

Enter your personal details

1. Login to your **e-Candidat** account.

2. In the *Mon Compte (My Account)* tab, **select Informations perso (Personal Information)**.

3. Click on *Saisir/Modifier informations* (Enter/Edit details).



4. Enter the required information and click *Suivant (Next)*.

- The INE number and INE key are optional.



5. Fill in the required information and click on *Enregistrer (Save)*.

- Fields marked with an asterisk (*) are mandatory.
- The summary allows you to overview the data you have entered
- You can modify this information by clicking on *Saisir/Modifier informations (Enter/Edit details)*.



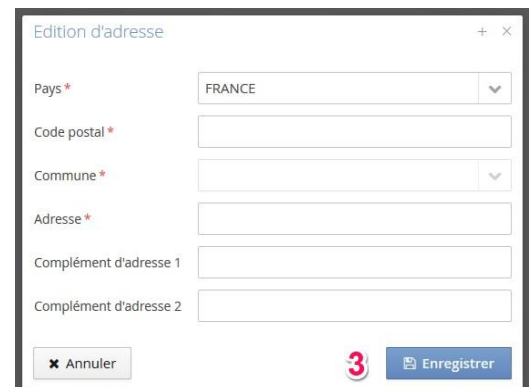
Enter your Address

1. In the *Mon Compte (My Account)* tab, **select Adresse (Address)**.

2. Click on *Saisir/Modifier adresse (Enter/Edit Address)*.

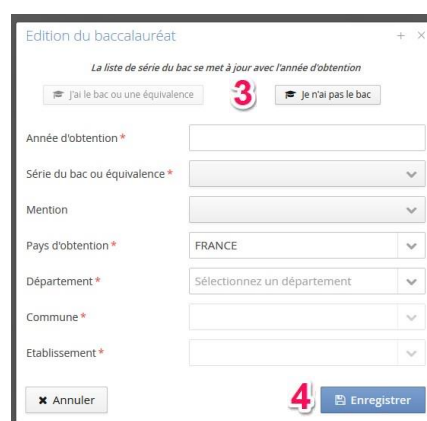
3. Fill in the required information and click on *Enregistrer (Save)*.

- Fields marked with an asterisk (*) are mandatory.
- The summary allows you to overview the data you have entered
- You can modify this information by clicking on *Saisir/Modifier adresse (Enter/Edit Address)*.



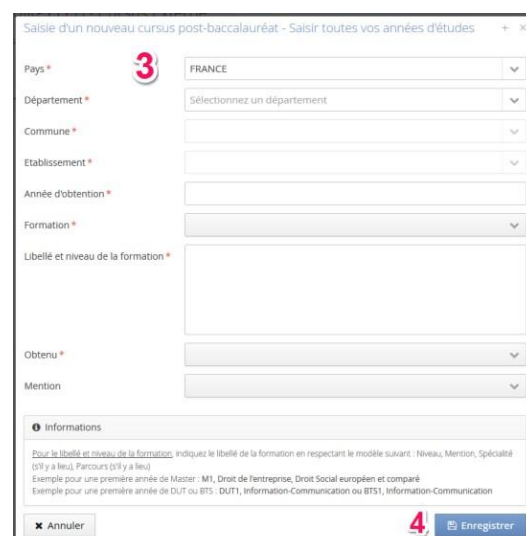
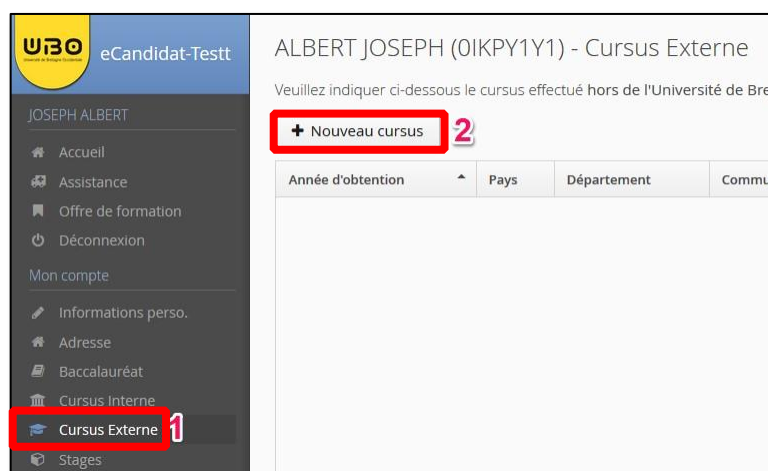
Enter your secondary education certificate

1. In the *Mon Compte (My Account)* tab, select *Baccalauréat (Baccalaureate)*.
2. Click on *Saisir/Modifier (Enter/Edit)*.
3. Depending on your situation, select on *J'ai le bac (I have the baccalaureate or equivalent)*, or *Je n'ai pas le bac (I do not have the baccalaureate or equivalent)*.
 - If you select *Je n'ai pas le bac (I do not have the baccalaureate or equivalent)*, you won't have to fill in any information, and click on *Enregistrer (Save)* to finish.
4. Fill in the required information and click on *Enregistrer (Save)*.
 - Fields marked with an asterisk (*) are mandatory.
 - The summary allows you to overview the data you have entered
 - You can modify this information by clicking on *Saisir/Modifier (Enter/Edit)*.



Enter Courses external to UBO

1. In the *Mon Compte (My Account)* tab, select *Cursus Externe (External Course)*.
2. Click *Nouveau cursus (New Course)*.
3. Fill in the required information and click on *Enregistrer (Save)*.
 - Fields marked with an asterisk (*) are mandatory.
 - The summary allows you to overview the data you have entered:
 - You can edit or delete this information by clicking on *Modifier / Supprimer (Edit / Delete)*.



Enter your internships

1. In the *Mon Compte (My Account)* tab, **select Stages (Internships)**.
2. **Click Nouveau stage (New Internship)**.
3. **Fill in** the required information and **click on Enregistrer (Save)**.
 - Fields marked with an asterisk (*) are mandatory.
 - The summary allows you to overview the data you have entered:
 - You can edit or delete this information by clicking on *Modifier / Supprimer (Edit / Delete)*.

U130 eCandidat-Testt

JOSEPH ALBERT

- Accueil
- Assistance
- Offre de formation
- Déconnexion
- Mon compte
 - Informations perso.
 - Adresse
 - Baccalauréat
 - Cursus Interne
 - Cursus Externe
 - Stages 1**
 - Expériences pro.

ALBERT JOSEPH (0IKPY1Y1) - Stages

Veillez indiquer ci-dessous tous vos stages. Précisez dans

+ Nouveau stage 2

Année	Durée	Nombre d'
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Saisie d'un nouveau stage

Année *

Durée *

Nombre d'heures/semaine

Employeur/organisme *

Descriptif *

3

Enter your Professional Experiences

1. In the *Mon Compte (My Account)* tab, **select Expériences pro (Professional Experiences)**.
2. **Click Nouvelle expérience professionnelle (New Professional Experience)**.
3. **Fill in** the required information and **click on Enregistrer (Save)**.
 - Fields marked with an asterisk (*) are mandatory.
 - The summary allows you to overview the data you have entered:
 - You can edit or delete this information by clicking on *Modifier / Supprimer (Edit / Delete)*.

U130 eCandidat-Testt

JOSEPH ALBERT

- Accueil
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- Déconnexion
- Mon compte
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 - Adresse
 - Baccalauréat
 - Cursus Interne
 - Cursus Externe
 - Stages
 - Expériences pro. 1**
 - Candidatures

ALBERT JOSEPH (0IKPY1Y1) - Expériences

Veillez indiquer ci-dessous toutes vos expériences professionnelles

+ Nouvelle expérience professionnelle 2

Année	Intitulé	D
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Saisie d'une nouvelle expérience professionnelle

Année *

Intitulé *

Durée *

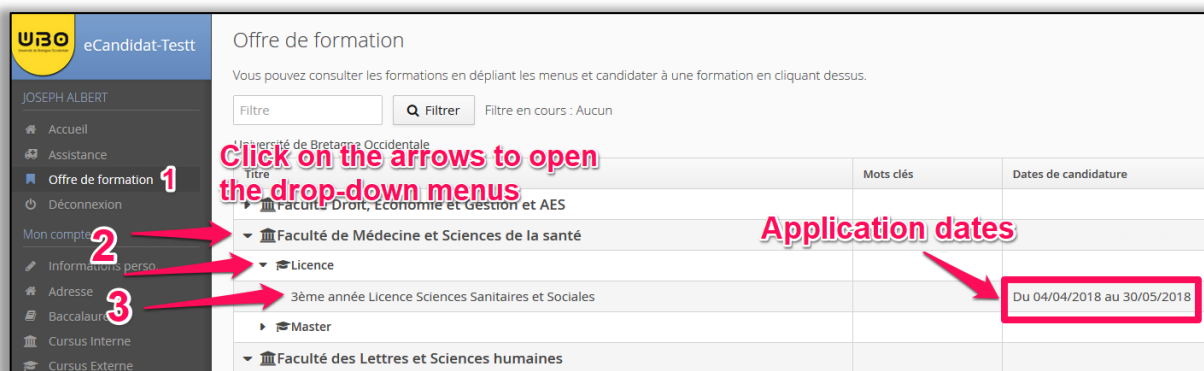
Employeur/organisme *

Descriptif

3

Apply for a course

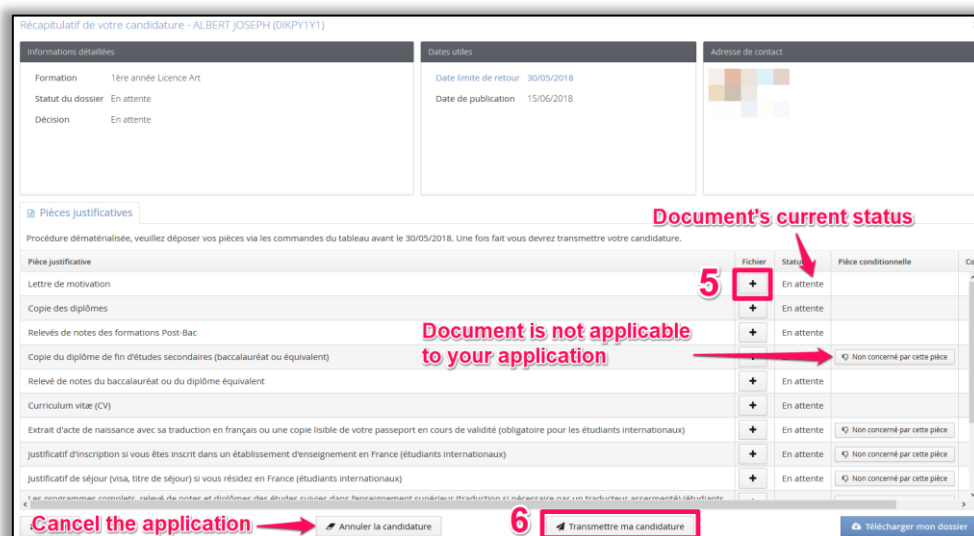
1. In the *Mon Compte (My Account)* tab, select *Offre de formation (Course Offer)*.
2. **Choose a course** from the table and **click** on it.
3. **Select the type of degree** (Bachelors, Master, etc) and the **year** (L1, L2, M1...).
 - You can see the period during which you can apply for the course in the *Dates de candidature (Application dates)* column.



4. Click *Oui (Yes)*.



- ❖ A summary of your application will be displayed:



5. Click on the **+** icon to **attach your supporting documents**.
 - Each attachment must not exceed 2 MB.** Reduce the size of the files if necessary.
 - For certain attachments, you can click *Non concerné par cette pièce (Not applicable)* if it is not needed for your application.
6. Click *Transmettre ma candidature (Submit my application)* to send your application to UBO.

Contributors:

Service	Date	Types of modifications	Version
DSIUN	25/03/2024	Deuxième version	2.0
DSIUN	02/05/2024	English translation, formatting & images	2.2