

## Instructions to sign up as user and upload your curriculum vitae

In order to register you have to click **Registrarse** (Register) on the **Inicio de Sesión** (Login) screen. If you have previously registered you can access the application by simply logging in with your **Nombre de Usuario** (User Name) and **Contraseña** (Password).



**Inicio de sesión**

Nombre de usuario:

Contraseña:

[¿Has olvidado tu contraseña?](#)

Iniciar mi sesión automáticamente

[Registrarse](#)  
[Login as intern user](#)

For registration you will have to fill in the required fields of the registration form and enter the black box content. Before clicking **Crear usuario** (Create User), please read carefully the terms of GAIKER Privacy Policy that you should accept to continue.



**Registrarse**

Nombre:

Apellido:

Email:

Vuelva a escribir el email:

Contraseña:

Vuelva a escribir la contraseña:

Introduce los caracteres de la imagen

**337219605**

He leído los términos y los acepto

Nota: GAIKER te informa de que los datos que nos has suministrado son totalmente confidenciales y pasarán a formar parte de un fichero automatizado

In order to log in it is necessary to use an e-mail address as **Nombre de Usuario** (User Name)

**Example:** user@server.net



The screenshot shows a login window titled "Inicio de sesión" with a red 'X' icon in the top left corner. It contains the following elements:

- A text input field for "Nombre de usuario:" containing the text "prueba@servidor.com".
- A text input field for "Contraseña:" containing ten black dots. Below it is a blue link that says "¿Has olvidado tu contraseña?".
- A blue button labeled "Inicio de sesión".
- A checkbox labeled "Iniciar mi sesión automáticamente".
- Two links: "Registrarse" in blue and "Login as intern user" in red.

### When the password is forgotten

In case you have forgotten your password an option is displayed on the log in screen to get a new one: **¿Has olvidado tu contraseña?** (Have you forgotten your password?) When clicking on that option an e-mail will be sent to the e-mail address provided by the user with the following message:

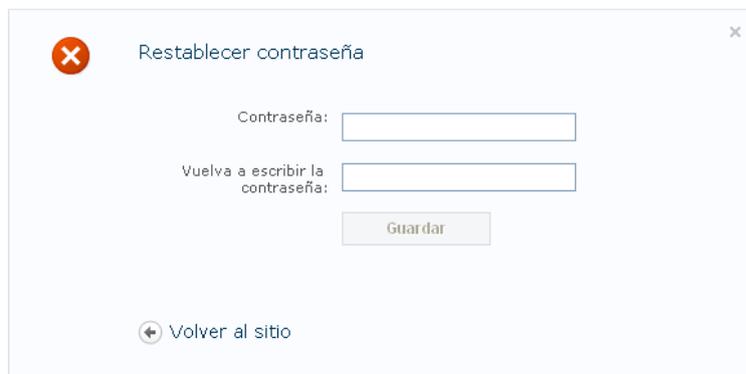
*You have received this e-mail because you have forgotten your <https://cv.gaiker.es> password.*

*Use the following link to reset your password*

*[https://cv.gaiker.es/ layouts/Lks.Fba.UserManagment/ResetPassword.aspx?id=feb6b258-ba74-45a4-98b3-b64dc375be24](https://cv.gaiker.es/layouts/Lks.Fba.UserManagment/ResetPassword.aspx?id=feb6b258-ba74-45a4-98b3-b64dc375be24)*

*Thank you very much,*

A new page **Restablecer contraseña** (Reset password) will be displayed in which you can enter the new password.



The screenshot shows a window titled "Restablecer contraseña" with a red 'X' icon in the top left corner and a close button in the top right corner. It contains the following elements:

- A text input field for "Contraseña:".
- A text input field for "Vuelva a escribir la contraseña:".
- A grey button labeled "Guardar".
- A link with a left-pointing arrow and the text "Volver al sitio".

## Cancel user's registration and data

Users can delete the data they have provided by clicking the section with the information. These tasks may be done through the main page **Gestión de cuentas de usuario** (User's Account Management)



## Add Curriculum

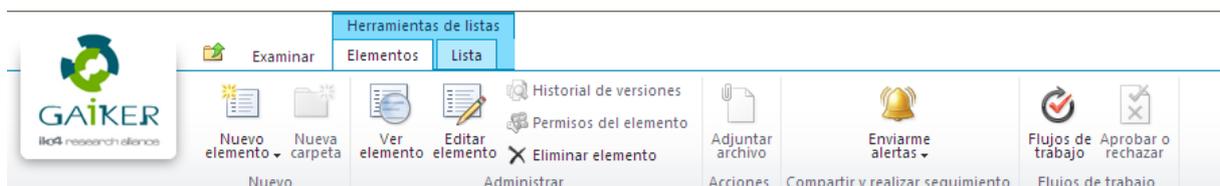
If you click on **Añadir Currículum** (Add Curriculum), three forms will be displayed with the most important sections to fill in.

On the main page you will get an overview of the main data you have filled in. From that view by clicking on each section title, you will be able to access the specific sections to change, add or remove the information you have provided.

Remember to upload your curriculum in a digital file format in the section **Adjuntar currículum y titulaciones** (Attach curriculum and qualifications). This section will serve to add all the additional information in digital format.

When a row with information is selected a toolbox panel will be shown at the top of the page.

These tools are used to modify, see in detail, or remove any information.



For this purpose, you must select the record, clicking on the check box on the left and select the required function. To view or edit the item a registration form is shown.

## **Browsers that have been tested through a connection with Squid Proxy 3.0**

Internet explorer 8 y 9

Google Chrome Versión 33.0.1750.117 m

Firefox Version 28.0

Safari Versión 5.1.7

Opera 20.0