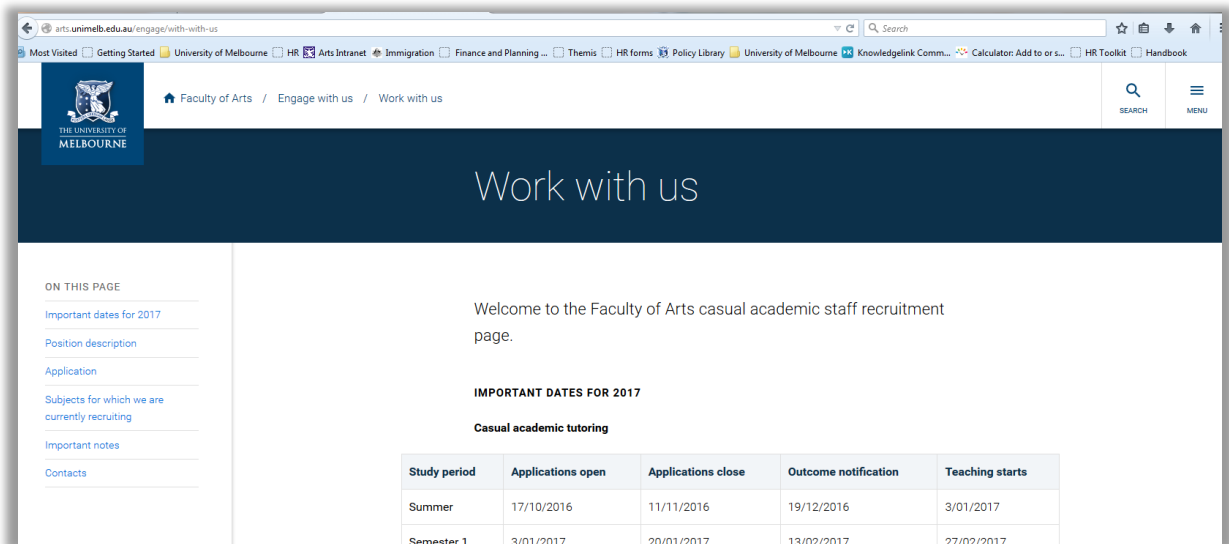
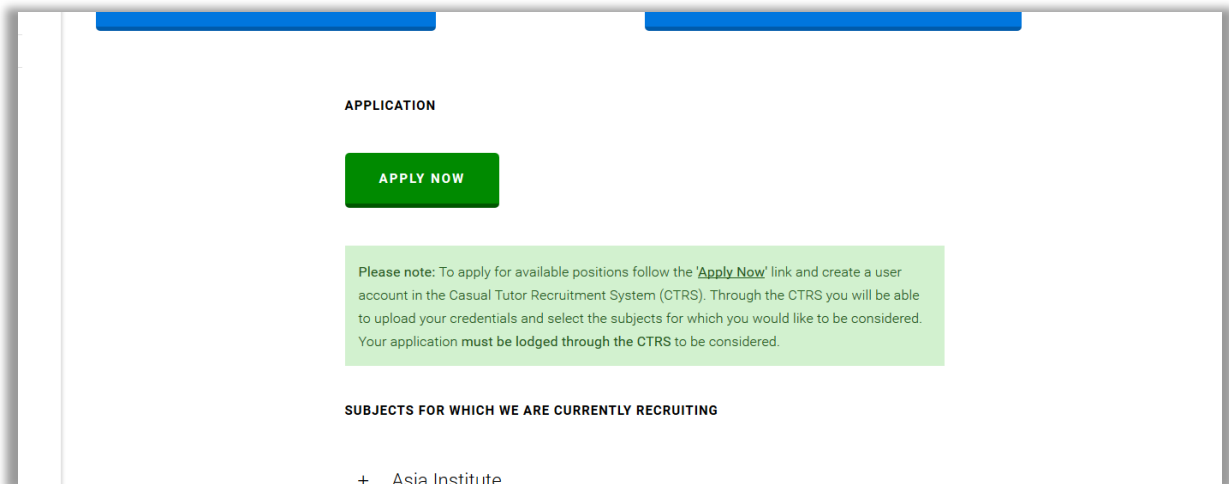


How to Create a User Account in the Casual Tutor Recruitment System (CTRS)

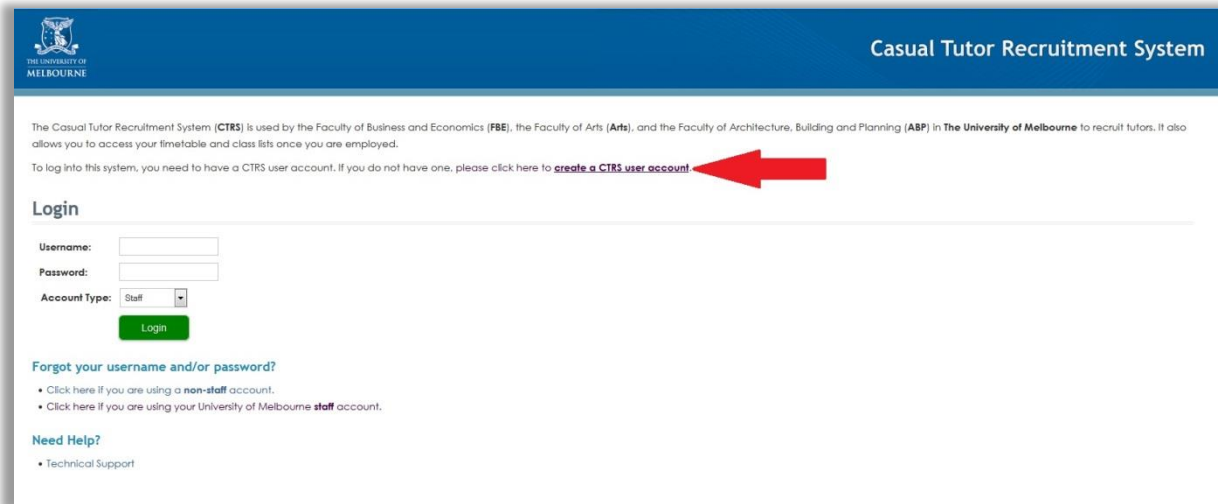
Go to the Faculty of Arts casual academic staff recruitment page at <http://arts.unimelb.edu.au/engage/work-with-us>



Scroll down the page and select the “Apply Now” button

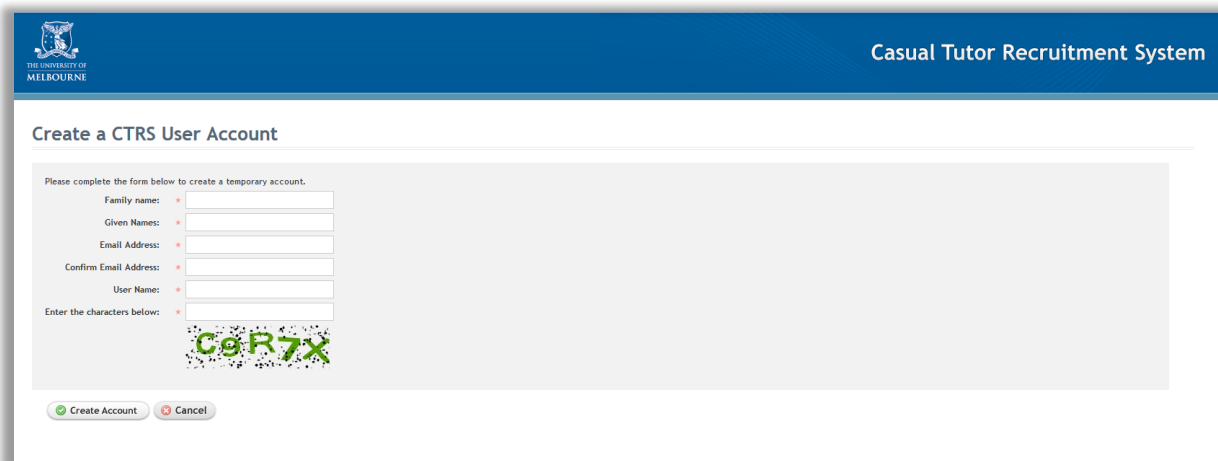


At the top of the screen select the link to “create a CTRS user account”



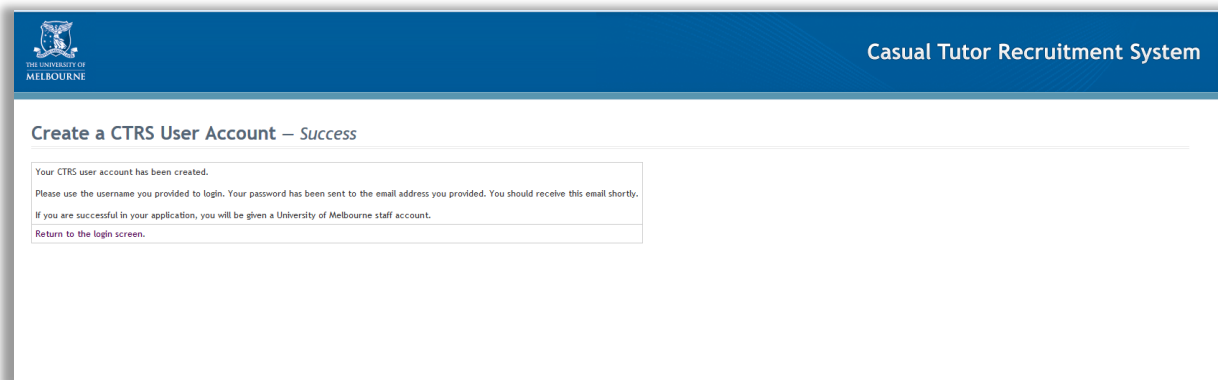
The screenshot shows the top of the 'Casual Tutor Recruitment System' page. The University of Melbourne logo is in the top left. The page title 'Casual Tutor Recruitment System' is in the top right. Below the header, there is a paragraph explaining the system and a link to 'create a CTRS user account' which is highlighted by a red arrow. Below this is a 'Login' section with fields for 'Username', 'Password', and 'Account Type' (with a dropdown menu set to 'Staff'). A green 'Login' button is below these fields. At the bottom, there are links for 'Forgot your username and/or password?' and 'Need Help?'. The 'Forgot your username and/or password?' link has two sub-links: 'Click here if you are using a non-staff account.' and 'Click here if you are using your University of Melbourne staff account.' The 'Need Help?' link has one sub-link: 'Technical Support'.

Complete the fields on the screen (all fields are mandatory) before pressing the “Create Account” button



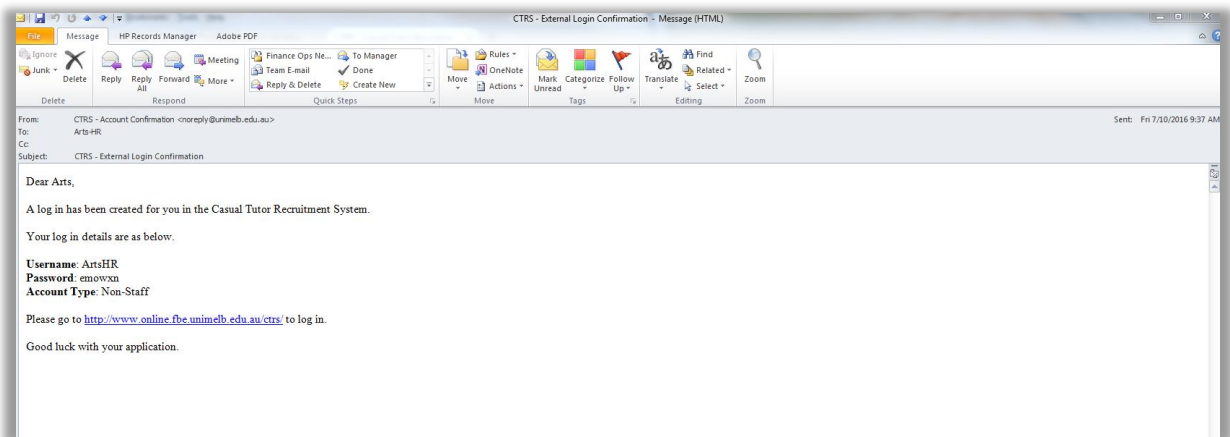
The screenshot shows the 'Create a CTRS User Account' form. The title 'Create a CTRS User Account' is at the top. Below it is a grey box with the instruction 'Please complete the form below to create a temporary account.' and several input fields: 'Family name', 'Given Names', 'Email Address', 'Confirm Email Address', 'User Name', and 'Enter the characters below:'. The 'Enter the characters below:' field contains a CAPTCHA image with the characters 'CoR7X'. At the bottom of the form are two buttons: 'Create Account' (with a green checkmark icon) and 'Cancel' (with a red X icon).

When your account has successfully be created you will see the following confirmation screen. An email with a temporary password will also be sent to the address you provided. Click the link to return to the CTRS login screen.

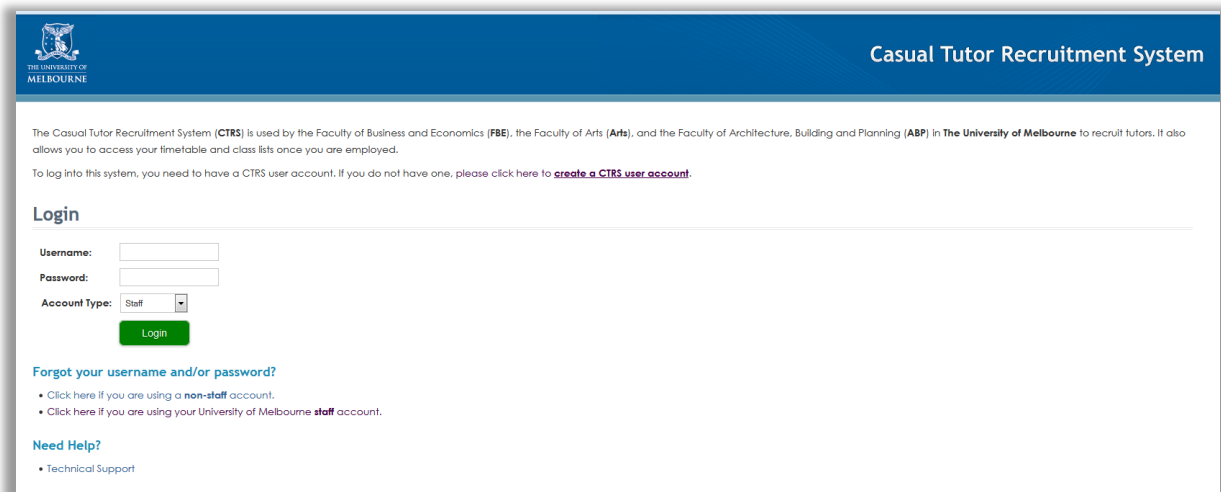


The screenshot shows the 'Create a CTRS User Account – Success' confirmation screen. The title 'Create a CTRS User Account – Success' is at the top. Below it is a white box with the following text: 'Your CTRS user account has been created. Please use the username you provided to login. Your password has been sent to the email address you provided. You should receive this email shortly. If you are successful in your application, you will be given a University of Melbourne staff account. Return to the login screen.'

Example of email sent with temporary password to CTRS



Return to the CTRS Login screen and login using the details that have been provided to you in the email. Please note that the very first time you access the CTRS system you will have a “non-staff account”, even if you have previously worked at the University before and are using a University of Melbourne email address to register.



You will be prompted to update your profile. Please note that the fields marked with red asterisks are mandatory.

The screenshot shows the 'Update Your Profile' page in the 'Casual Tutor Recruitment System'. The page header includes the University of Melbourne logo and the text 'Casual Tutor Recruitment System'. The user is logged in as 'Arts Human Resources'. The page title is 'Update Your Profile'. Below the title, there is a section for 'Personal Details' with the instruction 'Please enter your personal information below. * - indicates required field'. The form contains several fields: 'Family name' (text input, value: Human Resources), 'Given Names' (text input, value: Arts), 'Title' (dropdown menu, value: [Please Select]), 'Date of Birth' (text input with a calendar icon), 'Staff ID (if applicable)' (text input, with a note: 'Note: If you worked at the Melbourne University, please provide us your 6 digits Staff ID.'), 'Student Number (if applicable)' (text input), 'Home Phone', 'Work Phone', and 'Mobile Phone' (all text inputs, with a note: 'Note: If you are applying to teach into a subject run by the Faculty of Architecture Building and Planning, you are required to provide a telephone number.'). There are also fields for 'Email Address' (text input, value: arts-hr@unimelb.edu.au) and 'Citizenship' (dropdown menu, value: [Please Select]). At the bottom of the form, there are 'Cancel' and 'Next' buttons.

The screenshot shows the 'Update Your Profile' page in the 'Casual Tutor Recruitment System'. The page header includes the University of Melbourne logo and the text 'Casual Tutor Recruitment System'. The user is logged in as 'Arts Human Resources'. The page title is 'Update Your Profile'. Below the title, there is a section for 'Past Experience and Current Studies' with the instruction 'Please provide information about your past tutoring experience and current studies. * - indicates required field'. The form contains three dropdown menus: 'How many hours a week are you available?' (value: [Please Select]), 'Is this your first time tutoring?' (value: No), and 'You are :' (value: [Please Select]). Below the 'You are :' dropdown, there is a text input field with the instruction 'If Other, enter details of your current studies below'. At the bottom of the form, there are 'Cancel', 'Back', and 'Next' buttons.

Upload copies of your resume and student transcript of results.

The screenshot shows the 'Update Your Profile' page in the 'Casual Tutor Recruitment System'. The page header includes the University of Melbourne logo and the system name. The user is logged in as 'Arts Human Resources'. The main heading is 'Update Your Profile'. Below this, there is a section titled 'Upload Your Resume and Results'. Under 'Resume File', it states: 'Your resume must show all previous tutoring experience' and 'Only Word (.doc, .docx) and PDF (.pdf) files accepted'. A file selection area shows 'File: [Browse...] No file selected.' with a note: 'Click on the Browse button to select a file from your hard-drive'. Below this, it says 'CV file not yet saved'. A similar section for 'Student Record File' follows, with the note: 'Student Records are not mandatory if you have over 2 years tutoring experience' and 'Only Word (.doc, .docx) and PDF (.pdf) files accepted'. It also shows 'File: [Browse...] No file selected.' and 'Student Record file not yet saved'. At the bottom of the form, there are three buttons: 'Cancel', 'Back', and 'Next'.

Review your details before saving.

The screenshot shows the 'Update Your Profile' page in the 'Casual Tutor Recruitment System', displaying a summary of the user's profile information. The page header is the same as the previous screenshot. The main heading is 'Update Your Profile'. Below this, there is a section titled 'Summary' with the text: 'Below is a summary of the information you have provided. Click Save to update your profile, or click the Back to revise your profile.' The summary table is as follows:

Family name:	Human Resources
Given Names:	Arts
Title:	Dr
Date of Birth:	01/01/1900
Staff Number:	-
Student Number:	-
Home Phone:	-
Work Phone:	-
Mobile Phone:	-
Email Address:	arts-hr@unimelb.edu.au
Citizenship:	Australian/New Zealand Citizen
Hours Available:	40 per week
First Time Tutoring:	Yes
Current Situation:	Not Currently Studying
Resume:	Excel Topics.docx No file uploaded yet
Student Record:	No new file provided No file uploaded yet

At the bottom of the summary section, there are three buttons: 'Cancel', 'Back', and 'Save'.

Your profile has now been created and saved in the CTRS system.

Casual Tutor Recruitment System

Logged in as: Arts Human Resources **LOGOUT**

[Home](#) > Update Your Profile

Update Your Profile

Profile Details Saved

Your profile has been updated successfully.

You can nominate subject preferences using the link(s) below.
 Department of Management & Marketing - Semester 1, 2017
 Department of Management & Marketing - Summer Semester, 2017
 Note: If you are applying for positions in more than one department, you must apply for positions in each department using a separate application form.

Click on the button below to return to the Welcome screen.

[Return to Main page](#)

If applications are currently open for the subjects you are interested in you can start preparing an application, please refer to the Lodging an Application reference guide for step by step instructions. You are also able to update your CTRS profile at any time and instructions regarding how to do this are available from the Updating your Profile and CV reference guide.

Casual Tutor Recruitment System

Logged in as: Arts Human Resources **LOGOUT**

Welcome

Thank you for accessing the CTRS. Please click the relevant link below to proceed.

- ▶ [Update/View Your Profile](#) (Last Updated: 7/10/2016 9:57:19 AM)
- ▶ [Transfer To Unimelb Staff Account](#)

Note: If your Staff account is available and would like to transfer your CTRS account to it, please click the [Transfer To Unimelb Staff Account](#) link to proceed.

SEMESTER 1, 2017 OPTIONS

Apply for positions in	From	To		
Department of Management & Marketing	29/09/2016	28/10/2016		

SUMMER SEMESTER, 2017 OPTIONS

Apply for positions in	From	To		
Department of Management & Marketing	29/09/2016	28/10/2016		

If you have registered your CTRS account using a University of Melbourne staff email address you may wish to transfer your CTRS login details so they are the same as your staff login name and password.

To do this, select the Transfer To Unimelb Staff Account link.

Welcome

Thank you for accessing the CTRS. Please click the relevant link below to proceed.

- ▶ [Update/View Your Profile](#) (Last Updated: 7/10/2016 9:57:19 AM)
- ▶ [Transfer To Unimelb Staff Account](#)

Note: If your Staff account is available and would like to transfer your CTRS account to it, please click the [Transfer To Unimelb Staff Account](#) link to proceed.

SEMESTER 1, 2017 OPTIONS

Apply for positions in	From	To		
Department of Management & Marketing	29/09/2016	28/10/2016		

SUMMER SEMESTER, 2017 OPTIONS

Apply for positions in	From	To		
Department of Management & Marketing	29/09/2016	28/10/2016		

When prompted enter your University of Melbourne staff IT username and password.

Transfer CTRS Account To Unimelb Staff Account

Please enter your Unimelb Staff Account details to proceed.

Username:

Password:

You will receive the following confirmation screen once this has been completed. When logging into the system you will be able to use your staff login details. Just make sure that you select “Staff” as the account type.

