INSTRUCTIONS

In order to complete an online job application, you will need to correctly fill in all mandatory fields marked with an asterisk (*).

Here are some useful instructions to help you complete your job application:

Forgotten password
To request a new password, click on the "Forgot your password?" link, as illustrated below:

Login
To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

* User Name
* Password

Forgot your user name?
Forgot your password?

You will receive an email containing an access code and the instructions to create a new password.

Warning: if you "copy and paste" the credentials, be careful not to import spaces or other characters, in order to avoid account lockout after failed login attempts.

Account lockout
You will receive an email notification when your account is locked. To unlock your account, access the login page, click "Forgot your password?", and follow the instructions.
Forgotten user name

To request a user name reminder, click the "Forgot your user name?", as illustrated in the figure:

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

- User Name
- Password

Forgot your user name?
Forgot your password?

Please enter the email address associated with your account; you will see your User name on the next screen.

Search fields (e.g. “school qualification type” and all fields with the "Search" command)

Please, make sure the pop-up blocker is deactivated.

- Enter the first few letters and click “Search”
A page like the following will be displayed:

Choose an item from the list, then click “Select”.

**Fields with “Select”** (e.g. “Employer” or “Institution”)

Please make sure the pop-up blocker is deactivated.

Enter the first few letters: a list of suggestions will be displayed. Select an item.