Profile” which are “Personal Information”, “Physical Challenges”, “Nationality”, “Current Residence”, “Contact Information”, “Profession”, “Industry Preference” and “Remuneration”.

Kindly Note that, all these information are required to increase your chances of getting a preferred job.

- To access the Job-seeker’s profile, simply go to the Side-menu (as shown in Figure 8: Job-seeker’s Home / Welcome Screen) and Click on “My Profile”.
- When “My Profile” is clicked, a drop-down or sub menus will appear showing “Overview” and the Eight (8) sub-menu Items
 - ❖ Click on the “Overview” to access all the Eight (8) sections/Items on one screen as shown in
 - ❖ Figure 12: “Overview” Screen for Job-seeker “Profile or
 - ❖ Click on any of the Eight items such as “Personal Information” or “Nationality”, etc to access specific screen

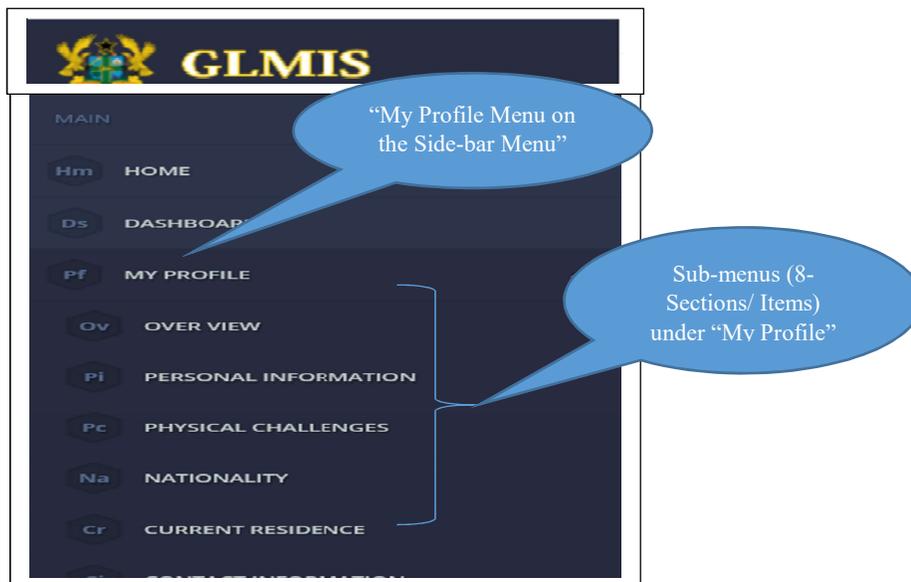


Figure 11: Accessing "My Profile" menu on the Side-menu

Alternatively;

- Go to the Side-menu and Click on “Dashboard” and a screen similar to Figure 9: Dashboard Screen will appear, click on “Open Profile Information” and a screen will

appear showing all the eight main Items/sections on one screen (Overview Screen) as shown in Figure 10.

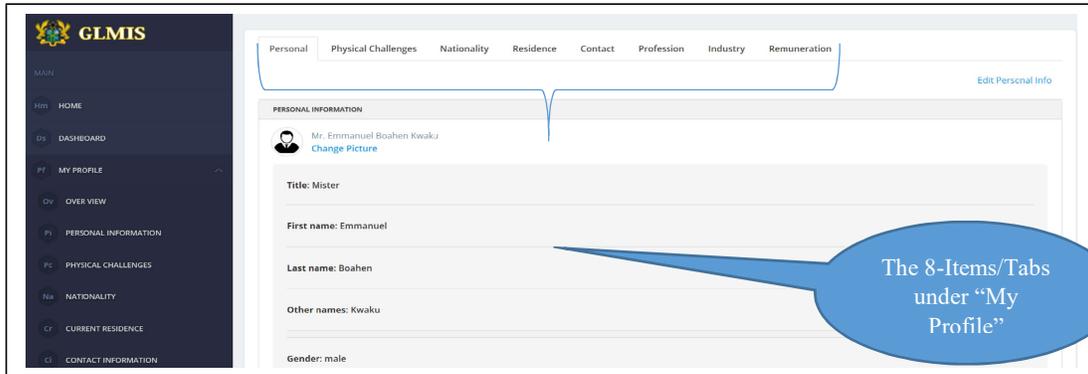


Figure 12: “Overview” Screen for Job-seeker “Profile”

1.7.1 Personal

Information required under this item/tab include Title, First/Last/Other Names, Gender, Date of Birth, Marital Status and Picture of the Job-seeker

To key-in or edit your personal information,

- Click on “Personal” tab as found in
- Figure 12: “Overview” Screen for Job-seeker “Profile
- Click on “Edit Personal Info” link to add information (This link is located at the top right corner under the tabs). And a screen similar to Figure 13: Screen for keying-in or editing Personal Information will appear
- Key-in or edit your personal information and Click on the “Save Changes” button/Link to save all entries/changes made
- Click on “Close/Cancel” to return to the (Job-seeker) Profile screen or cancel any changes you may have made

Figure 13: Screen for keying-in or editing Personal Information

1.7.2 Physical Challenges

The only information required is to indicate whether the User (Job-seeker) has any form of disability or not. To indicate your physical challenge status;

- Click on the “Physical Challenges” tab as found in
- Figure 12: “Overview” Screen for Job-seeker “Profile
- Click on the drop-down list or options box to select appropriate that indicates your physical disability status as shown in Figure 14: Physical Challenge/Disability Status Screen
- Click on the “Save” button/link to save your input

Figure 14: Physical Challenge/Disability Status Screen

1.7.3 Nationality

Information required under this tab/item include Country of origin (Nationality), Hometown, Country/Region/District and Place of Birth, and Passport details

To access the “Nationality”;

- Click on the “Nationality” tab as found in
- Figure 12: “Overview” Screen for Job-seeker “Profile
- Click on “Edit Nationality” link to add information (This link is located at the top right corner under the tabs).
- A screen similar to Figure 15: Job-seeker's Nationality/Identity will appear
- Key-in or edit your “Nationality” or Identity and Click on the “Save Changes” button/Link to save all entries/changes made
- Click on “Close/Cancel” to return to the (Job-seeker) Profile screen or cancel any changes you may have made

NATIONALITY	
Nationality	
National ID	11116
Nationality	Ghanaian
Home town	Bechem west
Country of birth	Ghana (GH)
District of birth	Tano South District
Place of birth	Kumbre
Passport number	P5123456
Place of issue	Accra
Expiry date	2017-05-31

Figure 15: Job-seeker's Nationality/Identity

1.7.4 Residence

The information required under this tab/section include your current country of residence, the Region and District you currently reside in (only for those who choose Ghana as the current country of residence), and finally your residential address (thus, Suburb, Street Name, House Number, etc.)

To input current residential information;

- Click on the “Residence” tab as found in
- Figure 12: “Overview” Screen for Job-seeker “Profile
- Click on “Edit Current Residence” link which is located at the top right corner under the tabs.
- A screen similar to Figure 16: Job-seeker’s Current Residence Screen will appear
- Select your country of residence from the dropdown-list and Key-in or edit your Region and District of Residence if you currently reside in Ghana, otherwise, key-in your Home/residential address if you chose any other country other than Ghana
- Click the “Save Changes” button/Link to save all entries/changes made
- Click on “Close/Cancel” to return to the (Job-seeker) Profile screen or cancel any changes you may have made

The screenshot shows a web form titled "CURRENT RESIDENCE" with a sub-header "Current Residence" and a "Save Changes" link in the top right. The form contains four rows of input fields:

- Country of residence:** A dropdown menu with "Afghanistan (AF)" selected.
- Region of residence:** A dropdown menu with "Ashanti Region" selected.
- District of residence:** A dropdown menu with "Sekyerere South District" selected.
- Address/House number:** A text input field containing "BN13".

At the bottom of the form, there are two buttons: a dark blue "Save Changes" button with a document icon, and a red "Close / Cancel" button with a close icon.

Figure 16: Job-seeker’s Current Residence Screen

1.7.5 Contact Information

The information required under this tab/section are your active Phone Numbers and E-mail

Address. To Key-in or Edit your contact details:

- Click on the “Contact” tab as found in
- Figure 12: “Overview” Screen for Job-seeker “Profile
- Click on “Edit Contact information” link which is located at the top right corner under the tabs.
- A screen similar to Figure 17: Job-seeker's Contact Details Screen will appear
- Key-in or edit your Telephone and Mobile Phone Numbers, and E-mail Address
- Click the “Save Changes” button/Link to save all entries/changes made or
- Click on “Close/Cancel” to return to the (Job-seeker) Profile screen or cancel any changes you may have made

Figure 17: Job-seeker's Contact Details Screen

1.7.6 Profession

To key-in or Edit your Profession:

- Click on the “Profession” tab as found in

- Figure 12: “Overview” Screen for Job-seeker “Profile
- Click on “Edit Profession” link which is located at the top right corner under the tabs.
- A screen similar to Figure 18: Job-Seeker's Profession will appear
- Select, from the drop-down lists, your Main Profession / Occupation followed by the sub-level of the Occupation (i.e. Sub-occupation) and finally, select your Profession or Occupation.

Note: the “Sub-occupation” depends on the “Main Profession / Occupation” that you would select whilst the Profession or “Occupation” you finally choose too depends on the “Sub-occupation” or Sub-Profession that you choose

- Click the “Save Changes” button/Link to save all entries/changes made
- Click on “Close/Cancel” to return to the (Job-seeker) Profile screen or cancel any changes you may have made

The screenshot displays a web form titled "PROFESSION" with a sub-header "Profession". In the top right corner, there is a "Save Changes" link. The form contains three dropdown menus:

- Major Occupation:** Managers
- Sub Occupation:** Administrative and commercial managers
- Occupation/Profession:** Boatswain (navy)

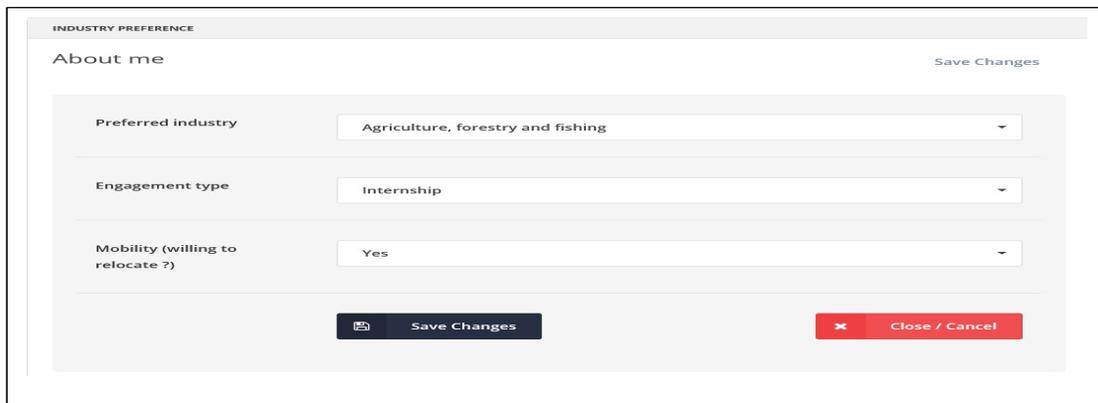
At the bottom of the form, there are two buttons: a dark blue "Save Changes" button with a document icon, and a red "Close / Cancel" button with a close icon.

Figure 18: Job-Seeker's Profession

1.7.7 Industry

The information required under this tab or section are Job-seeker's preferred industry, type of engagement and Job-seeker's willingness to move from his current location if the employer requires it. To add these information;

- Click on the “Industry” tab as found in
- Figure 12: “Overview” Screen for Job-seeker “Profile
- Click on “Edit Industry Preference” link which is located at the top right corner under the tabs.
- A screen similar to Figure 19: Job-seeker's Industry Preference Screen will appear
- Select, from the drop-down lists, your Preferred Industry that you would like to work in, Type of engagement that you wish for (Internship, Permanent, etc) and your readiness to move from your current location to any other where there is employment for you
- Click the “Save Changes” button/Link to save all entries/changes made
- Click on “Close/Cancel” to return to the (Job-seeker) Profile screen or cancel any changes you may have made



The screenshot shows a web form titled "INDUSTRY PREFERENCE" with a sub-header "About me". In the top right corner, there is a "Save Changes" link. The form contains three rows, each with a label and a dropdown menu:

- Label: "Preferred industry", Value: "Agriculture, forestry and fishing"
- Label: "Engagement type", Value: "Internship"
- Label: "Mobility (willing to relocate ?)", Value: "Yes"

At the bottom of the form, there are two buttons: a dark blue button labeled "Save Changes" with a small icon, and a red button labeled "Close / Cancel" with a small 'x' icon.

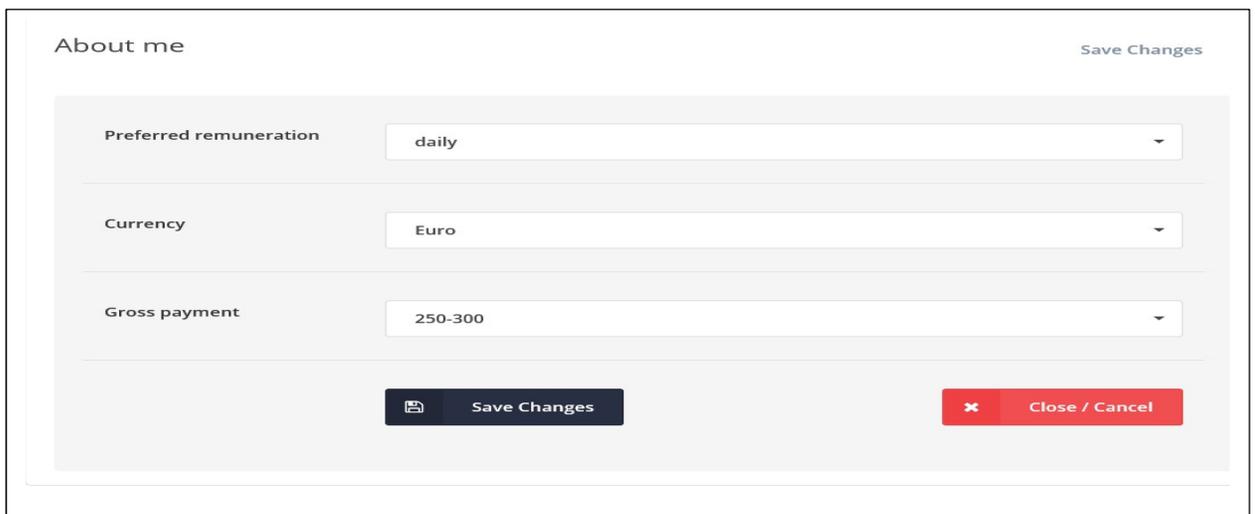
Figure 19: Job-seeker's Industry Preference Screen

1.7.8 Remuneration

Information required under this tab or section include “Preferred remuneration” (i.e. when you wish to receive your remuneration; whether daily, weekly or monthly), the Currency in which you wish to receive your remuneration and the Gross Amount you wish to receive when you get employment.

Note: To add preferred remuneration;

- Click on the “Remuneration” tab as found in
- Figure 12: “Overview” Screen for Job-seeker “Profile
- Click on “Edit Preferred remuneration” link which is located at the top right corner under the tabs.
- A screen similar to Figure 20: Job-seeker's Preferred Remuneration Screen will appear
- Select, from the drop-down lists, your Preferred Remuneration, Currency and your preferred Gross Pay
- Click the “Save Changes” button/Link to save all entries/changes made
- Click on “Close/Cancel” to return to the (Job-seeker) Profile screen or cancel any changes you may have made



The screenshot displays a web interface titled "About me" with a "Save Changes" link in the top right corner. The main content area contains three rows of settings, each with a label on the left and a dropdown menu on the right:

- Preferred remuneration:** The dropdown menu is set to "daily".
- Currency:** The dropdown menu is set to "Euro".
- Gross payment:** The dropdown menu is set to "250-300".

At the bottom of the form, there are two buttons: a dark blue button labeled "Save Changes" with a document icon, and a red button labeled "Close / Cancel" with a close icon.

Figure 20: Job-seeker's Preferred Remuneration Screen

1.8 Curriculum Vitae

Every Jobseeker is required to provide information to aid the System (GLMIS) in create his/her CV. The information required to create the CV include; Educational Background, Trade Skills/Employable Skills, Work Experience acquired, Any Additional Skills or Abilities that you may have, Languages, and finally Referees that you would want to refer to.

To access and/or fill your CV:

- Go to the Side Menu (as shown in Figure 8: Job-seeker's Home / Welcome Screen) and click on "Curriculum Vitae"
- When "Curriculum Vitae" is clicked, a sub-menu will appear showing "Overview", "Simplified CV", "Print CV", "Educational Background", "Trade Skills", "Work Experience", etc. as shown in Figure 21: Accessing "Curriculum Vitae" from the Side Menu



Figure 21: Accessing "Curriculum Vitae" from the Side Menu

- ❖ Click on any of the Sub-menus in Figure 21: Accessing "Curriculum Vitae" from the Side Menu to access a specific screen and fill-in the needed information to create your CV
- ❖ You could also Select/click the "Overview" sub-menu to access all the sub-menus under the "Curriculum Vitae" on one screen. These sub-menus are displayed in Tabs as shown in Figure 22: The "Overview" Screen showing all Sub-menus under

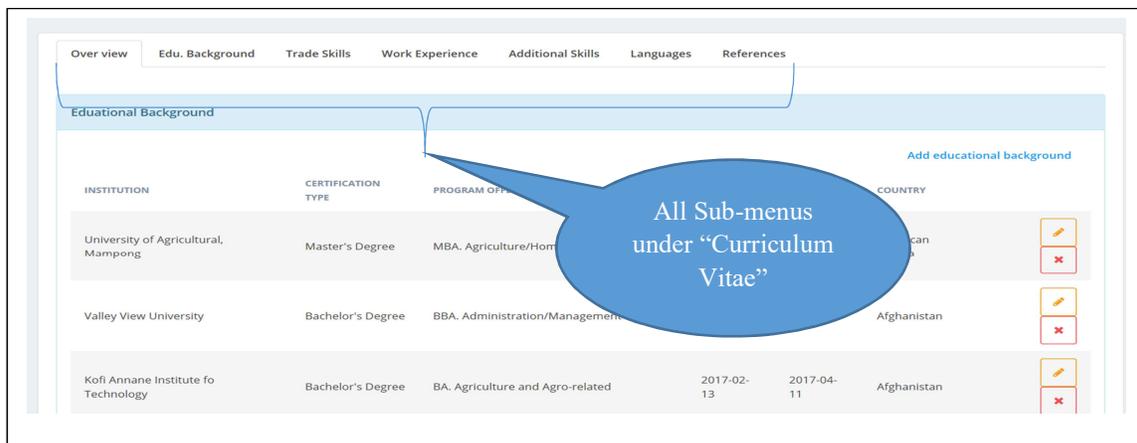
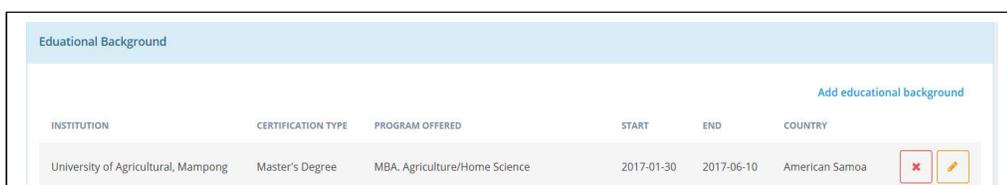


Figure 22: The "Overview" Screen showing all Sub-menus under "Curriculum Vitae"

- ❖ Alternatively, you could also click on "Simplified CV" Sub-menu to access your CV in an abridged form. The "Simplified CV" screen displays all the Sub-menus



under the “Curriculum Vitae” in a vertical (Top-down) manner as shown in Figure 21:

Figure 23: Simplified CV Screen

1.8.1 Educational Background

Under this tab, user can click on “Add educational background” link to add educational background information. The add link is located at the top right of the tab pane.

Added information can be modified or deleted by clicking the edit or delete icons in the tab pane.

Insert the specific screen with illustration or explanation as shown above

1.8.2 Trade Skills

User may add trade skill(s) by clicking the “Add Trade Skill” link on the top right of the tab pane.

Added information can be modified or deleted by clicking the edit or delete icons in the tab pane.

Insert the specific screen with illustration or explanation as shown above

1.8.3 Work Experience

Add work experience information by clicking on the “Add work experience” link on the top right of the tab pane.

Added information can be modified or deleted by clicking the edit or delete icons in the tab pane.

Insert the specific screen with illustration or explanation as shown above

1.8.4 Additional Skills

Add additional or professional skills by clicking on the “Add Additional Skill” link on the top right of the tab pane.

Added information can be modified or deleted by clicking the edit or delete icons in the tab pane.

Insert the specific screen with illustration or explanation as shown above

1.8.5 Languages

Add spoken languages and proficiency levels by clicking on the “Add Language” link on the top right of the tab pane.

Added information can be modified or deleted by clicking the edit or delete icons in the tab pane.

Insert the specific screen with illustration or explanation as shown above

1.8.6 References

Add references by clicking on the “Add reference” link on the top right of the tab pane.

Added information can be modified or deleted by clicking the edit or delete icons in the tab pane.

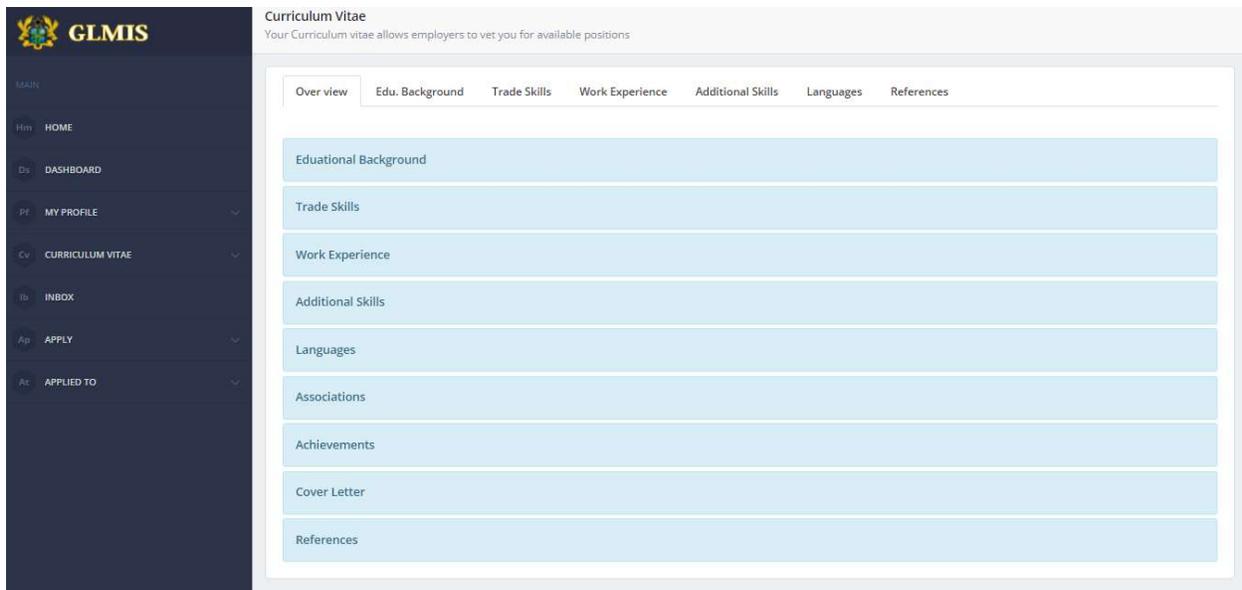


Figure 4: Curriculum Vitae overview Screen

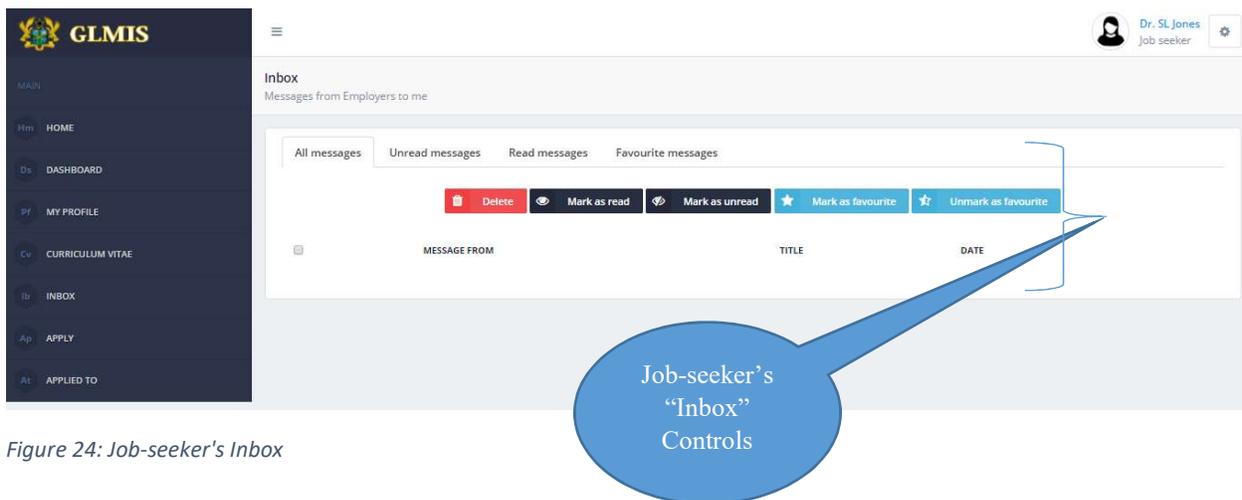
1.9 Job-seekers' Inbox

The Jobseeker's Inbox contains or shows messages that are electronically generated and sent by the GLMIS Application. The messages are sent when the GLMIS Application automatically finds a potential Job opportunity for the Job-seeker and shortlists the Jobseeker for consideration by the potential Employer.

The GLMIS Application, again, sends electronic mail or message to Job-seeker's inbox when a potential Employer directly selects the Jobseeker for employment.

To go to the Job-seeker's Inbox:

- Go to the Side Menu (as shown in Figure 8: Job-seeker's Home / Welcome Screen) and click on "Inbox"
- When "Inbox" is clicked, a screen similar to Figure 24: Job-seeker's Inbox below will appear showing the Job-seeker's "Inbox"



1.10 Direct Job Applications by Job-seekers

Jobseekers can directly apply for jobs, internship opportunities or training programs without waiting for the GLMIS Application's automatic Job matching. To directly apply,

- Go to the Side Menu (as shown in Figure 8: Job-seeker’s Home / Welcome Screen) and click on “Apply”
- When “Apply” is clicked, a sub-menu will appear showing “Jobs”, “Internships” and “Trainings”
- Select from the sub-menu the one you wish to directly apply for. For instance, if the Job-seeker wishes to apply for Jobs, then click on “Jobs” and a screen similar to Figure 21: Accessing "Curriculum Vitae" from the Side Menushowing list of available vacancies.
- To apply, click on the “Apply” button at the last column of the desired vacancy. One can apply for more than one vacancy by selecting them and clicking the “Batch Apply” button.

Use the same processes above to directly apply for Internship Opportunities and Training Programs.

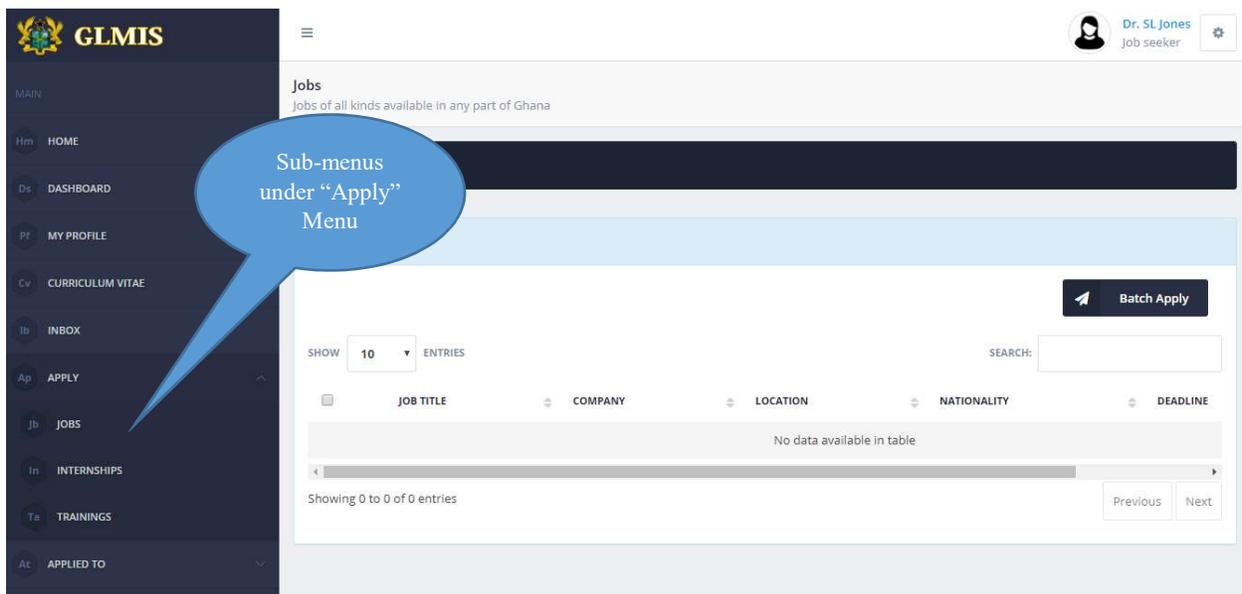


Figure 25: Direct Application Screen for Job-seekers

1.11 Job-seekers' Applications Sent

This is where Job-seekers are able to view all Job, Internship Opportunities or Training Programs that he or she directly applied for by using the “Apply” Menu. To view applications directly sent by the Job-seeker:

- Go to the Side Menu (as shown in Figure 8: Job-seeker's Home / Welcome Screen) and click on “Applied To”
- When “Applied To” is clicked, a sub-menu will appear showing “Jobs”, “Internships” and “Trainings”
- Select from the sub-menu the one you wish to view. For instance, if the Job-seeker wishes to view job vacancies that he/she has directly applied for, then click on “Jobs” and a screen similar to Figure 26: List of Job Vacancies Directly Applied for by Job-seeker Figure 21: Accessing "Curriculum Vitae" from the Side Menu showing vacancies that the Job-seeker has applied directly.
- To withdraw the direct application of any of the jobs vacancies, click on the “Withdraw” icon which is the last column on the list of vacancies applied for in Figure 26: List of Job Vacancies Directly Applied for by Job-seeker below.

Use the same processes above to view Internship Opportunities and Training Programs that the Job-seeker has directly applied.

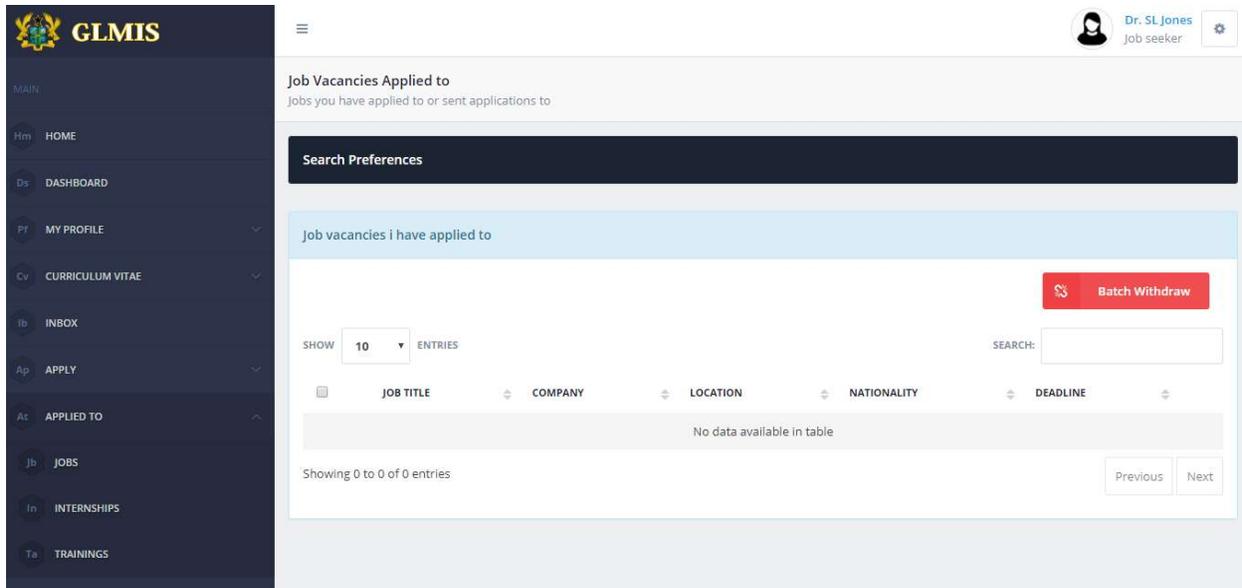


Figure 26: List of Job Vacancies Directly Applied for by Job-seeker

1.12 Add/Change Job-seeker’s Profile Picture

To add or change profile picture of Job-seeker

- Go to the Job-seeker’s Profile Setup Icon at the topmost-right corner of the screen as shown in Figure 27: Job-seeker's Profile Setup Icon below
- A drop-down menu will appear, Click on “Change Profile Picture” and a screen similar to Figure 28: Change Profile Picture Screen for Job-seekers will pop-up.
- At the “Change Profile Picture Screen for Job-seekers” in Figure 28: Change Profile Picture Screen for Job-seekers, Click in the middle of the pop-up screen and a dialogue box will appear for you select your preferred picture from your computer.
- Click on the “Save” button to save the picture you have chosen
- Or Click on “Remove” button if you no more like your picture to be on the profile

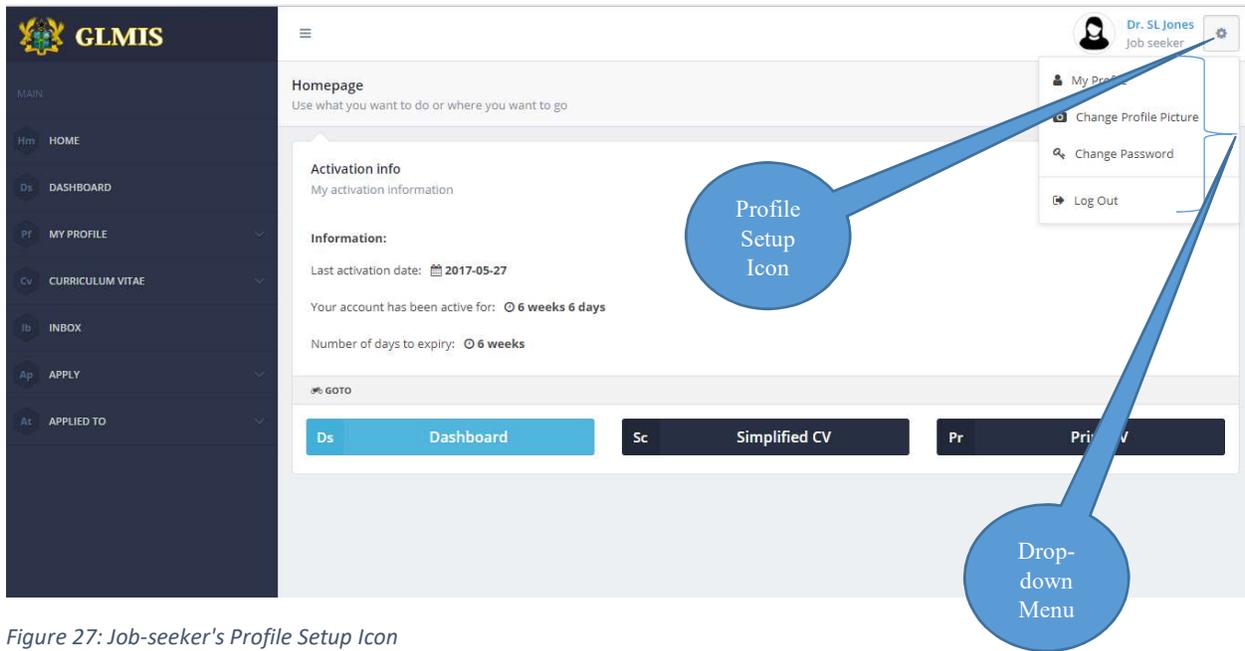


Figure 27: Job-seeker's Profile Setup Icon

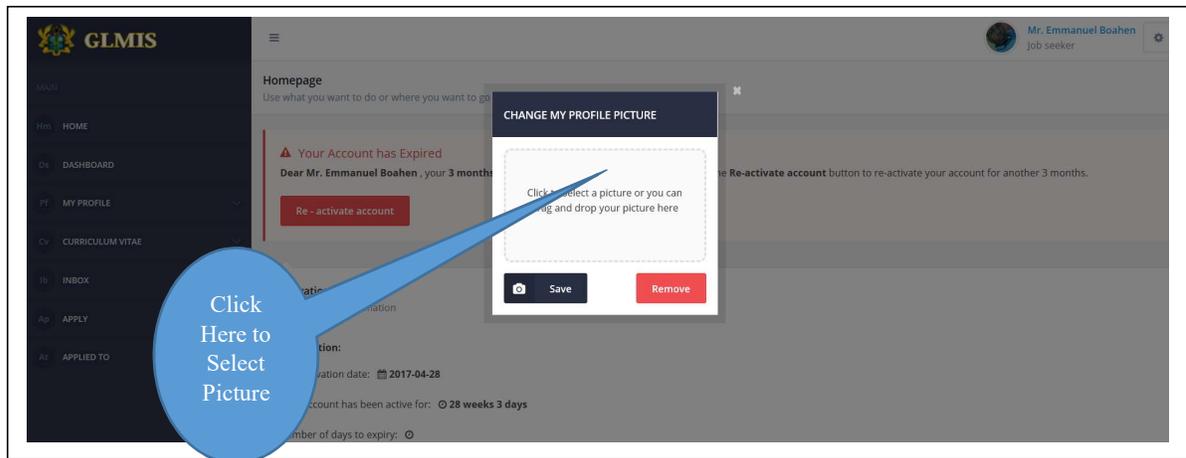


Figure 28: Change Profile Picture Screen for Job-seekers

1.13 Change Job-seeker's Password

To change your password for your Job-seeker's account:

- Go to the Job-seeker's Profile Setup Icon at the topmost-right corner of the screen as shown in Figure 27: Job-seeker's Profile Setup Icon above

- A drop-down menu will appear, Click on “Change Password” and a screen similar to Figure 29: Screen for Changing Job-seeker's Password will pop-up.
- At the “Current Password” field, type in your existing password that you wish to change.
- At the “New Password” field, type in the new password that you wish to use henceforth
- At the “Confirm Password” field, repeat the new password here to confirm that you are certain about the new password that you wish to use
- Click on the “Change” button to save your new password in order to be able to use it henceforth
- Or Click “Cancel” to abort the password change

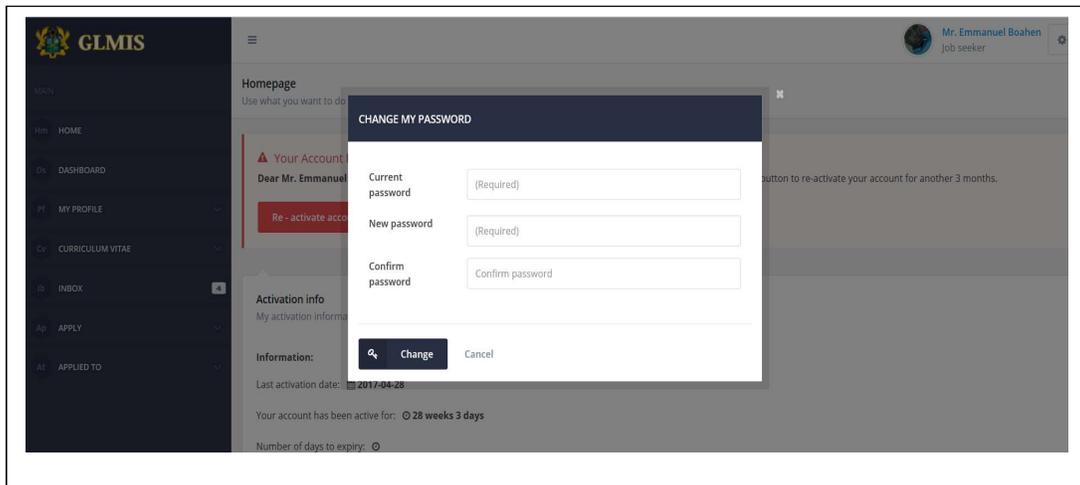


Figure 29: Screen for Changing Job-seeker's Password

1.14 Logout or Exit

To exit the Job-seeker's account or portal:

- Go to the Job-seeker's Profile Setup Icon at the topmost-right corner of the screen as shown in Figure 27: Job-seeker's Profile Setup Icon above

- A drop-down menu will appear, Click on “Log Out” and the Job-seeker’s account portal will close

Employers Account/Portal

Employers are companies, group of companies, enterprises or individuals who have job vacancies to be filled or applied for by potential Job-seekers. Like Job-seekers, Employers must first register as such with the GLMIS before going ahead to create vacancies.

1.15 Employers Registration

To register as Employer, go to the GLMIS Homepage or welcome screen using

www.glmis.gov.gh and follow the steps below:

- Go to the Menu Bar at the Homepage as shown in Figure 1: Home Page / Welcome Screen and click on the “Register” menu
- When “Register” is clicked, a dropdown or sub-menu will appear showing “Jobseekers/Applicants”, “Employers” and “Skill Developers”. Select/Click on the “Employers” sub-menu and a screen similar to Figure 6: Job-seeker Registration Screen will appear.
- Fill in your Company/Business Information which requires your Company/Business Name and the Industry (including the Sector and Unit of the Industry) within which your business operates.
- Again, fill in your Login Information which also requires your
 - Active business e-mail address
 - Password that you wish to use to login as Employer on the GLMIS Application.

- Repeat your password in the “Confirm password” box or field
- Identify and key in the automatically generated code into the “Enter the Code above here” field or box. This is to indicate that you are real Employer.
- Click on the “Register” button to finalized your registration process as Employer

If, during the registration period, the GLMIS Application indicates that you are an already registered Employer, then click on “Login” button to log into your Employer account or portal

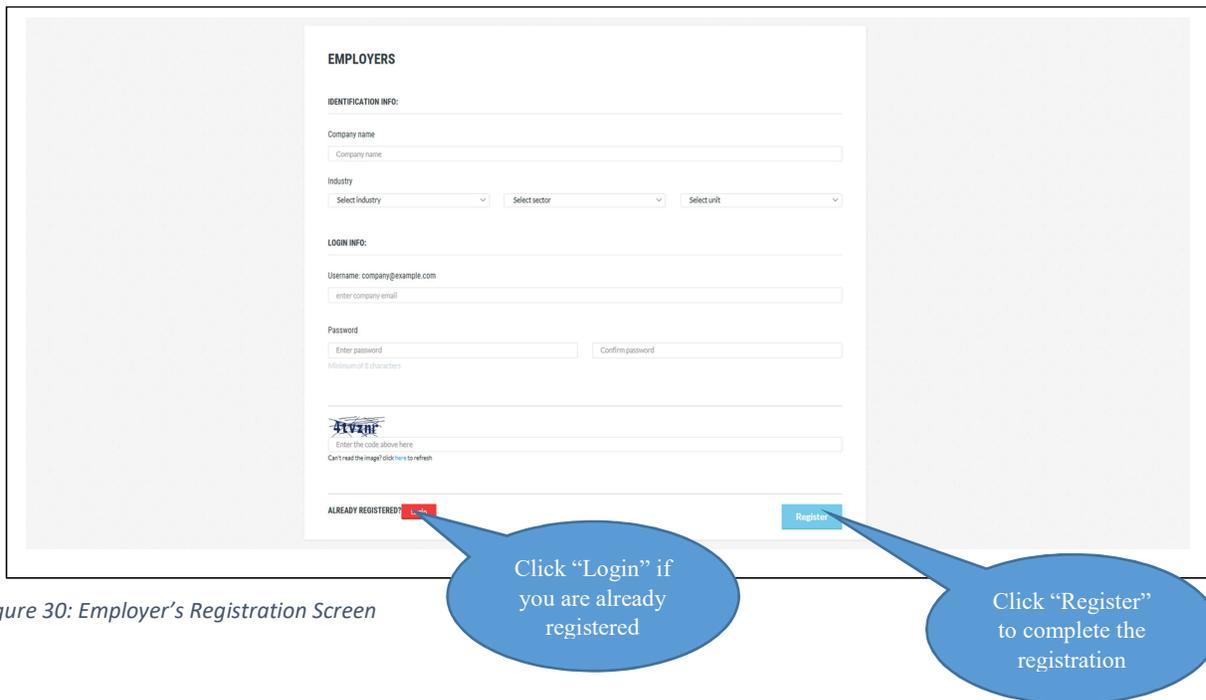


Figure 30: Employer’s Registration Screen

1.16 Employers Login

There are two major ways of Logging in as Employer. First,

- Go to the Menu Bar at the Homepage as shown in Figure 1: Home Page / Welcome Screen and click on “Login” menu
- When “Login” is clicked, a dropdown menu will appear showing “Jobseekers/Applicants”, “Employers” and “Skill Developers”. Select/Click on the

“Employers” sub-menu and a screen similar to Figure 31: Job-seekers’ Login Screen will appear.

- Key in your active e-mail address and the password that you used during your registration as Employer
- Click on “Login” button after providing the correct Login information to view your Welcome Screen as Employer

The screenshot shows the 'EMPLOYERS SIGN IN' page of the Ghana Labour Market Information System. The page includes a header with the system's logo and navigation menu. The main content area is titled 'EMPLOYERS' and contains a login form with fields for 'Username' and 'Password'. A 'Forgot Password?' link is located below the password field. A blue 'Login' button is positioned to the right of the password field. At the bottom of the form, there is a red 'Register' button next to the text 'NOT REGISTERED?'.

Figure 31: Job-seekers’ Login Screen

Alternatively,

- Go to the Homepage of the GLMIS Application and click on “Employer” button located under the inscription “POST A JOB”
- A screen similar to Figure 13: Screen for keying-in or editing Personal Information will appear
- Key in your active business or company e-mail address and the password that you used during your registration as Employer
- Click on “Login” button after providing the correct Login information to view your Welcome Screen as Employer

1.17 Employers' Welcome Screen or Profile

The Employer's Welcome Screen is the first page one will see when you successfully login as Employer. It has all the menus that Employer requires to create Job vacancies. Figure 32:

Employer's Welcome Screen explores the welcome screen for Employers

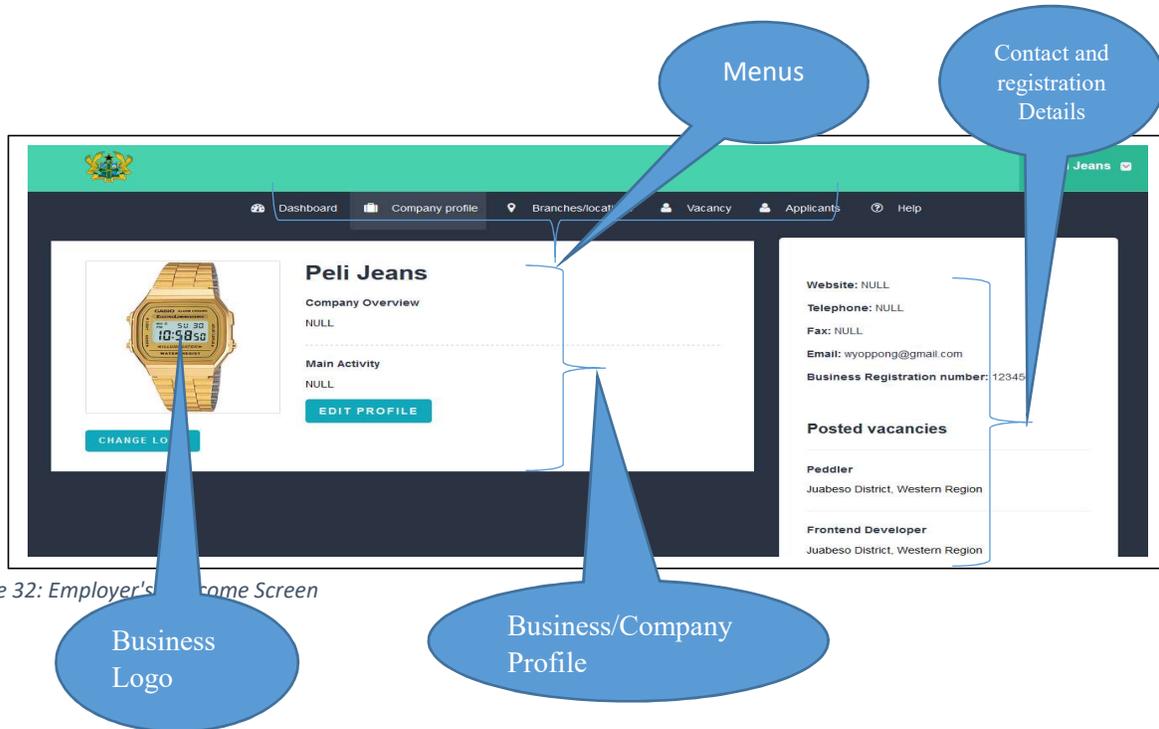


Figure 32: Employer's Welcome Screen

The Employer's portal has five major menus namely, "Dashboard", "Company Profile", "Branches/Locations", "Vacancies", "Applicants" and "Help".

The GLMIS Application shows the "Company Profile" menu as the Welcome Screen as shown in Figure 32: Employer's Welcome Screen above. This is so because the Company's profile is the first set of information that the Employer is required to provide.

To edit the company's profile;

- Go to the "Company Profile" menu on the menu bar as shown in Figure 32: Employer's Welcome Screen above, and click on "Edit Profile" button

- A screen similar to Figure 33: Employer's Profile Editing screen will appear with your Company /Business name and e-mail address already there because you entered them during your registration as Employer.
- Fill in the blank spaces especially, the Company/Business contact details (phone numbers, website address, Fax, etc.), Business registration details (if registered), Type of Business ownership (it could be State Agency, Limited liability company, etc.), Size of the Company or business (Micro, Small or Medium scale).
- Click on the “Save” button after filling the required details of the company/business
Note//: if the Business registration number is not indicated, the GLMIS Application assumes your business is not registered and would count your business among the Informal Sector businesses.

Figure 33: Employer's Profile Editing screen

To add/change the company's logo;

- Go to the “Company Profile” menu on the menu bar as shown in Figure 32: Employer's Welcome Screen above, and click on “Change Logo” button
- A screen similar to Figure 34: Screen for Adding/Changing Employer's Logo will appear, click on the “Upload Image” button to select the logo or picture you want from your computer.

- Click on the “Submit” button to save the logo you have chosen or uploaded.

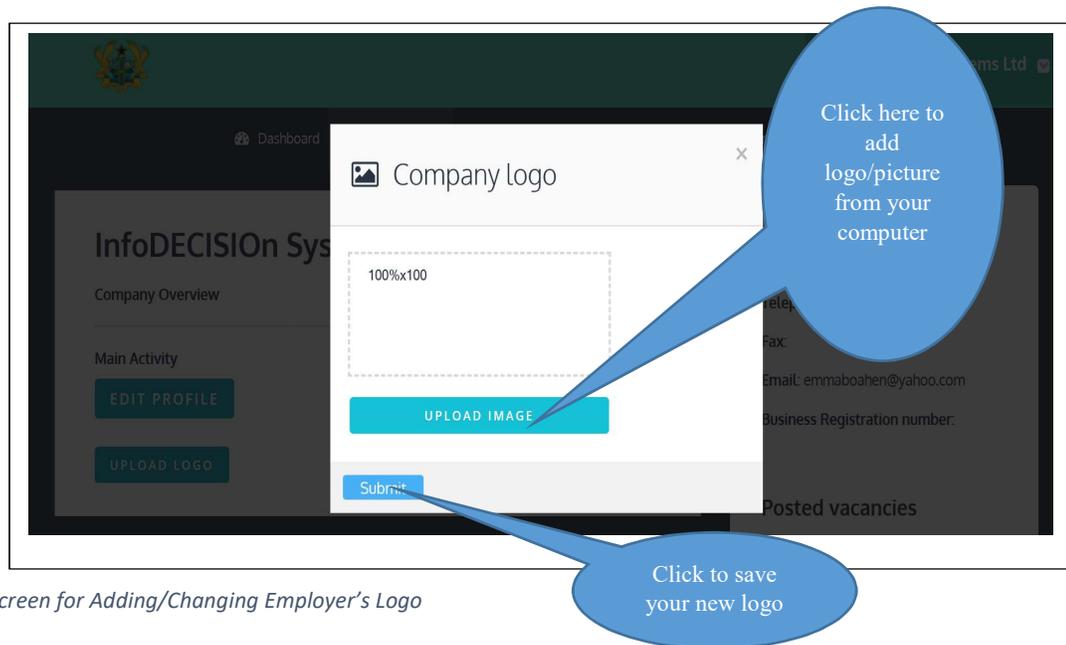


Figure 34: Screen for Adding/Changing Employer's Logo

1.18 Employers Dashboard

The Dashboard provides brief but vital information about the Employer's transactions with the GLMIS Application. As shown in Figure 35: Employer's Dashboard Screen the Dashboard has four indicator icons showing the

- Number of Job vacancies the Employer has published or posted
- Number of Internship opportunities the Employer has posted online

- Number of direct applications from individual Job-seekers
- And number of office locations or branches that the Employer has registered to offer Jobs

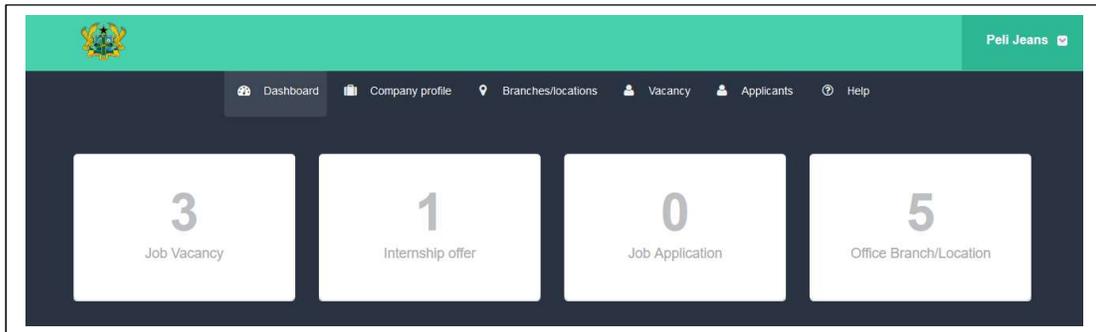


Figure 35: Employer's Dashboard Screen

1.19 View/Create Branches and Locations

Branches or locations of the Employer are the various offices that the Employer wishes to employ people to occupy. Creating at least, a branch is required to create a job vacancy. This is because, for every job vacancy, the Employer is required to indicate where or in which of his/her offices the vacancy will be filled.

To create or view vacancies:

- Click on “Branches / Locations” menu on the menu bar as shown in Figure 32: Employer's Welcome Screen and a screen similar to Figure 34: Screen for Adding/Changing Employer's Logo will appear showing already created (existing) branches or office locations (if there is any)
- Click on the “CREATE BRANCH/LOCATION” button at the top-right corner of the screen to create a new branch or office location

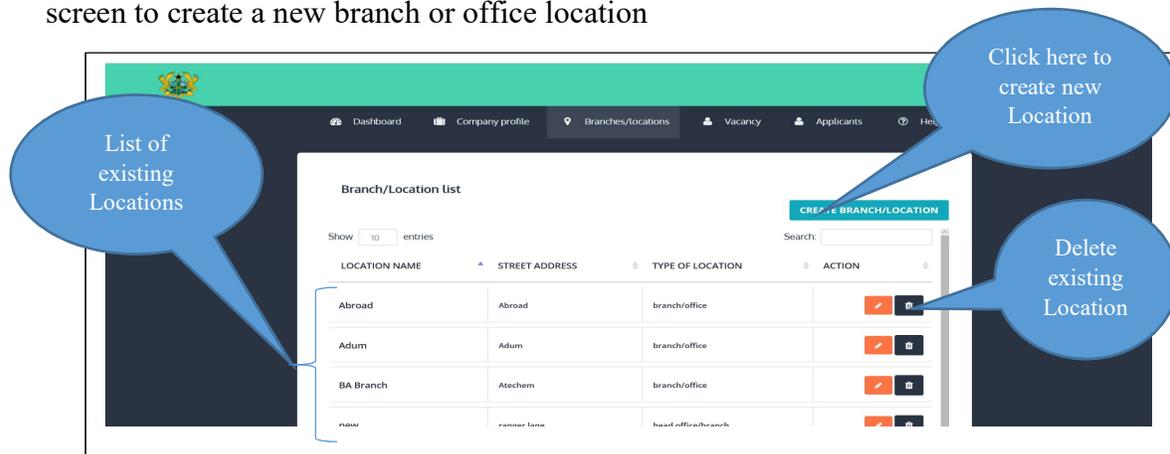


Figure 36: Screen for Viewing or Creating Employer's Branches



1.20 Create and View Vacancies (Jobs and Internships)

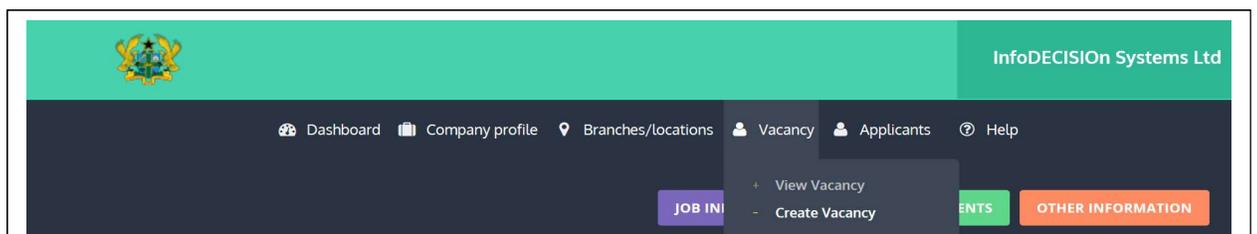
Creating New Job Vacancy:

To successfully create Job vacancy, the Employer is required to first of all:

- Input the company or business profile. To do so, go to “Employers’ Welcome Screen or Profile” in this document
- Create the branch or office location where the new vacancy would exist. To do so, go to “View/Create Branches and Locations”

If the two requirements above are already met, follow the steps below to create or view job vacancies:

- Click on “Vacancy” menu on the menu bar as shown in Figure 32: Employer's Welcome Screen and a drop-down menu will appear showing two sub-menus namely “View Vacancy” and “Create Vacancy”.
- Select/click on the “Create Vacancy” sub-menu and it will further drop-down another menu namely “Job Offer” and “Internship” as shown in Figure 37: Sub-menus under "Vacancy" menu to create new vacancy below
- Select/click on the “Job Offer” sub-menu and a screen similar to Figure 38: Screen for Creating New Job Vacancy will appear to help you create the new vacancy



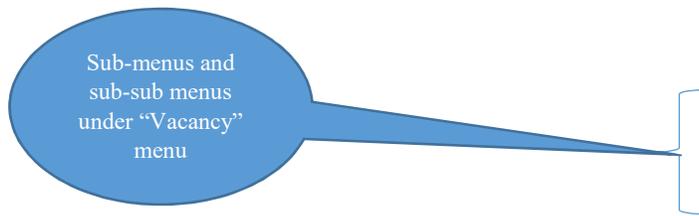


Figure 37: Sub-menus under "Vacancy" menu to create new vacancy

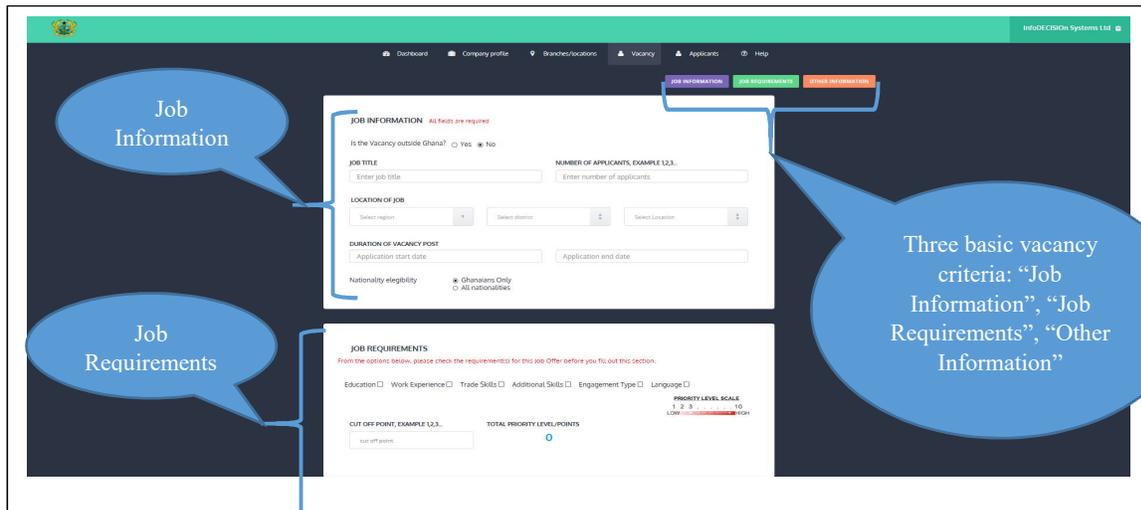


Figure 38: Screen for Creating New Job Vacancy

As indicated in Figure 38: Screen for Creating New Job Vacancy there are three major criteria that the Employer would have to consider when creating the new vacancy and these are Job Information, Job Requirements and Other Information;

- **Job Information:**

Every information under is strictly required from the Employer. They include

- ❖ Title of the new Job vacancy

- ❖ Number of qualified potential employees that the Employer expects from the GLMIS Application
- ❖ Location of the Job: Here the list that will be available to the Employer will come from the list of branches or office locations that the Employer has already created. So if you are not able to find the preferred office location or branch for this vacancy then, it must first be created using the “Branches/Locations” menu as indicated at “View/Create Branches and Locations” in this document
- ❖ Duration of the Vacancy: This is the start and end Dates of the availability of the vacancy for interested people to apply.
- ❖ Nationality eligibility: here the Employer must indicate whether the job vacancy being created is for only Ghanaians or all Nationals

- **Job Requirements:**

Under this category of requirements, the Employer decides what criteria he or she would prescribe for the vacancy. There are six requirement criteria from which the Employer may select all or some to be the criteria for the job vacancy being created. The six requirements under this criteria include

- ❖ Educational Background of prospective employees
- ❖ Work Experience expected of prospective Employees
- ❖ Trade Skills that all potential Employees must have to qualify for this job vacancy. Such skills include Masonry, Driving, Tiling, etc.
- ❖ Additional Skills required. Such skills include good communication skills, ability to work for long hours, etc.

- ❖ The type of Engagement that the vacancy requires; whether Fulltime, Casual, Temporal, etc.
- ❖ Language that prospective employees are required to have knowledge of.

The “Job Requirements” section has been magnified in Figure 39: Job Requirements Section below. The Employer has the option to choose or select any of these requirements or all of them depending on the job vacancy he or she is creating.

Note that, each requirement specified, the Employer must indicate the priority value or point (which must be a numeric value ranging from 1 to 10) for that criteria as shown in Figure 39: Job Requirements Section for the Educational requirement selected. The GLMIS Application will automatically sum all the priority values to be the “Total Priority Level/Points”



Figure 39: Job Requirements Section showing selection of Education as requirement

- **Other Information**

The other information mainly are the Remuneration that is attached to the new vacancy and the specific roles that are associated with the vacancy.

- Finally, click on “Add Vacancy” button at the bottom of the screen to finish the new Job Vacancy creation processes and GLMIS Application will make the vacancy available online.

Creating New Internship Offers

- Click on “Vacancy” menu on the menu bar as shown in Figure 32: Employer's Welcome Screen above and a drop-down menu will appear showing two sub-menus namely “View Vacancy” and “Create Vacancy”.
- Select/click “Create Vacancy” sub-menu and it will further drop-down another menu namely “Job Offer” and “Internship” as shown in Figure 37: Sub-menus under "Vacancy" menu to create new vacancy above
- Select/click on the “Internship Offer” sub-menu and a screen similar to will appear to help you create the new internship offer
- Input the Title, the total number of potential Interns that GLMIS Application should submit to you, the educational background required of prospective Interns, and the start/end dates that for receiving application for the Internship offer
- Finally, click on “ADD INTERNSHIP” button to finish the process

The screenshot shows the 'Internship Offer' form in the GLMIS application. The form is displayed on a dark blue background with a white content area. At the top, there is a green header with a logo on the left and 'InfoDECISION Systems Ltd' on the right. Below the header is a navigation bar with icons and labels for 'Dashboard', 'Company profile', 'Branches/locations', 'Vacancy', 'Applicants', and 'Help'. The 'Vacancy' menu is currently selected. The main form area is titled 'Internship Offer' and contains several input fields: 'Internship Title' (text input with placeholder 'Enter internship title'), 'Total number required' (number input with value '1'), 'Educational Level' (dropdown menu with value 'None'), 'Start Date' (text input with placeholder 'Start date'), and 'End Date' (text input with placeholder 'End date'). A blue button labeled 'ADD INTERNSHIP' is located at the bottom right of the form.

Figure 40: Screen for Creating New Internships

Viewing/Edit Existing Vacancies

To view or access existing vacancies that your company or business has created;

- Click on “Vacancy” menu on the menu bar as shown in Figure 32: Employer's Welcome Screen above and a drop-down menu will appear showing two sub-menus namely “View Vacancy” and “Create Vacancy”.
- Select/click on the “View Vacancy” sub-menu and it will further drop-down another menu namely “Job Offer”, “Foreign Job Offers” and “Internship Offers” as shown in Figure 41: Screen for Viewing/Editing Vacancies by Employer below
- Select/click on the “Job Offers” sub-menu and a screen similar to Figure 41: Screen for Viewing/Editing Vacancies by Employer will appear to help you view/edit all vacancies created

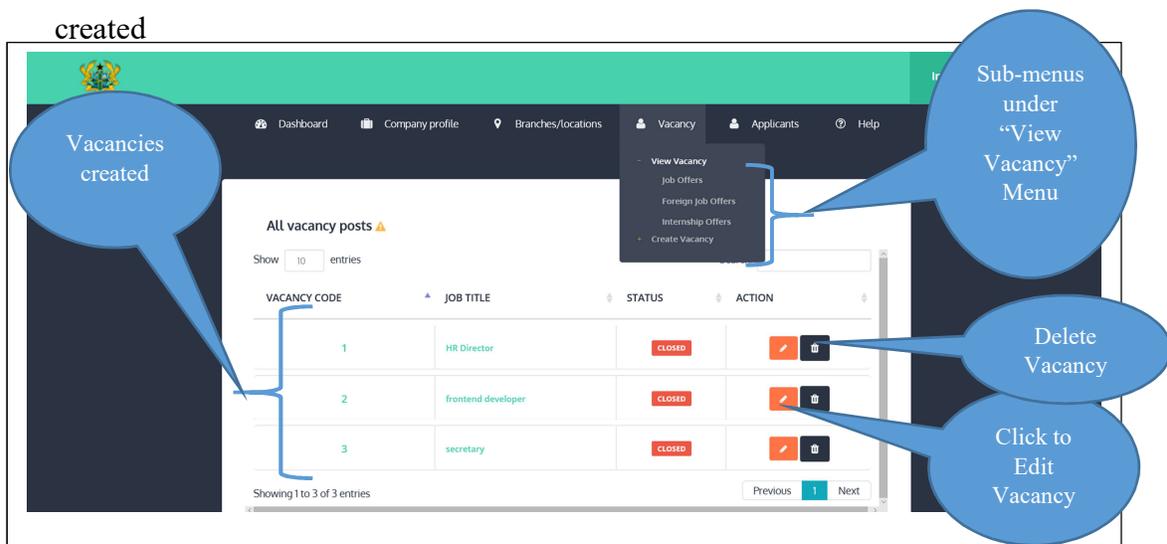


Figure 41: Screen for Viewing/Editing Vacancies by Employer

Repeat the same processes under “Creating New Internship Offers

- Click on “Vacancy” menu on the menu bar as shown in Figure 32: Employer's Welcome Screenabove and a drop-down menu will appear showing two sub-menus namely “View Vacancy” and “Create Vacancy”.
- Select/click “Create Vacancy” sub-menu and it will further drop-down another menu namely “Job Offer” and “Internship” as shown in Figure 37: Sub-menus under "Vacancy" menu to create new vacancy above
- Select/click on the “Internship Offer” sub-menu and a screen similar to will appear to help you create the new internship offer
- Input the Title, the total number of potential Interns that GLMIS Application should submit to you, the educational background required of prospective Interns, and the start/end dates that for receiving application for the Internship offer
- Finally, click on “ADD INTERNSHIP” button to finish the process

Figure 40: Screen for Creating New Internships

Viewing/Edit Existing Vacancies” to view/edit “Foreign Job Offers” and “Internship Offers”

1.21 View/Access Direct Job Applications Sent by Individual Job-seekers

The direct applications are those sent by individual Job-seekers themselves and not automatically by the GLMIS Application.

To view or access direct applications sent by individual Job-seekers:

- Click on “Applicants” menu on the menu bar as shown in Figure 32: Employer's Welcome Screen and a drop-down menu will appear showing two sub-menus namely “Job Applicants” and “Internship Applicants”.
- Select “Job Applicants” sub-menu and a screen similar to Figure 42: Screen for Direct Job Applicants will appear

Repeat the same process to view or access “Internship Applicants”

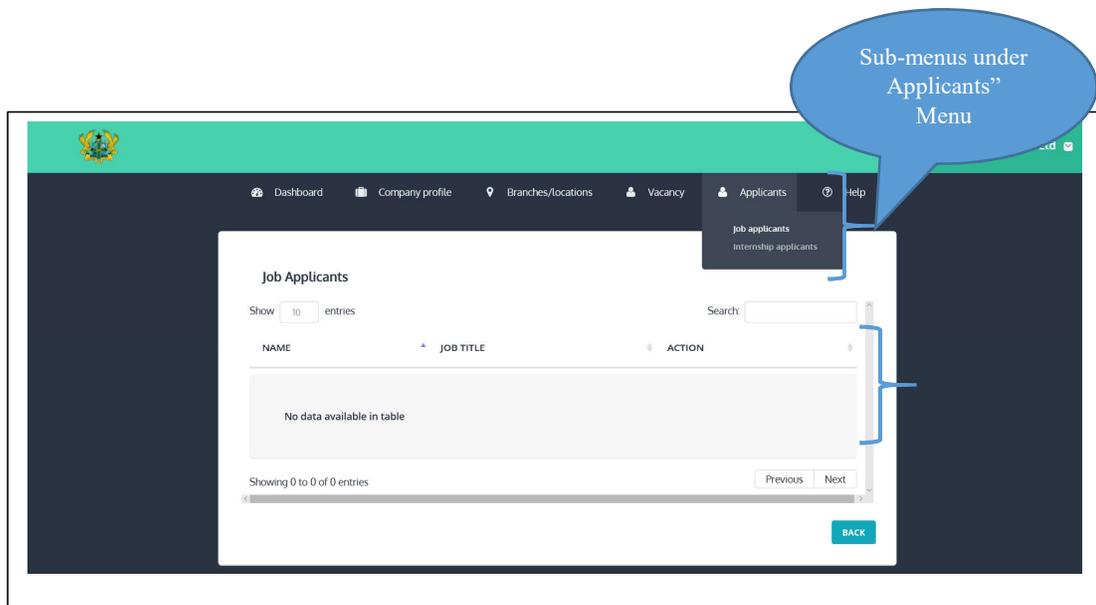


Figure 42: Screen for Direct Job Applicants

1.22 Employers Inbox / Messages

The Employer receives notice of referrals from the GLMIS Application or the Public Employment Center (PEC) through the Employer's Inbox. Such notices are shortlists of prospective Employees that the GLMIS Application will find to be qualified for Job requirements that the Employer had posted. The referrals are made at the expiry of the end date indicated by the Employer for a particular vacancy.

To view/access the Employer's Inbox:

- Go to the topmost right corner of the Employer's portal where the Employers (your business) name has been indicated by the GLMIS Application as shown in Figure 43: Inbox/Messages of Referral notice to Employers below
- Click on the Employer's name or the icon next to it, and a dropdown menu will appear showing "Messages" and "Change Password" and "Logout"
- Select/click "messages" and a screen similar to Figure 43: Inbox/Messages of Referral notice to Employers below will appear to access all messages sent to your company or business

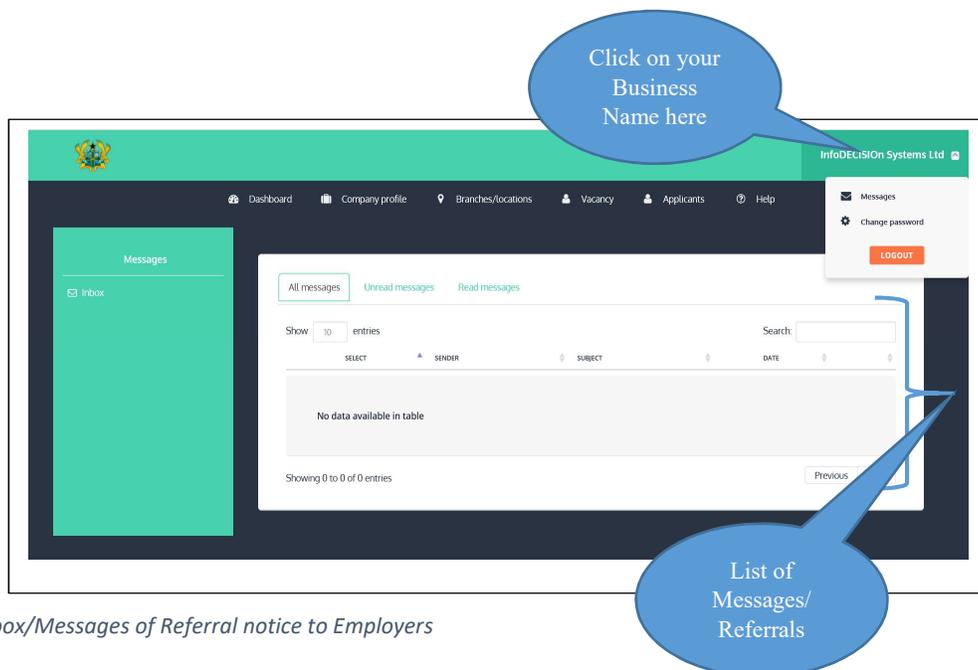
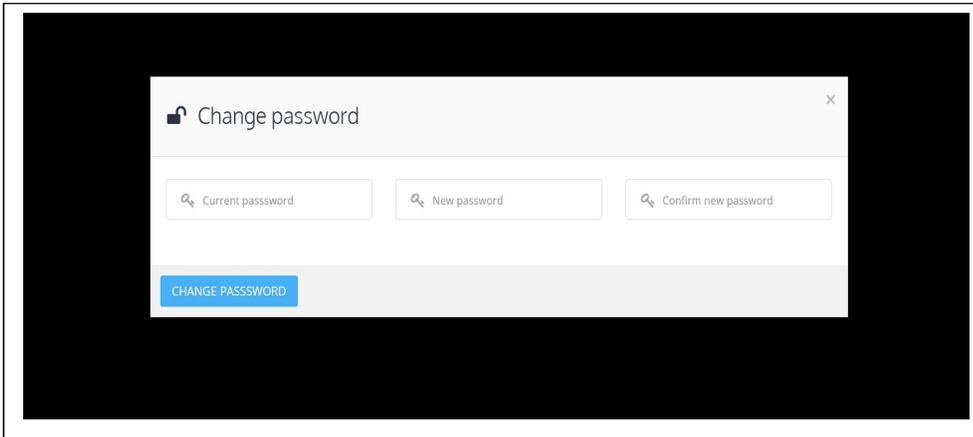


Figure 43: Inbox/Messages of Referral notice to Employers

1.23 Change Employer's Password

To change the password for the Employer's account or portal:

- Go to the topmost right corner of the Employer's portal where the Employers (your business) name has been indicated by the GLMIS Application as shown in Figure 43: Inbox/Messages of Referral notice to Employers above
- Click on the Employer's name or the icon next to it, and a dropdown menu will appear showing "Messages" and "Change Password" and "Logout"
- Select/click "Change Password" sub-menu and a screen similar to Figure 44: Screen for Changing Employer's Password below will appear
- At the "Current password" space or field, type your existing password that you wish to change in order to ensure that you are right user to change the password
- At the "New password" field, type the new password you or your business wishes to use from henceforth
- At the "Confirm password" field, repeat your new password to ensure that you remember vividly, the new password you or your business has chosen
- Click on "CHANGE PASSWORD" button to complete the process and begin to use your new password from henceforth.



The screenshot shows a web form titled "Change password" with a close button (X) in the top right corner. The form contains three input fields, each with a magnifying glass icon on the left: "Current password", "New password", and "Confirm new password". Below these fields is a blue button labeled "CHANGE PASSWORD".

Figure 44: Screen for Changing Employer's Password

1.24 Logout or Exit

To exit the Employer's portal or account,

- Go to the topmost right corner of the Employer's portal where the Employers (your business) name has been indicated by the GLMIS Application as shown in Figure 43:
Inbox/Messages of Referral notice to Employers above
- Click on the Employer's name or the icon next to it, and a dropdown menu will appear showing "Messages" and "Change Password" and "Logout"
- Click on the "LOGOUT" button to sign-out or exit the Employer's portal.

Skill Developers Account/Portal

Skills Developers and/or Training Institutions create training programs to help equip Job-seekers with employable skills to give them competitive advantage in the Labour Market. To become Skills Developer, your Institution or Company must first register with the GLMIS Application as such.

1.25 Skills Developer Registration

To register as Skills Developer, go to the GLMIS Homepage or welcome screen using www.glmis.gov.gh and follow the steps below:

- Go to the Menu Bar at the Homepage as shown in Figure 1: Home Page / Welcome Screen and click on the "Register" menu

- A dropdown or sub-menu will appear showing “Jobseekers/Applicants”, “Employers” and “Skill Developers”. Select/Click on the “Skill Developers” sub-menu and a screen similar to Figure 45: Registration Screen for Skill Developers will appear.
- Fill in your Company Information which requires the Name of your Institution and the Industry (including the Sector and Unit of the Industry) that your Institutions concentrates in giving training.
- Fill in your Login Information which also requires your
 - Active e-mail address for your Training Institution
 - Password that you wish to use to login as Skill Developer on the GLMIS Application.
 - Repeat your password in the “Confirm password” box or field
 - Identify and key in the automatically generated code into the “Enter the Code above here”.
- Click on the “Register” button to complete your registration process and login to your portal as Skill Developer.

Figure 45: Registration Screen for Skill Developers

1.26 Skills Developer Login

There are two major ways of Logging in as Skills Developer. First,

- Go to the Menu Bar at the Homepage as shown in Figure 1: Home Page / Welcome Screen and click on “Login” menu
- When “Login” is clicked, a dropdown menu will appear showing “Jobseekers/Applicants”, “Employers” and “Skill Developers”. Select/Click “Skill Developers” sub-menu and a screen similar to Figure 46: Skill Developers Login Screen will appear.
- Key in your active e-mail address and the password that you used during the registration as Skills Developer
- Click on “Login” button after providing the correct Login information to view your Welcome Screen as Skills Developer

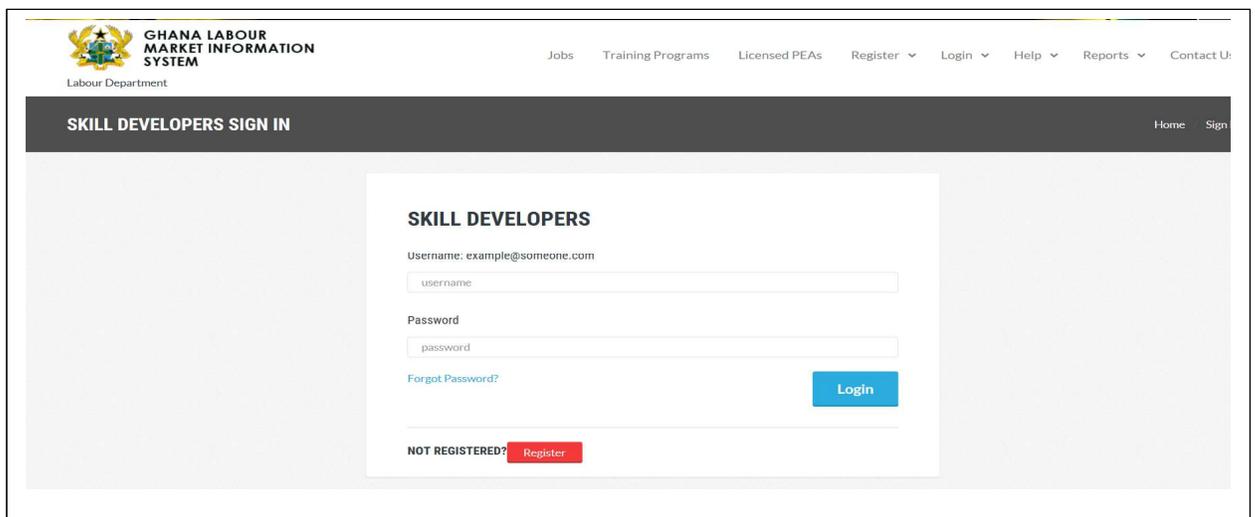


Figure 46: Skill Developers Login Screen

Alternatively,

- Go to the Homepage of the GLMIS Application and click on “SKILL DEVELOPER” button
- A screen similar to Figure 46: Skill Developers Login Screen will appear

- Key in your Institution’s active e-mail address and the password that you used during your registration as Skills Developer
- Click on “Login” button after providing the correct Login information to view your Welcome Screen as Skills Developer

1.27 Skills Developer’s Welcome Screen

The welcome Screen of Skills Developers is the first screen or page that will appear when there is a successful login as Skills Developer. The Welcome Screen has three major Menus which are “Company Profile”, “Course” and “Help”. Figure 47: Skills Developer's Welcome Screen below explores the welcome screen for Skills Developers

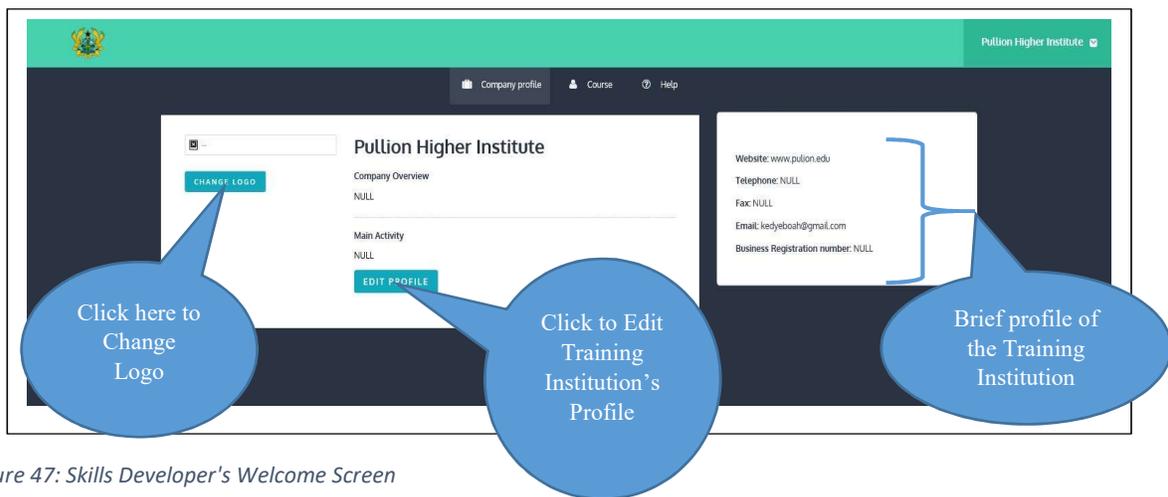


Figure 47: Skills Developer's Welcome Screen

1.28 Edit Training Institution’s Profile

To edit profile of the Training Institution which is also referred to as Skills Developer:

- Go to the “Company Profile” menu on the menu bar as shown in Figure 47: Skills Developer's Welcome Screen above, and click on “Edit Profile” button

- A screen similar to Figure 48: Screen for Editing Training Institutions/Skills Developers will appear with the name of your Training Institution and e-mail address already there because you entered them during your registration as Skills Developer.
- Fill in the blank spaces for contact details (phone numbers, website address, Fax, etc.), Business registration details (if registered), Size of the Company or Institution (Micro, Small or Medium scale), Brief History of the Institution and major Activities of the Institution.
- Click on the “Save” button after filling the required details of the Training Institution

The screenshot shows a web application interface for editing a business profile. The header includes the logo 'Pulsion Higher Institute' and navigation links for 'Company profile', 'Course', and 'Help'. The main content area is titled 'Business Profile' and contains the following fields:

- Name:** Pulsion higher institute
- Website:** www.pulsion.edu
- Telephone:** NULL
- Fax:** NULL
- Email:** hedyetsoeh@gmail.com
- Business registration number:** NULL
- Date of incorporation:** 2016-12-01
- Date of commencement business:** 2016-12-01
- Type of ownership:** Select type of ownership (dropdown menu)
- Enter male workforce:** 0
- Enter female workforce:** 0
- Size of business:** Select size of business (dropdown menu)
- About:** NULL
- Main activity:** NULL

A 'SAVE' button is visible at the bottom right of the form area.

Figure 48: Screen for Editing Training Institutions/Skills Developers

1.29 Add/Change Training Institution’s Logo

- Go to the “Company Profile” menu on the menu bar as shown in Figure 47: Skills Developer's Welcome Screen above, and click on “Change Logo” button
- A screen similar to Figure 49: Screen for Adding/Changing Training Institution's Logo will appear, click on the “Upload Image” button to select the logo or picture you want from your computer.

- Click on the “Submit” button to save the logo you have chosen or uploaded.

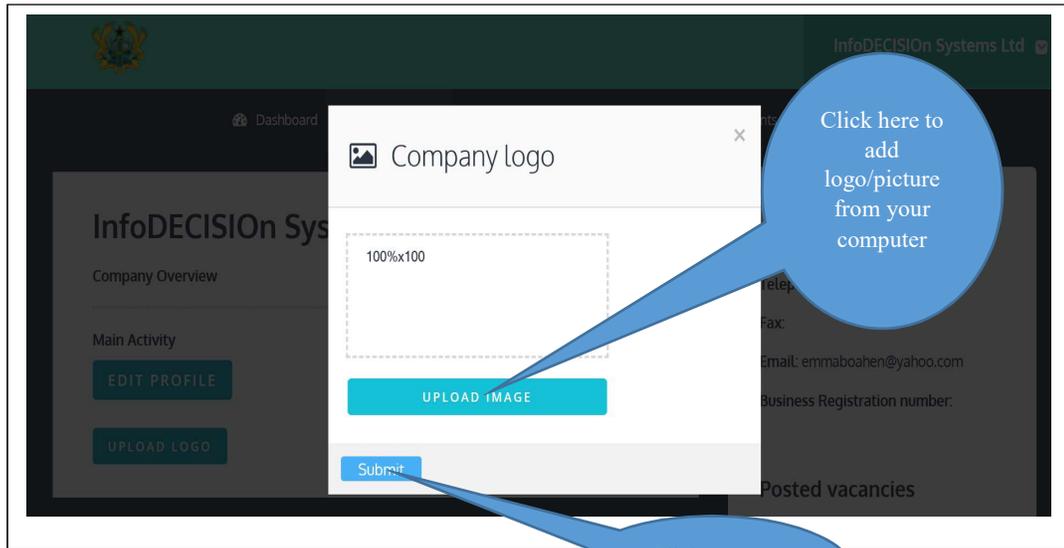


Figure 49: Screen for Adding/Changing Training Institution's Logo

1.30 Training Courses

This is where the Training Institution will create and publish training courses to be shown online for interested people to patronize.

Add Training Course

To add a training course:

- Go to the “Courses” menu on the menu bar and a dropdown or sub menu will appear showing “View Course” and “Create Course”
- Select/click “Create Course” sub-menu and a screen similar to Figure 50: Screen for creating New Training Course will appear
- Fill in the course details and click on “Submit” button to publish the new course online.

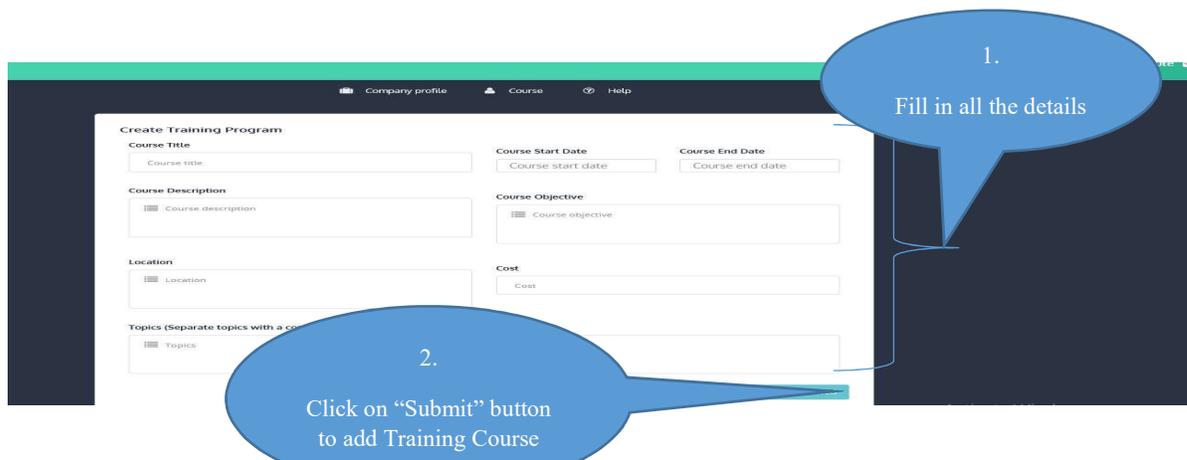


Figure 50: Screen for creating New Training Course

View/Edit Training Courses

To view/edit the Training courses that your Training Institution has already created:

- Go to the “Courses” menu on the menu bar and a dropdown or sub menu will appear showing “View Course” and “Create Course”
- Select/click “View Course” sub-menu and a screen similar to Figure 51: Edit Screen/List of Existing Training Courses will appear

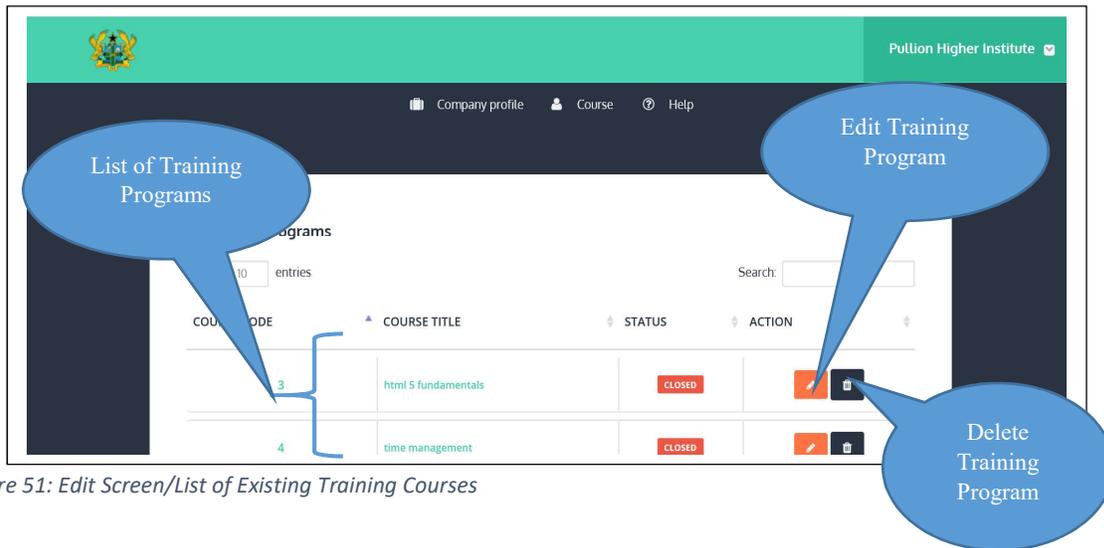


Figure 51: Edit Screen/List of Existing Training Courses

1.31 Change Password for the Training Institution’s Portal

To change the password for the Employer’s account or portal:

- Go to the topmost right corner of the Skill Developer’s portal where the name of the Training Institution is indicated by the GLMIS Application as shown in Figure 52: Training Institution's Change of password sub-menubelow
- Click on the Training Institution’s name or the icon next to it, and a dropdown menu will appear showing “Messages” and “Change Password” and “Logout”

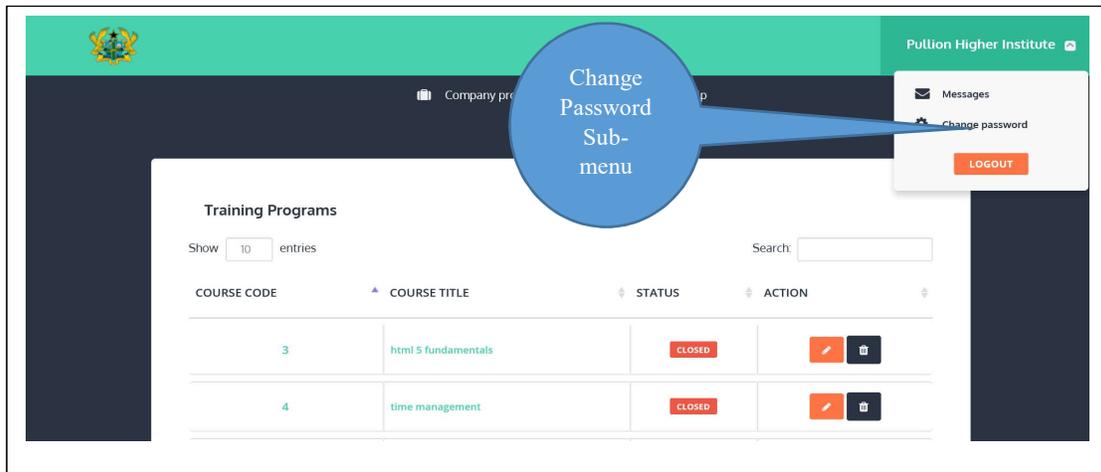


Figure 52: Training Institution's Change of password sub-menu

- Select/click “Change Password” sub-menu and a screen similar to Figure 53: Screen for Changing Training Institution's Passwordbelow will appear
- At the “Current password” space or field, type your existing password that you wish to change in order to ensure that you are right user to change the password
- At the “New password” field, type the new password you or your business wishes to use from henceforth
- At the “Confirm password” field, repeat your new password to ensure that you remember vividly, the new password you or your business has chosen

- Click on “CHANGE PASSWORD” button to complete the process and begin to use your new password from henceforth.

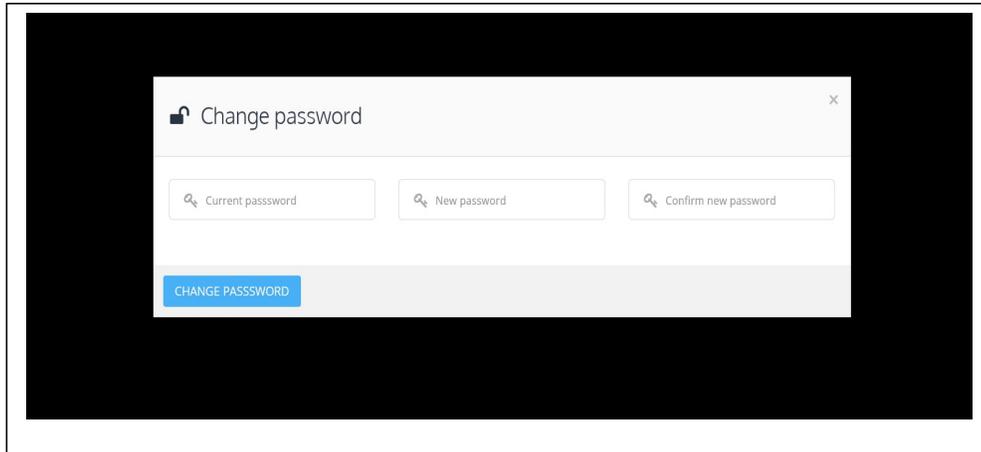


Figure 53: Screen for Changing Training Institution's Password

1.32 Logout

To change the password for the Employer’s account or portal:

- Go to the topmost right corner of the Skill Developer’s portal where the name of the Training Institution is indicated by the GLMIS Application as shown in Figure 54: Training Institution's Logout Button below
- Click on the Training Institution’s name or the icon next to it, and a dropdown menu will appear showing “Messages” and “Change Password” and “Logout”
- Select/click “LOGOUT” button to exit the Skill Developers portal.

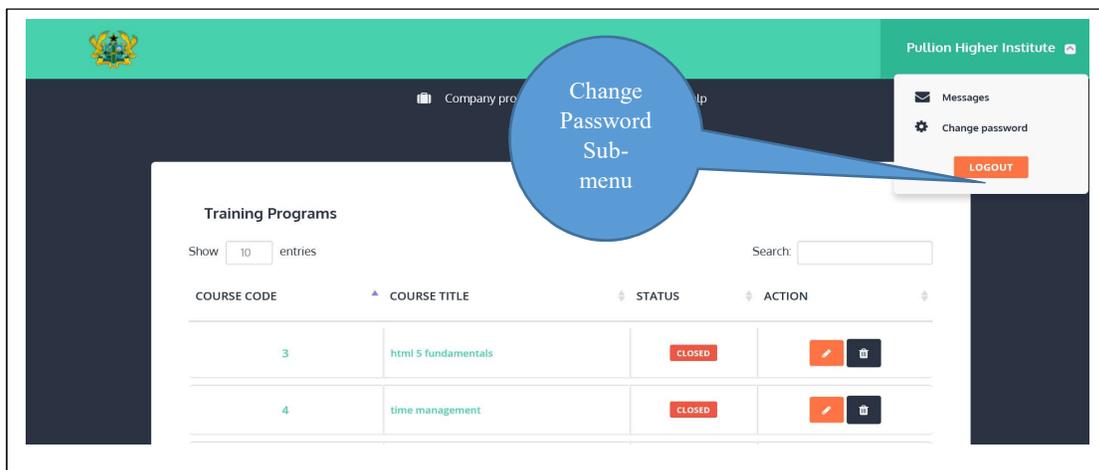


Figure 54: Training Institution's Logout Button