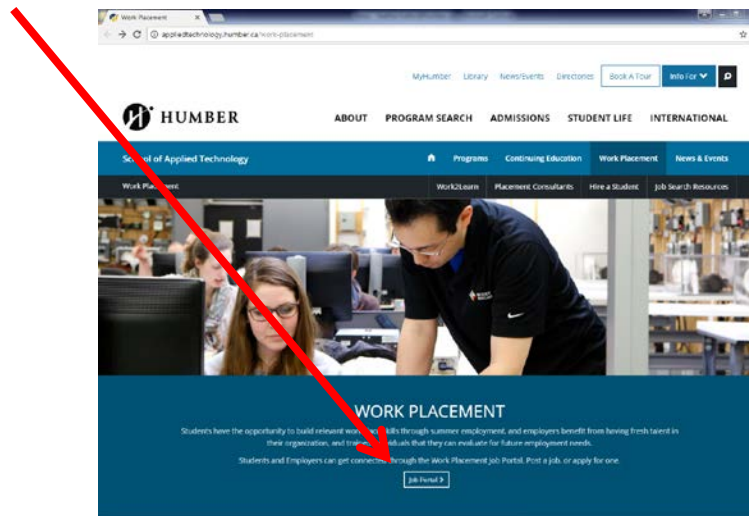


Tip Sheet – Accessing the Portal for the First Time

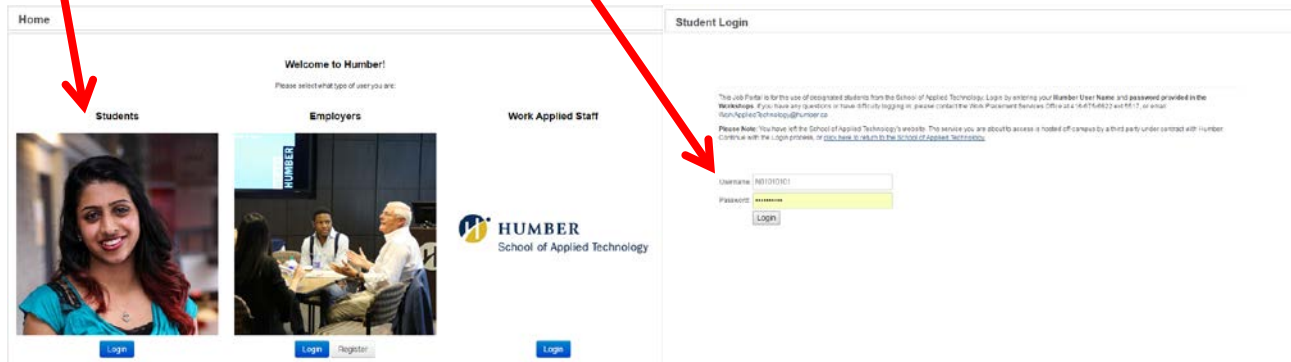
Email Notices: Emails are automatically generated from the Portal to your HumberMail email address.

If you are not actively using your HumberMail account, make sure you redirect your HumberMail to your current email address.

1. Access the Job Portal at <http://appliedtechnology.humber.ca/work-placement>

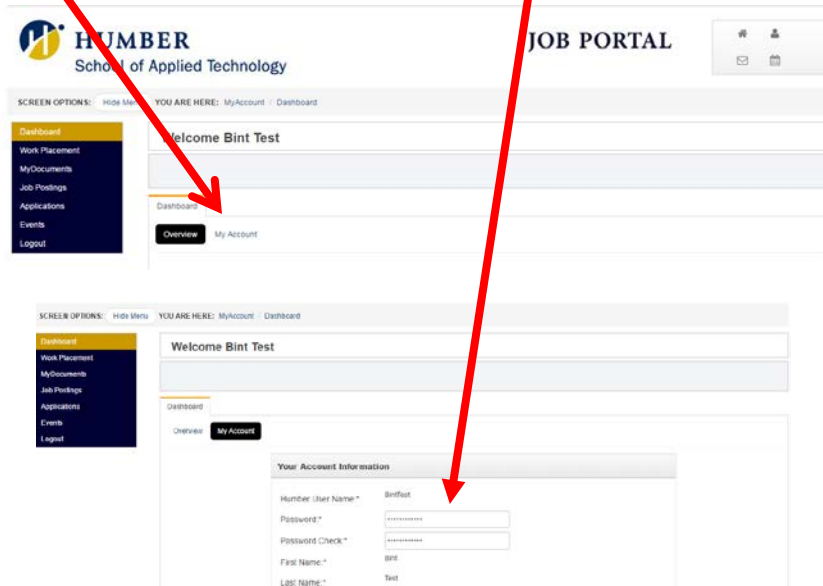


2. Log in as Student
 - Your user name is your “N” number, using a capital N (e.g. N0101111)
 - Your temporary password is **humber2016**, which is case sensitive (type all in lower case)

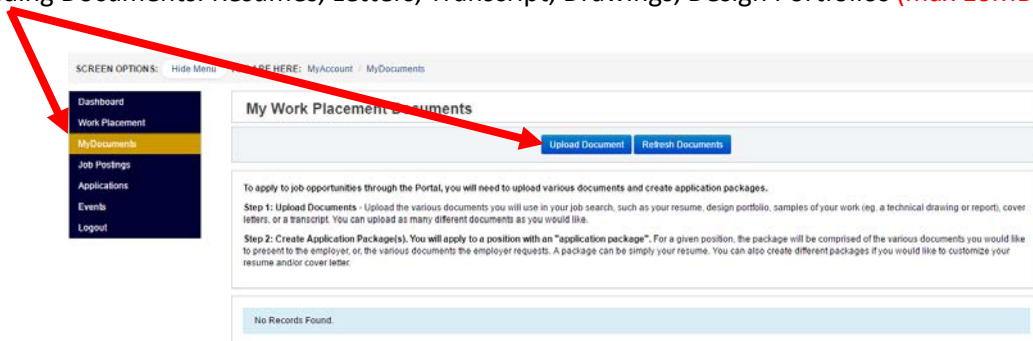


3. The very first time you login, you will be asked to agree to the Policy/Privacy Statement. You need to do so to advance into the Portal. **If you get caught in a continuous loop, try logging on for the first time from a Humber computer on the Humber network (versus from home) prior to contacting the Work Placement Office.**

4. The first time you log in you will need to change your password to something unique and update your personal information. From your home screen click on My Account, then fill in required information and changes.



5. Uploading Documents: Resumes, Letters, Transcript, Drawings, Design Portfolios (max 10MB)



Name the document, select file type and attach your document. **You can add multiple documents. There is no limit on how many resume or cover letter versions you can add.**

