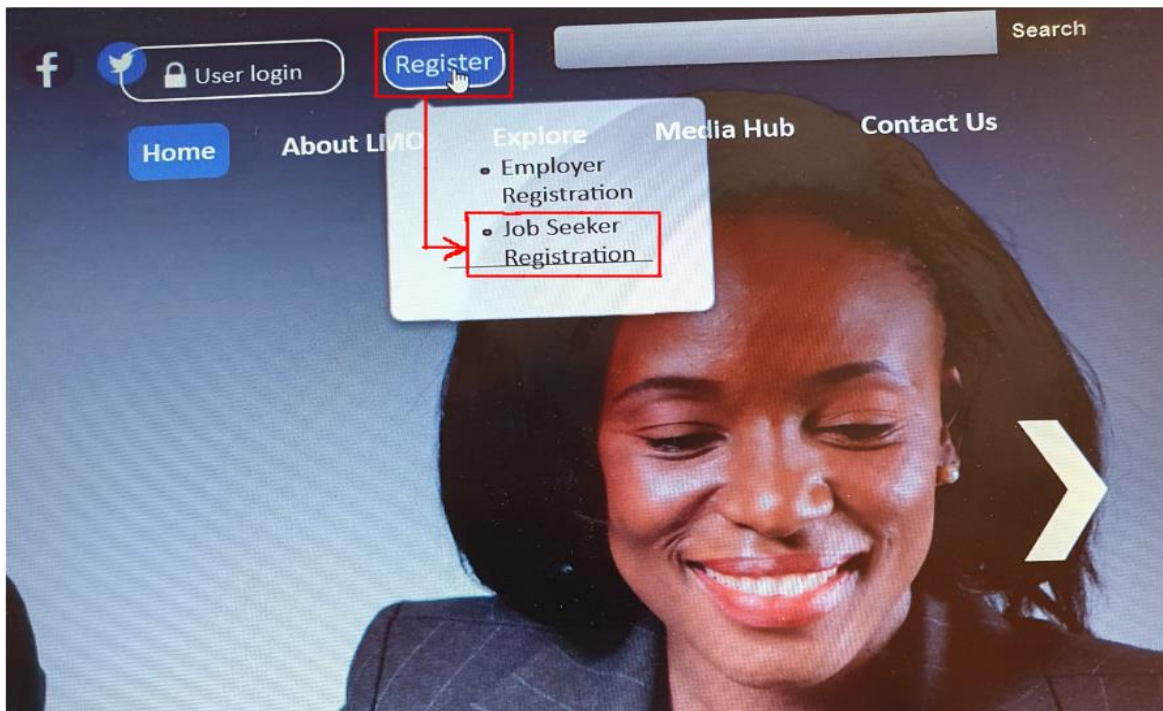


STEPS ON HOW TO REGISTER AS A JOBSEEKER IN THE LMO WEBSITE

1. Browse the site <http://www.botswanalmo.org.bw>



2. Hover mouse cursor over *Register* tab towards the top right of the home page. Select *Job Seeker Registration* in the dropdown menu to open Job Seeker Account window.



3. In the Job Seeker Account window, *create new account* option is selected by default. Populate all the available fields, check **Accept Terms and Conditions of Use** thereafter click on the *Create Account* tab at the bottom of the window. A verification link will be forwarded to the entered email address.

The screenshot shows the 'Job Seeker Account' registration page. At the top, there is a navigation bar with the Botswana Labour Market Observatory logo and links for Home, About LMO, Explore, Media Hub, and Contact Us. Below the navigation bar, the page title 'Job Seeker Account' is displayed. There are three buttons: 'Create new account' (selected), 'Log in', and 'Request new password'. The registration form includes the following fields:

- First name ***: A text input field with the placeholder 'Enter your first name.' Below it, a CAPTCHA image shows the characters 'P t 5 5 h'.
- Last name ***: A text input field with the placeholder 'Enter your last name.' Below it, a label 'What code is in the image? *' and a text input field with the placeholder 'Enter the characters shown in the image.' are present.
- Birth date ***: A date input field with the placeholder 'Enter your birth date'. The date '30/06/1993' is entered. Below the field, the format 'Format: 16/11/2020' is indicated.
- Field of Profession**: A dropdown menu currently showing '<none>'.

4. Check your Inbox and click on the verification link forwarded to you in order to activate your Account.

Account details for Botswana LMO Inbox x

Botswana Labour Market Observatory <info@botswanalmo.org.bw>
to me ▾

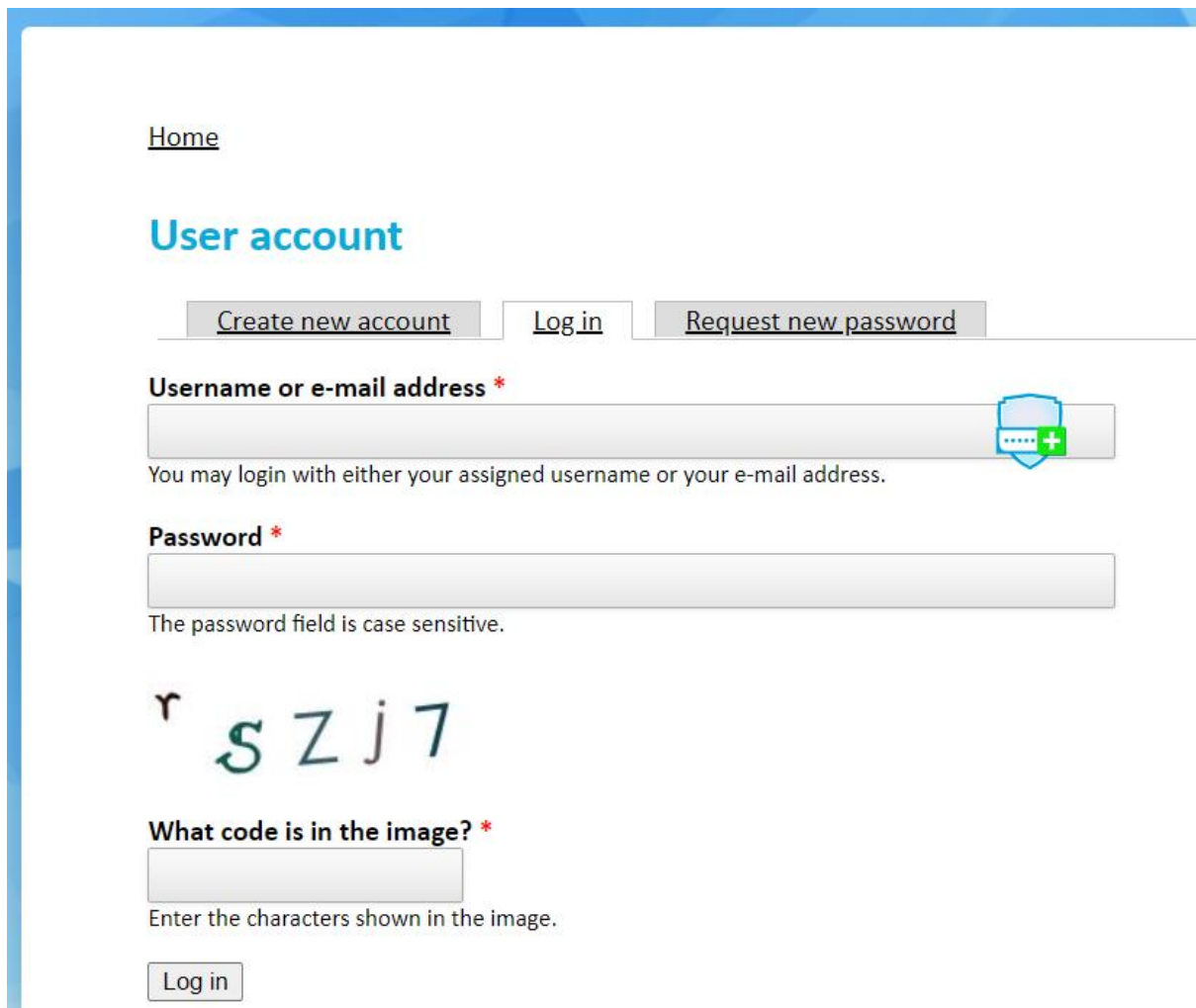
Thank you for registering for an LMO account. Please verify your email address by clicking this link:


["botswanalmo.org.bw/user/welcome/624571829"](https://botswanalmo.org.bw/user/welcome/624571829)

If you have received this in error, you can safely ignore this email.

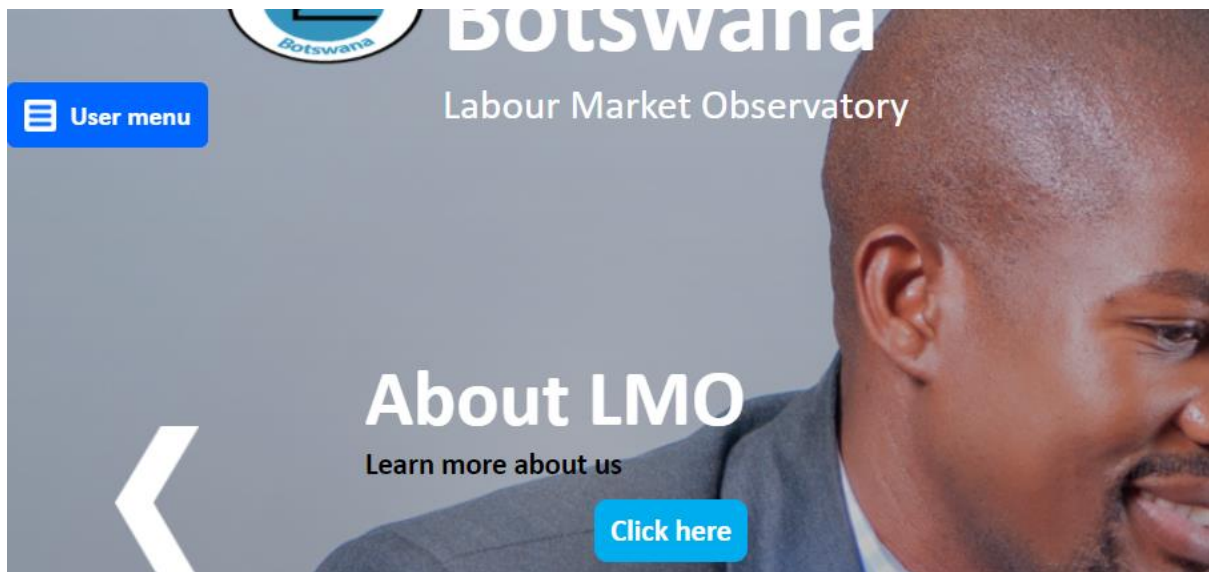
Thank you!
Team LMO

5. The verification link will lead you to the Job Seeker Account Login Page. Enter either your Username or Email address, password and click *Login* button at the bottom of the window to log into your Account.



The screenshot shows a login page with a blue header. At the top left, there is a link for [Home](#). Below it, the heading **User account** is displayed. Three buttons are arranged horizontally: [Create new account](#), [Log in](#), and [Request new password](#). The **Username or e-mail address *** field is a text input with a blue shield icon containing a plus sign on the right. Below this field, a note states: "You may login with either your assigned username or your e-mail address." The **Password *** field is a text input with a grey background. Below it, a note states: "The password field is case sensitive." A CAPTCHA image shows the characters "r s z j 7". Below the CAPTCHA, the text **What code is in the image? *** is followed by a text input field. A note below the input field says: "Enter the characters shown in the image." At the bottom, there is a [Log in](#) button.

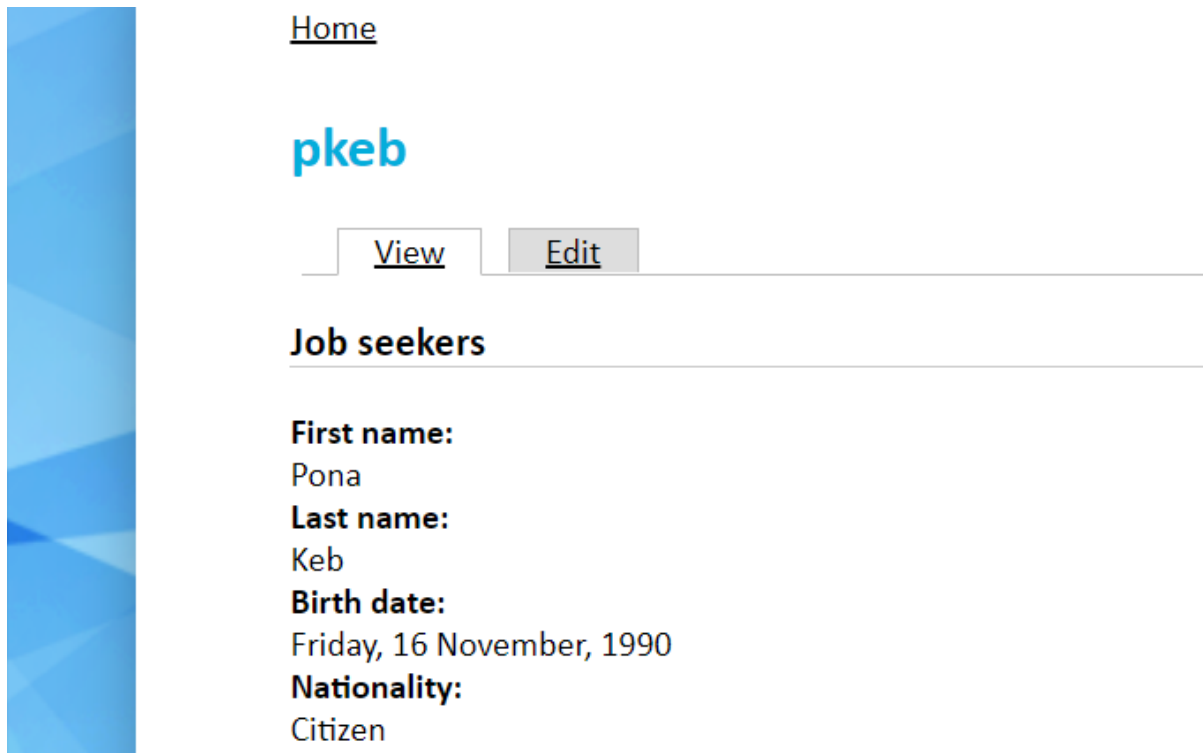
6. *User menu* tab will now appear towards top left of the window.



7. Hover mouse cursor over the *User menu* tab and select *My Account*.



8. You will be redirected to your Account.



9. To update information, click on *Edit* tab. Two options will be available for you to choose, *Account* and *Edit Profile*. *Account* is for editing Account details, and *Edit Profile* is for editing Job Seeker Profile.

[Home](#) » [pkeb](#)

pkeb

[View](#) [Edit](#)

[Account](#) [Edit Profile](#)

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscore

Current password

Enter your current password to change the *E-mail address* or *Password*. [Request new password](#).

E-mail address *

10. Do not forget to click *save* tab at the bottom of the window to save the changes/updates made.

Botswana Labour Market Observatory Home About LMO Explore Media Hub

Job Seeker Status *

Employed

Professional Qualifications

- ITIL
Information Technology Service Management Best Practices
- MCP
Microsoft Certified Professional

Add another item

Save

11. To logout of your Account, hover mouse cursor over *User Menu* tab and select Log out in the dropdown menu.

The screenshot displays the Botswana Labour Market Observatory website. At the top left, there is a logo for the Labour Market Observatory Botswana. The main header features the text "Botswana Labour Market Observatory" and a "Home" link. A "User menu" tab is highlighted with a red box, and its dropdown menu is open, showing "My account" and "Log out" options, with "Log out" also highlighted by a red box. Below the menu, a green notification bar states "The changes have been saved." The main content area is titled "Edit Profile profile for pkeb" and includes "View" and "Edit" buttons. Below this, there are links for "Account" and "Edit Profile". A form field for "First name" is visible, containing the text "Ponatshego" and a red asterisk indicating a required field. Below the form field, the text "Enter your first name." is displayed.

THANK YOU!