Platform Tutorial

Students
From Forum EPFL’s website

https://www.forum-epfl.ch

1. click on “Login” in the right upper corner to access the platform.
2. A new window will pop up (see image below). To register, click on “Student Login” written in green down the page.

A form will open, please fill it in (fields with a red asterisk * are mandatory).

As a reminder, registration to our platform is only possible if your level of study is higher or equal to BA6.
3. Your profile has now been created but you still need to complete it. To do so, click on the grey box “Edit profile”

4. Make sure that you have completed the 3 sections below. For this, scroll down the page and check if you have filled every field.
5. You can add as many languages as you want.

**Spoken languages(s)**

<table>
<thead>
<tr>
<th>Language</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Bilingual or mother to</td>
</tr>
</tbody>
</table>

6. In the recruitment section, add a profile picture/a CV photograph along with your CV.

**Make sure to respect the square format for the picture and the page limitation imposed: if your CV exceeds 2 pages, your profile will not be validated by our committee.**

*Tip to resize a photograph: your profile picture must be in square format between 512x512 pixels and 1024x1024 pixels. To change its size we advise you to use the «resize image» function from this website*

https://photoshop.adobe.com/resize

7. Then fill in the type of job you are looking for as well as a link to your LinkedIn profile.
There it is! Your profile is complete.

Back on the main page, scroll down to register for the 2021 edition! Click on «Register» in blue.
All you have to do is wait for your profile to be validated by our committee (within a few days) to benefit from all the services and events organized by Forum EPFL!
Access these via the following banner:

- **Dashboard**
  - Your control panel

- **Program**
  - Forum EPFL 2021

- **Activities**
  - List of activities

- **Directory**
  - Companies & Start-ups

Or directly from your dashboard:
From the example above, here is how to register for the CV correction workshop (which appears in the Forum EPFL services box on the bottom left). Just click on the service you are interested in and you will get more information on this service.
To register, simply click on «Register» in blue. Then select from the available slots the time that suits you and add a message if necessary.

Correction de CV individuelle en Français

CV Workshop | April 26, 2021 (Français)

Le centre de carrière vous offre un workshop de correction de CV

There are still places

Subscription to «Correction de CV individuelle en Français»

Please select a day and time *

April 26, 2021 9:45 AM

Message *

Send
Once you press “send” your time slot will be validated. You will receive a confirmation email and a notification on the platform. Places are limited so if you realise that you will not be able to attend the workshop please change the time or cancel your interview to make room for someone else.
From now on, you can always login to the platform by clicking:

- either directly on «Student Login» with your Gaspar password
- or with your personal email address (non-EPFL) and the password you created in step 1.

If you have any questions, please do not hesitate to contact us at the following address: forum@epfl.ch