

Co-funded by the Erasmus+ Programme of the European Union



September 2021





#### **HOW TO REGISTER**

 Click on Register to the top left oof the page and click on Register. Add all your details(fields with an asterisk are mandatory) and then click on REGISTER.

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### How to LOGIN

- 1. Click on Login. Type username and password and click on remember Me
- 2. Click on LOG IN

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## How to post my public profile

1.Click on Post my Public Profile and select Post my Job Coach Profile

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- 3. Add your details. All fields with an asterisk are mandatory.
- 4. Click on **SUBMIT.**

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In the same way I can post as a Mentor or a Candidate.

#### How to edit your profile

 Click on Edit Profile that is placed on the top left of your screen.
 You can change any of your details shown below and click on UPDATE

#### How to Search

Now under Job Coach you can see your name and profile. From **Search** Select from COUNTRY Cyprus and click on **APPLY FILTER** 



There are 3 results under Job Coach. Click on **Athena Knais**. Now you see the Profile of Athena Knais.



# If you like it you click on the **like icon** and this is added in your **MYFAVOURITE** tab.



### This is added in MY FAVOURITES

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#### **How to POST AN OPPORTUNITY**

- 1. Click on POST AN OPPORTUNITY tab
- WRITE, Short Title, Description, Select Type, County, Industry, Contact details (all these fields are mandatory)
- 3. Click Submit.

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## How to search for AN OPPORTUNITY

1.Now if you are searching for opportunities Click on **SEARCH** and select **OPPORTUNITY** 



2.Now select Country, Industry and Type of Opportunity Click on **APPLY FILTER** 

3.Now you see 2 results for opportunities in Cyprus

4.Click on **Secretarial Position** opportunity. Now you see all the details of this opportunity.



## How to use **ACTIVITY**

## 1. Click on ACTIVITY. Then type a message in the box .

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	Good morning everyone. Is very nice to be connected on the CONNECT Platform, this is our opportunity to interact and work together POST UPDATE	Cancel			
	Good morning everyone. Is very nice to be connected on the CONNECT Platform, this is our opportunity to interact and work together POST UPDATE All Members Mentions	Cancel			

2. Click on post update.

## How to use MEMBERS

- 1. Click on the MEMBERS Tab.
- 2. Now you can see All Member. If you want to become friend with one you click on **Add Friend** below his/her name. She /he will receive a friend request.

## How to LOGOUT

1. Click on the **Logout** which is at the top left of your screen.

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	Username *	Athenak								
	First Name	Athena								
	Last Name	Knais					20.3			

# It reminds you that you are logged in as xxxx. Click on the link <u>Logout</u>



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