

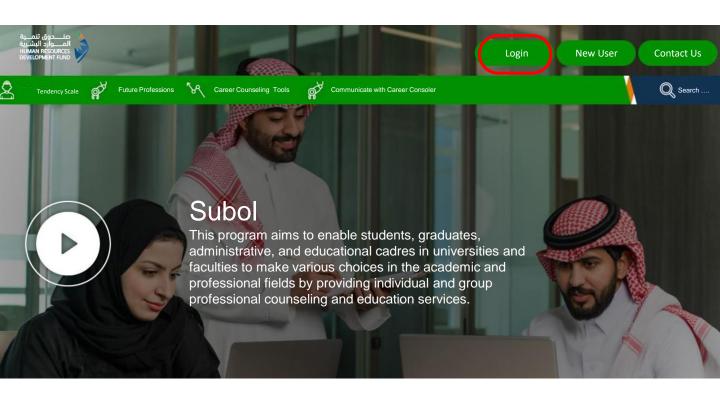
User Manual

For Booking a Workshop at Subol for Career Counseling at Universities



Login

To access Subol for Career counseling at Universities for registration, click https://suboluniv.com/



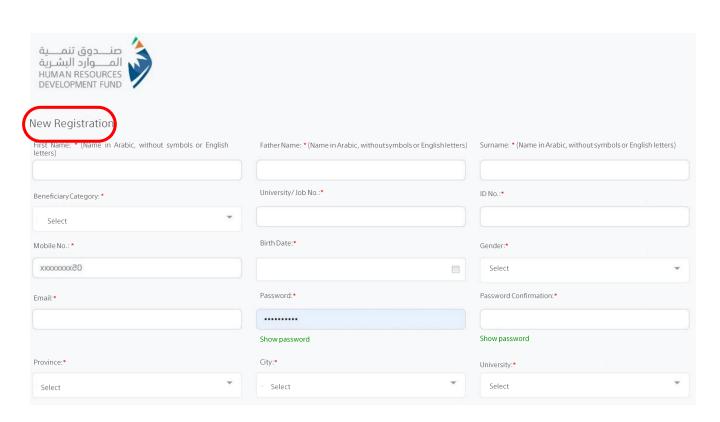




The login page will appear when accessing the Portal of Subol for Career Counseling at Universities.

You can log in or create a new account through:

New Registration









Student Dashboard

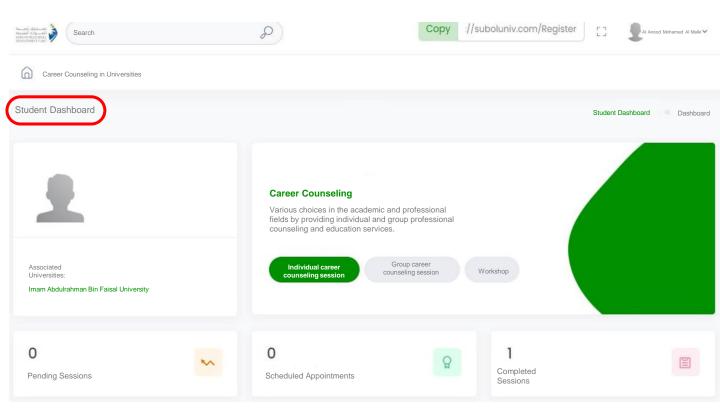
After Login, the student dashboard will appear, containing:

Student File and Details

Career Counselling

Individual career counseling session - Group career counseling session - Workshop

- 1. Pending Sessions
- 2. Scheduled Appointments
- 3. Completed Sessions







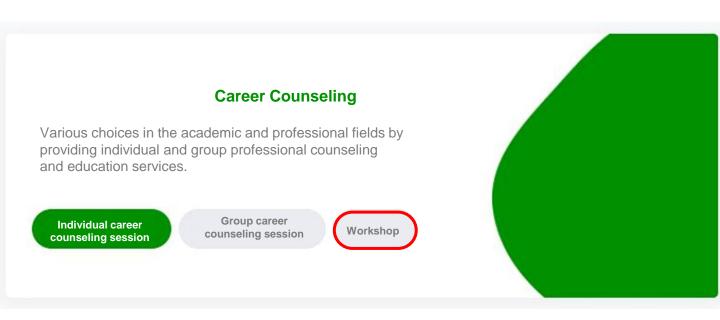
Various choices in the academic and professional fields by providing individual and group professional counseling and education services, including:

Individual career counseling session

Group career counseling session

Workshop

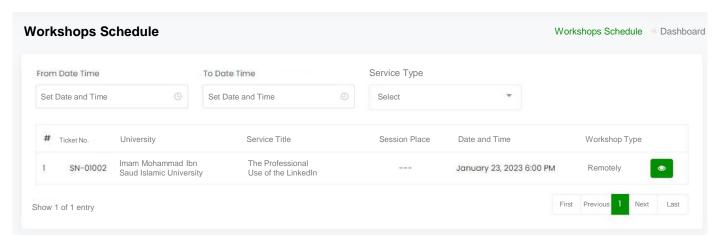
You can select one or more of these options.





Workshops:

- 1. Click the Workshop icon.
- 2. The <u>Workshop Schedule</u> page appears, displaying the sessions scheduled by the career counselor.
- 3. The career counselor specifies the session details (in-person or virtual, university, location, date, time, and target audience).
- 4. The student selects the desired workshop (either in-person or virtual).
- 5. Students registered for the workshop receive an email with the workshop details.







On the student's homepage, the completed sessions are displayed, which are the services that have already been attended.

The student can:

- 1. Obtain a certificate of attendance for the workshops
- 2. Session Evaluation.
- 3. View the student report

