

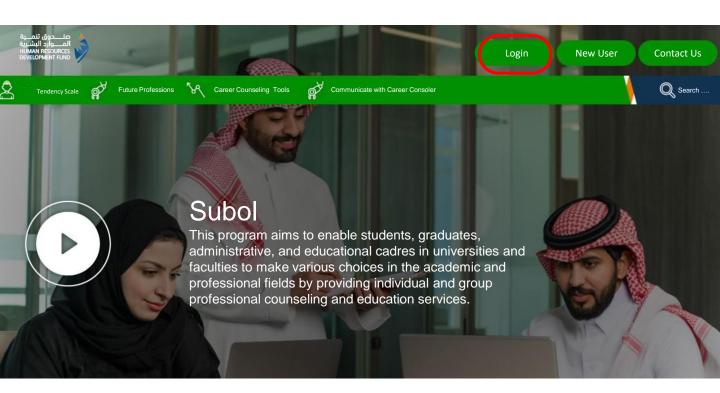
User Manual

For Booking a Group Session at Subol for Career Counseling at Universities



Login

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



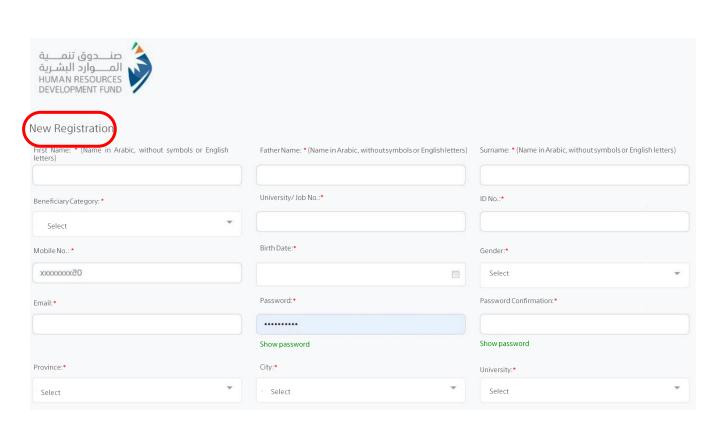




The login page will appear when accessing the Portal of Subol for Career Counseling at Universities.

You can log in or create a new account through:

New Registration









Student Dashboard

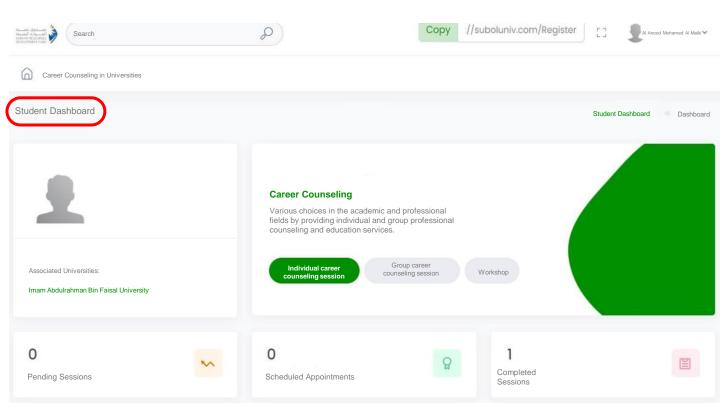
After Login, the student dashboard will appear, containing:

Student File and Details

Career Counselling

Individual career counseling session - Group career counseling session - Workshop

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







Career Counselling

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.







- 1. The beneficiary click booking a **Group career counseling session**.
- 2. Group career counseling sessions appear as scheduled by the career counselor.
- 3. The beneficiary selects a group career counseling session and clicks "Join".

Career counseling in Universities

Create a Session

Session Type

Career Readiness

Available Appointment AM 11:00 2/6/2025

Session Start Date
AM 10:00 2/6/2025

Associated Universities:

Riyadh College of Technology - Males

Session Duration

One Hour

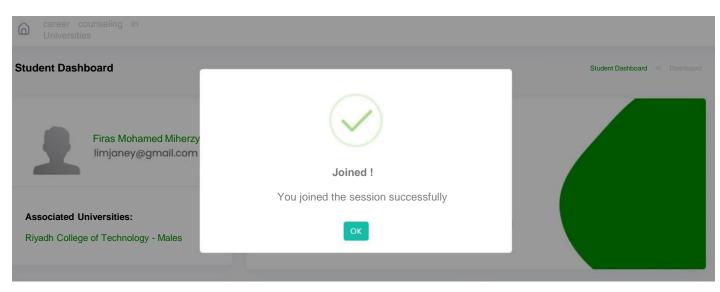
Session Place
Building 1, Office 1





Group Career Counselling Session

- 4. A confirmation message appears upon joining.
- 5. Registered students on the portal receive an email with the details of the group career counseling session they have signed up for.





Group Career Counselling Session

5. Appearing in the Scheduled Appointments in the Student Dashboard.

