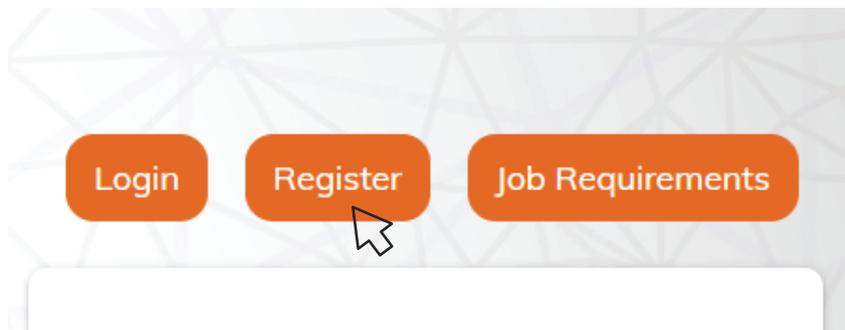


**1-** First step, open the web page jobs.shct.edu.om.



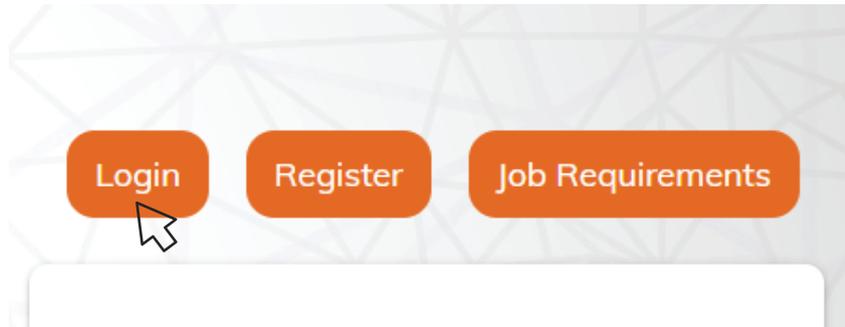
**2-** Click (Register) button on the Right side of the page.



**3-** Fill in the blanks and at the end click (Register).

A screenshot of the "UTAS Recruitment System" registration form. The form is titled "UTAS Recruitment System" and "Create New Account". It contains several input fields: "First Name", "Family Name", "Username", "Civil ID / Passport No", "Email", "Password", and "Confirm Password". Below the input fields is a "HADVE" security code field with the instruction "Enter the code above". At the bottom of the form is a blue "REGISTER" button with a white mouse cursor pointing at it.

4- Click (login) button on the Right side of the page.



5- Login with the created account.

A screenshot of the 'UTAS Recruitment System' login page. The page has a white background with a blue header. Below the header, it says 'Sign in to the system'. There are two input fields: 'Username / Email' and 'Password', each with a red icon (a person and a lock respectively). Below these fields is a blue 'LOGIN' button with a white mouse cursor over it. At the bottom, there are two links: 'Register Now!' and 'Back To Home'.

6- Fill in your Personal Information and at the end click (Next Step).

-Fill all the fields with \* to go to the next step.

A screenshot of a 'Personal Information' registration form. The form is titled 'Personal Information' and has a red warning message at the top: 'Fill all fields with \* to go to the next step.' The form is divided into several sections with red asterisks indicating required fields. The sections include: 'Select your Prefix', 'Family Name', 'Your Country', 'Gender', 'Civil ID', 'First Name', 'Home Address or Location', 'Civil Status', 'Civil ID Expiration Date', 'Middle Name', 'Date of Birth', 'Contact No.', 'Upload your Civil ID here', and 'Upload your CV'. There are 'Choose File' buttons for the uploads. At the bottom, there are 'Update' and 'Next Step' buttons.

**7-** Upload your Education/IELTS certificates, at the end click (Next Step).

**Education**

| #                               | Level of Education | Name of Institution | Institution Address | Field of Education | Specialization | GPA | Year Completed | Certificate | Transcript | Delete |
|---------------------------------|--------------------|---------------------|---------------------|--------------------|----------------|-----|----------------|-------------|------------|--------|
| No record found in the database |                    |                     |                     |                    |                |     |                |             |            |        |

**IELTS/TOEFL**

| #                 | Type of Certificate | Score | Delete |
|-------------------|---------------------|-------|--------|
| No records found. |                     |       |        |

**8-** Upload your Work Experiences, at the end click (Next Step).

**Work Experience**

| #                               | Name of Company | Company Address | Nature of Organization | Recent Position | Started Date | End Date | Total Experience | Uploaded Date | Certificate | Delete |
|---------------------------------|-----------------|-----------------|------------------------|-----------------|--------------|----------|------------------|---------------|-------------|--------|
| No record found in the database |                 |                 |                        |                 |              |          |                  |               |             |        |

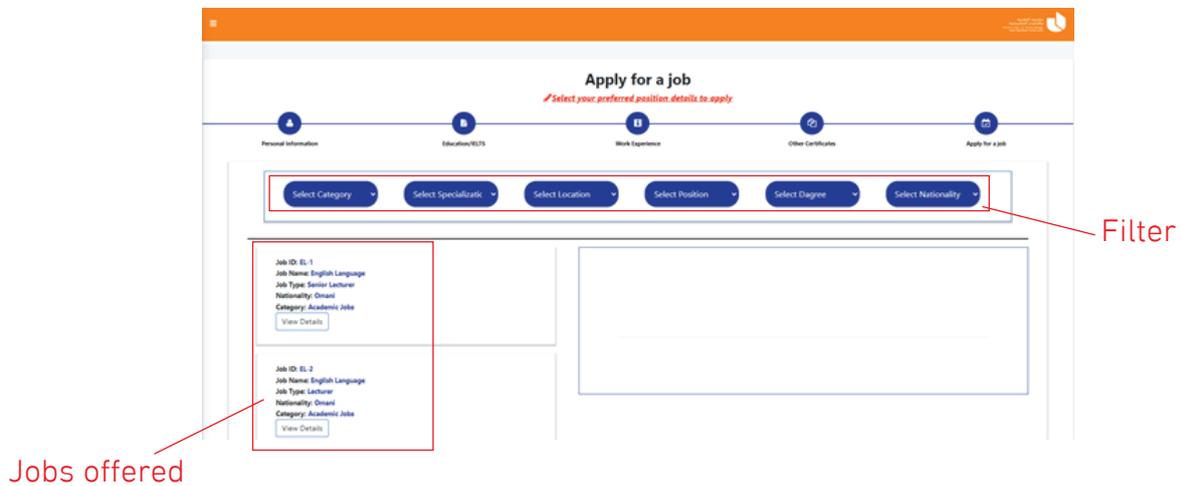
Total Years of Experience: 0

**9-** Upload your Other Certificates, at the end click (Next Step).

**Other Certificates**

| #                               | Category | Title | Name of Organization | Started Date | End Date | Uploaded Date | Nature of Participation | Certificate | Delete |
|---------------------------------|----------|-------|----------------------|--------------|----------|---------------|-------------------------|-------------|--------|
| No record found in the database |          |       |                      |              |          |               |                         |             |        |

**10-** You can use the filter buttons at the top of the page to choose your job, The jobs offered will show up at the left side. Then click View Details to show up the job details.



**11-** Finally click apply to the appropriate job.

