

The first steps on the application platform

1. If you follow the URL in the E-Mail you got after your application this screen will show up

The screenshot shows the login page. On the left, there is a 'Herzlich Willkommen' section with a search bar for '1 Stellenangebote' and a table of job listings. The table has columns for 'Bezeichnung', 'Stellenart', 'Arbeitsort', 'Von', and 'Bis'. One listing is visible: 'Moving North Ems-Achse Expats', 'Vollzeit', '19.06.2024', '19.12.2024'. On the right, there is a 'Anmelden' form with fields for 'Benutzername oder E-Mail-Adresse*' and 'Passwort*', and a 'Login' button. A red box highlights the login form, and a red arrow points from the bottom of the box to the 'Anmelden' heading.

2. You need to enter your username and password given in the email

Benutzername (username) + Passwort (password)

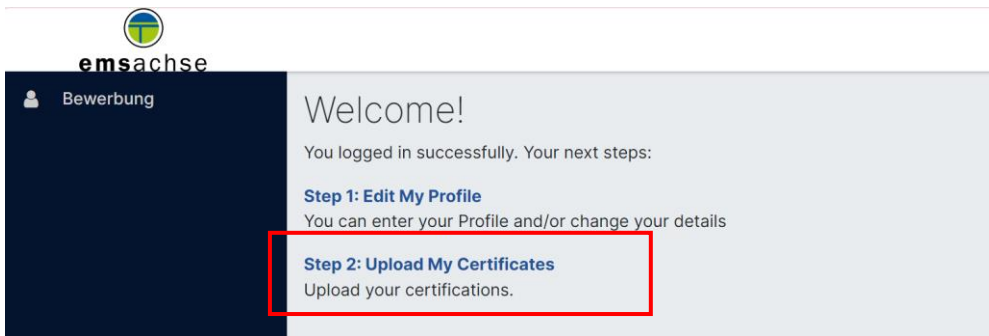
3. After Logging in, the system will ask you to enter a new password, this password needs to follow this rules:

- At least one special character*
- At least 8 characters are required*
- At least one capital letter*
- At least one lowercase letter*
- At least 1 number*

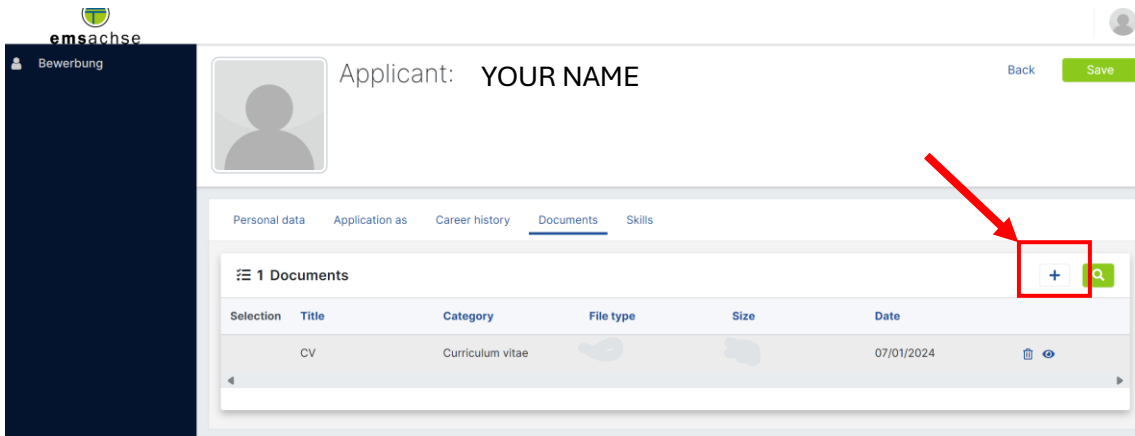
4. After a new password has been created, you are logged in. You can now switch to a different language. Click on the icon on the top right



5. Now we kindly ask you to **upload your certificates**



Click on the +



Choose a category & please upload your certificates, **especially the college-certificate**

6. Please fill *Career history*: enter all stages of your education, which schools you have attended, which internships you have completed or other practical work or part-time jobs. To Save the data your entered click on "Save"

We kindly ask you to keep your data up to date. The better your data is maintained (certificates and documents uploaded, etc.), the more likely you are to get a place in our programme.

Send us an email for further questions.