



# Guide for applicants 2017

**e-candidat**



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# Documentation for applicants

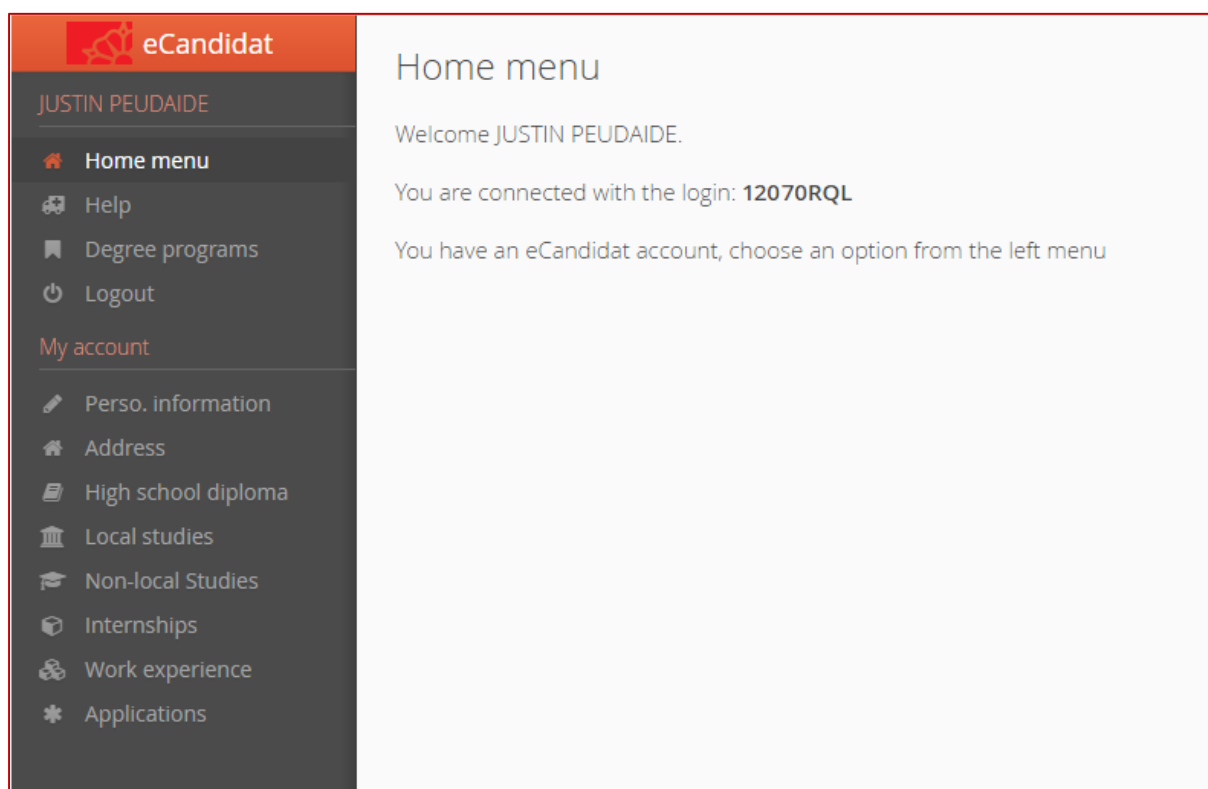
## Home page

From this home page, it's possible to:

- log in e-candidat (manage your form and applications),
- create an account (a unic account that lists all your applications in Université Grenoble Alpes),
- consult the degree programs,
- access help topics (FAQ...)
- log out.

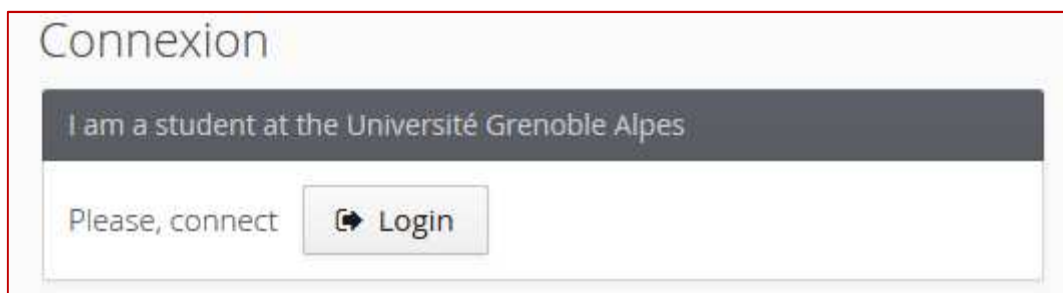
You can access this page from the UGA e-candidat application homepage.

You must have or create an e-candidat account to access the application. You do not need an account to see the list of degree programs, or the help topics.



## How to log in e-candidat ?

- **Case N°1: candidate already enrolled at the Université Grenoble Alpes**



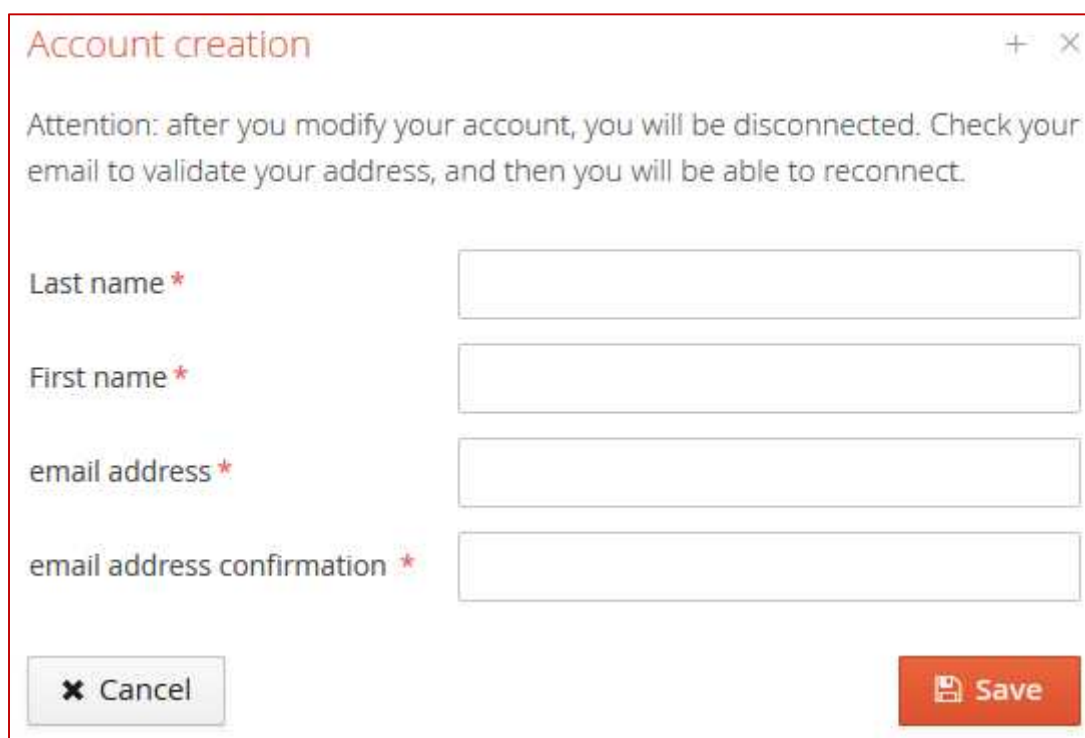
- **Case N°2: external candidate to Université Grenoble Alpes**

Follow these 5 steps to create your account:

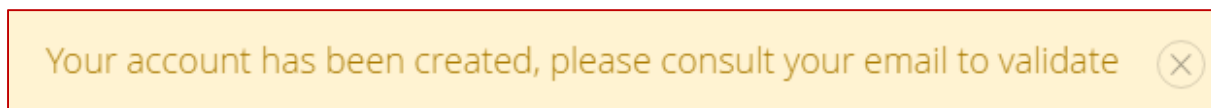
- Click on



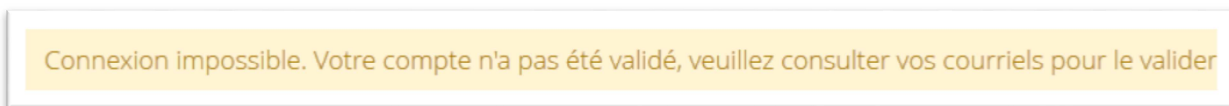
Fill the following form:



If successful, the following message appears:

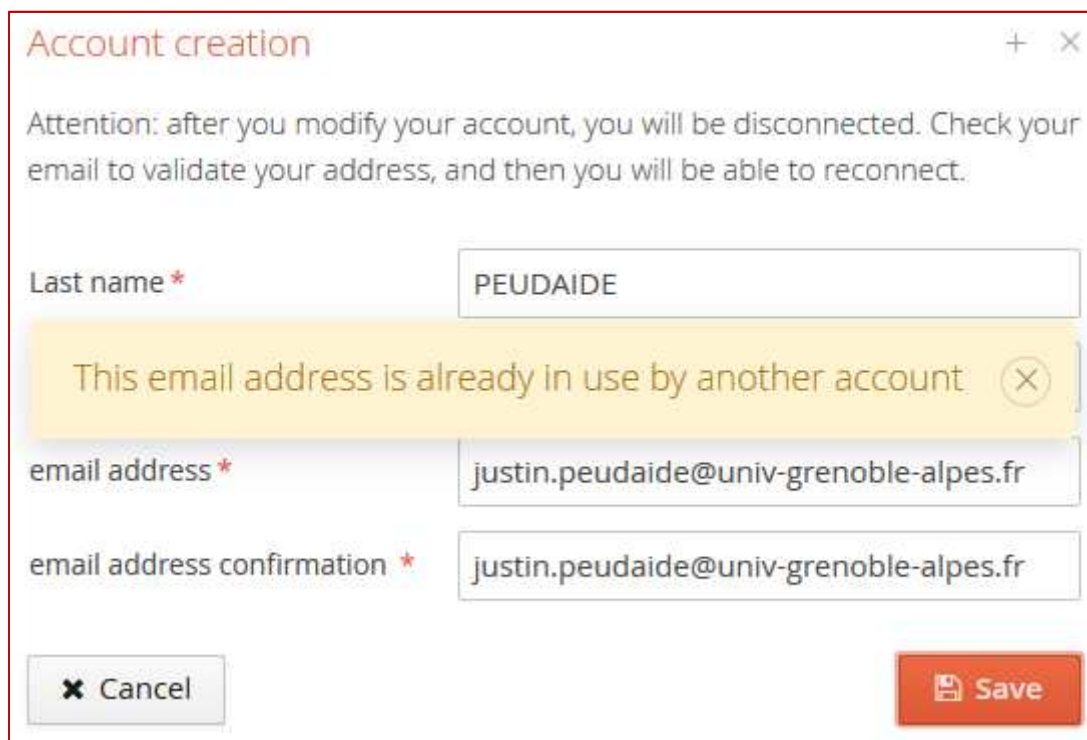


If you see this message:

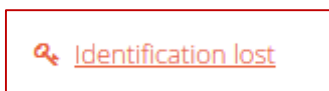


you will need to check your email and click the account validation link (or copy/paste the link in your browser) in order to activate your e-candidat account.

Warning! This message indicates you already created an account with the same email address:



In this case, you need to request a new password. Click the link:

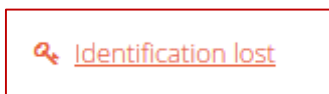


You'll get an email including your credentials and the connection link.

Please note: links do not work with all email providers; you may need to copy/paste the link into the navigation bar

## Forgot your password?

Thanks to this link you can request for creating a new password:

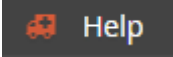


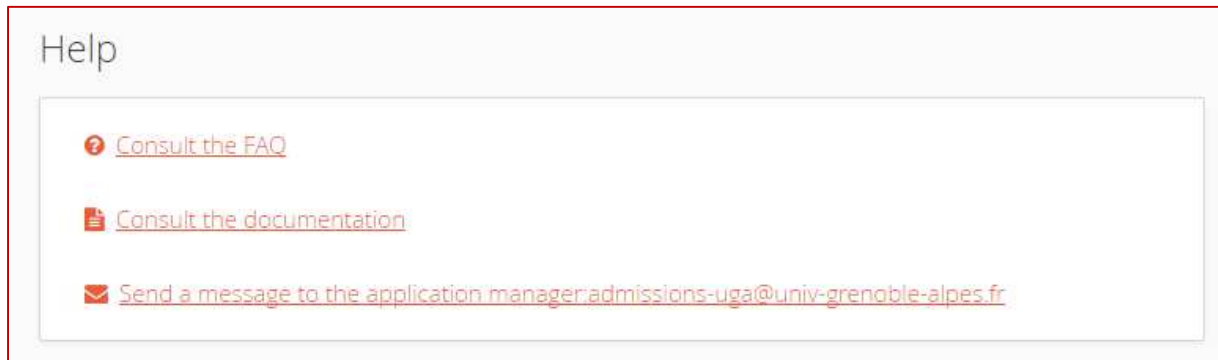
Enter your registration email address in this window:

A dialog box titled 'Identification lost' with a close button (X) in the top right corner. The text inside reads: 'Enter the email address used for the account creation, an email will be sent with your login and a new password'. Below this is a text input field labeled 'email address \*'. At the bottom left is a 'Cancel' button with an X icon, and at the bottom right is a red 'Send' button with a paper plane icon.

You'll get your new credentials (login and password) by email on the email address you entered when you created your e-candidat account.

## Need help?

On Homepage, the  icon in the top left menu allows you to consult the Frequently Asked Questions, the documentation or to contact the e-candidat team.

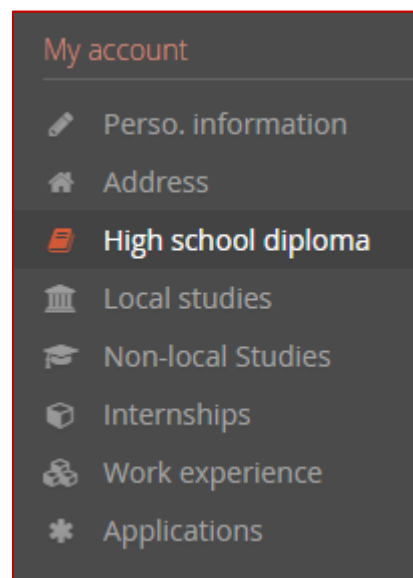


## Consulting the degree programs

On homepage, the  icon in the top left menu allows access to the entire list of degree programs which use the e-candidat platform for applications.

Note:

You can move around the account menu by using the previous and next button on the top right.

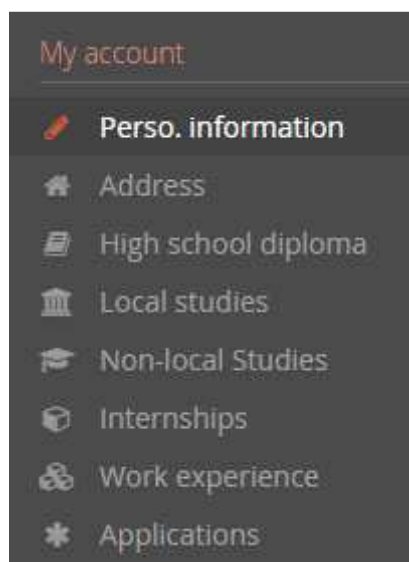


## Personal Information

This screen is where you can enter or update your personal information (nationality, INE, phone number, contact email address...)

Access via My account > Perso. information

Once you have logged in, you can get to the personal information screen from the “My account” menu.



## Enter your personal data

If you have not yet entered any personal data, you will see the following screen:





You will then be directed to the following window:


### Modification of personal information

Title *	<input type="text"/>
Last name *	<input type="text" value="PEUDAIDE"/>
Married name	<input type="text"/>
First name *	<input type="text" value="JUSTIN"/>
Other first name	<input type="text"/>
Birthdate (mm/dd/yy) *	<input type="text" value=""/>
Country of birth *	<input type="text"/>
Department of birth *	<input type="text"/>
City of birth *	<input type="text"/>
Preferred language *	<input type="text"/>
Phone number	<input type="text"/>
Cell phone number	<input type="text"/>

The entered information will be displayed as follows:

Modification of personal information

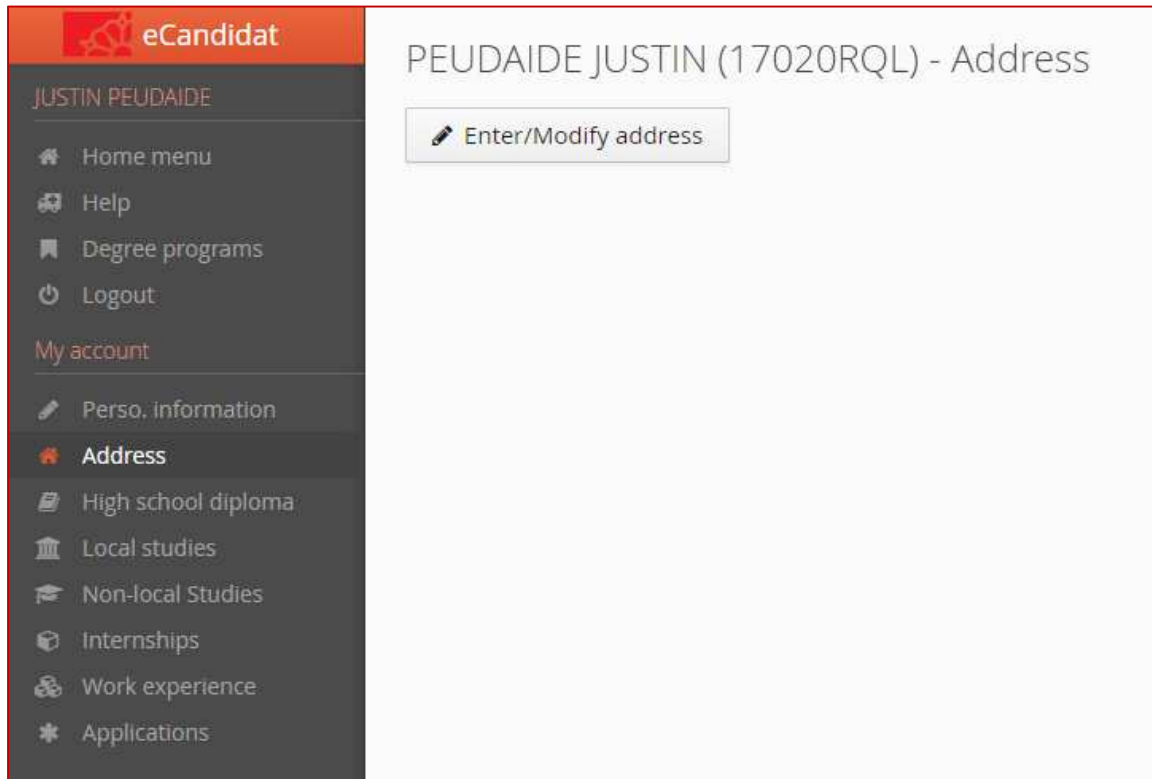
Title *	M.
Last name *	PEUDAIDE
Married name	
First name *	JUSTIN
Other first name	
Birthdate (mm/dd/yy) *	1/1/70
Country of birth *	FRANCE
Department of birth *	038/ISERE
City of birth *	GRENOBLE
Preferred language *	English
Phone number	
Cell phone number	

The  button allows you to modify personal information. The contact email address can only be changed from the menu.

## Addresses

On this screen you can enter or change your address.


Access via My Account > Address



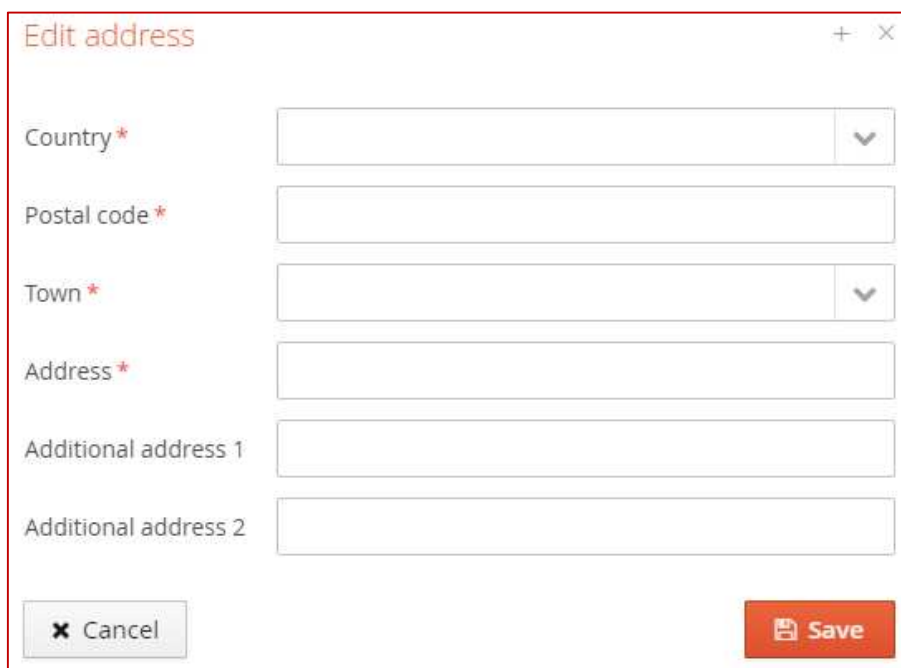
The screenshot shows the eCandidat interface. At the top left, the 'eCandidat' logo is visible. Below it, the user's name 'JUSTIN PEUDAIDE' is displayed. A navigation menu on the left lists various options: Home menu, Help, Degree programs, Logout, My account (with a sub-menu), Perso. information, Address (highlighted with a red icon), High school diploma, Local studies, Non-local Studies, Internships, Work experience, and Applications. The main content area on the right is titled 'PEUDAIDE JUSTIN (17020RQL) - Address' and contains a single button labeled 'Enter/Modify address' with a pencil icon.

## **Saving the address**

You can also enter or change your address using the

 Enter/Modify address

button:



**Edit address** + ×

Country\*  ▼

Postal code\*

Town\*  ▼

Address\*

Additional address 1

Additional address 2

× Cancel Save

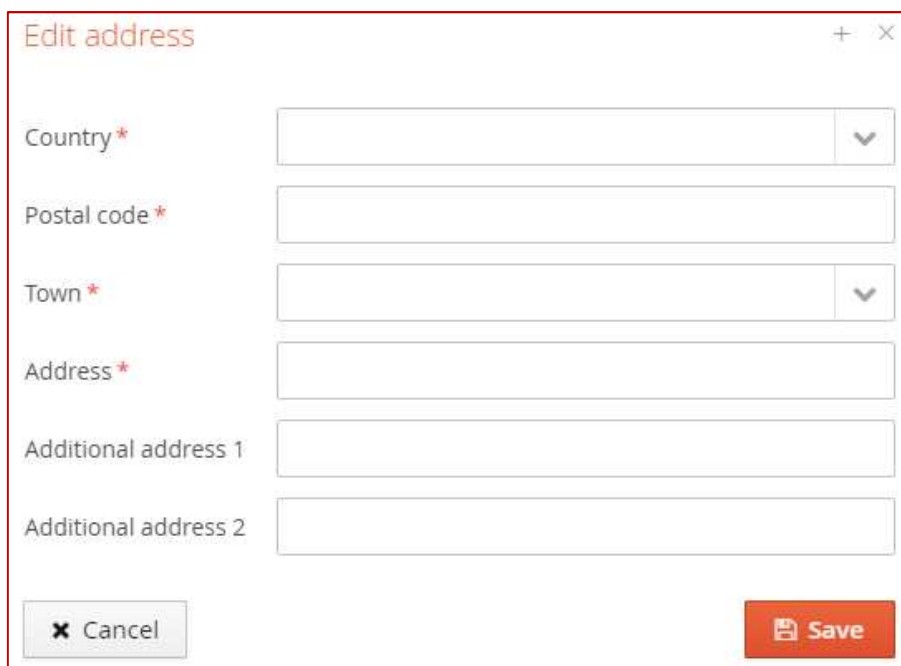
## **Editing the address**

The modification of the address is possible from the

 Enter/Modify address

button that

gives access to the following window:



**Edit address** + ×

Country\*  ▼

Postal code\*

Town\*  ▼

Address\*

Additional address 1

Additional address 2

× Cancel Save

## High school diploma

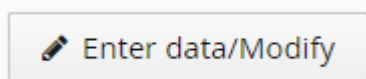
You can enter or modify the details (year of obtaining, option etc.) of your High School Diploma (or equivalent) on this screen.

Access via My Account > High School Diploma



The screenshot displays the eCandidat user interface. On the left is a dark grey sidebar menu with the user's name 'JUSTIN PEUDAIDE' at the top. The menu items include: Home menu, Help, Degree programs, Logout, My account (with a sub-menu: Perso. information, Address), **High school diploma** (highlighted in orange), Local studies, Non-local Studies, Internships, Work experience, and Applications. The main content area on the right shows the title 'PEUDAIDE JUSTIN (17020RQL) - High school diploma/baccalaureate' and a button labeled 'Enter data/Modify' with a pencil icon.

## Entering the High School Diploma (or equivalence)



Click on the button to enter the High School Diploma (or equivalent).

Year of high school diploma/baccalaureate + ×

*The list of high school diplomas/baccalaureates is updated according to the year*

Year of graduation \*

Type of high school diploma/baccalaureate or equivalence \*

Honors

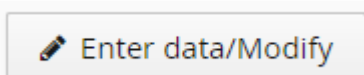
Country \*

Department \*

Town \*

Establishment \*

## Modification of High School Diploma (or equivalent)



Click on the button to modify the High School Diploma (or equivalent).

### Year of high school diploma/baccalaureate

*The list of high school diplomas/baccalaureates is updated according to the year*

Year of graduation *	2000
Type of high school diploma/baccalaureate or equivalence *	0001-ba... ▾
Honors	▾
Country *	FRANCE ▾
Department *	038/ISERE ▾
Town *	GRENOBL ▾
Establishment *	ANT DU C ▾

Note: you are not allowed to enter more than one High School Diploma

## Non local Studies

On this screen you can enter or modify information about your previous education and degrees (when and where the degree was conferred, in what discipline, etc.).

Access via **My Account > Non-local studies**

### Enter a new non-local degree program

Please describe the curriculum of your program year by year as completely and accurately as possible.

Enter a new post-high school degree program - Enter all of your school years + x

Country *	FRANCE	▼
Department *	Select a department	▼
Town *		▼
Establishment *		▼
Year obtained *		
Training *		▼
Description and level of training *		
Obtained *		▼
Honors		▼

**i** Informations

For the description and the level of the training, indicate the description of the training by respecting the following model: level, Mention, Speciality (if necessary), path (if necessary).  
Example for a first year of Master's degree : M1, Droit de l'entreprise, Droit Social européen et comparé  
Example for a first year of DUT or BTS: DUT1, Information-Communication ou BTS1, Information-Communication

**x** Cancel Save



## Local studies

On this screen you can see information about your studies at the Université Grenoble Alpes if you have already studied here.

Access via **My Account > local studies**

PEUDAIDE JUSTIN (17020RQL) - Local studies

Below, the curriculum completed at Université Grenoble Alpes. This information is automatically provided from the scolarity software of Université Grenoble Alpes. If you have not completed any studies at Université Grenoble Alpes, this form will be empty. **In case of error, please go to our registrars office.** Your years of study can be indicated in the "Non-local Studies" menu.

University year	Code	Description	Result	Honors
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Program information is displayed automatically. You cannot change this information using the e-candidat interface.

If you believe that this information is incomplete or incorrect, please contact the Registrar's Office (scolarité centrale) of the UGA. You can also enter the correct information on the previous screen: non-local studies.

## Internships

On this screen, you can enter any of your internships. If you have no internships to enter, leave the screen blank.

Access My Account > Internships or via one of the navigation button.

The screenshot shows the 'eCandidat' interface for Justin Peudaide (17020RQL) in the 'Internships' section. The page includes a navigation menu on the left with options like 'Home menu', 'Help', 'Degree programs', 'Logout', and 'My account'. The main content area has a title 'PEUDAIDE JUSTIN (17020RQL) - Internships' and navigation buttons for 'Previous' and 'Next'. Below the title, there is a prompt: 'Please indicate below all your internships. Specify in the description the exercised functions.' There are three buttons: '+ New internship', 'Modify', and 'Delete'. A table is present with the following columns: 'Year', 'Duration', 'Hours/week', 'Employer/organization', and 'Description'. The table is currently empty.

Year	Duration	Hours/week	Employer/organization	Description
------	----------	------------	-----------------------	-------------

## Entering an Internship

+ New internship

Click on the button to enter a new internship

Enter new internship + ×

Year \*

Duration \*

Hours/week

Employer/organization \*

Description \*

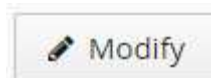
Fields marked with a \* must be filled in.

Here is an example of 4 internships entered by a candidate:

Year	Duration	Hours/week	Employer/organization	Description
1999	6 months	39	IBM	Databases management
2001	8 months	38	Canal +	Support, hardware management
2002	1 month	37	City of Villepinte	Communication management
2002	2 months	35	KADEO	Migration of OS on 45 desktop computers

## Modifying an internship

The internships can be modified one by one. Hover your mouse over the line of the internship you



want to modify (in this example, year 2001 internships) and then click the button.

Year	Duration	Hours/week	Employer/organization	Description
1999	6 months	39	IBM	Databases management
2001	8 months	38	Canal +	Support, hardware management
2002	1 month	37	City of Villepinte	Communication management
2002	2 months	35	KADEO	Migration of OS on 45 desktop computers

Internships can be modified from the update screen:

### Update an internship

Year \*

Duration \*

Hours/week

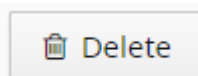
Employer/organization \*

Description \*

## Delete an internship

Internships can be deleted one by one. Click the line of the internship you want to delete (in this

example, year 1999 internship) and then click the



button.

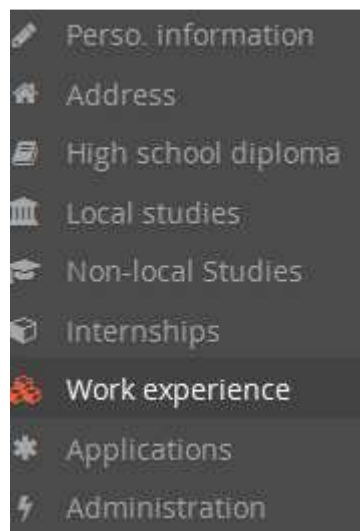
Year	Duration	Hours/week	Employer/organization	Description
1999	6 months	39	IBM	Databases management
2001	8 months	38	Canal +	Support, hardware management
2002	1 month	37	City of Villepinte	Communication management
2002	2 months	35	KADEO	Migration of OS on 45 desktop computers


You will be asked to confirm the deletion:


Deletion of an internship

Do you want to delete this internship?

## Entering a work experience



 New work experience

Click on the  New work experience button to enter a new work experience

Enter a new work experience

+ ×

Year \*


Title \*

Duration \*

Employer/organization \*

Goal

 Cancel

 Save

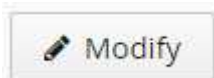
Fields marked with a \* must be filled in.

Here is an example of 3 work experience entered by a candidate:

Year	Title	Duration	Employer/organization
2010	Laboratoire LPSC	8 mois	Université grenoble Alpes
2011	Centre d'études nucléaires	7 mois	CEA - Presqu'île Scientifique
2012	Centre de recherche des Nanotechnologies	12 mois	MINATEC

## Modifying a work experience

The work experiences can be modified one by one. Hover your mouse over the line of the work experience you want to modify (in this example, year 2010 work experience) and then click the



button.

Year	Title	Duration	Employer/organization
2010	Laboratoire LPSC	8 mois	Université grenoble Alpes
2011	Centre d'études nucléaires	7 mois	CEA - Presqu'île Scientifique
2012	Centre de recherche des Nanotechnologies	12 mois	MINATEC

Work experience can be modified from the update screen:

### Modification of a new work experience



Year \*

Title \*

Duration \*

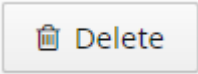
Employer/organization \*

Goal



## Delete a Work experience

Work experiences can be deleted one by one. Click the line of the work experience you want to delete

(in this example, year 2010 work experience) and then click the  button.

Year	Title	Duration	Employer/organization
2010	Laboratoire LPSC	8 mois	Université grenoble Alpes
2011	Centre d'études nucléaires	7 mois	CEA - Presqu'île Scientifique
2012	Centre de recherche des Nanotechnologies	12 mois	MINATEC

You will be asked to confirm the deletion:

Deletion of a work experience

Do you want to delete this work experience?