University of Vocational Technology
Online Portal

User Guide for Registration

1 Click register in the https://portal.uovt.ac.lk

Fill the registration form by giving correct information
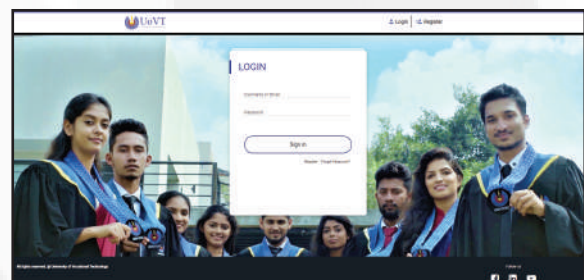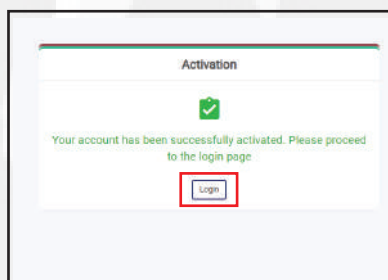

2 Email verification

You will receive an email with an activation link to your account

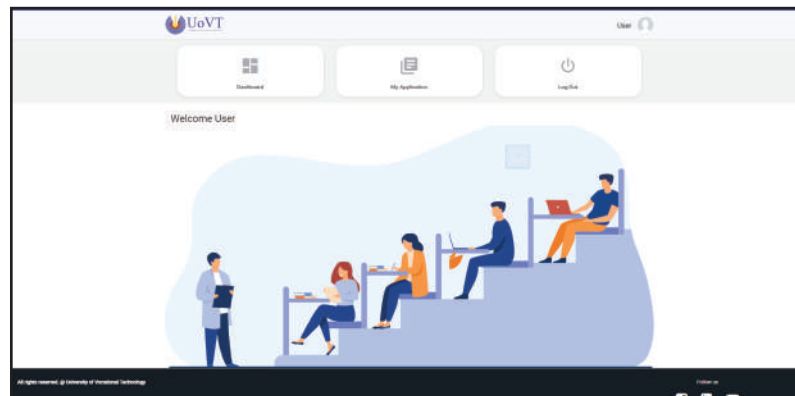click the **Verify Now**

3 Login to the Portal

Type the Username (or Email) and Password that you used in registration
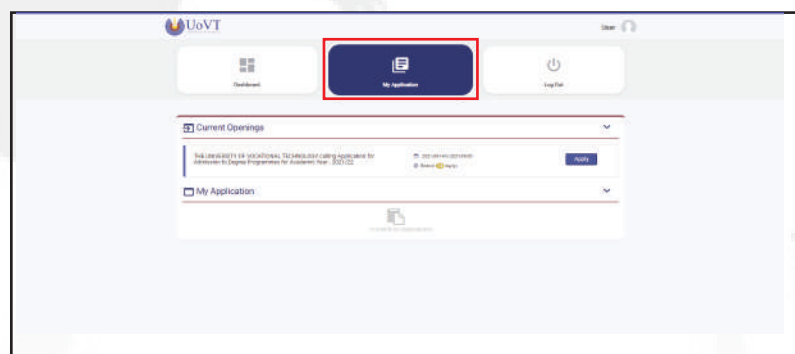
4 Welcome to the Portal

Now you have successfully registered and logged into the portal

5 Find Applications

Go to "My application" Tab

6 Select the suitable application and apply

- All available Applications are listed on the ⟶ Current Openings

- Click **Apply** button to open the application form (instructions to fill the form are appeared at the top of the form)

- When you start the "apply " process, your application will be listed in ☐ My Application section.
  You can edit your application until you submit or until the application submission deadline.