

Quick Guide

IHL Portal for Student

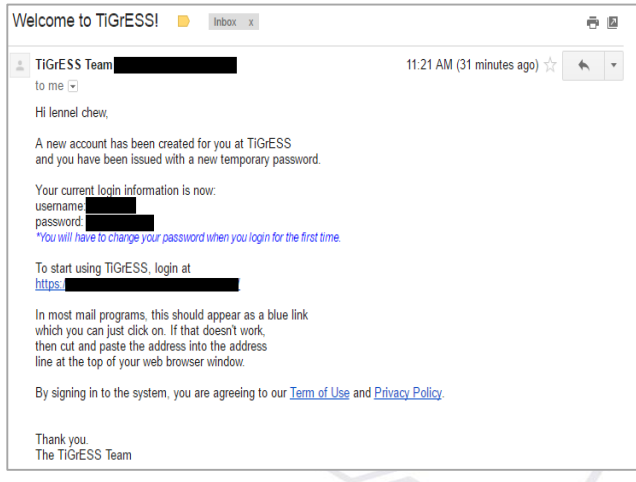
TiGrESS

Talent Ready integrated
Graduate Employability Smart System

First Time Login

1

Check your email address for portal's link



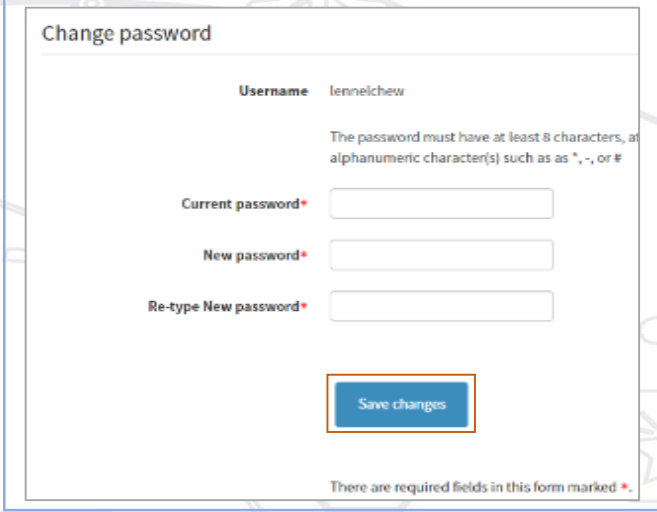
2

Login to portal with username and password from email



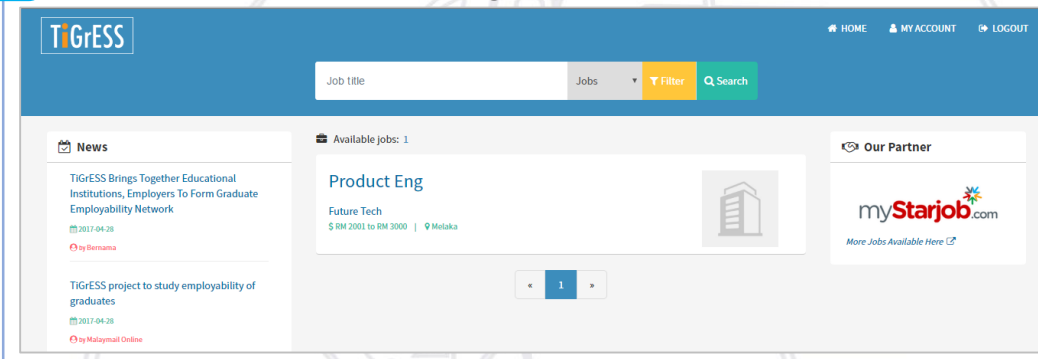
3

Change your password (required)



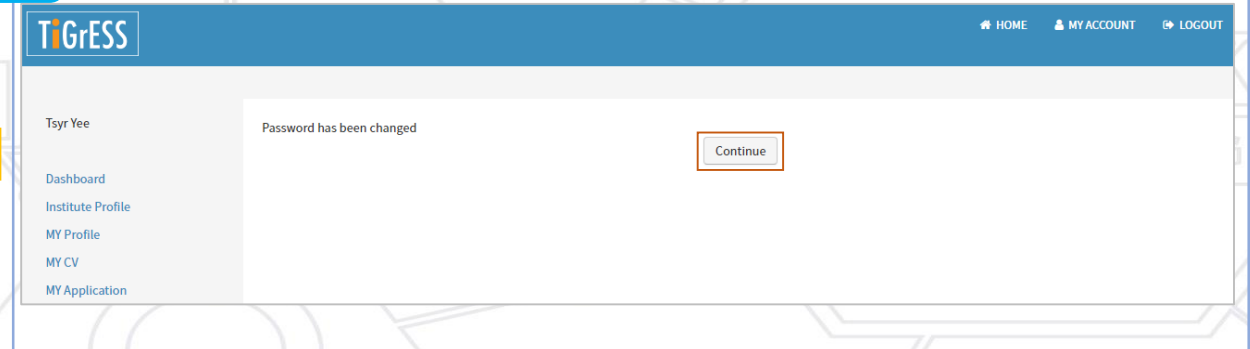
5

Completed first time login



4

Click on the "Continue"



Homepage Overview

The screenshot shows the TiGrESS homepage with a blue header and a light grey main content area. The header contains the TiGrESS logo, navigation links for HOME, MY ACCOUNT, and LOGOUT, and a search bar. The search bar has a text input field for 'Job title', a dropdown menu for 'Jobs', a 'Filter' button, and a 'Search' button. The main content area is divided into three columns. The left column has a 'News' section with two news items. The middle column has a 'Available jobs: 1' section with a job listing for 'Product Eng' at 'Future Tech' in 'Melaka' with a salary range of '\$ RM 2001 to RM 3000'. The right column has an 'Our Partner' section with the 'myStarjob.com' logo and a link to 'More Jobs Available Here'. A pagination bar at the bottom of the job listing shows '« 1 »'. Callout boxes with red and yellow borders point to these elements, providing descriptions.

Shows the search box for job or internship

Job title Jobs Filter Search

Shows the news posted by career services

Shows the list of job/internship in the portal

Available jobs: 1

Product Eng

Future Tech
\$ RM 2001 to RM 3000 | Melaka

« 1 »

Our Partner

myStarjob.com
More Jobs Available Here

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Dashboard Overview

The screenshot shows the TiGrESS dashboard interface. At the top left is the TiGrESS logo. At the top right are navigation links for HOME, MY ACCOUNT, and LOGOUT. On the left side, there is a user profile for 'Tsyrr Yee' and a vertical menu with options: Dashboard, Institute Profile, MY Profile, MY CV, and MY Application. The main content area is titled 'Dashboard' and features a scorecard with two cards: 'Jobs' (1) and 'Internships' (1). Each card has a 'More info' link. Annotations with callout boxes explain the menu and the scorecard.

TiGrESS HOME MY ACCOUNT LOGOUT

Tsyrr Yee

Shows the portal's menu

Dashboard

Shows the scorecard in the portal. The scorecard shows the statistics of the data in the system

Dashboard
Institute Profile
MY Profile
MY CV
MY Application

1 Jobs
More info

1 Internships
More info

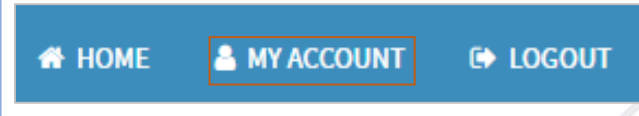
NEWS

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Edit Profile

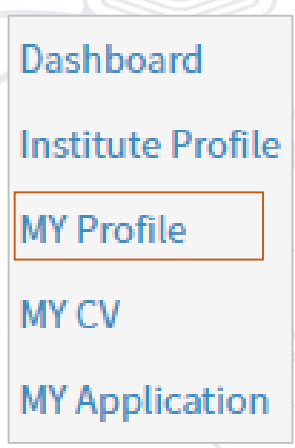
1

Click on the "MY ACCOUNT" located on a row at the top right of the portal



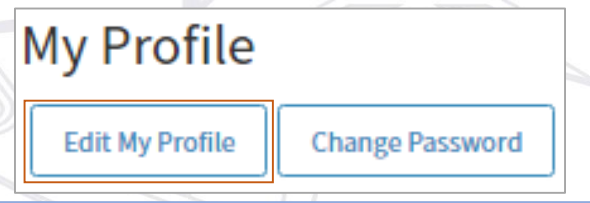
2

On the left menu, click on "My Profile"



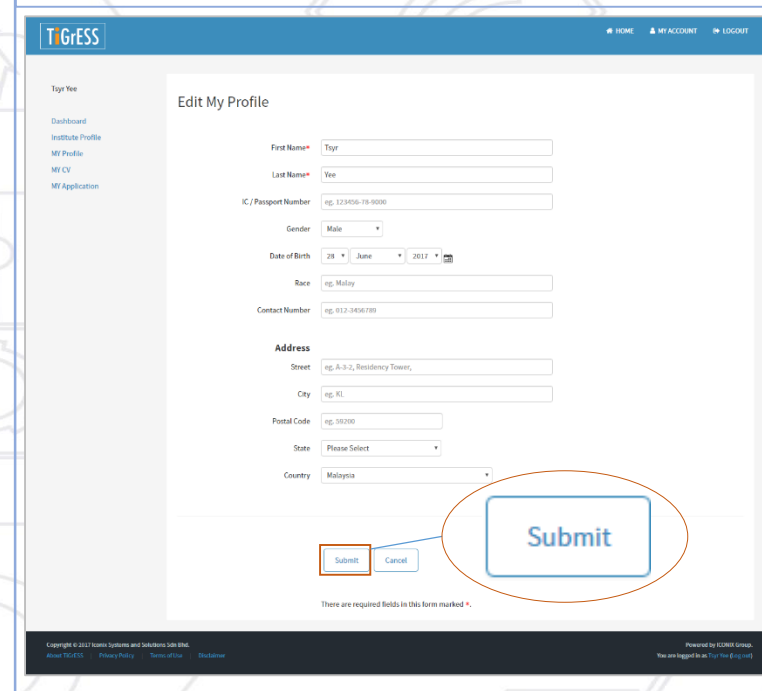
3

Click on "Edit My Profile"



4

Edit your details, and then click on "Submit" button



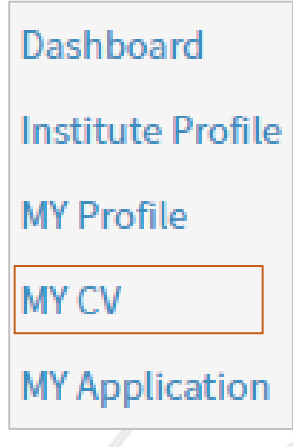
5

After complete, you will see your profile page



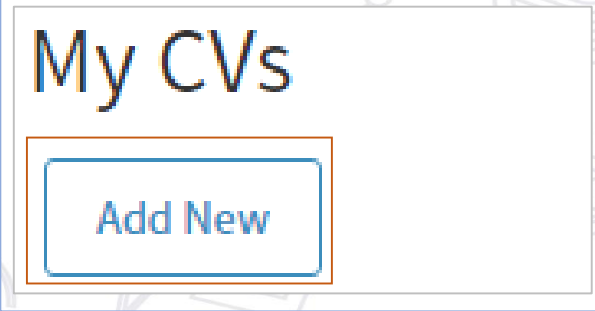
Create CV

1 On the left menu, click on "My CV"



- Dashboard
- Institute Profile
- MY Profile
- MY CV**
- MY Application

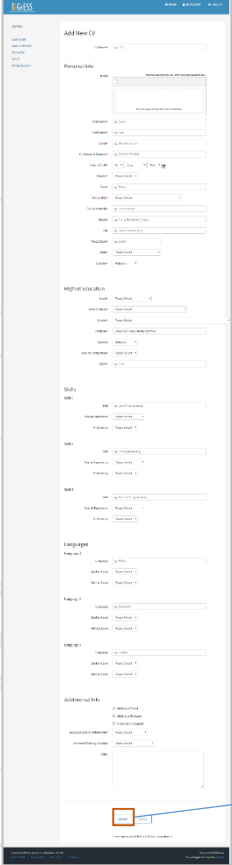
2 Click on "Add New" button



My CVs

Add New

3 Fills the details in your CV and click on "Submit" to submit the details



ADD NEW CV

PERSONAL INFO

EMPLOYMENT HISTORY

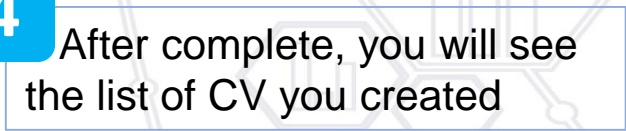
EDUCATION

LANGUAGES

ADDITIONAL INFO

Submit

4 After complete, you will see the list of CV you created



Apply Job

1

Click on job you want to apply

The screenshot shows the TiGrESS website's job search results. At the top, there is a search bar with 'Job title' and a search button. Below the search bar, there are three main sections: 'News', 'Available jobs: 1', and 'Our Partner'. The 'Available jobs' section features a card for 'Product Eng' at 'Future Tech' with a salary range of '\$ RM 2001 to RM 3000' and location 'Melaka'. This card is highlighted with a red box. The 'Our Partner' section mentions 'myStarjob.com'. A yellow arrow points from this screenshot down to the next one.

2

Click on the “Apply Now” to apply job

The screenshot shows the job details page for 'Public Relation Manager' at 'Future Tech'. The job title and company name are at the top. Below, there are sections for 'Job Detail' (Working Location: Johor), 'Our Story', and 'About Us' (Registration Number: 1234, Contact No: 03-1234567, Website: http://www.futuretech.com). A red box highlights the 'Apply Now' button at the bottom right. A yellow arrow points from this screenshot right to the next one.

4

You will see the status of your application

The screenshot shows the application status page. At the top, there is a navigation bar with 'HOME', 'MY ACCOUNT', and 'LOGOUT'. Below, there is a section for 'Product Eng' at 'Future Tech' with a salary range of 'RM 2001 to RM 3000'. The page is divided into two columns: 'Job Description' (Developing new product.) and 'Job Requirement' (Holds a degree in engineering.). Below these are 'Job Scope' (Responsible for developing new product for manufacturing.) and 'Job Detail' (Working Location: Melaka, Benefits: Medical, Processing Time: 2 weeks, Dress Code: Smart Casual). At the bottom, there is a 'Pending for status' message highlighted with a red box. A yellow arrow points from this screenshot up to the next one.

3

Choose your CV and click “Apply”

The screenshot shows the application form. On the left, there is a sidebar with navigation links: 'Tsyir Yee', 'Dashboard', 'Institute Profile', 'MY Profile', 'MY CV', and 'MY Application'. The main area is titled 'Application' and contains a dropdown menu for 'CV' with the text 'Please Select'. Below the dropdown are two buttons: 'Apply' (highlighted with a red box) and 'Cancel'. At the bottom, there is a note: 'There are required fields in this form marked *.'

View My Application

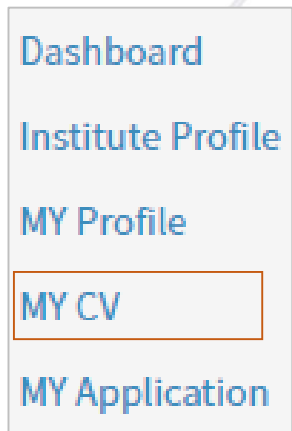
1

Click on the “MY ACCOUNT” located on a row at the top right of the portal



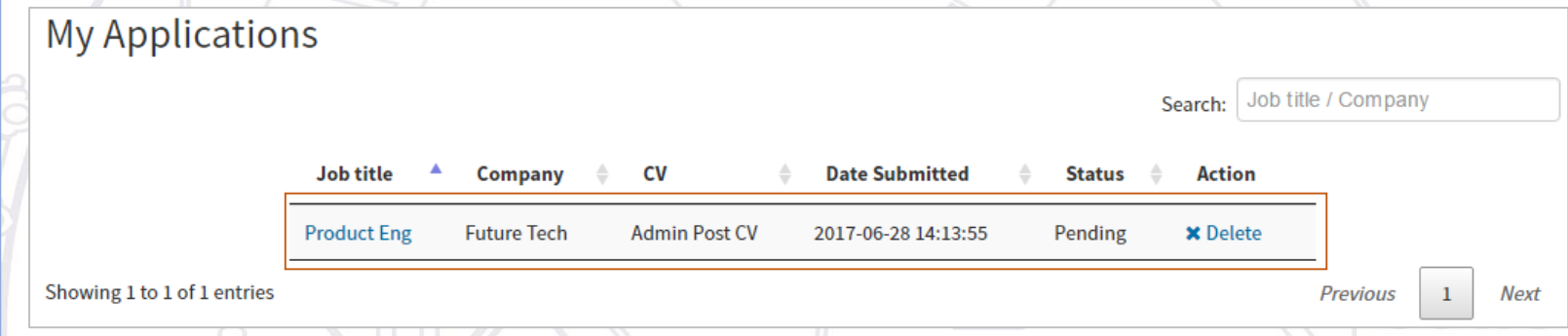
2

Click on “MY Application” on the left menu



3

The list shows the detail of your application, you can cancel the application clicking on “Delete”



The screenshot shows a web page titled "My Applications". At the top right, there is a search bar with the placeholder text "Job title / Company". Below the search bar is a table with the following columns: "Job title", "Company", "CV", "Date Submitted", "Status", and "Action". The table contains one row of data: "Product Eng", "Future Tech", "Admin Post CV", "2017-06-28 14:13:55", "Pending", and "Delete" (with a red 'X' icon). Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are navigation buttons: "Previous", "1" (in a box), and "Next".

Job title	Company	CV	Date Submitted	Status	Action
Product Eng	Future Tech	Admin Post CV	2017-06-28 14:13:55	Pending	Delete



-THANK YOU-

For more details manual, please refers to the complete manual entitled IHL Tigress Manual Student Manual.

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