

GATE Portal

Alumni User Guide

A practical guide for Walter Sisulu graduates

Alumni Relations Office

WELCOME

Use the GATE Portal to keep your details current, explore career opportunities, connect with alumni and take part in university activities. The options you see may depend on your profile and the opportunities currently available.

This guide explains what each alumni page is for, what to enter, what happens after you submit, and how matching and shortlisting work.

A note on scoring details

Scoring details reflect the current portal implementation reviewed on 9 September 2026; they may change as the portal develops.

1. FIND YOUR WAY AROUND

Use the portal menu to move between pages. On a small screen, open the menu first. Dashboard brings you back to your overview; **My Profile** opens the information you can update. Buttons and headings in this guide use the portal's labels where possible.

1.1.1 Some menu items appear only when relevant to you

- **Careers** pages are shown for alumni marked as **job seekers**. **If you are looking for work and cannot see them, review your profile and participation choices or ask the Alumni Office to help.**
- **My Business** appears for alumni who are entrepreneurs.
- Participation links depend on your selected interests.
- **LinkedIn Discovery** appears when that feature is enabled.
- **Feedback Surveys** is currently hidden from the standard menu pending rollout. Use it if the Alumni Office provides access to a survey.

Completing an online form usually requires selecting its **Save, Submit or Send button**. Check the confirmation before leaving. A selected file, an open form or a viewed opportunity does not mean anything has been submitted.

3. QUICK START

1. Open the Walter Sisulu alumni website and select **Activate or Update Details** if you have not activated your account, or **Portal Login** if you already have one.
2. Sign in, read the consent information and complete the choices shown.
3. Complete **Profile** and save your details.
4. Update **Life After WSU** with what you are doing now.
5. If you are looking for work, complete **CV Builder**, upload your supporting documents and check **Job Matches**.

Have these ready

Your student number or ID/passport number, a personal email address you can access, and your current contact details. **You do not have to use your student email address**, use a personal address so you can receive verification codes, your temporary password and future portal messages. For career features, also prepare your CV and the documents requested on screen.

3.1. ACTIVATE YOUR ACCOUNT

1. Select **Activate or Update Details**.
2. Find and confirm your graduate record.
3. Enter an accessible personal email address.
4. Select **Send Verification Link**.
5. Open the link within one hour to verify your email.
6. Create your password and select **Complete Registration**.
7. Sign in, complete your profile, and choose Give Back pillars whenever ready.

Record not found or unable to finish?

Use the activation help form shown on the page. Provide your identity details and working contact information. If directed to the access request wizard, complete Identity, Contact, then Review and submit.

Account already active?

Use Portal Login. If you do not know the password, select Forgot password?

3.2. SIGN IN AND RECOVER ACCESS

1. Select **Portal Login**.
2. Enter your GATE Portal email address and password, then sign in.
3. Complete any temporary password or consent steps displayed before continuing to your dashboard.

To reset a forgotten password, select **Forgot password?** enter your account email address and follow the reset link sent by email. Check spam or junk if the message is missing. If you no longer have access to that email address, contact the Alumni Office for help **update** it.

Keep your password and verification codes private. Sign out when you finish on a shared computer.

3.3. COMPLETE YOUR PROFILE

Your profile helps the Alumni Office contact you and understand your qualifications, interests and career needs.

1. Open **Profile** from the portal menu.
2. Check your name, email address and phone number. Complete any email or SMS verification instructions displayed.
3. Fill in your town or city, municipality, province and country.
4. Review your student number, qualification, graduation year, faculty and department. Completely required fields, including your qualification average, were requested.
5. If institutional details are incorrect or cannot be edited, describe the change under What should we correct? and select Submit correction request.
6. Add your career preferences, availability and willingness to relocate where applicable. You may also add a profile photo, LinkedIn URL and a short introduction.
7. Select **Save profile**. Check for a success message or highlighted fields that still need attention.

What the Dashboard tells you

Purpose: Give you an overview of your alumni record, education, pathway, participation interests, upcoming events and useful next steps.

Start here after signing in. Review the information shown, follow the profile improvement prompts and use the quick links to open the relevant page.

The Profile status area separates completion, verification, job-matching readiness where applicable, and freshness. These indicators are separate from an opportunity's match percentage and from the score used to shortlist candidates. A complete profile does not mean you qualify for every vacancy.

3.4. UPDATE LIFE AFTER WSU

Use Life After WSU to record your current pathway, such as working, studying, running a business or looking for work.

1. Open **Life After WSU** and choose Add your pathway or edit an existing record.
2. Choose the option that describes your situation.
3. Complete the relevant details, such as employer or organization, role, industry or field of study.
4. Add the location and dates. Select This is my current pathway if it is ongoing.
5. Review the information and select **Save** or Save Changes.
6. Check that the record appears correctly in your timeline.

When your situation changes, update the previous record and add the new pathway so your history remains accurate.

3.5. PREPARE YOUR CV AND DOCUMENTS

CV Builder

Purpose: Maintain structured career information the portal can use for matching, alongside your uploaded CV.

1. Open **CV Builder**.
2. Complete the skills, languages and other CV information requested in the steps shown.
3. Select your current CV file if you want to upload or replace it.
4. Select **Save CV profile**. Selecting a file alone does not upload it.
5. Use Preview or Download, where available, to check that the saved CV is the correct version.

My documents

Purpose: Keep the supporting files needed to assess and refer you for opportunities.

1. Open **My documents**.
2. Review the required and optional document categories and any readiness guidance.
3. Select Upload now beside the appropriate category.
4. Choose your file, add a display title or note if useful, then select Upload.
5. Confirm that the document appears under the correct category.

Tip

Use a clear, up-to-date CV with readable text. A document containing selectable text is preferable to a photograph or scanned image of your CV.

3.6. FIND OPPORTUNITIES AND TRACK APPLICATIONS

1. Open **Job Matches**.
2. Review the opportunities and use the available filters to narrow the list.
3. Read the role requirements, location, deadline and document requirements carefully.
4. Resolve any prompts to update your profile, CV, documents or sharing consent.
5. Select I'm interested when available.
6. Look for the confirmation or Interest registered status.
7. Open My applications to check submitted applications and their recorded progress.

Registering interest and having an application submitted are different stages. **If an opportunity gives separate application instructions, complete those too.**

How Job Matches works

The page compares information from your profile, CV records and Life After WSU history with each open opportunity, using saved skills and CV keywords, qualification and faculty words, preferred industries, projects, achievements, job titles and industries.

The opportunities are sorted from **highest to lowest browsing match score**. Your score belongs to a particular role: the same profile may match two different roles very differently.

What contributes to the browsing match percentage?

The current calculation adds the following points and caps the result at 100. The available point contributions can total more than 100, they are not weights that must add to 100.

Factor	Current contribution	What this means for you
Matching skill/requirement keywords	4 per matched token, up to 40	Keep saved skills and CV information specific and relevant.
Industry alignment	15	Role's industry overlaps with a preferred or recorded industry.
Qualification wording	Up to 10	Words from your qualification appear in the role's requirements.
Qualification assessment	10 met; 5 partial	Additional qualification-fit check; skipped for open-entry roles.
Recorded pathway/experience	10	Awarded for a saved pathway other than Unemployed.
Number of listed skills	5 for 5–9; 10 for 10+	List genuine skills.
CV file recorded	5	Save your uploaded CV and check that it opens.
Recent graduation	5	Graduation year within the last seven years.
LinkedIn URL saved	5	Add your own correct LinkedIn profile URL.
Work availability	5 immediate/2wks; 3 otherwise	Select your actual availability.
Projects	3	Saved project information contributes evidence.
Achievements	2	Saved achievement information contributes evidence.

Illustrative example

Six keyword matches (24) + industry alignment (15) + qualification wording (10) + a met qualification assessment (10) + five listed skills (5) + a CV (5) + recent graduation (5) = a browsing score of 74%. This is a fit indicator, not a 74% chance of employment.

Guidance bands: 70 or above is a **strong match**, **40–69** is moderate overlap, and below **40** is **low overlap**. These are separate from the shortlist threshold described below.

What does Smart fit analysis do?

Where available, Smart fit analysis explains strengths, gaps and suggested next steps using the profile and opportunity facts supplied to it. AI-assisted explanations do not set or change the browsing match percentage, the rule-based calculation supplies that number.

What can prevent me from registering interest?

The page checks more than your percentage: required profile details, an uploaded CV, the documents required for that opportunity, an open role, and sharing consent where employer referral applies.

Remote, flexible and hybrid roles pass the current location gate, but still read the advert for attendance or travel requirements. Do not change your location, qualification or availability to untrue information just to pass a check.

How the Alumni Office ranks interested candidates

Purpose: Order interested candidates for a particular opportunity and identify those ready to be referred to the employer.

Comparison	What is being ordered?	What the result means
Browsing match percentage	Different opportunities for your profile	Helps you decide which roles to explore.
Candidate ranking	Interested candidates for one opportunity	Determines the referral shortlist, using a different calculation.

Candidate ranking formula

Candidate ranking score = 75% of role-specific fit + 25% of readiness, rounded to a whole number and capped at 100.

Role-specific fit component

Component	Max points
Qualification or programme match	30
Faculty or department match	15
Required and preferred skills match	25
Experience, projects and supporting evidence	15
Location compatibility	5
Employment status and availability	5
CV and profile evidence	5

Standard readiness component

Component	Max points
Verified academic performance	40

Component	Max points
Structured skills	20
CV quality (file, extracted text, summary)	10
Recorded experience	10
Professional evidence (certifications, projects, achievements)	10
Profile completeness	10

The academic contribution uses these bands: **below 50% gives 0 points; 50–54.99% gives 10; 55–64.99% gives 20; 65–74.99% gives 30; 75–84.99% gives 36; and 85% or above gives 40.** Only verified academic information is used. If a verified average is unavailable, the readiness calculation excludes that component and rescales the rest to 100.

Note on academic cutoffs

Where a role has a configured academic cutoff, the ranking check requires a verified average above that cutoff. Missing or unverified results can prevent inclusion in that ranking.

Illustrative example

A role-specific fit score of **80** and readiness score of **60** produce $80 \times 0.75 + 60 \times 0.25 = 75$. This candidate-ranking score can differ from the percentage the same alumnus sees on Job Matches.

How a ranked candidate becomes a referral

1. You registered interest successfully in the opportunity.
2. The Alumni Office runs or refreshes the ranking using the recorded candidate information.
3. For ordinary score-ranked roles, the current referral threshold is 35 points. Reaching it makes a candidate eligible for consideration; it does not reserve a place.
4. The referral process checks active interest, sharing consent, an uploaded CV and all required documents. Withdrawn candidates are excluded.
5. Ready candidates are taken in score order up to the number requested for the role. Equal scores use an internal record order.
6. An authorized staff member submits the ready shortlist. The employer then handles the recruitment decision.

First-come, first-served roles

Roles identified as open entry, such as certain Grade 12 or NQF 4 opportunities, use a different selection process: referral order follows the recorded interest queue rather than the highest score. The ordinary 35-point threshold is not applied, and tertiary qualification, faculty and academic performance are not used to prioritise selection.

You still need the CV, ID/passport, Matric and any other documents required, plus sharing consent. A high browsing percentage does not move you ahead in this queue.

How to improve your chances responsibly

- Use accurate qualification and contact details and request corrections to institutional records.
- Add specific skills in CV Builder, with honest proficiency levels and relevant examples.
- Keep both your saved CV information and uploaded CV current.
- Describe projects, achievements and relevant experience clearly.
- State your actual preferred industries, availability and relocation preference.
- Upload clear, complete supporting documents before the deadline.
- Registering interest in each suitable role; viewing or matching a role does not register interest.
- Respond to messages and interview instructions promptly.

Understanding My Applications

Stage or label	Meaning and action
Interest registered	Your interest is recorded for Alumni Office review. Not yet confirmed release to the employer.
Submitted / shortlisted	Progressed to referral or employer release. Read the detail rather than assuming an interview has been arranged.
Interview information	Interview scheduling recorded. Check date, time and joining instructions.
Accepted	An acceptance outcome recorded. Follow the employer's formal instructions.
Rejected	An unsuccessful outcome recorded. Read any reason supplied.
Withdrawn / revoked	You withdrew and are no longer in the active shortlist.

3.7. EXPLORE TRAINING

Purpose: Find learning opportunities and let providers know that you are interested in developing particular skills.

1. Open the training area on the portal menu.
2. Search or filter by category, format and price.
3. Read the offering details and register your interest using the action shown.
4. Check for Interest registered and use the filter for your registered interests to find it again.

The provider will contact you with next steps. Registering interest does not by itself confirm enrolment or a place on a course.

3.8. STAY CONNECTED AND PARTICIPATE

Register on ESSA

1. Open Register on ESSA and read the instructions.

2. Select Register on ESSA to open an external service and complete its registration there.
3. Return to GATE after completing registration.
4. Select I have registered on ESSA to record your confirmation.

Important

GATE activation does not register you on ESSA. You must complete the separate ESSA process first.

LinkedIn Discovery

Review any suggested profile carefully before selecting This is my profile. If wrong, use the available search links or paste your correct URL. Never confirm another person's profile because the name is similar.

Browse Businesses and My Business

Browse Businesses lets you discover businesses run by alumni. My Business (shown for entrepreneurs) lets you create or maintain your own listing, business name, description, services, industry, location, pricing and photos, then Save listing.

Alumni Directory

Search by name or keywords and use department, graduation year, availability or contribution filters. A contact request is a request for a connection, not automatic access to private contact details.

Events

Open Events, choose an event and review date, time, location and joining details. Complete the RSVP action where offered. Registering an RSVP does not mean you have already attended the event.

Write a testimonial

Add a headline, byline, testimonial text and an optional photo, then submit for verification. The Alumni Office verifies the record; Communications handles approval and publication.

Give Back and the four participation pillars

Purpose: Tell Walter Sisulu how you would like to contribute time, expertise, support or resources.

Pillar	Purpose
Engagement	Stay involved in alumni activities and relationships.
Mentorship	Offer guidance and experience to support others' development.
Advocacy	Support and represent the university through described opportunities.
Giving	Offer financial or other contributions using the options provided.

Messages, Request Assistance, Request a callback

Messages let you read portal communications and contact the Alumni Office. Request Assistance lets you ask for support with a specific need. Request a callback lets you ask the team to phone you at a preferred time.

Portal search, Change Password and Sign Out

Portal search leads you to a page; it does not save changes or register interest. Use Change Password while signed in; use Forgot password? on the login page if you cannot sign in. Select Sign Out when you finish, especially on a shared device.

3.9. UNDERSTAND CONSENT AND SHARING

Read the consent information displayed when you first sign in. If the answer boxes are locked, read to the bottom of the policy box or use I've read this, as instructed on screen.

The portal asks for consent to process your personal information and separate choices about third-party sharing and marketing. Employer and job features may require sharing consent. Review the portal's Privacy page when you need more information.

Before you share

Before sharing a profile or document link, check what it makes available and who you intend to share it with.

3.10. GET HELP

While signed in: open the assistance area, choose what you need, explain the issue under Tell us more, and include any deadline.

Before signing in: use the activation help form or the public alumni website's contact form. The Alumni Office contact address is **alumni@wsu.ac.za**.

When reporting a problem

Include the page name, what you were trying to do and the exact error message. Never include your password or **OTP**.

Problem	What to try
Verification code has not arrived	Check email spelling and spam/junk . Request another code and use it within the time shown.
Activation succeeded but no temporary password arrived	Check spam/junk, read the activation result, use Forgot password? or the activation help form.
Email is not recognised at login or reset	Confirm you are using your portal account email. Ask the Alumni Office for help updating it.
Profile changes did not save	Check required fields and validation messages, correct them and select Save profile again.
Qualification details are wrong	Submit a correction request from your profile or during activation.
Document upload failed	Check file format and size limit, then retry. Confirm the saved file appears.
Cannot register interest in a job	Read the requirement message and complete missing profile, consent or document steps.
No events, training or matches appear	Clear filters and check again.

BEFORE YOU LEAVE

- ☐ My contact details and current pathway are correct.
- ☐ I saved my changes and checked the confirmation.
- ☐ My CV and required documents are current if I am seeking work.
- ☐ I checked my applications and messages for next steps.
- ☐ I signed out if using a shared device.

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