



**ktp-uk.org**  
**Site User Guide**



## Welcome to [ktp-uk.org](http://ktp-uk.org)

### Helping Support your KTP

Congratulations on being awarded funding for your KTP project. We are here to help you every step of the way, and the new KTP site aims to support all aspects of participating in KTP. The site has a range of resources, inspiration and information designed to deliver success for all partners involved in KTP - and that often starts with helping you recruit the right KTP Associate.

### Working together

The more we work together, the greater the engagement we can generate in KTP.

We would urge you to:

- Create an account to post associate jobs (see next page)
- Add a link to [ktp-uk.org](http://ktp-uk.org) from your own website
- Include the URL on any of your own KTP information
- Download assets to support your promotion of KTP  
**<https://www.ktp-uk.org/academics/>**
- Share your project news with us ([ktpenquiries@ktn-uk.org](mailto:ktpenquiries@ktn-uk.org))

We look forward to working with you to deliver a really successful partnership.

## Supporting Associate Recruitment

ktp-uk.org is now a central hub for all things KTP, including Associate jobs. Posting jobs on ktp-uk.org means we can help you promote your vacancy, sharing via our social channels and KTN's wider digital channels to amplify the reach of your recruitment campaign.

On ktp-uk.org you can:

- Create an account
- Post Associate vacancies
- Download twitter card template for your Associate ads

Getting set up is very quick and straightforward: this guide will help show you how. If you have any queries contact (ktpenquiries@ktn-uk.org)

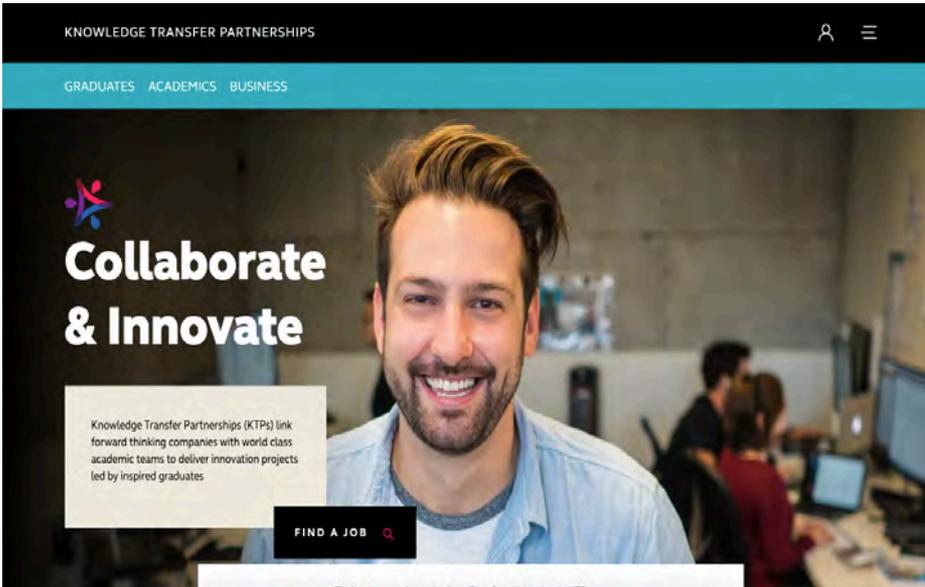
KNOWLEDGE TRANSFER PARTNERSHIPS

**Great opportunities  
for bright minds.**

DELIVER INNOVATION - GOOD SALARY - GENEROUS TRAINING BUDGET

Find out more & see current jobs at [ktp-uk.org/graduates](https://ktp-uk.org/graduates)





## Create an account

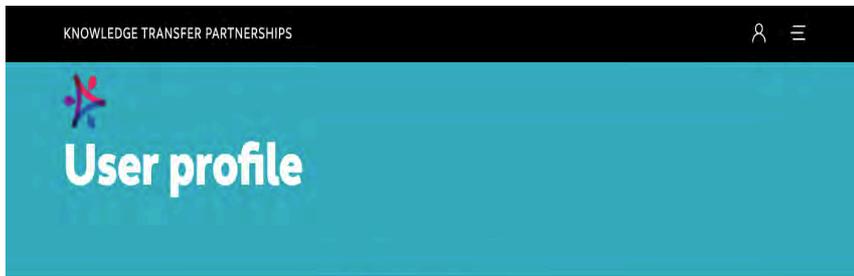
Welcome to [ktp-uk.org](http://www.ktp-uk.org) home page.

- Please check whether your institution has already registered for an account. An academic colleague or KTP Office member may already have done this.
- If so, you could ask to be added as an admin to the account if you are likely to need to post Associate jobs.
- If you do not have an account, please select the 'person' icon in the top right hand screen to start your registration.
- Select to register as an Academic institution.

<http://www.ktp-uk.org/user-registration/>

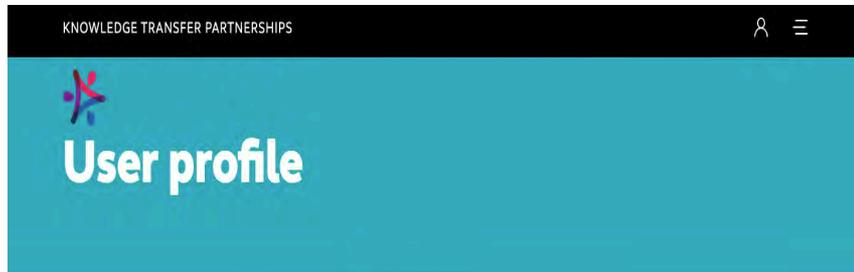
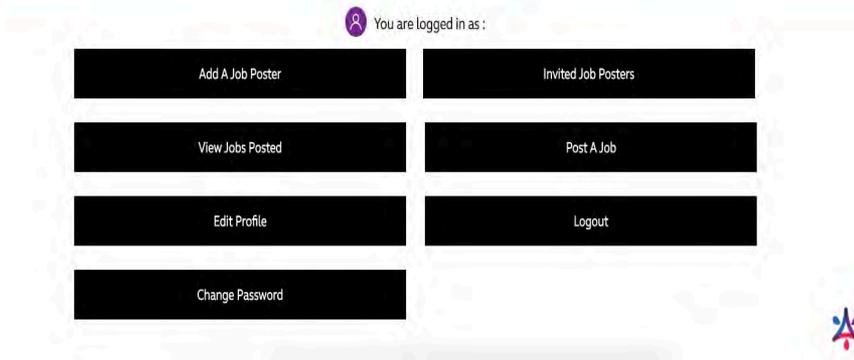
Once you have landed on the Academic Registration page please fill in your details.

The image shows the 'Academic Institute Registration' page. At the top, it has the same navigation bar as the home page. The main content area is split into two columns. The left column is white and contains the KTP logo and the title 'Academic Institute Registration'. Below the title are four input fields, each with a red asterisk indicating a required field: 'Choose a Username', 'First Name', 'Last Name', and 'Phone'. The right column features a photograph of a large green plant in an office setting.



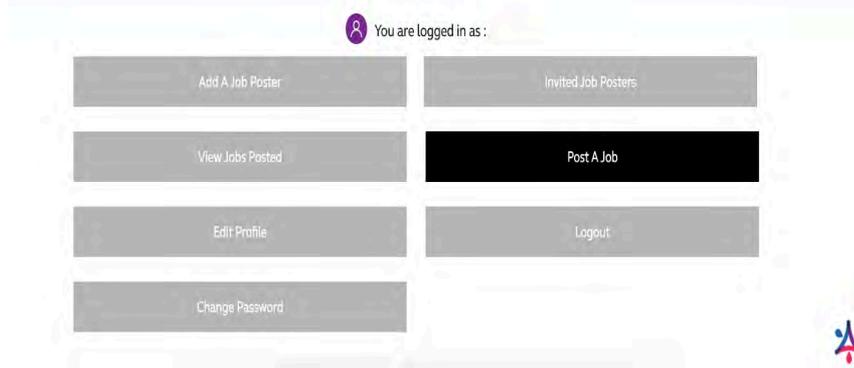
## User profile

Once registered use your username and password to login to your control panel.



## Adding a Job Advert

Select "Post A Job" from the control panel.





## Post a Job

You are currently signed in as  Sign out



## User profile

 You are logged in as:

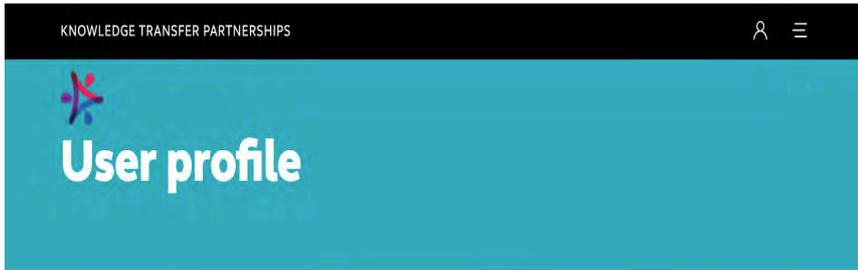


## Adding a Job Advert

Complete the 'Post a Job' form ensuring to complete as many information fields as possible. Submitted Job adverts will then be authorised by KTP admin before going live. We aim to do this within 24 hours.

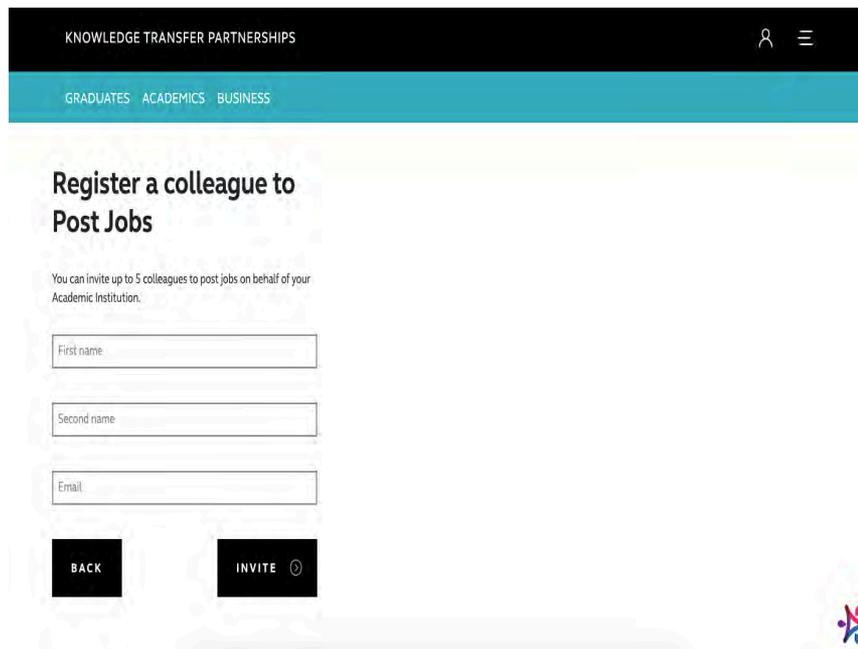
## Viewing your posted jobs

From the control panel select 'View Jobs Posted'. From here you can access a list of all the jobs posted by your academic institution.



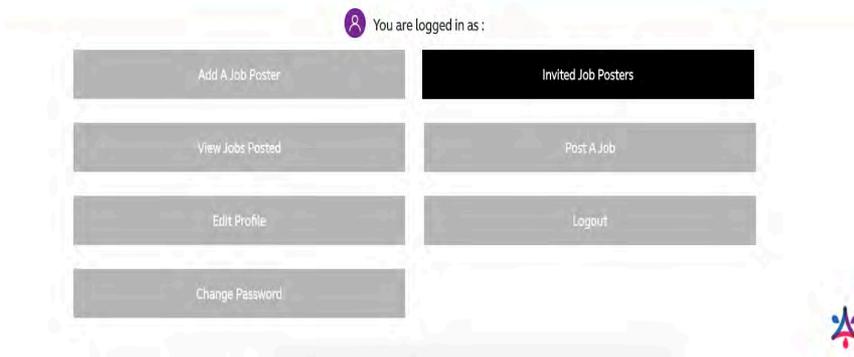
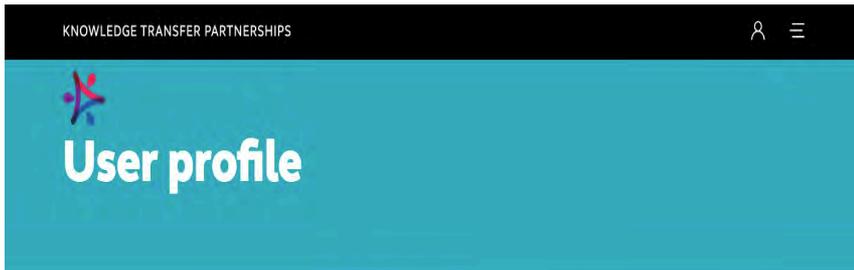
## Register more job posters

To register other colleagues as job posters select 'Add a Job Poster'



## Register more job posters

Add a colleague name and email address to send them a electronic registration invite. You may register up to 5 extra job posters per academic institution.



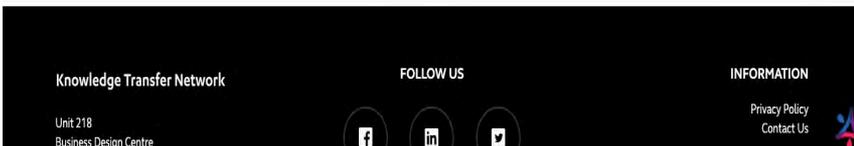
## Managing your job posters

From the control panel select 'invited job posters'



## Managing your job posters

From here you will be able to manage your registered job poster accounts.





**Find out more**



[www.ktp-uk.org](http://www.ktp-uk.org)



[www.linkedin.com/showcase/ktn-ktp](http://www.linkedin.com/showcase/ktn-ktp)



[@ktnuk\\_ktp](https://twitter.com/ktnuk_ktp)



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