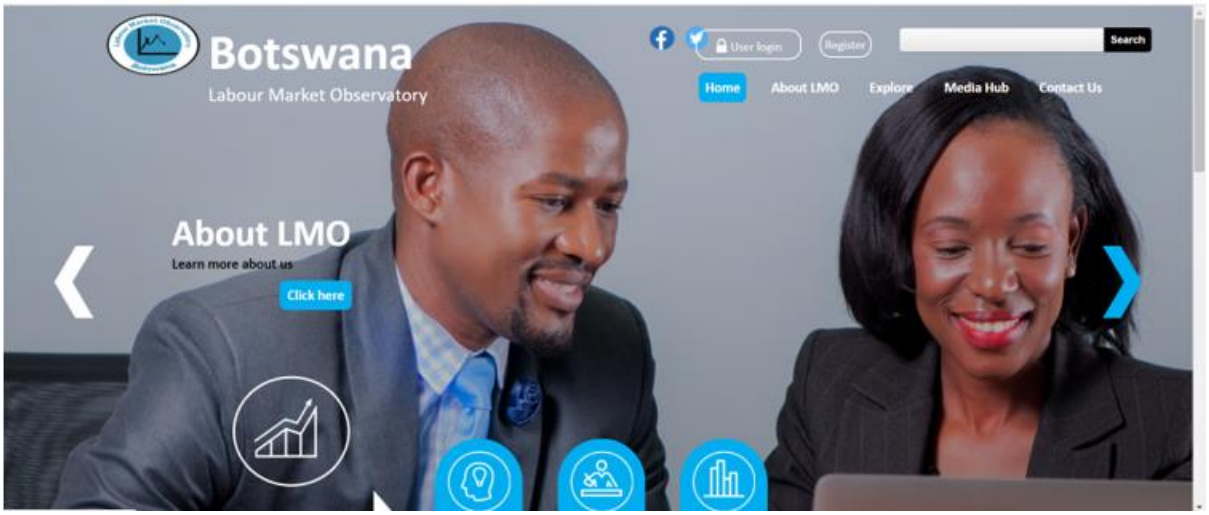
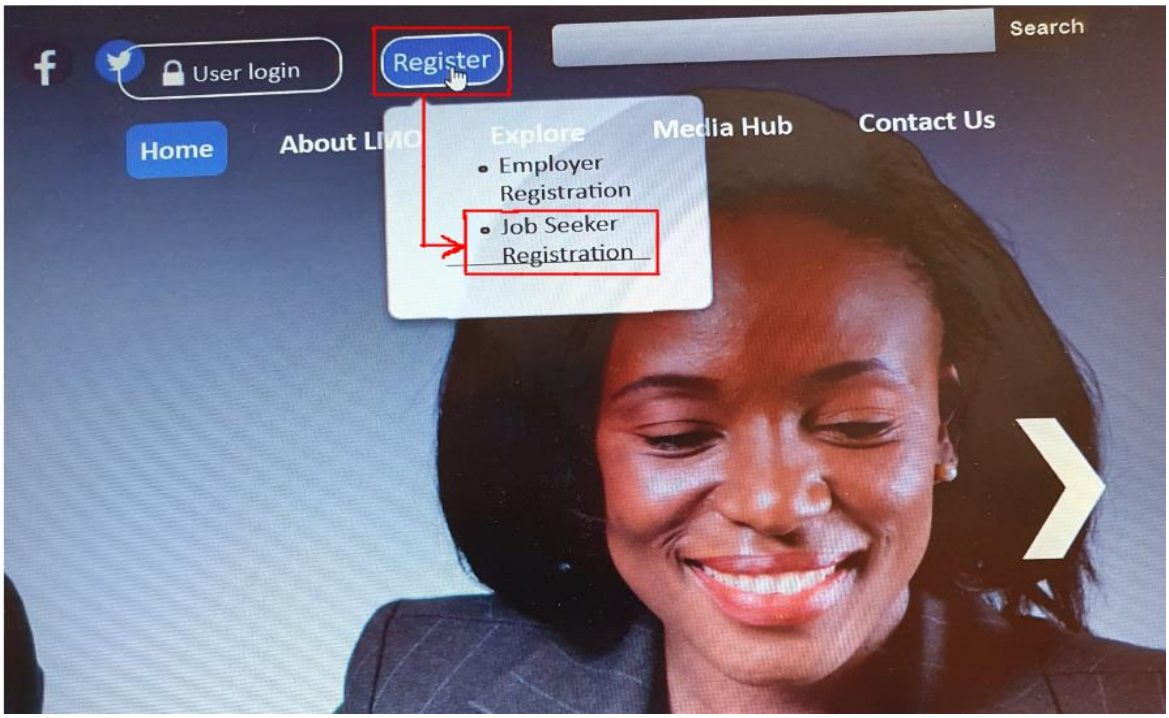
HUMAN RESOURCE DEVELOPMENT COUNCIL of BOTSWANA

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

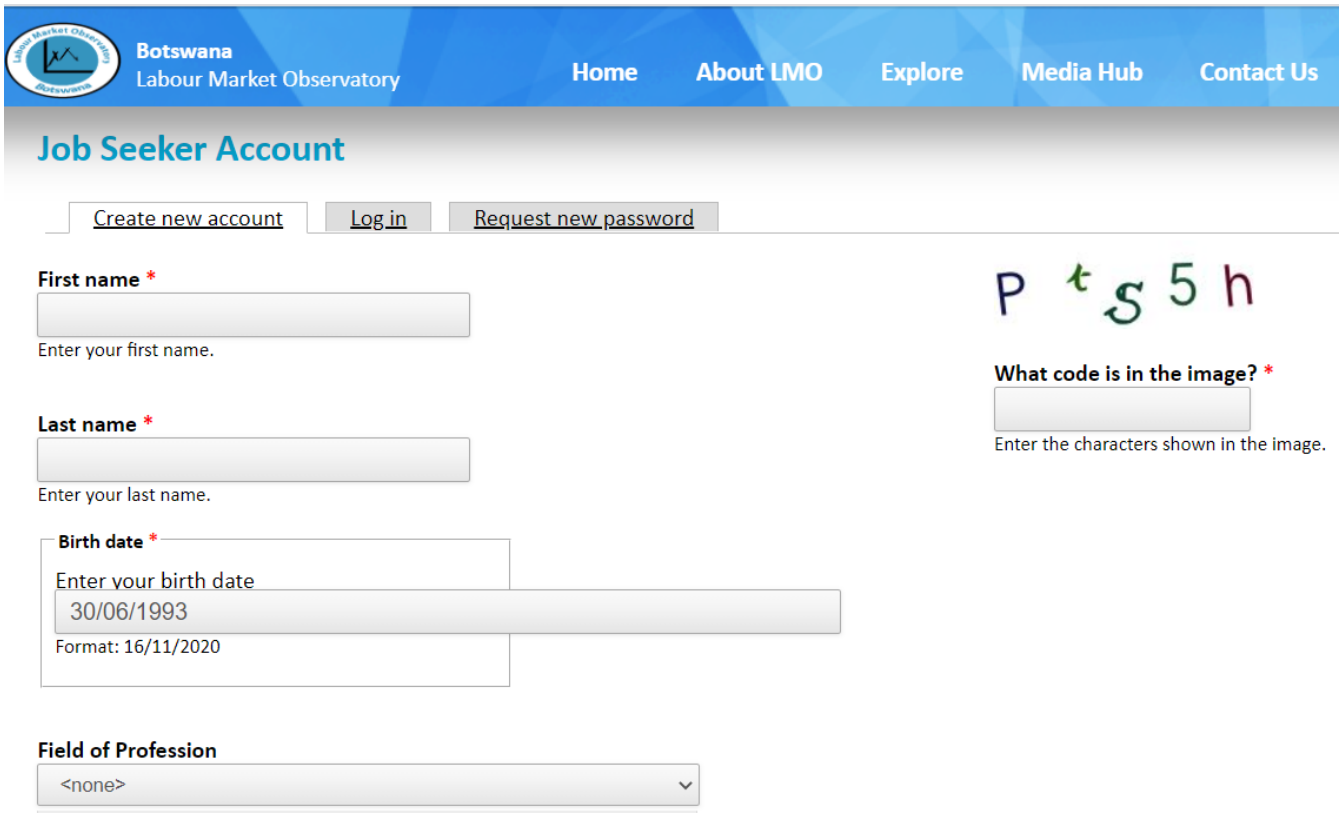
1. Browse the site http://www.botswanalmo.org.bw



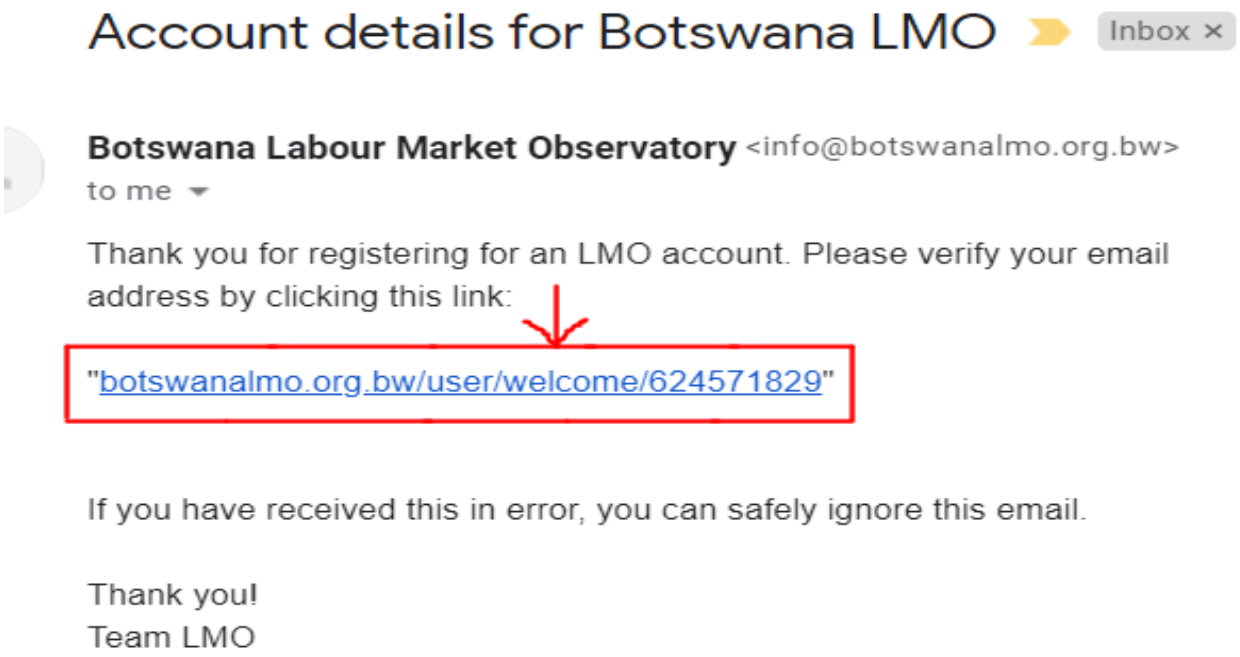
2. Hover mouse cursor over *Register* tab towards the top right of the home page. Select *Job Seeker Registration* in the dropdown menu to open Job Seeker Account window.



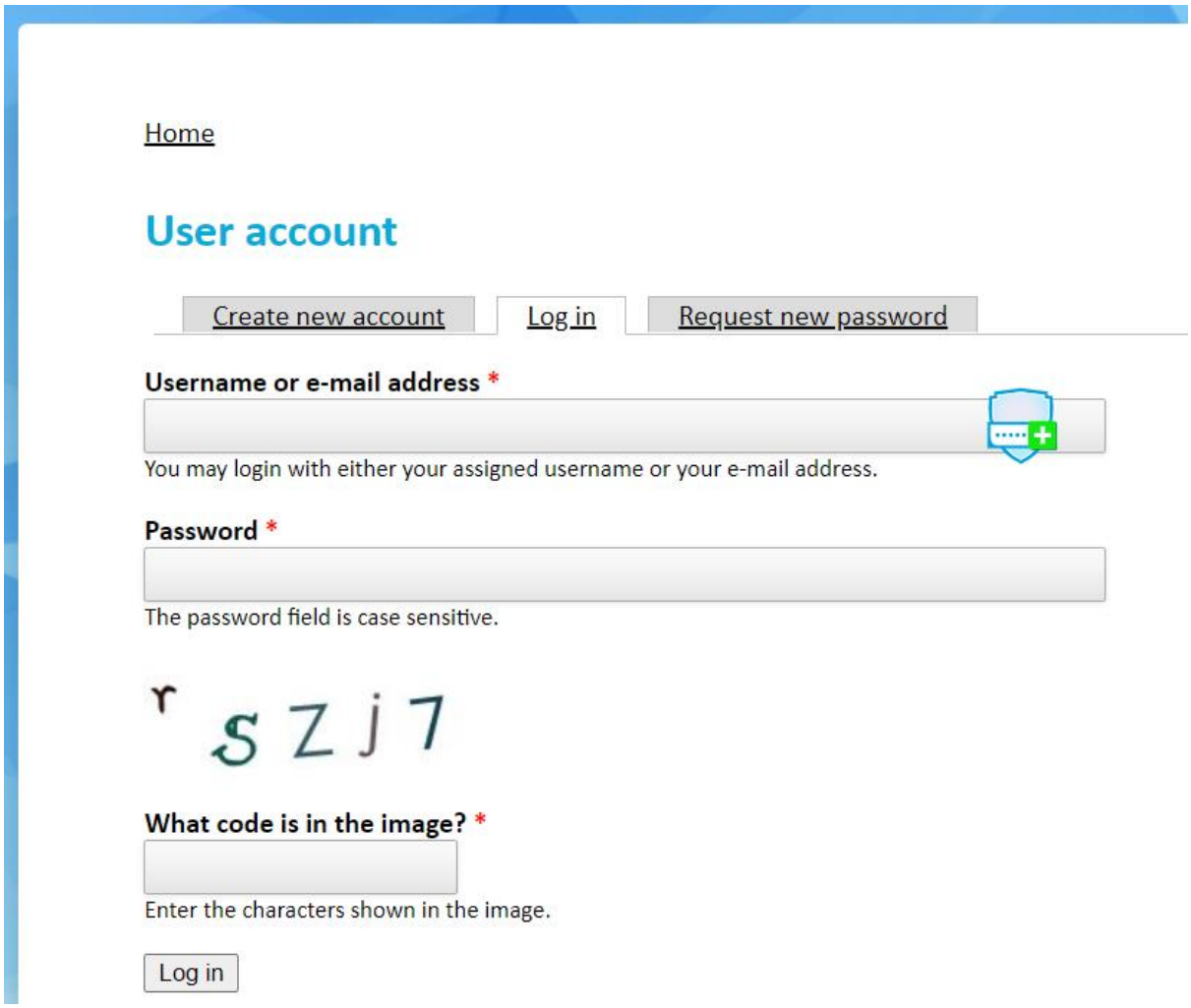
3. In the Job Seeker Account window, *create new account* option is selected by default. Populate all the available fields, check **Accept Terms and Conditions of Use** thereafter click on the *Create Account* tab at the bottom of the window. A verification link will be forwarded to the entered email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



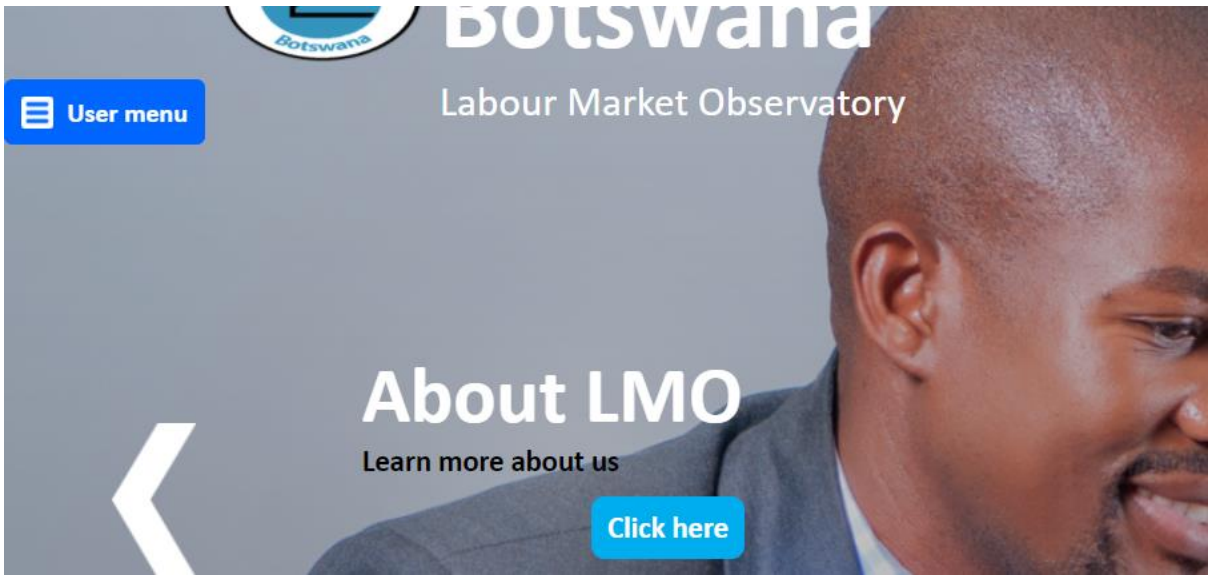
4. Check your Inbox and click on the verification link forwarded to you in order to activate your Account.



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.

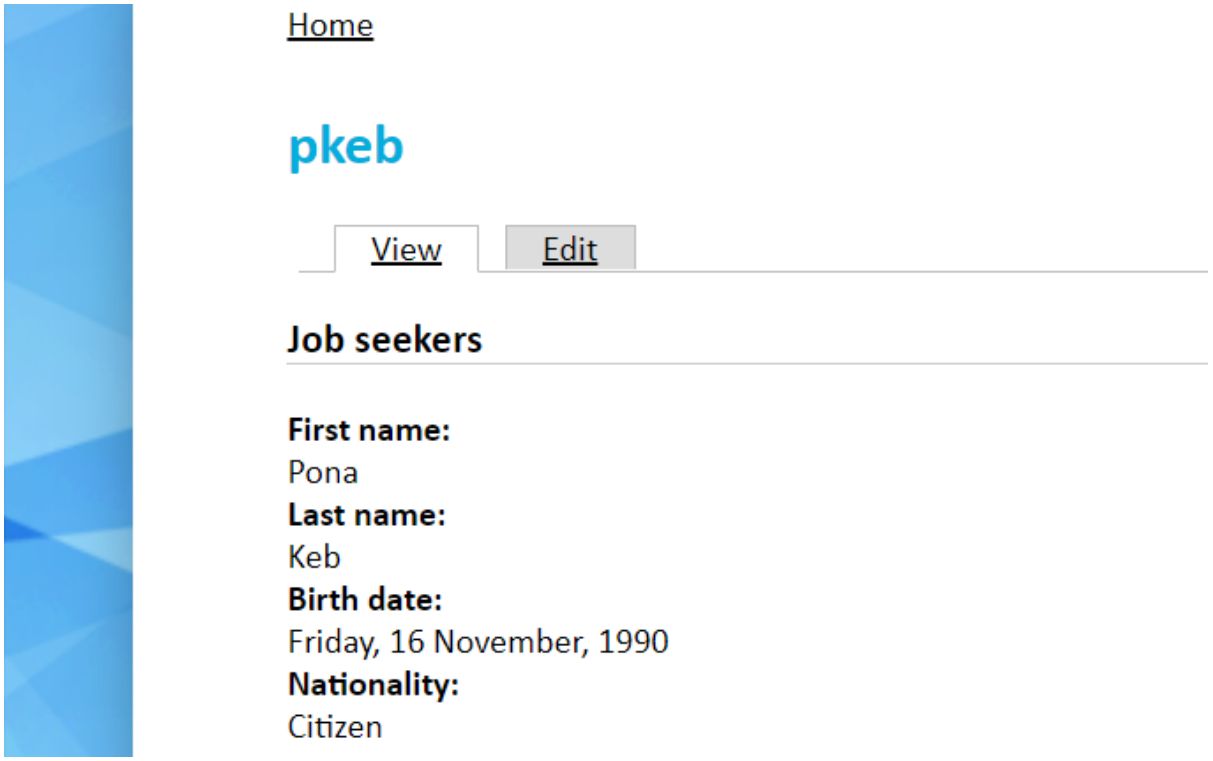


6. *User menu* tab will now appear towards top left of the window.

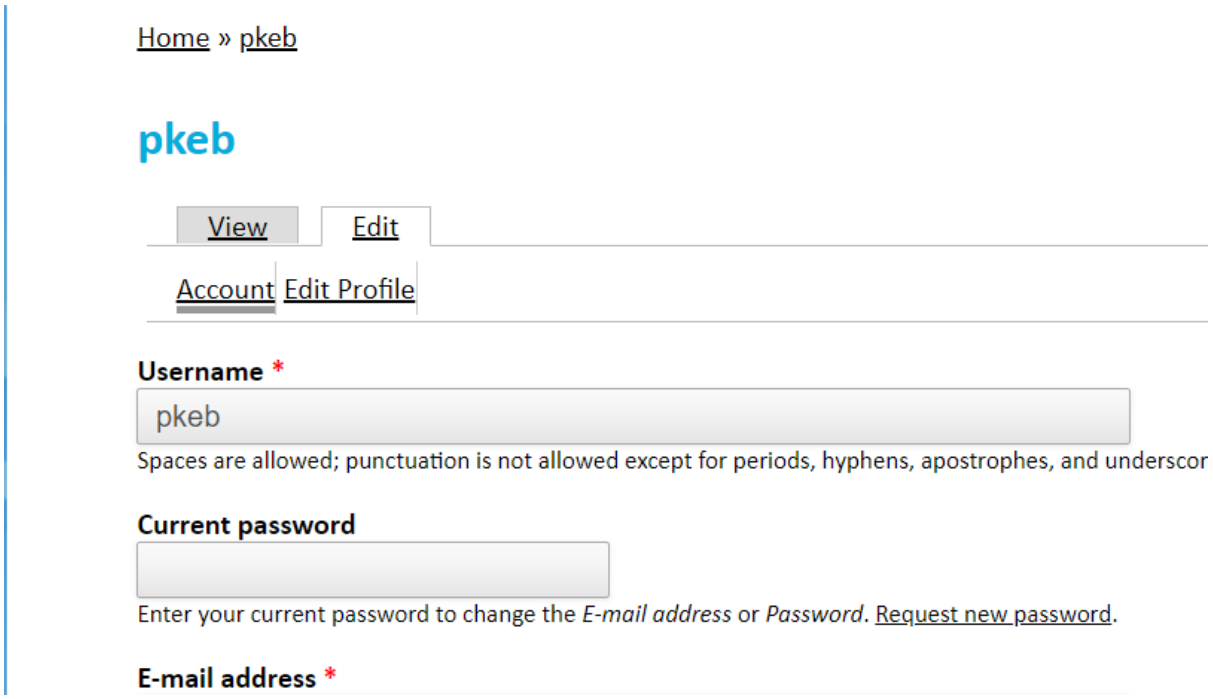


7. Hover mouse cursor over the *User menu* tab and select *My Account.*

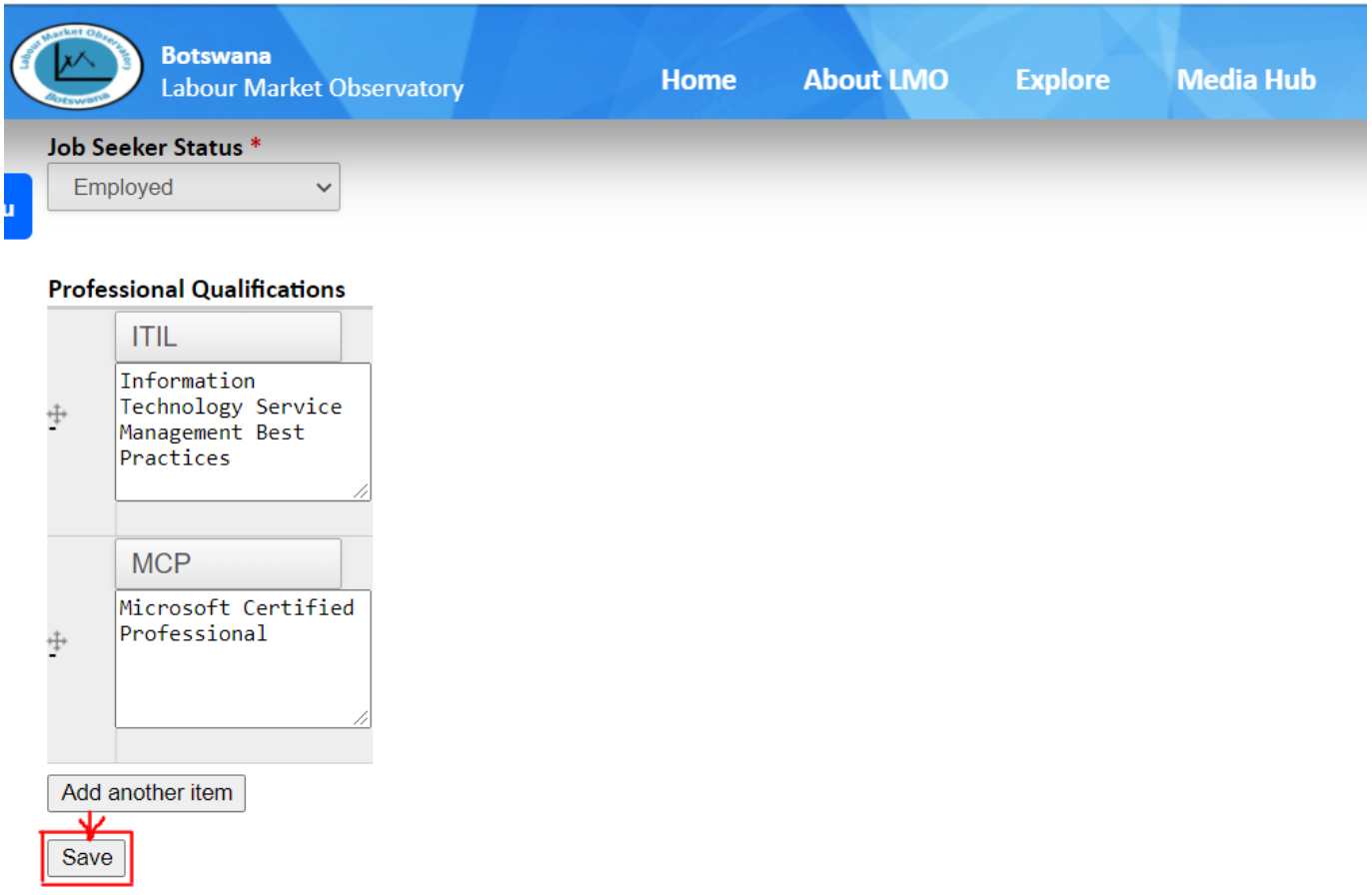
8. You will be redirected to your Account.



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.



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



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

THANK YOU!