Managing Your Opportunities

Help Guide for Businesses and Other Organisations

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# About This Guide

* This guide is intended to assist businesses and other organisations in managing the work placement opportunities that they have registered on the **New Colombo Plan Internship and Mentorship Network** website. Registered host organisations can update and add new opportunities at any time.

# Log In

* On the main page, enter your **email address** and **password**.
* Click **Log In** to log in to the website.

If you have forgotten your password,

* Click **Forgotten your password?**
* Enter your **email address**.

A temporary password will be sent to you.

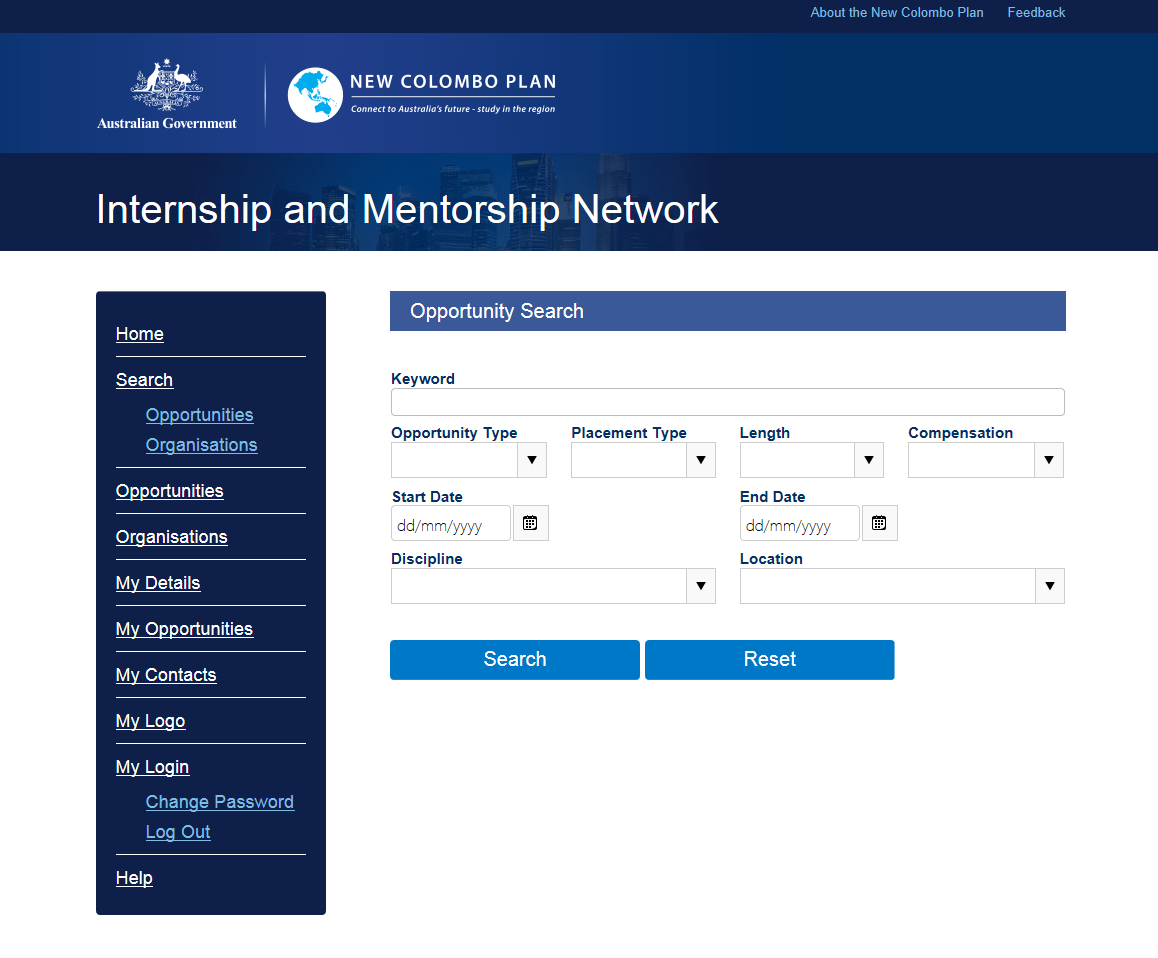
If you have any trouble accessing this website please contact the NCP Secretariat at [ncp.business@dfat.gov.au](mailto:ncp.business@dfat.gov.au) or phone +612 6261 9840.



# Manage Your Opportunities

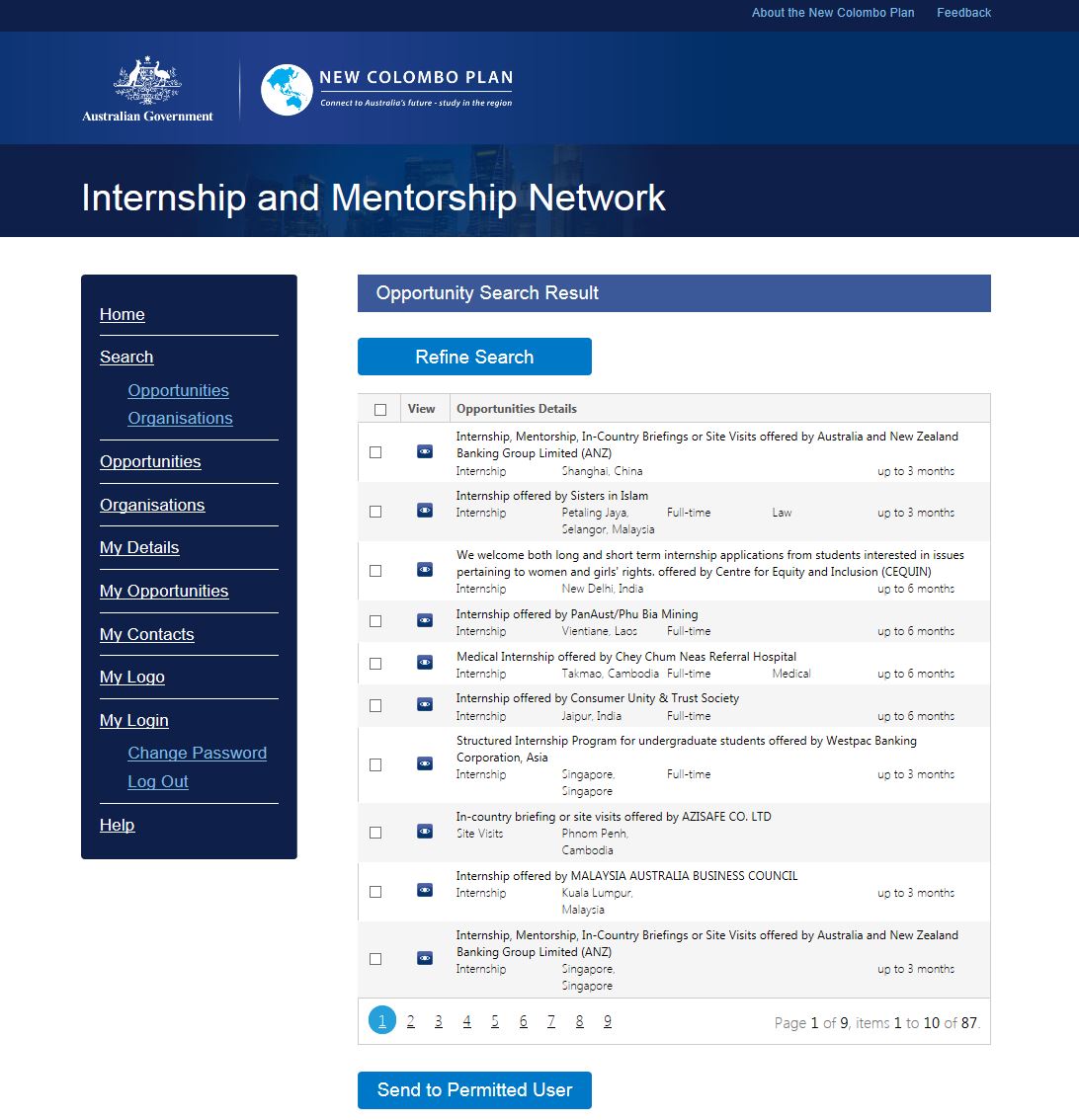
Once you have logged into the website, you can locate your opportunities through the search function or via the **My Opportunities** tab. Your search criteria may be a combination of keywords, search fields or a date range.

* If you use the search function to locate your opportunities, enter one or more **keywords**.
* Select a value from the drop-down menu of the search fields.
* Enter a date range.
* Click **Search**.



**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Search opportunities

* Click the **view icon** to view additional details.

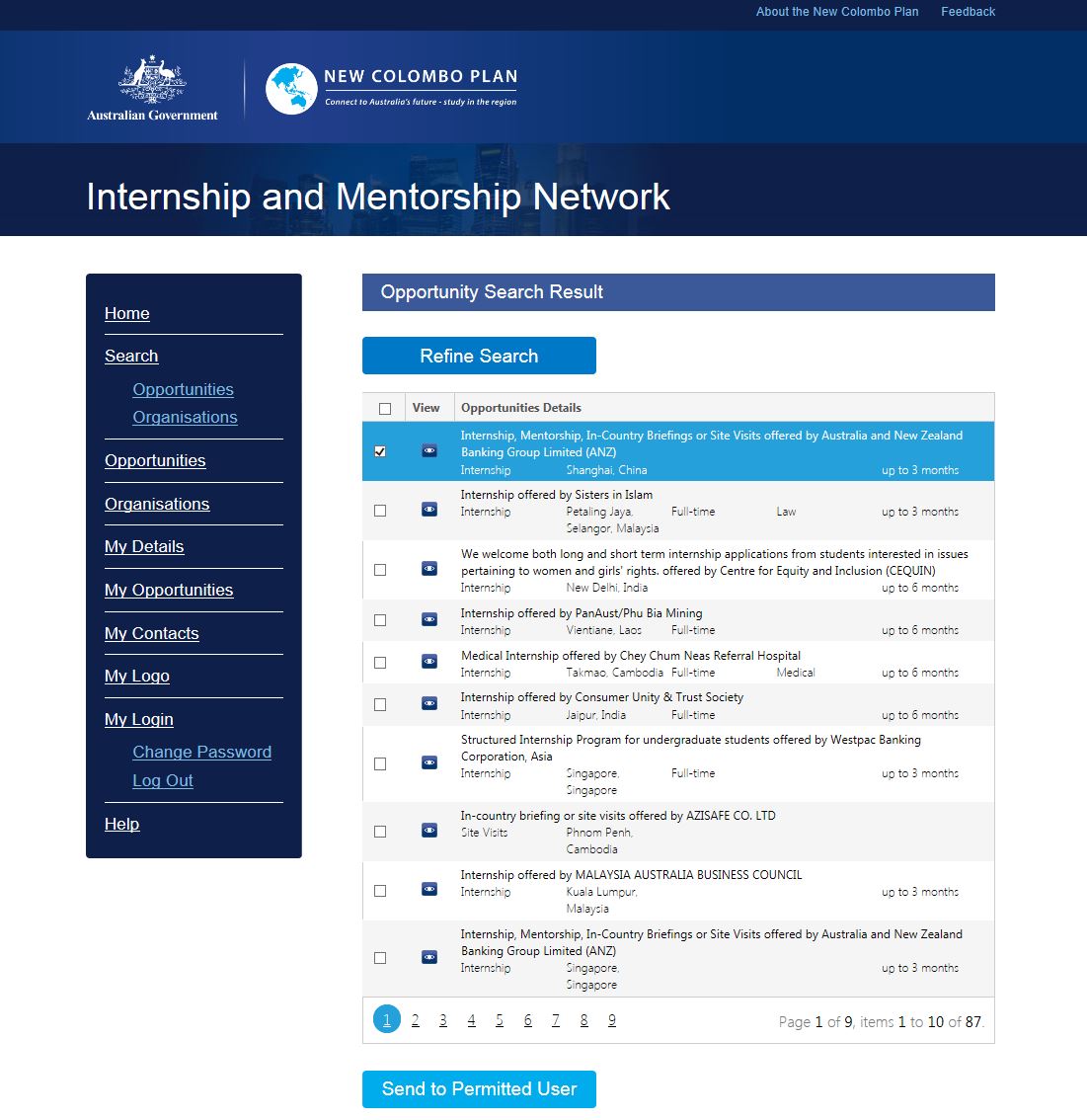


**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Change search criteria

# Send Opportunities to Permitted Users

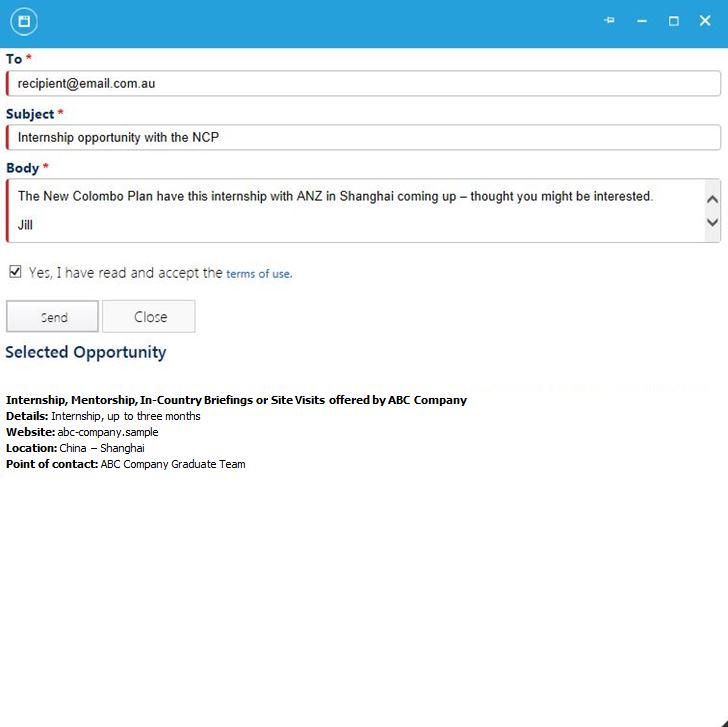
You may wish to send opportunity data to permitted users where the data is being forwarded for the purposes of managing information about your Organisation and Opportunities that you make available via the website. For example, a registered organisation contact person can forward opportunities to a colleague within their organisation for updating. To do this, perform a search of opportunities or go to **My Opportunities**. From the search results, you may select one or more opportunities to send.

* Select one or more opportunities.
* Click **Send to Third Party**.



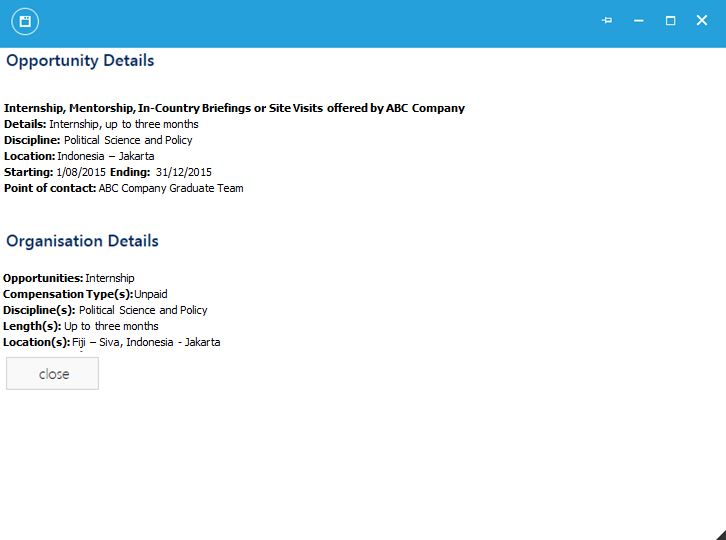
**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Send to permitted user

* Enter one or more destination **email addresses**.
* Enter a **subject**.
* Enter your desired text into the **Body** section.
* Read and accept the **terms of use**.
* Click **Send**.



**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Send opportunities

* When you are viewing data under **My Opportunities**, you may send that information to a permitted user.
* Click **Send to Permitted User**.

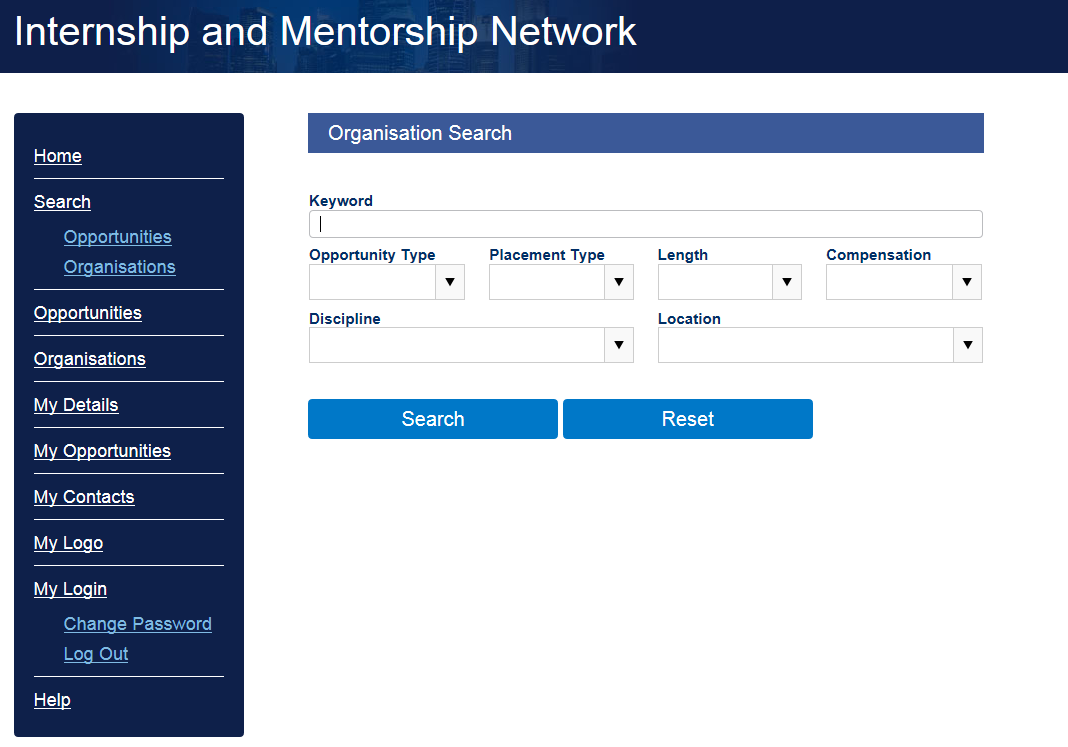


**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Send to permitted user

# Search Organisations

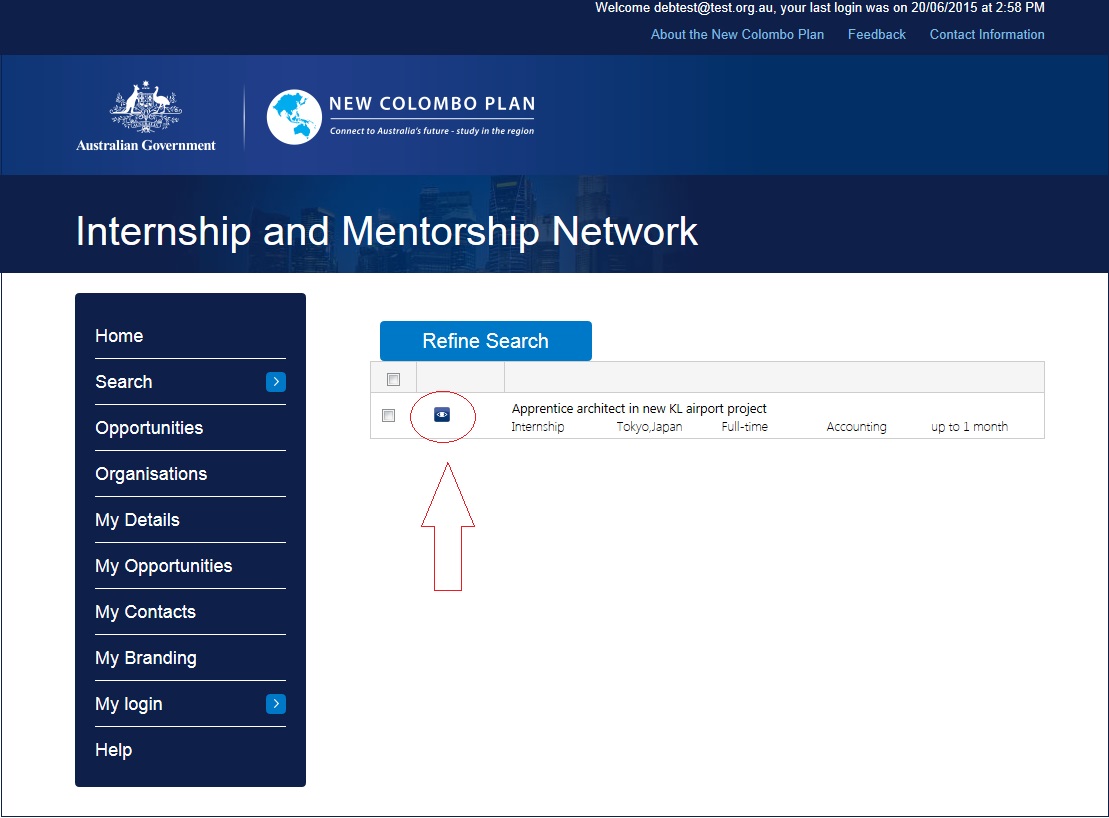
You can view internship/mentorship opportunities offered by other organisations by entering your search criteria. Your search criteria may be a combination of keywords, search fields or a date range. To search specific opportunities, use **Search Opportunities**.

* Enter one or more **keywords**.
* Select a value from the drop-down menu of the search fields.
* Enter a date range.
* Click **Search**.



**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Search organisations

* Click the **view icon** to view additional details.



**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Change search criteria

# View Opportunities

You can view specific opportunities offered by other organisations. Opportunities are continuously updated and we encourage you to visit this page regularly.

* From the menu, click **Organisations**.
* Click the **page numbers** to page through the listing.



# View Organisations

Host Organisations continuously update placement opportunities and we encourage you to visit this page regularly.

* From the menu, click **Organisations**.
* Click the **page numbers** to page through the listing.

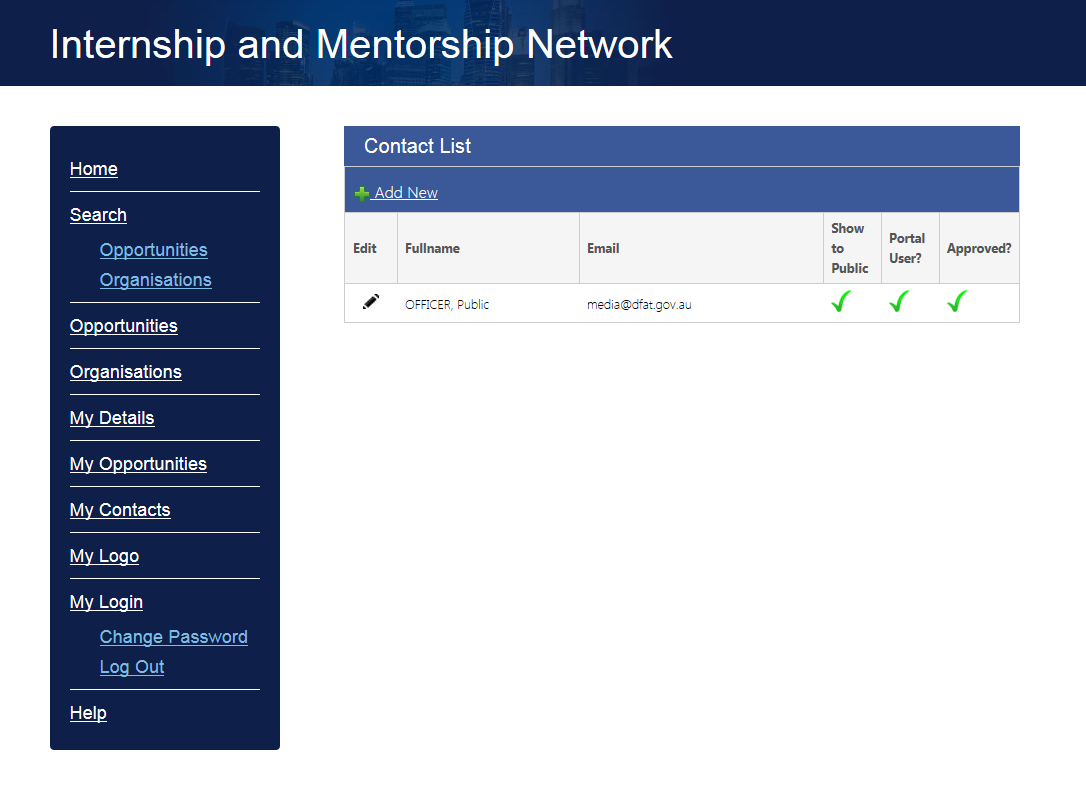


# Add Contact

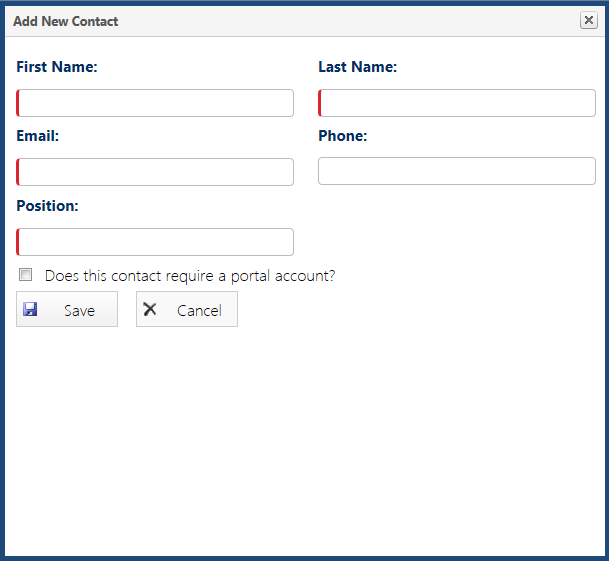
You can add or update your contact details to enable Australian universities and students to contact your organisation directly to enquire about the opportunities that you make available via the website.

If a new contact requires access to the website, they will receive a separate email with login instructions.

* Click **Add Contact**.



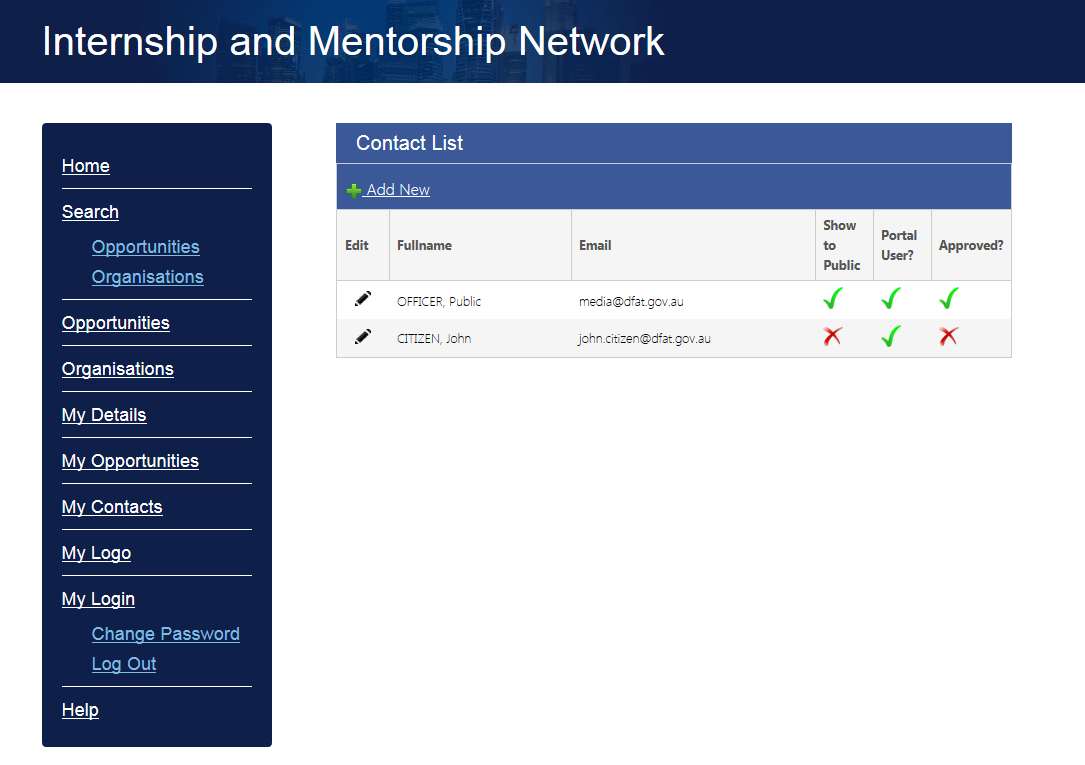
* Enter **first name** and **last name**.
* Enter **email address**. This will be used to log in to the website and cannot be modified.
* Enter **position**.
* If this contact requires access to the website, check **“Does this contact require a portal account?”**
* Click **Save** when done.



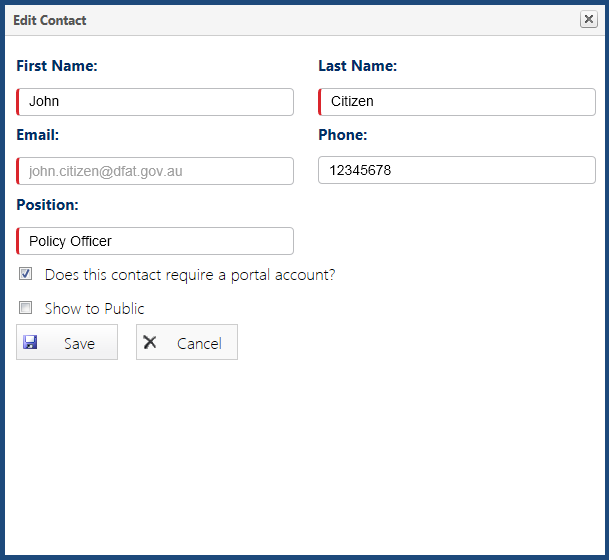
# Edit Contact

You can edit details of existing contacts. Note: Email addresses cannot be modified because they are used to log in to the website.

* Click edit icon Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.



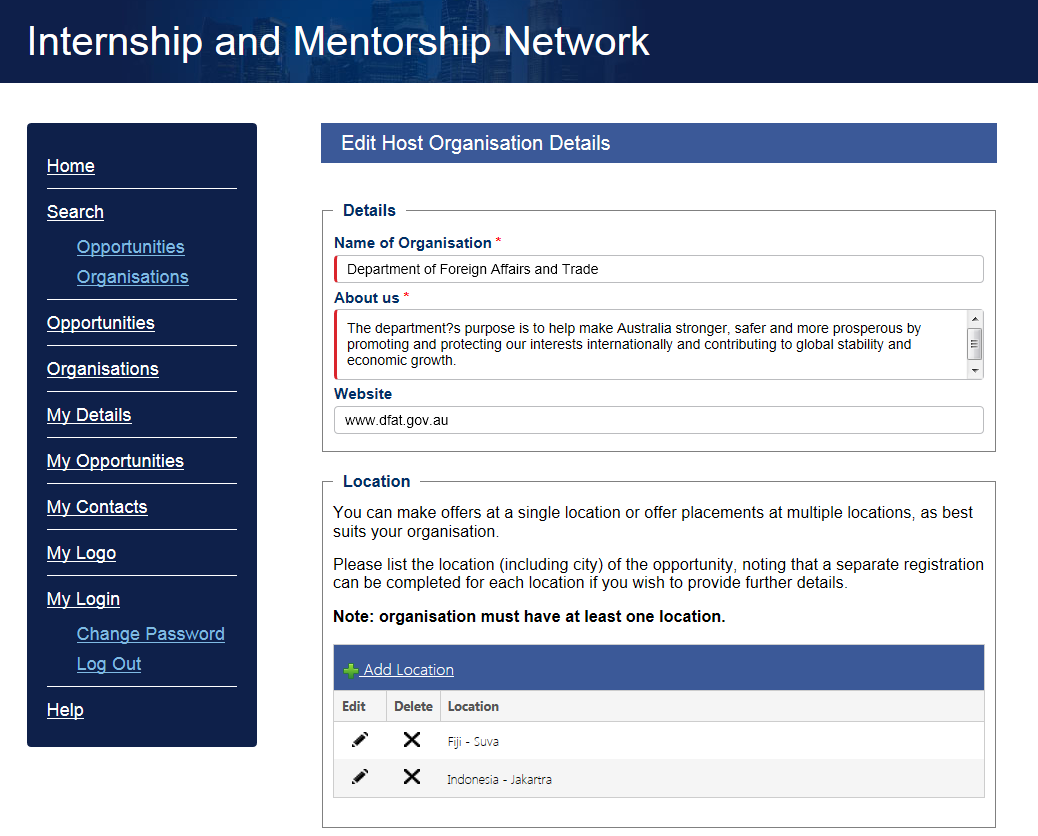
* Make the required changes.
* Click **Save** when done.



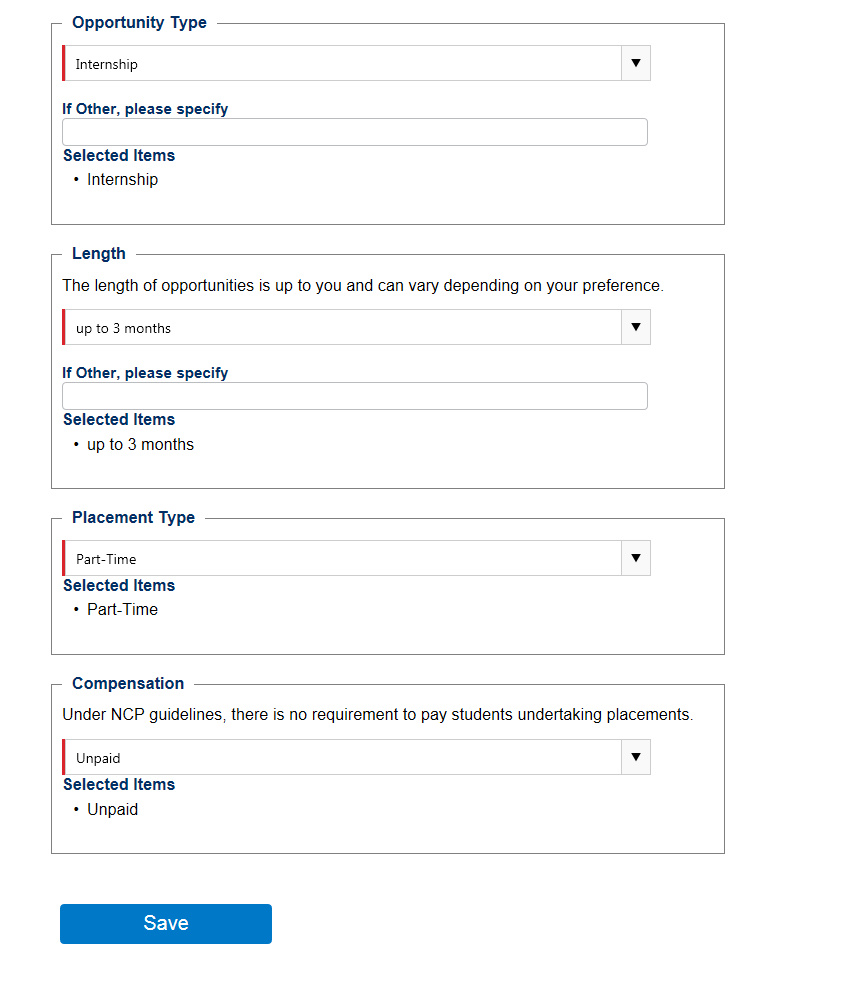
# Edit Organisation Details

You can make changes to details you have provided about your organisation.

* From the menu, click **My Details**.



* Make the necessary changes.
* Scroll to the bottom of the page.
* Click **Save** when done.



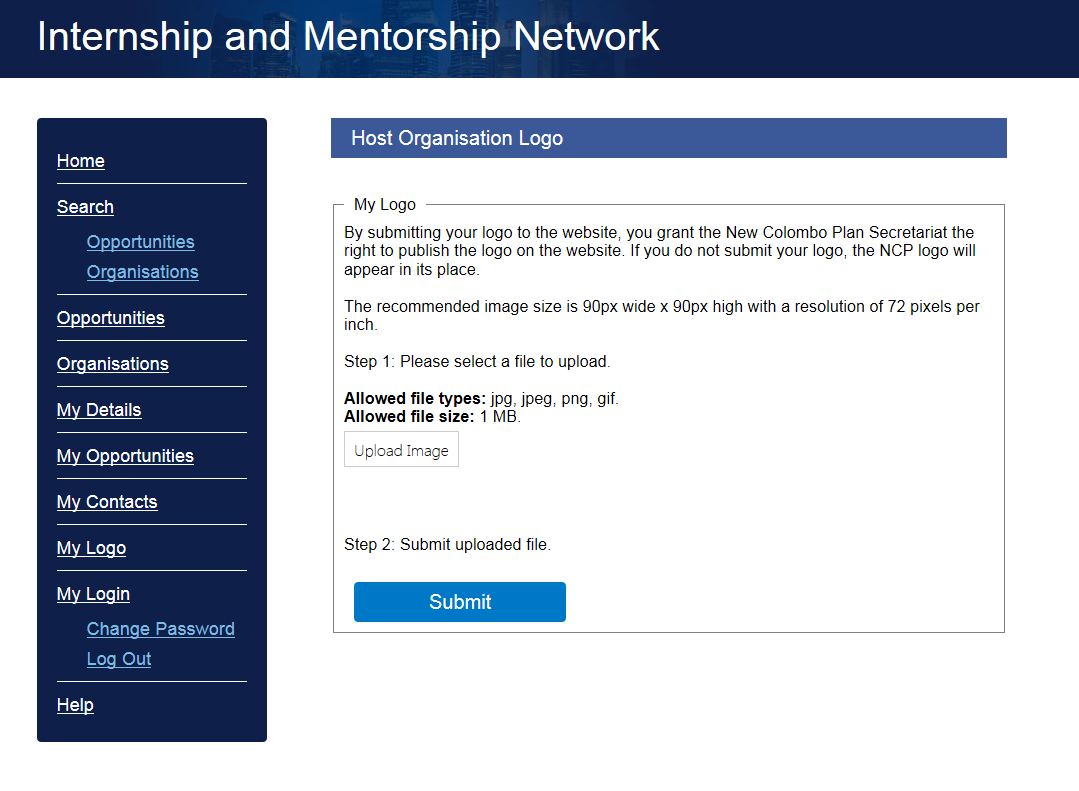
**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Save changes

# Submit Logo

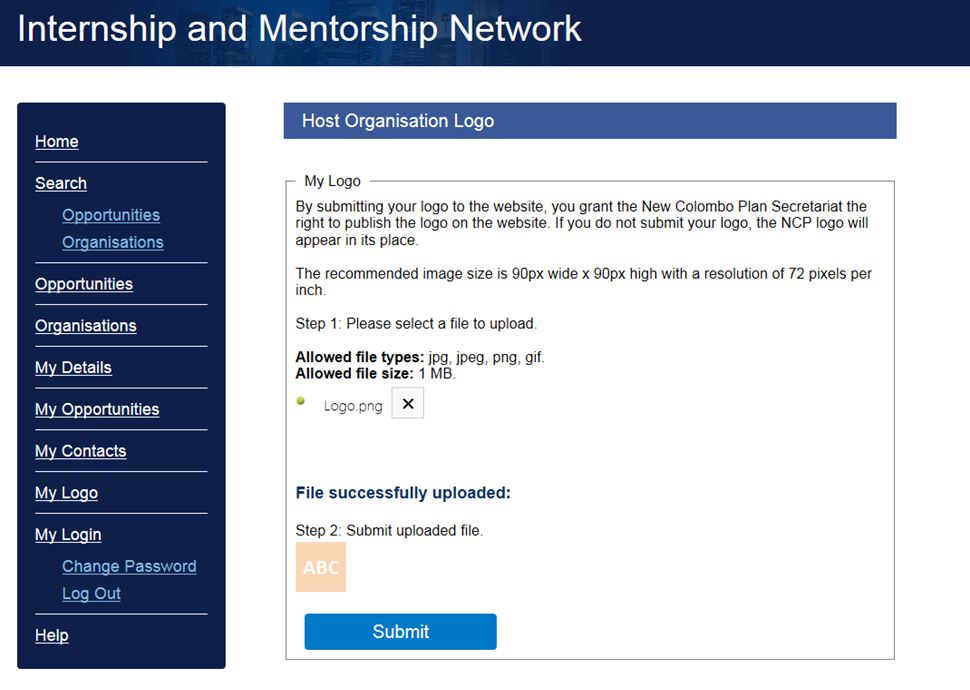
You can submit your logo to the website to appear alongside your opportunity data. By submitting your logo to the website, you grant the New Colombo Plan Secretariat the right to publish the logo on the website. If you do not submit your logo, the New Colombo Plan logo will appear in its place.

The logo that you submit will be processed by the New Colombo Plan prior to publication.

* From the menu, click **My Logo**.
* Click **Upload Image**.
* Select the image file to upload.
* Click **Open**.



* Ensure the image file is uploaded.
* Click **Submit**.



**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Submit logo

# Submit Feedback

Your feedback on the website is valuable. You can provide feedback on your experience via the **Feedback** link at the top of the page. You may request a response to a specific question and leave contact details so that the NCP Secretariat can get back to you.

* Click **Feedback** on the top header.

Then

* Select feedback **category**.
* Enter your **feedback subject**.
* Enter details of your **feedback**.
* Indicate if you would like a **response**.
* Click **Submit Feedback**.



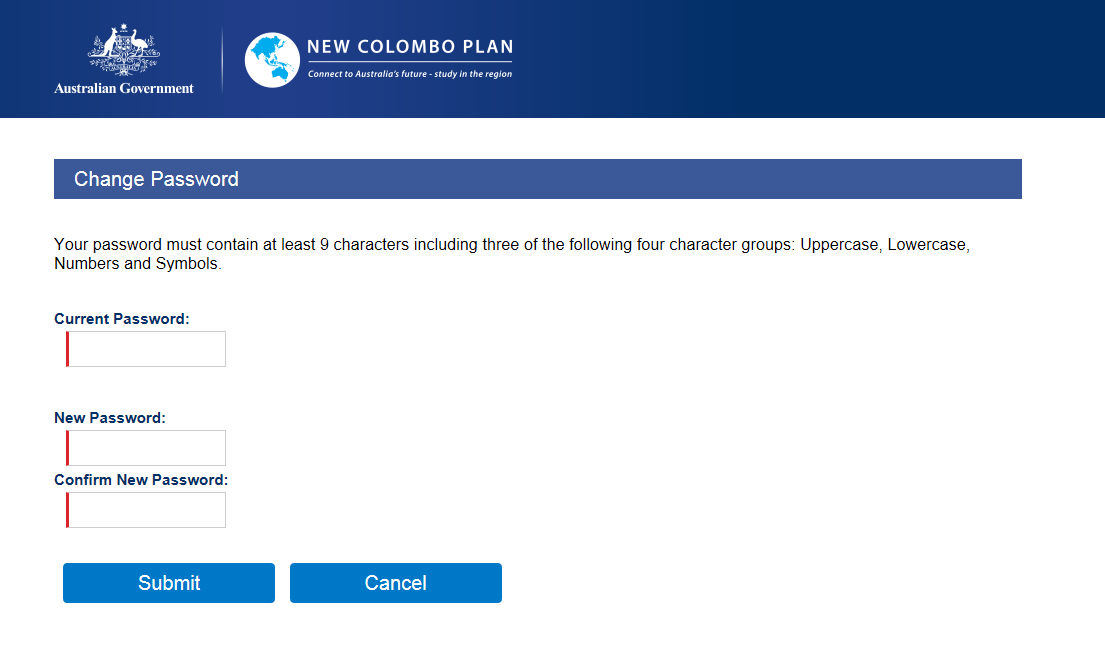
**Due to the complexity of this document no alternative description has been provided. Please email the New Colombo Plan Secretariat at ncp.business@dfat.gov.au for an alternative description.** – Submit feedback

# Change Password

* From the menu, click **Change Password**.



* Enter your **current password**.
* Provide and confirm your **new password**.
* Click **Submit**.



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# Log Out

* Click **Log Out**.

