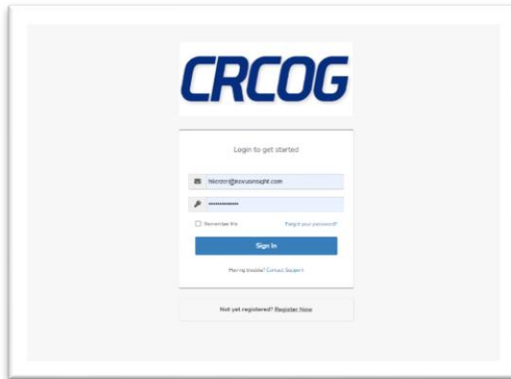
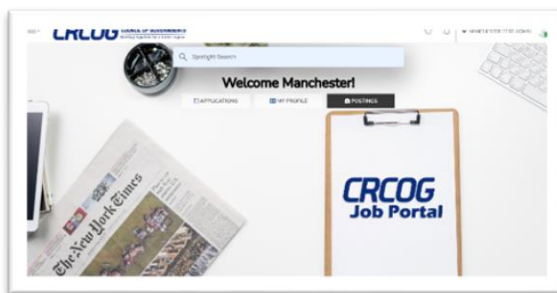


[CRCOG Job Portal – Municipality Quick Start Guide](#)

1. Please go to <https://crcog.webauthor.com> Use your official town email address for logging in or if you haven't set up a password, click FORGOT YOUR PASSWORD? To reset/set your password

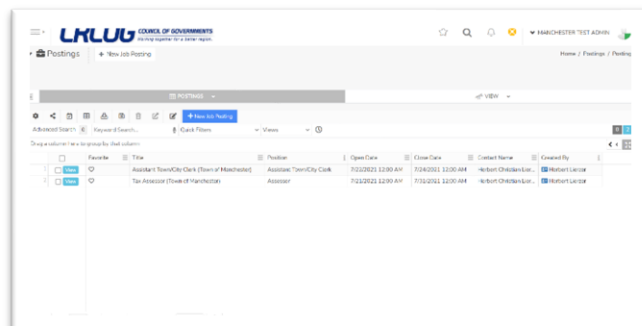


2. Once you successfully logged in you should see the Job Portal Dashboard:



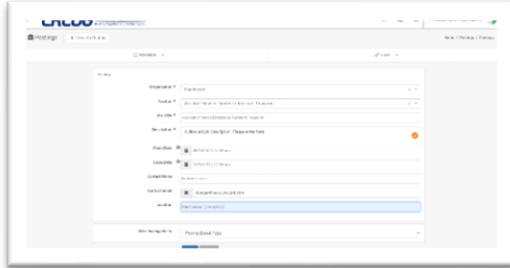
- a. On the dashboard you see 3 separate sections
 - i. APPLICATIONS
 1. All applications submitted to job postings created by you or your organization
 - ii. POSTINGS
 1. All active or in-active job postings created by you or your organization
 - iii. MY PROFILE
 1. You user information & settings
3. Clicking on the POSTINGS section allows you to display all current job postings created by your organization

You can view specific job postings. The columns displayed can be altered by clicking onto the GEAR icon on the top left corner of the grid. There you can select all the fields you wish to display.



4. Creating a new Job Posting

Click the **+ New Job Posting** button at the top of the screen. Start filling in the information concerning your job posting. Once completed click save. Now this Job posting is available for applicants to apply to.



5. Job Applications:

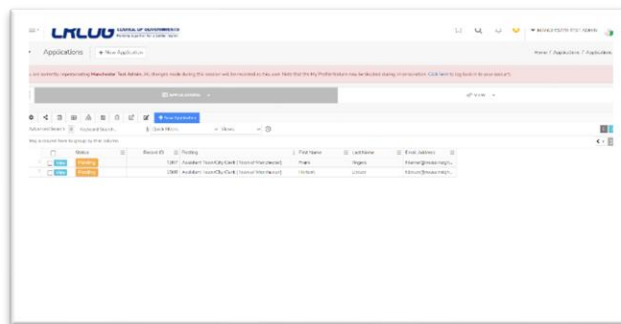
Job applications are applications submitted for an existing job posting. Organization members can act as an applicant and create new applications for their created job postings.

To do so, click on the CROCO LOGO at the top to get back to the Job Portal dashboard. From there click the APPLICATIONS section.

There you can see all applications submitted for any of the job postings created by your organization.

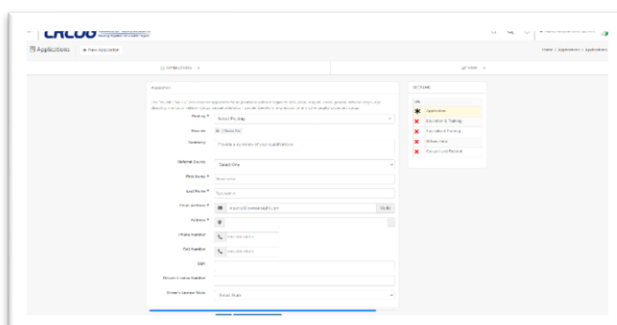
You can also click on NEW APPLICATION to start a new submission.

- NON-municipal users (Applicants) will only be able to see applications they submitted.
- Municipal users (City/Town employees) will only see applications submitted to their job postings
- CRCOG users will be able to see all job applications submitted independent of the city/town



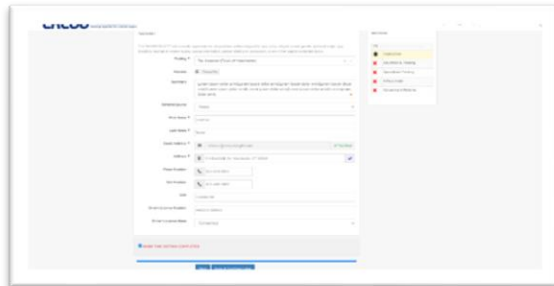
d. New Application View

Fill out the application and once completed click the **MARK AS COMPLETED** checkbox and click **next**.

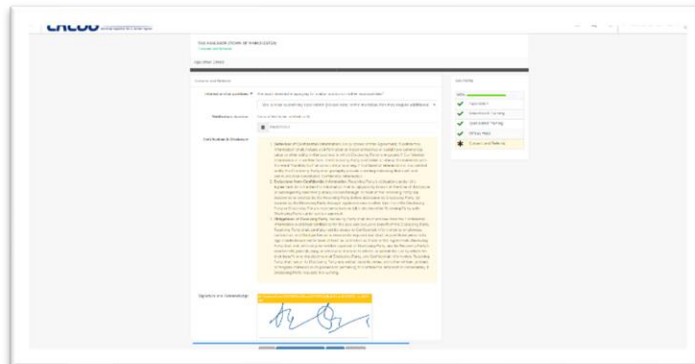


e. Each Job Application consists of 5 Sections:

- i. Section 1: Application
- ii. Section 2: Education & Training
- iii. Section 3: Specialized Training
- iv. Section 4: Offices Held
- v. Section 5: Consent and Referral



f. On the last section the applicant must provide his/her signature and consent to the terms & conditions. The applicant can then click FINISH. (Similar to DocuSign)



g. Once the Application is finished the applicant will be presented with an overview of the application.

The application is not yet fully submitted & in status PENDING.

To SUBMIT the application, the applicant must click SUBMIT.

The screenshot displays the user interface for the Capitol Region Council of Governments (CRCOG) application system. At the top, the CRCOG logo and navigation icons are visible. The user is logged in as HERBERT LIERZER. The main navigation bar includes 'Applications' and 'New Application'. Below this, a breadcrumb trail shows 'Home / Applications / Applications'. A secondary navigation bar contains 'APPLICATIONS', 'VIEW', 'REPORTS', 'DESIGN', and 'OPTIONS'. The main content area is titled 'ASSISTANT TOWN/CITY CLERK (TOWN OF MANCHESTER)'. A toolbar includes navigation arrows, a 'Submit' button (highlighted in yellow), and other icons. A red notification banner states 'You are about to submit this application.' Below this, the application ID '1008' is shown next to a 'Pending' status indicator (also highlighted in yellow). The application details are presented in a table-like format with the following fields:

ID	Status
1008	Pending

The application details are as follows:

Field	Value
Created By	Herbert Lierzer
Modified By	
Posting	Assistant Town/City Clerk (Town of Manchester)
Resume	
Summary	
Referral Source	Walk-In
First Name	Herbert

On the right side, a 'SECTION' progress bar shows 100% completion for the following sections:

- Application
- Education & Training
- Specialized Training
- Offices Held
- Consent and Referral

At the bottom right, there is a 'FILES' section with an 'Add File' button.