User Guide

GTA Application Submission Portal

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Team Members

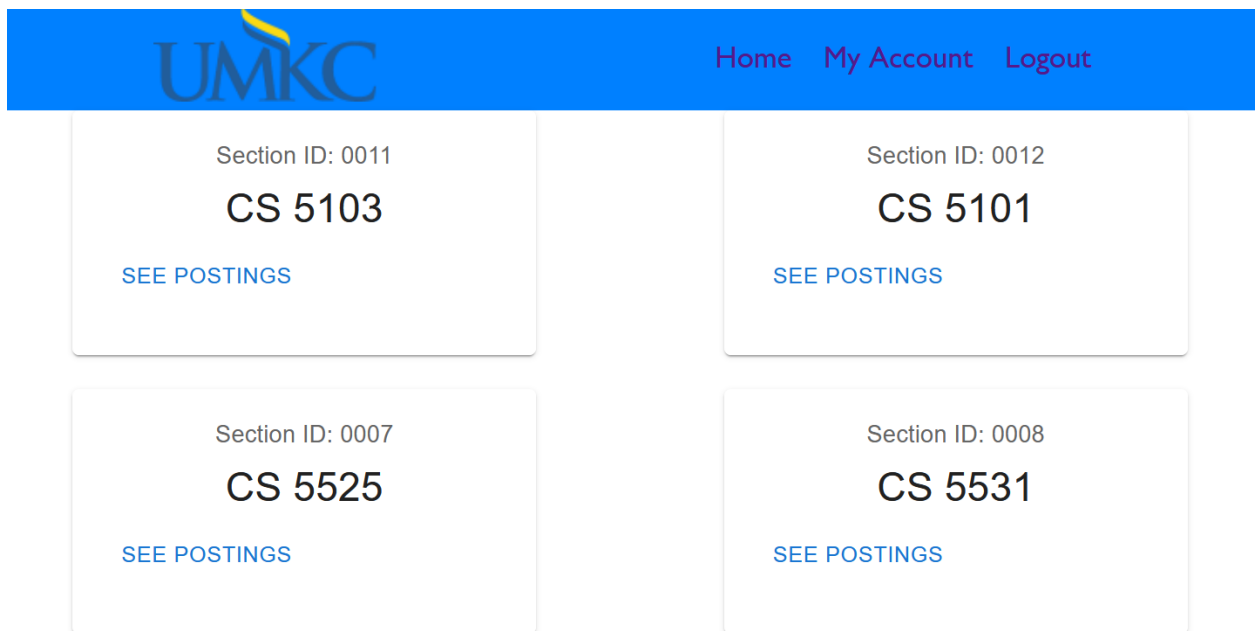Ashna Ali

Henry Madriles

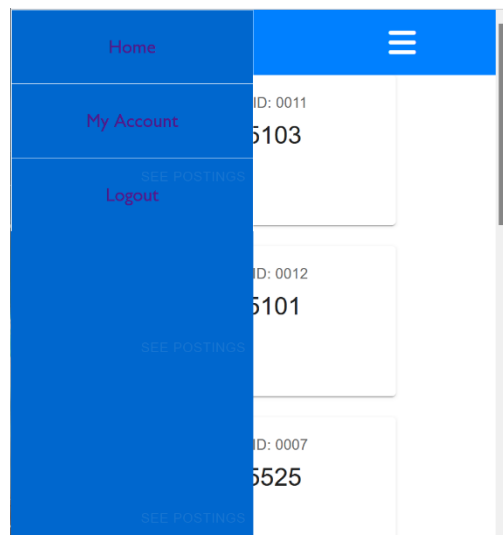Devin Osbern

Sam Straub

1. Introduction

This user guide provides instructions on how to use the GTA Application Submission portal. Users of this application will have an account set up in the system prior to use, although guests may open positions without logging in. This guide will provide instructions on viewing open positions, logging in, and submitting applications.

2. Getting Started

When first accessing the application, you will land on the home page. The navbar at the top of the screen allows for quick access to additional pages.

NOTE: On mobile devices, the navbar can be accessed through the hamburger menu icon in the top right corner of the screen.

3. Viewing Open Positions

Cards are displayed in the main body of the page. Each card corresponds to a class that has open positions. To view more details about a specific position, click SEE POSTINGS. The next screen shows class information as well as any open positions. Users will be prompted to login before submitting an application.

Classname: CS 5103, Section ID: 0011

GTA

GTA is not required

APPLY

Grader

GTA is not required

APPLY

4. Logging In

To log into the application, enter your email address and password into the corresponding fields. Optionally, check the remember me box to save login information. Finally, click SIGN IN. If your email address and are correct you will be taken to the application submission screen. If you have forgotten your password, please contact the administrator.

Sign in

Email Address *

test@student.com

Password *

••••••

☐ Remember me

SIGN IN

4. Submitting an Application

To submit an application for the selected job, click Browse and select your application or other supporting documents you wish to submit. Click Upload File to submit your file. You may upload multiple files if necessary, by clicking Browse again and selecting a new file. Remember to click Upload File for each document you wish to submit.

Class: CS 5103, Section: 0011

Job Title: GTA

Browse... No file selected.   Upload File

5. My Account Page

Clicking My Account on the navbar takes you to the My Account Page. Use this page to view a list of jobs you have applied for.

6. **Logging Out**

When you are finished using the application, click logout to end your session.

7. **Conclusion**

The GTA Application Submission Portal is a lightweight tool that allows you to view open positions and submit applications quickly and easily. By following the steps outlined in this user guide document, you should be able to navigate the application with ease and apply for your desired positions with confidence.