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).

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.

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

Example: user@server.net

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:
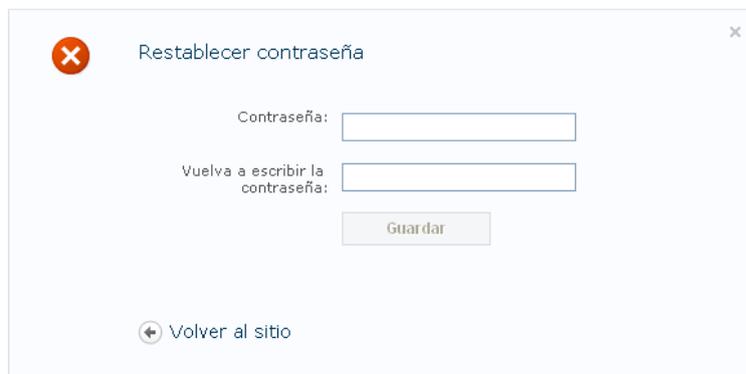
> *You have received this e-mail because you have forgotten your* https://cv.gaiker.es *password.*
>
> *Use the following link to reset your password*
> *https://cv.gaiker.es/_layouts/Lks.Fba.UserManagment/ResetPassword.aspx?id=feb6b258-ba74-45a4-98b3-b64dc375be24*
>
> *Thank you very much,*

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

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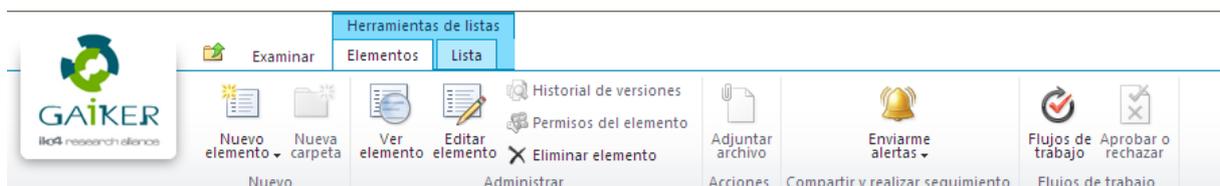
For this purpose, you must select the record, clicking on the check box on the left and select the required function. To view or edit the item a registration form is shown.

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