



1. Registration

- Select "Register" on the company sign in page, as shown in Picture 1.

Picture 1

- For the first-time user, please select “Company Reg” to register your company/organization account with the **Business Registration Number (format: 12345CO or 12345SO)/Organization Name (applicable to non-profit organizations and government departments)** and fill in the information on the page, then click the [Register] button, as shown in Picture 2. (**We strongly recommend employers to use company/organization email address for the registration and avoid using personal email address.**)

Picture 2



UM Student Job Vacancy System Company User Guide

- Users who have an existing company account and need to add a new contact person, please select "User Reg" and register with your **Business Registration Number (format: 12345CO or 12345SO)/Organization Name(applicable to non-profit organizations and government departments)** and fill in the information on the page, and click the [Register] button, as shown in Picture 3. **(We strongly recommend employers to use company/organization email address for the registration and avoid using personal email address.)**

The screenshot shows a registration form for the University of Macau. At the top, there are two buttons: 'Company Reg' and 'User Reg'. The 'User Reg' button is highlighted with a red box. Below the buttons, there is a link: 'Already have an account? Please Sign in now.' The form includes a text input for 'Business Registration No./Registration No. (e.g. 12345)', a dropdown menu for '選擇檔案' (Select File) with the text '未選擇任何檔案' (No file selected), and instructions for uploading certificates based on the user type. There are input fields for 'Contact Name', 'Contact Email', and 'Password'. The password field has a note: 'Very important: the email address will be used for account activation and login.' Below the password field, it says '6-10 characters, composed of English letters, numbers and symbols.' There is a 'Confirm Password' field and a blue 'Register' button at the bottom.

Picture 3

- An email will be sent to the registered email after registration, as shown in Picture 4.

感謝登記使用本中心的「澳大學生職位空缺系統」。

請點擊「[立即激活](#)」以啟動您的帳戶完成註冊。帳戶激活後，我們的管理員會對您的帳戶申請進行審批，您將收到電子郵件通知審批結果。

感謝為澳大學生提供就業機會！若有任何疑問，歡迎與我們聯絡！

電話：王先生 (853) 8822 4918 或 李小姐 (853) 8822 9903

電郵：sao.career@um.edu.mo

澳門大學 | 學生事務部
生涯發展中心 謹啟

Dear Employer,

Thank you for register in our "UM Student Job Vacancy E-system".

Please click "[Activate](#)" to initiate your account to complete the registration. Once you have activated your account, our system administrator will review your application and inform you about the approval status through email.

Thanks for your employment opportunity to UM student. Should you have any questions, feel free to contact us.

Tel : Mr. Wong (853) 8822 4918 or Ms. Lei (853) 8822 9903

Email : sao.career@um.edu.mo

Best Regards,
Career Development Centre
Student Affairs Office | University of Macau

Picture 4



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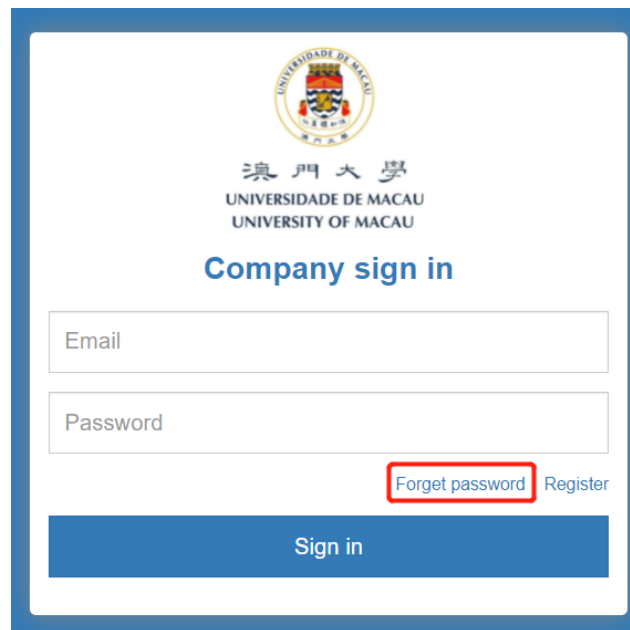
- Click the [Activate] button in the email to successfully register the account, as shown in Picture 5.



Picture 5

2. Reset Password

- Click "Forget Password" on the company login page, enter the email address, and click the [Submit] button, as shown in Picture 6 and Picture 7.



Picture 6



UM Student Job Vacancy System Company User Guide

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Password Reset

Email

Email Confirmation

After submission, the system will send you an email.
Tips: If you can't find new mail in the email inbox, try looking for spam.

Submit

Picture 7

- Click the [Reset Password] button in the email, enter the new password, and click the [Submit] button, as shown in Picture 8 °

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Reset Password

Reset Password

6-16 characters, composed of English letters, numbers and symbols.

Reset password confirmation

Submit

Picture 8



3. Sign in

- Enter the email address and password, and click the [Sign in] button, as shown in Picture 9.

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Company sign in

Email

Password

[Forgot password](#) [Register](#)

Sign in

Picture 9

4. Homepage

- The filling instructions specifies how to fill in company information and recruitment advertisements, as shown in Picture 10.

Home Advertisement User

Filling Instructions My Company/Organization Change Password

Filling Instructions

1. For users who log in for the first time, please fill in the detailed information and contact information of your company or organization in "My Company/Organization" at "Home" Tab, and click "Save", so that students can better understand and contact your company/organization;
2. If you want to post a job advertisement, please click the "Advertisement" Tab at the top of the page and enter "Advertisement Overview", please click "Add" to fill in the related job information.
3. When filling in the "Educational Requirement" of the job, please click "Add" to enter the "Education Details" and select relevant degree, faculty and major requirements. Then press "Save" to return to "Advertisement Details" and continue to fill in other information.
4. After completing the job information, please click "Submit" to submit your application for posting a job advertisement. You can check the approval status of the advertisement under the "Advertisement Overview", you will receive an email notification when the advertisement is approved.
5. If you want to extend the post date of the job advertisement, please search for the advertisement under the "Advertisement Overview" at "Advertisement" Tab and click "Edit". At the bottom of "Advertisement Details", you will find "Posting Date Extension", please click "Add" to fill in the details and click "Submit".

Picture10



UM Student Job Vacancy System Company User Guide

- Click [My Company/Organization] to view/modify company/organization information or download the file of company/organization certificate, as shown in Picture 11.

Home Advertisement User

Filling Instructions My Company/Organization Change Password

[My Company/Organization](#)

Company/Organization Information

Business Reg No/Reg No	Business Nature	Business Nature Other	Type
<input type="text"/>	<input type="text" value="Education"/>	<input type="text"/>	<input type="text" value="Government Department"/>
Name(English)	Name(Chinese)		
<input type="text"/>	<input type="text"/>		
Website			
<input type="text"/>			
Address			
<input type="text"/>			
Introduction			
<input type="text"/>			
Remark			
<input type="text"/>			

Contact Information

Contact Name	Contact Tel(Country-Area-Tel)	Contact Fax(Country-Area-Fax)	Contact Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Username	Contact Address	Contact Dept	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Certificate Files

If you are commercial company, please upload a copy of the Business Registration Certificate.
 If you are local education organization, please upload a copy of the Registration Certificate in Education and Youth Development Bureau.
 If you are non-profit organization, please submit a copy of Association Certificate in the Identification Services Bureau.

Total: 1 + Add

File Name	Remark	Last Mod Date	Last Mod User	Functions
<input type="text"/>		2021-07-08	<input type="text"/>	Download

Picture 11



UM Student Job Vacancy System Company User Guide

- Click [Change Password] and enter the new password to change it, as shown in Picture 12.

Picture 12

5. Advertisement

- Click the [Advertisement] link in the main menu to view the list of advertisements, or search for corresponding information through the specific criteria, as shown in Picture 13.

Position Offered	Post Start	Post End	Hit Count	Type Of Job	Employer Username	Status	Functions
學生助理	2021-07-07	2021-07-21	1	Part Time	[redacted]	Editing	Edit

Picture 13



UM Student Job Vacancy System Company User Guide

- Click the [Add] or [Edit] buttons to add or edit advertisements. After completing the information, press [Submit] and wait for the system administrator to review and approve your advertisements, as shown in Picture 14 and Picture 15.

Home Advertisement User

Advertisement Overview

Position Offered: Type Of Job: Status:

Total: 1

Position Offered	Post Start	Post End	Hit Count	Type Of Job	Employer Username	Status	Functions
學生助理	2021-07-07	2021-07-21	1	Part Time	williamwpwong	Editing	<input type="button" value="Edit"/>

Picture 14

Advertisement Details

Advertisement Listing / Edit

Company Information

Company Business Reg No/Reg No: Business Nature: Business Nature Other: Type:

Company Name(English): Company Name(Chinese):

Position Details

Position Offered * Hit Count: Confirm ID:

Salary(Currency&Amount,e.g.MOPxxx or MOPxx/per hour) * Type Of Job * Recruit Local Student Recruit Non-local Student

No Of Vacancies * Job Nature * Specify Other Job Nature: Work Location *

Job Description *

Others (Display)

Contact Name * Enquiry Tel(Country-Area-Tel): Email for receiving applications * Mailing Address *

Fax(Country-Area-Fax): Enquiry Dept: Enquiry Email:



UM Student Job Vacancy System Company User Guide

Posting Date

Expected Commencement Date *	Post Start *	Post End *	Application Deadline *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approved Date	Last Mod Date	Last Mod User	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Remarks

Education Requirement *

[+ Add](#)

No data to display.

Students should submit

<input type="checkbox"/> Job Application Letter	<input type="checkbox"/> Resume	<input type="checkbox"/> Transcripts
<input type="checkbox"/> Other Document 1(Please specify) <input type="text"/>	<input type="checkbox"/> Other Document 2(Please specify) <input type="text"/>	

Attachments (e.g.Application Form) for student to download

[+ Add](#)

No data to display.

[Save](#) [Submit](#)

Posting Date Extension

[+ Add](#)

No data to display.

Picture 15



UM Student Job Vacancy System Company User Guide

- After submitting the advertisement, you will receive an email. Please click the link in the email to confirm the advertisement, as shown in Picture 16 and Picture 17.

親愛的僱主：

感謝使用「澳大學生職位空缺系統」。

請通過以下連結確認招聘廣告內容無誤，在收到您的確認後，系統管理員將處理您的刊登廣告申請。

https://isw.um.edu.mo/umsjv/zh_TW/advertisementConfirm/21

感謝為澳大學生提供就業機會！若有任何疑問，歡迎與我們聯絡！

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電郵：sao.career@um.edu.mo

澳門大學 | 學生事務部
生涯發展中心 謹啟

Dear Employer,

Thank you for using "UM Student Job Vacancy E-System".

Please confirm the content of the job advertisement is correct through the link below, our system administrator will process your application after receiving your confirmation.

https://isw.um.edu.mo/umsjv/en_US/advertisementConfirm/21

Thanks for your employment opportunity to UM student. Should you have any questions, please feel free to contact us.

Tel : Mr. Wong (853) 8822 4918 or Ms. Lei (853) 8822 9903

Email : sao.career@um.edu.mo

Best Regards,

Career Development Centre

Student Affairs Office | University of Macau

Picture 16



Picture 17



UM Student Job Vacancy System Company User Guide

- After the advertisement is confirmed, the system administrator will process your advertisement within 3 working days, and the user will receive an email notification after the advertisement is approved, as shown in Picture 18.

尊敬的僱主:

感謝使用「澳大學生職位空缺系統」。貴公司/機構的招聘廣告已獲批准，並上載至系統供學生瀏覽。

感謝為澳大學生提供就業機會！若有任何疑問，歡迎與我們聯絡！

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電郵：sao.career@um.edu.mo

澳門大學 | 學生事務部
生涯發展中心 謹啟

Dear Employer,

Thank you for using "UM Student Job Vacancy E-System". Please note that your job advertisement has been approved and uploaded to the system for students' reference.

Thanks for your employment opportunity to UM student. Should you have any questions, feel free to contact us.

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Best Regards,

Career Development Centre

Student Affairs Office | University of Macau

Picture 18

- If you need to extend the posting date of the advertisement, please click the [Add] button in the [Posting Date Extension], enter the relevant information, and click [Submit], as shown in Picture 19 and Picture 20. The system administrator will process your request.

Picture 19

Picture 20



6. User

- Click the [User] link in the main menu to view all the user information in the same company/organization, and click the [Add] button to add or click [disable] button to disable users (your colleagues), as shown in Picture 21 and Picture 22.

Home Advertisement User

User Information

Username Contact Name Contact Email Status

Search Reset

Total: 1 **+ Add**

Username	Contact Name	Contact Email	Last Mod Date	Last Mod User	Status	Functions
			2021-07-07		Enable	View

Picture 21

Home Advertisement User

User Details

Employer Listing / Edit

Contact Name Contact Tel(Country-Area-Tel) Contact Fax(Country-Area-Fax) Contact Email

Username Contact Position Contact Dept Status

Address

Enable **Disable**

Picture 22