

Quick Start and Navigation

Everyone, including visitors and new users

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Use the portal address supplied by FNU. This guide describes the current site; available actions depend on your account role.

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1. Start here

Use the portal address supplied by FNU in a current web browser. You can browse public vacancies without an account; applying requires an approved, verified student/alumni account.

Student/alumni: Register > verify email > wait for approval > Login > complete profile and picture > Find Jobs > Apply > Jobs Applied.

Employer: Register > select/request organization > verify email > organization resolution and contact approval > Login > Create Job > job approval > Review Applications.

Staff: use your assigned account, Login, and open Admin Dashboard. Staff roles are assigned by a super administrator, not through public registration.

2. Navigation and finding help

Home returns to the landing page. Find Jobs opens vacancies. Contact Us sends a message to the Placement Officer.

On a small screen, select the navigation toggle to reveal the menu. Login and Register appear when signed out.

After login, open your name menu for your dashboard, Account Settings, or Logout. Sidebars provide the tasks available to your role.

User Manuals opens the help page. Everyone sees this guide; signed-in users also see their role guide. View PDF opens the site copy; Download PDF saves it. Editable Word copies are maintained offline and are not available through the site.

Use search/filter controls and submit the search. Use pagination for more results. Click sortable column headings to change order. An asterisk (*) marks a required field.

3. Register as a student or alumni

1. Select Register and choose Student or Alumni. Enter your name, primary email, seven-digit mobile number, password, and matching confirmation.
2. Students must provide a unique University Student ID (up to nine characters) and date of birth. Alumni provide date of birth and graduation year; the Student ID is optional.
3. Submit and correct validation errors. Registration passwords require at least five characters; use a longer, unique password.
4. Follow the verification link sent to your email and wait for administrator approval. Alumni use the student dashboard and manual after login.

4. Register as an employer contact

1. Select Register > Employer. Enter your personal contact details, designation, password, and confirmation.
2. Search for and select your existing organization. If it is missing, choose Can't find your organization? Request a new organization.
3. For a new organization request, enter its name, address, phone, and email, then submit.
4. Verify your email. Wait for organization resolution/linking and separate contact-account approval. Each contact uses their own login, even when sharing an organization.

5. Verification, approval, and login

1. Check your inbox and spam folder for the verification email. Links expire after 60 minutes; use the verification/resend link on Login if necessary.
2. Email verification does not approve the account. Pending means awaiting administrator approval; Active means approved; Blocked means access is suspended.
3. Select Login and enter your primary email and password. The site directs you to the student, employer, or admin dashboard based on your role.
4. Read any error message before retrying. Use Contact Us for delayed approval or blocked access. Select your name > Logout when finished.

If registration says your account was created but email failed, do not register again. Use resend and seek support if delivery still fails.

6. Browse vacancies

1. Select Find Jobs. Enter keywords/location and use the available category/job-type filters, then submit the search.
2. Open a job to read its description, requirements, location, employer, and closing date.
3. Login as a student/alumni to Save or Apply. Saving is a bookmark, not an application. Check Jobs Applied after submitting.

7. Account settings and security

1. Open your name menu > Account Settings. View Profile shows your saved information; Profile Update opens the editable fields.

2. Update your own details, select the save/update button, and check the confirmation. Correct any errors shown beside fields.

3. Use Change Profile Picture to upload a clear picture. Use Change Password to enter your current password, new password, and confirmation.

If your account requires email verification, changing your primary email requires verification of the new address before continuing.

Use a unique password, keep applicant documents confidential, and select your name > Logout on shared devices. Never share a login.

8. Troubleshooting and support

Pending approval: contact the Placement Officer if approval is delayed. Email verification and administrator approval are separate requirements.

Blocked account: contact an administrator; registering again is not a solution. Unverified email: use the verification/resend link on Login and check your spam folder.

Forgotten password: select Forgot Password on Login, enter your account email, and select Send reset link. Check your inbox and spam folder. Open the single-use link within 60 minutes and enter a new password of at least 8 characters twice. Wait at least one minute between link requests. Resetting a password does not approve or unblock an account or verify its email. If email recovery is unavailable, contact an administrator for student/employer accounts or a super administrator for staff accounts.

Read submission messages carefully. A notification-email warning may mean the record was saved but the email failed; check the saved record before submitting again.

Use Contact Us to reach the Placement Officer. Include the page, action, time, and error message, but never send your password or unnecessary personal documents.