Work Integrated Learning Management System Student Manual

How to Create an account and "Build" your CV on the system

Go to www.vut.wilms.co.za ensure that you use Google Chrome

If you already have an account and received an email with your username and password then you can use the "yellow blocks" to sign into your account

Log In to your account

krugerl@tut.ac.za

....

Forgot your password?   Log In

Don't have an account yet? Create an account

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Don't have an account, press Create an account

Complete all the relevant information on the grey block. ENSURE that your E-mail address is correct and that you make NO mistakes on your Student number, ID number. Write your name and surname "Jerry" with a Capital J and the rest in small caps.

Registration, use form below

I am voluntarily participating in the student occupational support, employability and work integrated learning services. The main purpose of these services is to identify, assist and if possible develop areas that will contribute to my employability and work integrated learning (WIL) potential as a registered student/graduate of the Vaal University of Technology.

Personal info

Student Number — VIP: Ensure that you use your correct student number

ID Number — VIP: Ensure that you enter your Correct ID number

First Name — Peter (with a capital P and the rest small letters)

Surname — Pater (with a capital P and the rest small letters)

E-mail — VIP: Ensure that you write the correct email address

Cell Number

Please Select Department — VIP: Ensure that you choose the right department

Select Level

Already have account?   Sign Up

The Cooperative Education or WIL Administrator will have to access their account and Activate your account on the system before you will be able to receive an activation email. Once activated, you will receive an email with your username and password. Your username is your email address and your password is your student number

0
NEW MESSAGES
In your mailbox

3
ADVERTS
Linked to

EVENTS
Linked to Engineering and the Built Environment

Profile
UPDATE PROFILE

Dashboard

Profile

Curriculum Vitae

Academic Record

Job Adverts

Events

Adverts
Latest Adverts

Company	Post	Start Date
Mintek	stalk taking causals	03/23/2016
MSSL Global RSA Module Engineering Limited	Student WIL Positions	02/04/2016
Torrecid SA (Incorporated in Spain)	Various	

Events
Latest Events

Event	Type	Date
Engineering Fair	Career Expo	2016-05-12
Career Expo	Recruitment Drive	2015-08-05

Tertiary Education	✖
High School Education	✖
Awards	✖
Work Experience	✖
References	✖

This is the look of your "student Portal" dashboard

⚙ Edit Profile

Important! Please always keep your profile up to date. ✕

👤 koketso mmolotsi
Industrial Engineering

Change Photo

Student #	214269082
ID #	9506180307081
E-mail	koki.mmolotsi@gmail.com

Change password

✏ Profile
Please keep your information upto date

Field	Value
Fullname Name	koketso mmolotsi
ID Number	9506180307081
Gender	Male
Race	Black
Disability	No
Contact	0836811070
Nationality	Please Select Nationality
Language	English
Other Languages	Please Select other languages
Drivers Licence	
Specialization	Nothing selected
Department	Industrial Engineering
Employed	No
Level	3rd Year
About me	
Address	

Save

ℹ Quick Info
Some quick info about this user

Last visit	0000-00-00 00:00:00
Registration	2016-05-24 08:48:29

Navigation

- 🖥 Dashboard
- 👤 Profile
- 📁 Curriculum Vitae
- 📄 Academic Record
- ◼ Job Adverts
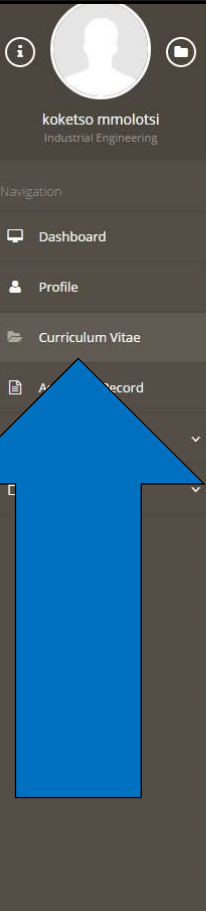- 📅 Events

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Make a selection form the Menu on the right, start with your Profile and Edit your profile

Ensure that you press the Save button when your done

Start Building your own Professional Curriculum Vitae by using the CV button on the menu.

⊙ Curriculum Vitae

View My CV

Build Your CV!

Tertiary Education

Select the section you want to complete and the menu will open for you to fill in the fields. I have selected Tertiary Education

...aking Engagements   Sporting Achievements   Practical Experience / WIL

Volunteering Activities   References

Tertiary Education

Institution

Course

When the menu for Tertiary Education opens I can now start to complete Institution, Course, Duration, Year Completed and subjects

National Diploma

Duration

Year Completed

Subjects

Add Tertiary Institute   Cancel

Tertiary Education

#	Institution	Period	Course	Qualification	Final year subjects	actions
Sorry no tertiary institue added yet						

High School Education

#	School	Year	Qualification	actions

Navigation

- 🖥 Dashboard
- 👤 Profile
- 📁 Curriculum Vitae
- 📄 A... ...ecord

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Home > Curriculum Vitae

⊖ Curriculum Vitae

View My CV

Build Your CV!

| Tertiary Education | Secondary Education | | | ...hents | Sporting Achievements | Practical Experience / WIL |

| Volunteering Activities | References |

I am now selecting "Secondary Education" and the menu will open below

Secondary Education

Name of School

Year Completed

Qualification

Add Secondary Education   Cancel

Complete Secondary Education "Name of School, Year Completed and Qualification" N3 or National Senior Certificate

Tertiary Education

#	Institution	Period	Course	Qualification	Final year subjects	actions
Sorry no tertiary institue added yet						

High School Education

#	School	Year	Qualification	actions
Sorry no high school entries added yet				

Computer Skills

Q Search...

I have now selected "Computer Skills" and will be adding these skills below

⊝ Curriculum Vitae

View My CV

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Navigation

- Dashboard
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- Curriculum Vitae
- Academic Record
- Job Adverts
- Events

Build Your CV!

Write CAD, MS Office or what computer programs you can use

| Tertiary Education | Secondary Education | | | | Speaking Engagements | Sporting Achievements | Practical Experience / WIL |

| Volunteering Activities | References |

Computer Skills

Computer Skill

Add Computer Skill   Cancel

Tertiary Education

#	Institution	Period	Course	Qualification	Final year subjects	actions
Sorry no tertiary institue added yet						

High School Education

#	School	Year	Qualification	actions
Sorry no high school entries added yet				

Computer Skills

#	Computer Skill	actions
Sorry no computer skills entries added yet		

Curriculum Vitae

View My CV

Home › Curriculum Vitae

Build Your CV!

| Tertiary Education | Secondary Education | Computer Skills | Professional Body | Educational Achievements | Educational Projects | Speaking Engagements | Sporting Achievements | Practical Experience / WIL |

| Volunteering Activities | References |

Professional / Character References

Name

Job Title

Company

Telephone Number

Email

Add References   Cancel

Remember to complete all the fields in the Reference area. A character reference is a person who can tell the reader more about who you are. Maybe it's a Pastor at church or a teacher from school but its best to use somebody who you have worked for or with.

Tertiary Education

#	Institution	Period	Course	Qualification	Final year subjects	actions
Sorry no tertiary institue added yet						

High School Education

#	School	Year	Qualification	actions
Sorry no high school entries added yet				

ww.tut.wilms.co.za/students/curriculum.php?task=viewcur#ref

Once you have gone through all the fields and your CV is complete you can go to the next section which is Academic Record. Remember that at any time you will be able to "print" your CV and it will open a document in PDF or "Save" your CV to your hard drive to utilize at any time and sent out to any other company. More information is on page 13 and 14.

Add your Academic Record By using the menu on the right and pressing "Academic Record". The following page will open. It is important to add your Academic Record as employers view you records to see what you have been achieving in University. The system gives an average for all your subjects for employers to view.

Add Subjects one by one - Name of subject in the first row and grade in the second row then press "Add Subject".

Start again with the next subject on you Academic record

Add Year 1 Subject

Subject	
Grade	

Close   Add Subject

Print My Transcript

Add Year 1 Subject

Select "Add Year 1 Subjects" even if you have semester subjects, add your 1st and 2nd Semester subjects to the first year. Always add your Grade as this influences your average which is automatically generated by the system

Industrial Engineering

- Dashboard
- Profile
- Curriculum Vitae
- Academic Record
- Job Adverts
- Events

#	Subject	
Sorry no Year 1 Subjects added yet

2nd Year

#	Subject	Grade
Sorry no Year 2 Subjects added yet

3rd Year

Add Year 3 Subject

#	Subject	Grade	actions
Sorry no Year 3 Subjects added yet

Year 4

Add Year 4 Subject

#	Subject	Grade	actions
Sorry no Year 4 Subjects added yet

Now your CV is done and you Academic record can be viewed.

Home > List of Adverts

⊙ Adverts

Print List of Adverts

Mintek

| Post: | ...taking causals | Contract: | Unspecified |
| Salary | | Start D... | 04/01/2016 |

stude... have completed B-TECH qualifications ...fields

B...

Apply

MSSL Global RSA Module Engineering Limited

| Post: | Student WIL Positions | Contract: | Fixed-term |
| Salary | R2,000 | Start Date | 03/01/2016 |

S4 and P1 completed, Students who is applying should be in need of a P2 only.

National Diploma in Industrial Engineering

Apply

Torrecid SA (Incorporated in Spain)

| Post: | Various | Contract: | Unspecified |
| Salary | Market Related | Start Date | |

Completed

Apply

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Navigation

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- 👤 Profile
- 📁 Curriculum Vitae
- 📄 Academic Record
- 🖼 Job Adverts
  - List of Adverts **3**
  - Favourite Adverts **0**
  - Applications **0**
- 📅 Events

🔍 Search...

Home > Events

⊙ Events

Print List of Events

📅 Engineering Fair ⊗

| Type: | Career Expo | Location: | Building 13 - Industry Grid Area |
| Date | 2016-05-12 - 2016-05-12 | Time | 9:00 AM - 3:00 PM |

Engineering and the Built Environment

Career Fair for all Work Integrated Learning students and Graduates. Meet Employers and talk to them regarding their selection criteria. Submit your CV directly to their HR department

Sign Me Up!

📅 Career Expo ⊗

| Type: | Recruitment Drive | Location: | Pretoria Campus and Soshanguve South Campus |
| Date | 2015-08-05 - 2015-08-05 | Time | 8:00 AM - 3:00 PM |

Economics and Finance,Engineering and the Built Environment,Humanities,Information and Communication Technology,Management Sciences,Science,The Arts

TUT Annual Career Expo taking place on both the Pretoria and Soshanguve South Campus in 2015

Sign Me Up!

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  - Events **2**

Once you have pressed "print" on the left hand corner of the WILMS system, your document will be converted into PDF.

Once you can view your CV in PDF press the button as indicated by the blue arrow to save your CV on your computer hard drive.

A Save As menu will appear (on the right) and you can give your CV a name and decide where you want to save it in.

Your CV is your own personal document. This program is not only for the use of VUT but for your own benefit and use.

You can "print" CV to convert your CV to a PDF document at any time then save your CV on your computer hard drive to forward to future employers of your choice.

Please follow the easy steps to keep a copy of your CV on your personal computer.