



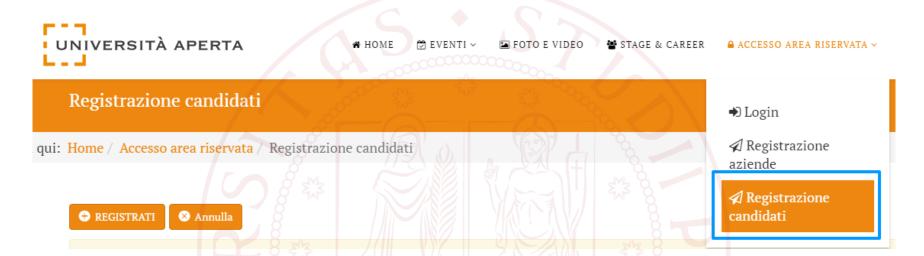
Università Aperta Platform

Università degli Studi di Padova

User guide www.universitaperta-unipd.it



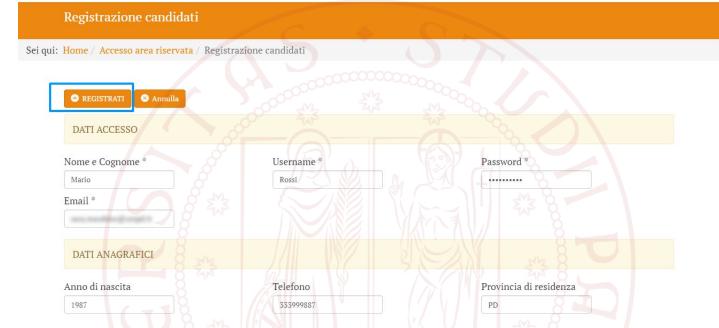
Signin in



- 1. Click on the menu item «Accesso area riservata»
- 2. Click on the sub-item «Registrazione candidati»



Signing in



- Fill in the fields in the registration form and click on the button REGISTRATI
- Fields marked with an asterisk * are required
- Upload your CV in PDF format in the appropriate field Curriculum *
- Non-compulsory fields can be filled in later by loggin in on your reserved area



Signing in

1. Once data has been sent, a confirmation screen will appear

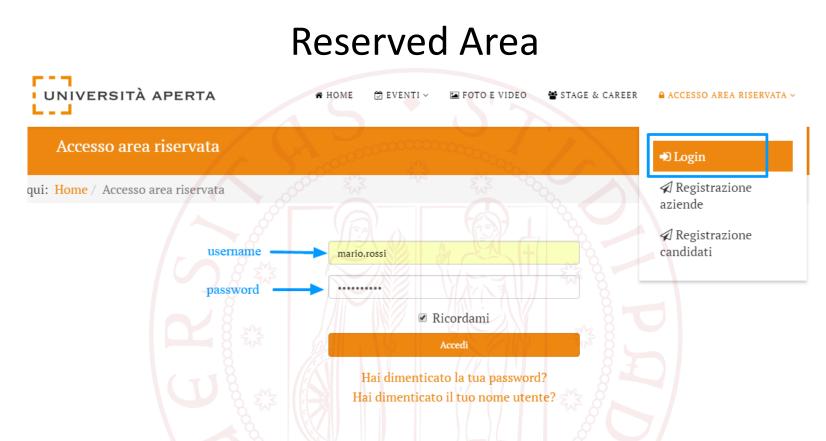


2. You will receive a confirmation email with a verification link. Once you have opened the link, you will be able to access your reserved area



per accedere all'area riservata del sito cliccare o copiare nell'URL del browser il seguente link: http://universitaperta.alessandrogigliarano.it/index.php? option=com_registrazione&view=verifica&utente=candidato&cod=97b5b913c60af8e211880f387e191b18





- 1. Click on the menu item «Accesso area riservata» (or click on the sub-item «Login»)
- 2. Enter in the corresponding fields username and password chosen during registration
- 3. Click on the button «Accedi»



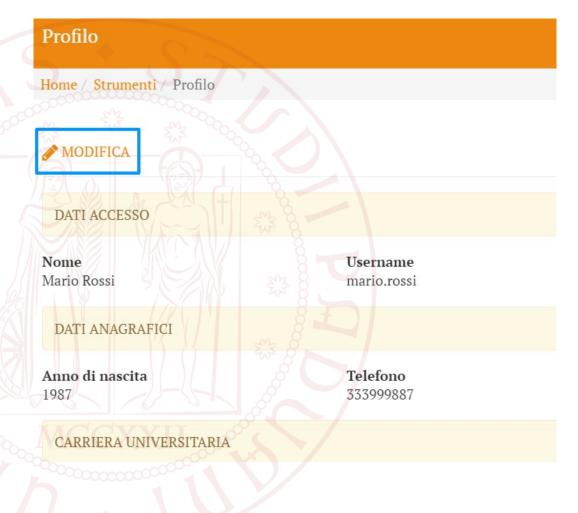


- 1. From the menu item "Strumenti", access the control panel
- From the reserved area it will be possible to modify your profile by completing/updating the inserted data; send your **profile** (NOT the cv in pdf) to the desired companies; view the list of companies contacted.
- 3. Workshop sections will not be active for the PhD event.



Personal profile

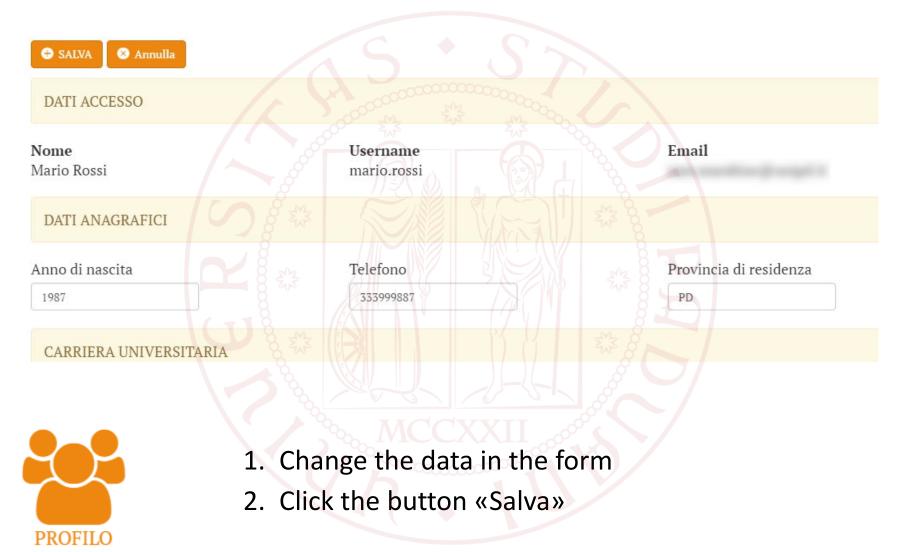
- Once registered, the candidate can modify his/her personal and career data from the "Profilo" section of his/her reserved area.
- To edit the fields of the Profilo module, click on the button «Modifica»





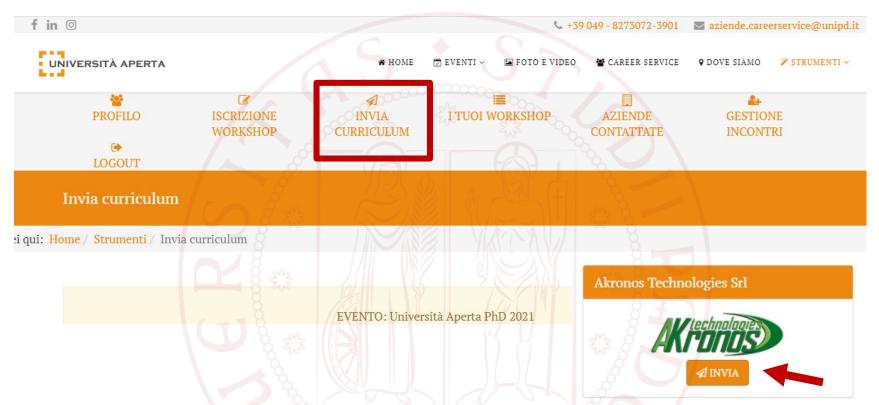


Personal profile





Sending CVs to companies





- 1. Enter in the INVIA CURRICULUM section of your reserved area
- 2. Click on the "INVIA" button under the chosen company/ies



Choice of companies for speed interviews



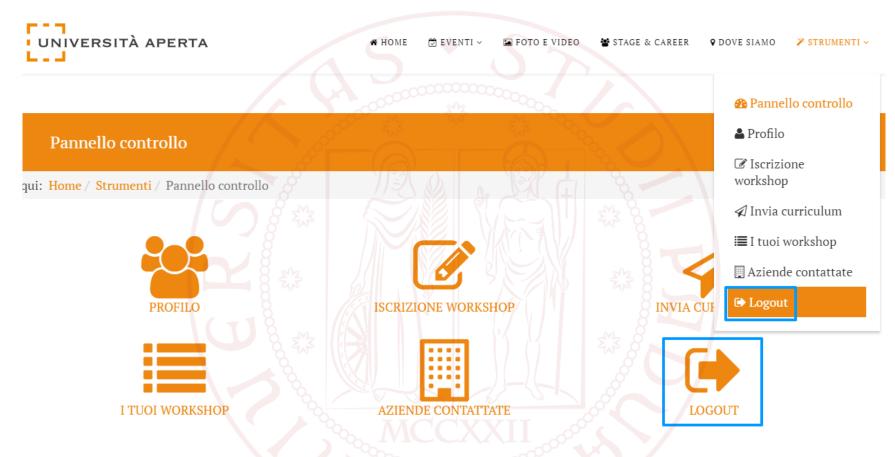
By clicking on the download button you can download your personal meeting planner with the summary of the selected speed interviews (available few days before the event)

Università Aperta PhD 2019

- Enter in the «Gestione incontri» section to view the list of companies and express the time preferences for speed interviews
- Click on the «Seleziona orari colloqui» button and choose a time slot for each company
- 3. WARNING:
 - once you have chosen a time slot, you cannot change it. For changes contact the Career Service at 049 827 3944 or write to placement@unipd.it



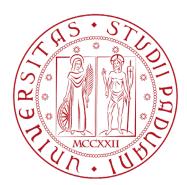
Logout





To exit from your reserved area click on the LOGOUT button, as shown in the figure







For further information contact:

placement@unipd.it

