

Please ensure that you verify your email address from your registered email you have used for the application before proceeding.

You should ensure that you have completed all sections of your profile before clicking on apply for the role.

You will need to exit the profile section once completed and go back into the job section of Face Ed to apply for the role.





Once you have done this you will need to click onto the jobs icon and then apply for the role.

Please ensure you have logged into your profile and added two separate reference contacts before proceeding.

If you have further problems please contact or 01623 499111 ext 482 or 283.

12 s **MORE** he r m h y

Please see the screen shot below for further guidance.





Please ensure you have completed all sections of your profile before moving to the next section.

If you have followed all of these steps and are still experiencing issues please call work@portland.ac.uk and send screen shots of the problems you have encountered.

Please try clearing your cache and cookies by typing in clear cache and cookies on your web browser. You should ensure you are using google chrome.

If you have followed all of these steps and are still experiencing issues please contact work@portland.ac.uk and send screen shots of the problems you have encountered.