Cooperative Training Department

<h1 style="color:red; text-align:center">External Entity Manual</h1>

Step 1:

- **Log in:**

The external entity can access the system by either registering as a "New User" (if the entity is new and its data has not been previously added)

Or Forgot password (if the entity's data has been added by the sub-unit)

External entities

After logging into the platform via "External Entities" tab, select

"Talabaty"/ "My Requests" to create a new entity

submit a cooperative training participation initiative

Then, complete all the required information about the external entity (if the entity does not already exist) to submit the request.
Finally, click "Submit Request" for approval by the Cooperative Training Department

Step 2:

- **Preparing Training Opportunities**

From "External Entities"

Select "**Prepare Training Opportunities"**

Submit New Opportunity Request

Select the required college and then click on "
Listing Request "

الجهات الخارجية ✔

تجهيز تخصصات الفرص التدريبية

إرسال طلب تجهيز فرص جديد ➕

طلب حصر ✎
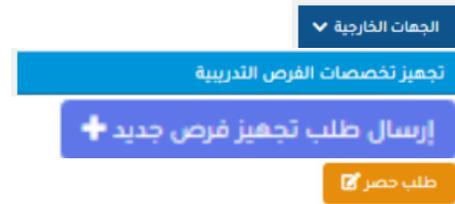
Listing Request

1. Entering the cooperative training period details, including the start and end dates and the training duration (number of weeks)
2. Select required majors, number of available opportunities, and the maximum number of candidates
   (The maximum number of candidates must be higher than the number of available opportunities to allow for selection/ranking)
3. The number of male and female students can be separated in the nomination process by selecting "Separate Male and Female Candidates"

☑ اختر هذا التخصص
☑ فصل عدد المرشحين من الطلاب والطالبات

4. Submit a request

عودة ↩   إرسال الطلب 🖫

Step 3:

Interviews and admission

From "External Entities"

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إعداد قوائم الطلاب المقبولين

From Preparing Lists of Accepted Students

Candidates are selected based on their submitted resumes and the required criteria.

Choose the necessary action, whether it is **(interview, test, or attaching files)**.

Approve or reject the request by the representative of the training entity.

For more inquiries, please contact us via cctu@ksu.edu.sa