

# Candidate Portal Instructions

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## Click on the link below

<https://ctcqld.fasttrack360.com.au/RecruitmentManager/ClientLogin>

Enter your username and password

(If this is your first time and you have not set this previously, the default settings are -)

**User Name** – your email address

**Password** – password

You will need to change your password and add security questions if this is your first login.

## Change your password

1. At the top right hand side of the screen, you will see your name
2. Select the drop down arrow next to your name to view the menu
3. Select reset password
4. Add new password and select reset

## Add security question

1. At the top right hand side of the screen, you will see your name
2. Select the drop down arrow next to your name to view the menu
3. Select manage security questions
4. Select a new question, answer and save changes

## Change/add your information

1. Select edit in the top right hand corner of the page
2. Go through and make any changes to the information required
3. Select save in the top right hand corner of the page

## Add Skills

1. In the quick access box in the top right hand corner – click on skills
2. Select add (under the heading)

3. Select either 'Skill Group', 'Skill Type' or enter a 'Skill Key Word'
4. Select search – a list of skills will be displayed matching the criteria selected
5. Tick the select box next to each skill required and select save

## Upload a document

1. In the quick access box in the top right hand corner – click on document management
2. Select add (under the heading)
3. Enter the file name (ie drivers licence)
4. Select add files
5. Add file from your computer

## Upload Resume

1. In the quick access box in the top right hand corner – click on resume
2. Select add (under the heading)
3. Type in information required and select check box if you would like this as your primary resume
4. Select add file
5. Add file from your computer

## Add Work References

1. In the quick access box in the top right hand corner – click on work references
2. Select add (under the heading)
3. Enter the information required
4. Select save

## Add Unavailability

1. In the quick access box in the top right hand corner – click on diary
2. Scroll to the bottom of the page until you see Unavailability
3. Select add (under the heading)
4. Fill in the required information and select save