

GUIDE TO REGISTRATION WELCOME IN ONE CLICK

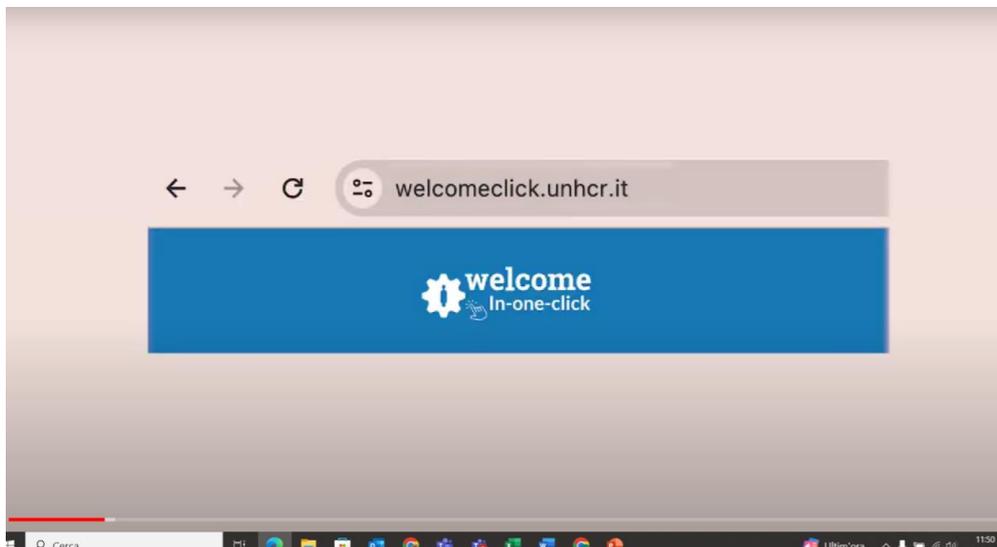
To use the platform, you need to **REGISTER**.

Then, you have to fill the page with the necessary information to create your profile.

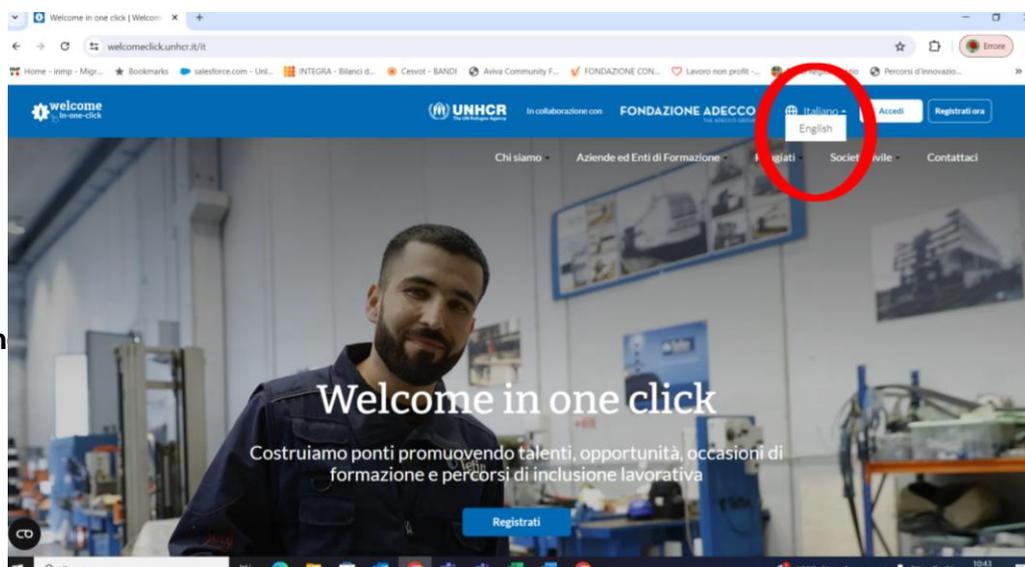
Keep in mind that this information will be shared with companies when you apply for a job offer.

Before registering on Welcome-in-one-click platform, make sure to **have an active email address**, with a password you remember, **and a mobile-phone number**. You need them to complete the registration.

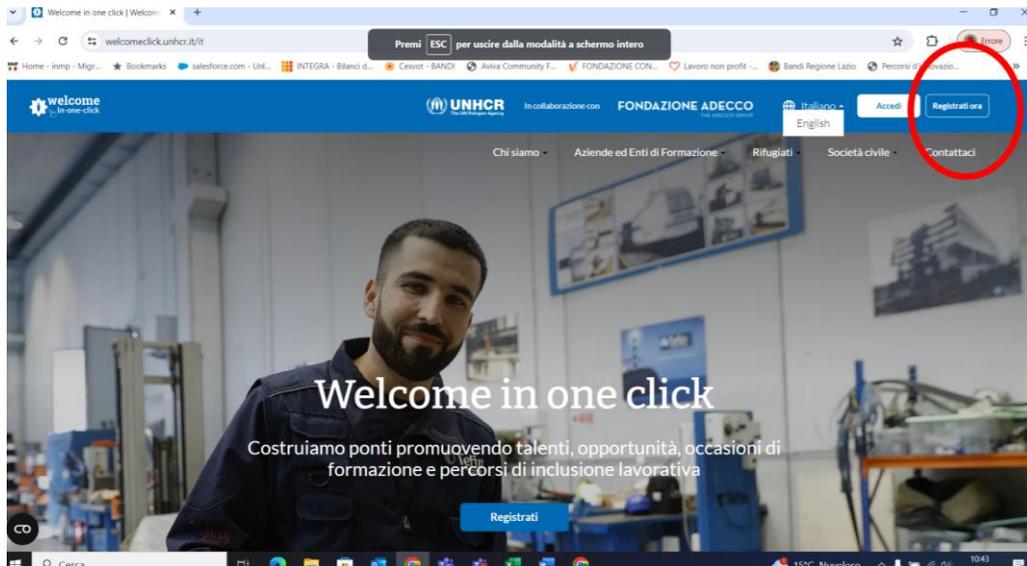
First step, go to the website: welcomeclick.unhcr.it.



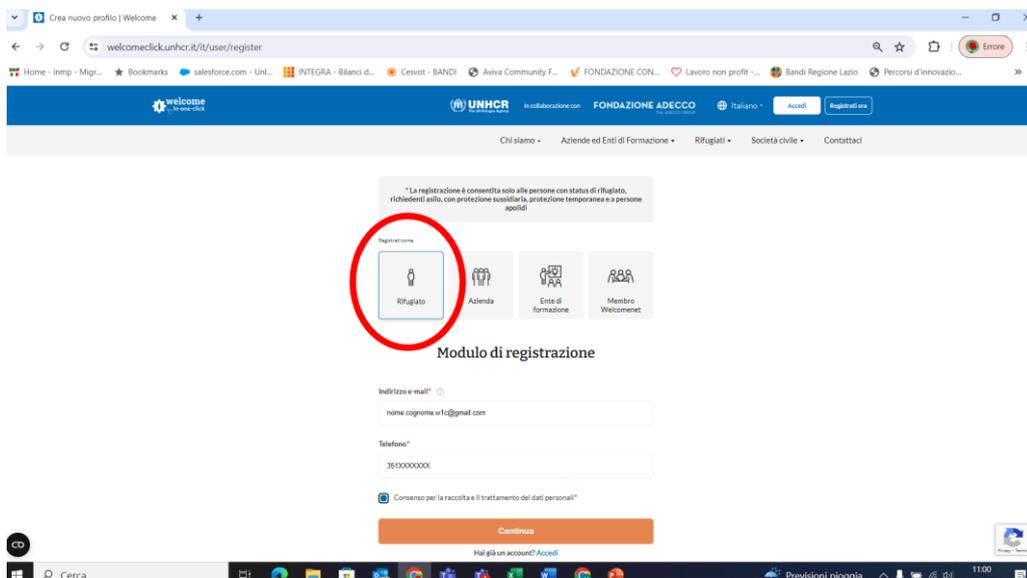
You can **change the language setting to Italian or English** by clicking on the specific button on the top-right corner.



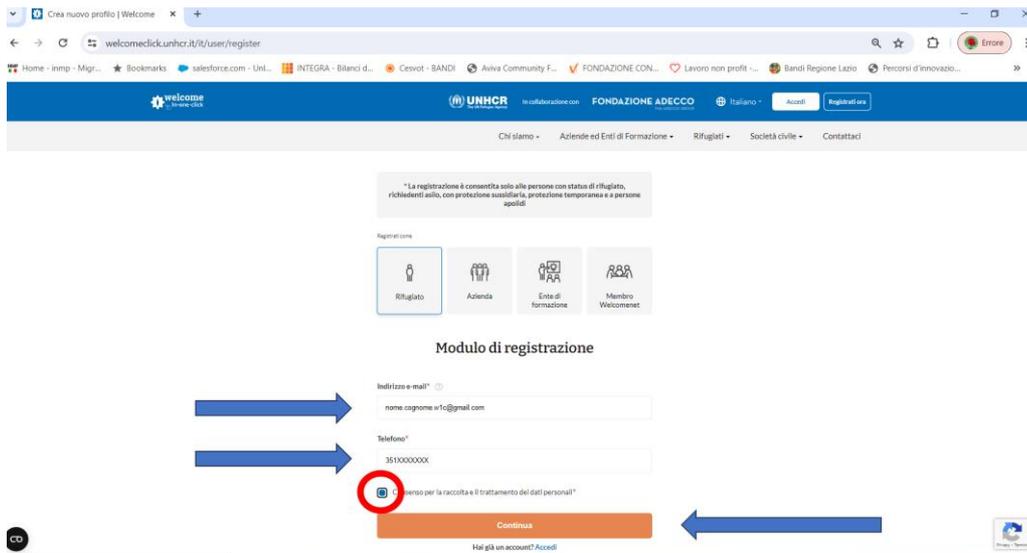
Click on the



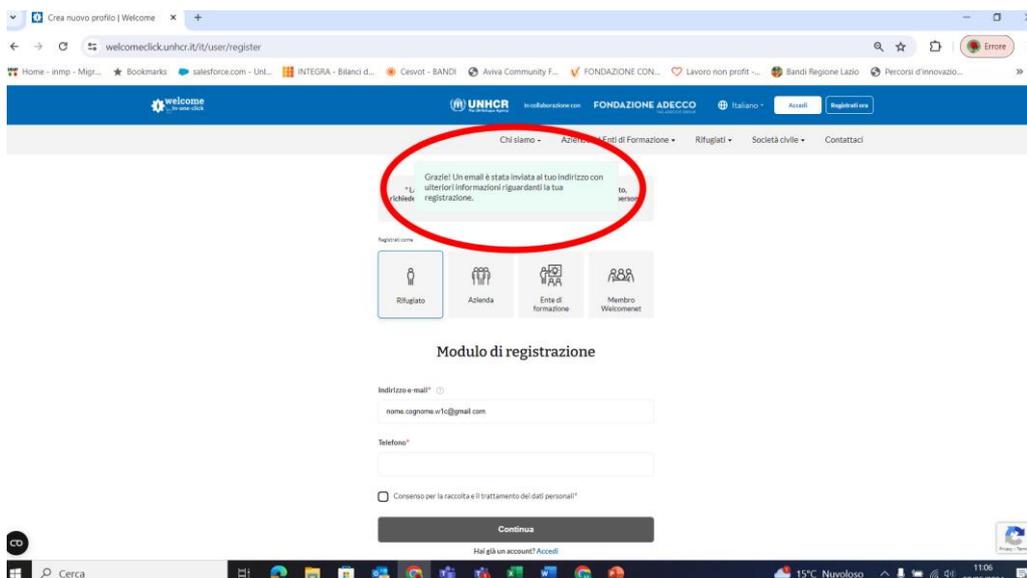
Select the **type of user**, in this case, **REFUGEE**.



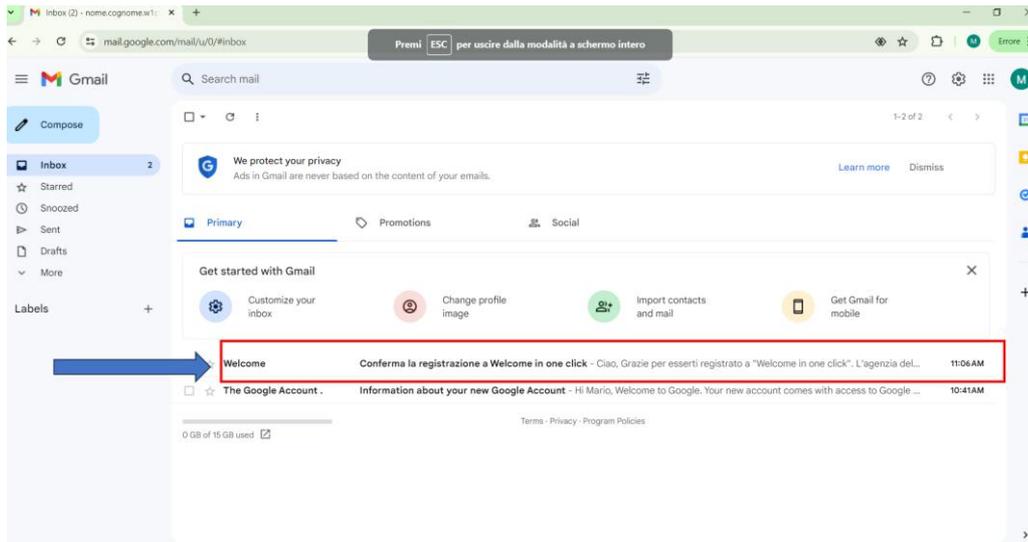
Then, **enter an active email address** (make sure you remember the password because you need it soon to read incoming emails). Then, **enter your mobile phone number** and click the box to **confirm** consent for data processing and then click **CONTINUE**.



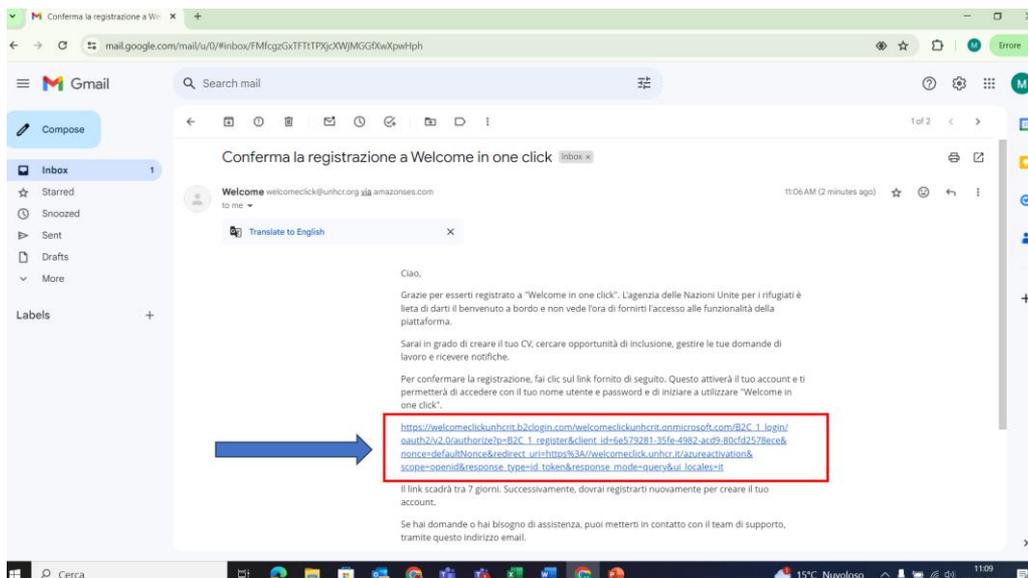
After clicking on CONTINUE, you will see a notification at the top of the page informing you that an email has been sent to you



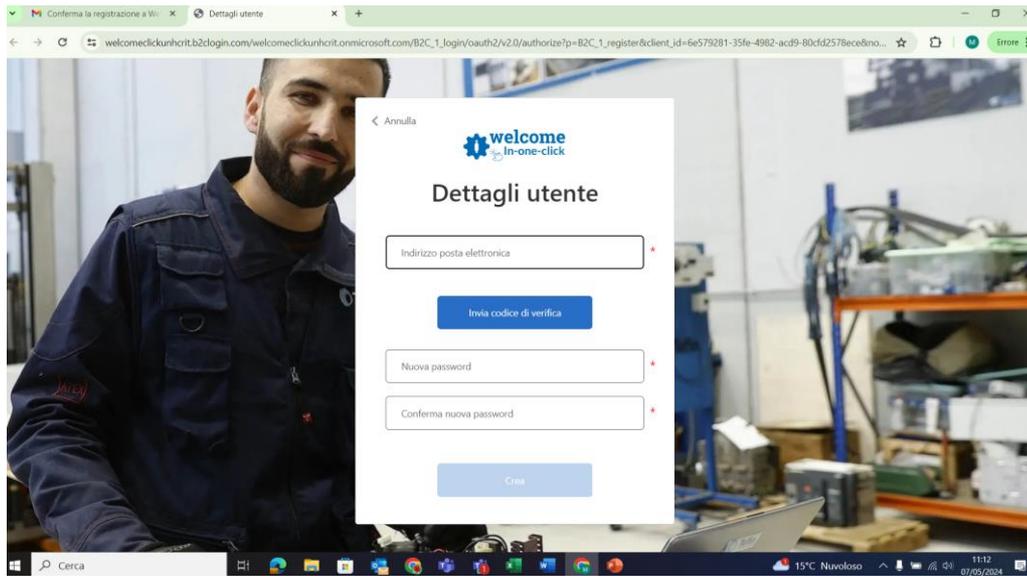
Now you need to **log into your email** account and **open the confirmation email** for the registration. Be careful! If you don't see the email, try looking for it in the SPAM folder



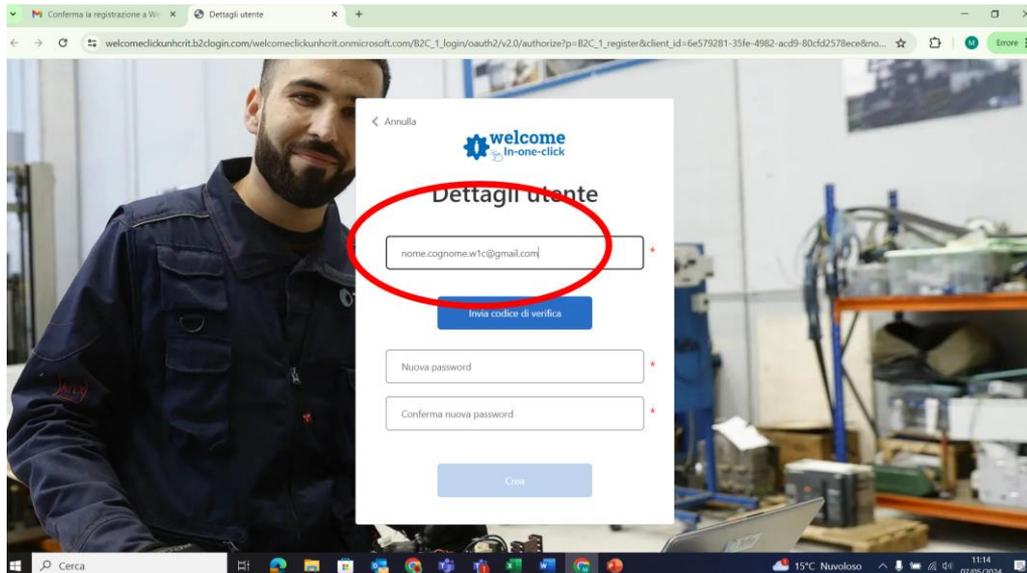
Open the email and **you will see a link that you need to click on.**



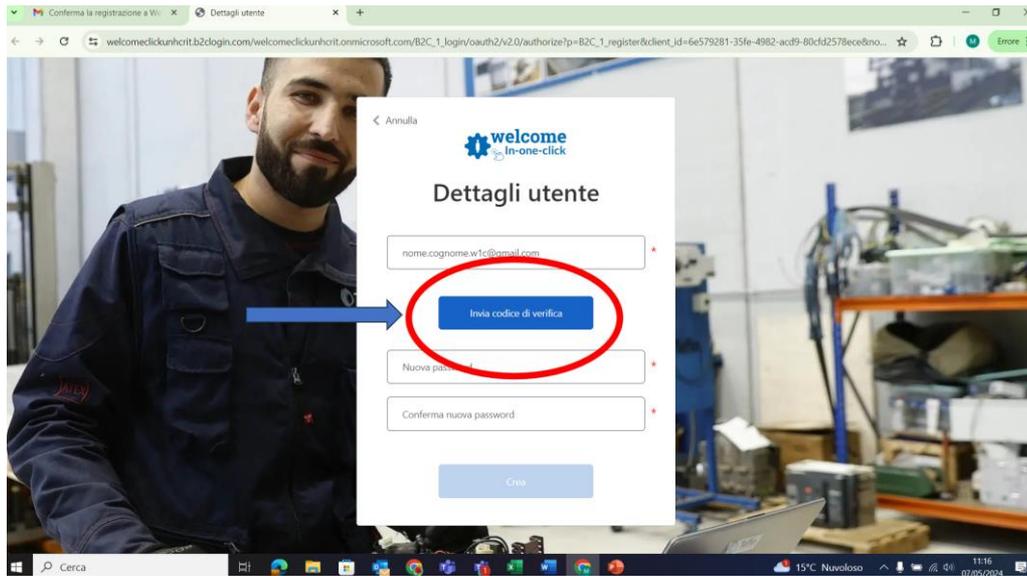
When you click on the link, this screen will appear



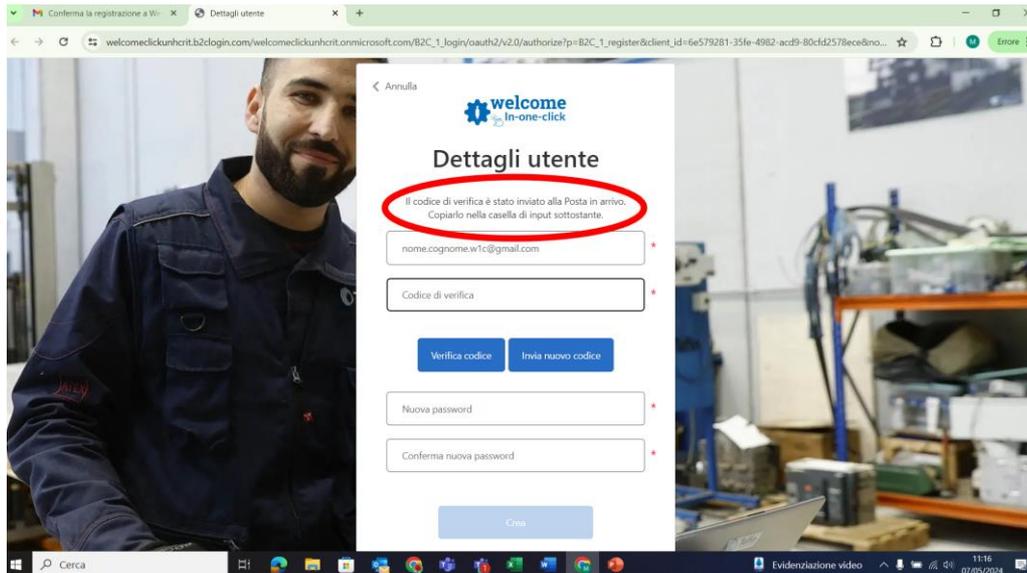
Then enter your email address again



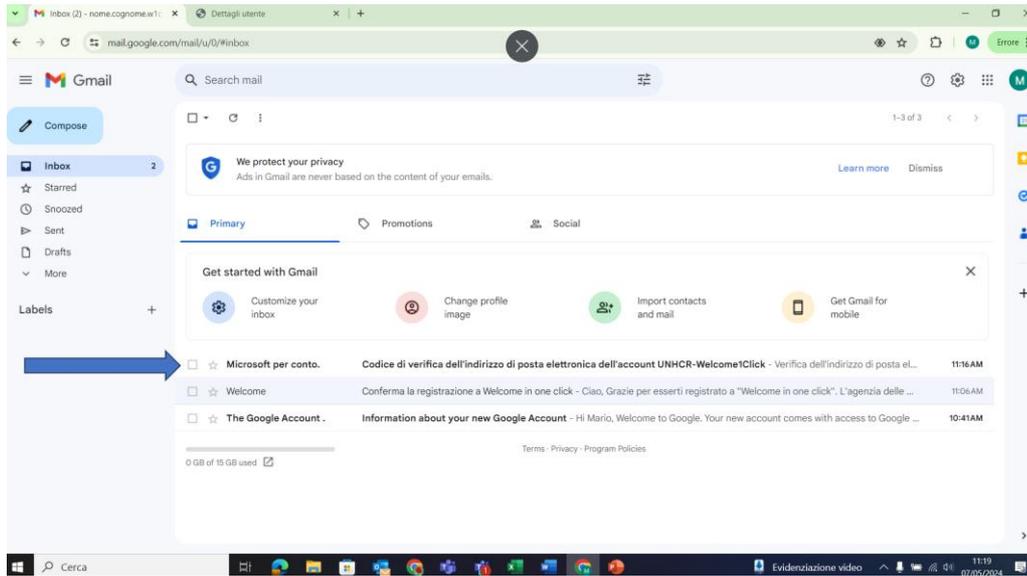
Click on **SEND VERIFICATION CODE**



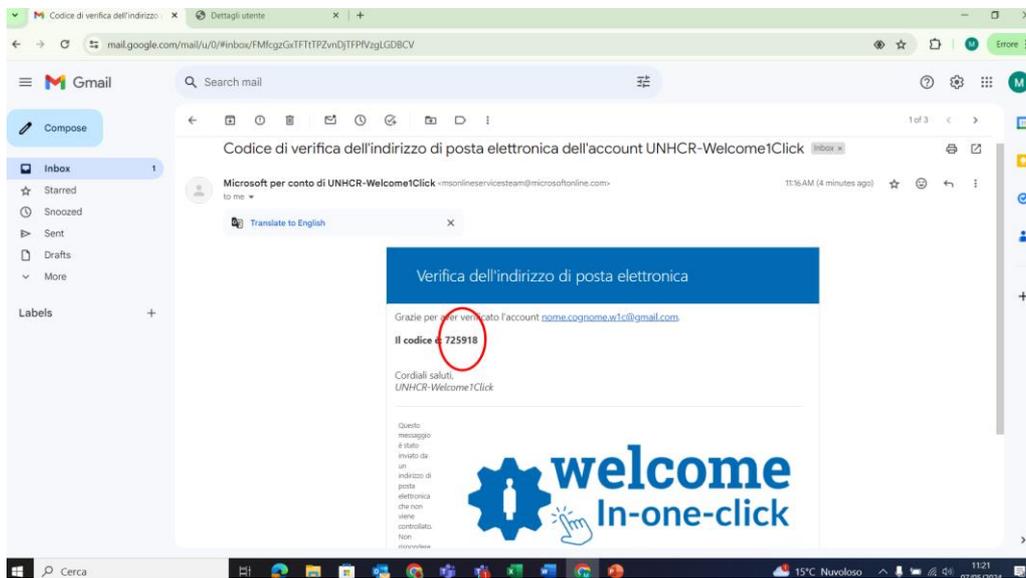
You will see a message informing you that an email with the **verification code** has been sent to you



Now, go back to your email inbox and **open the e-mail with the verification code**

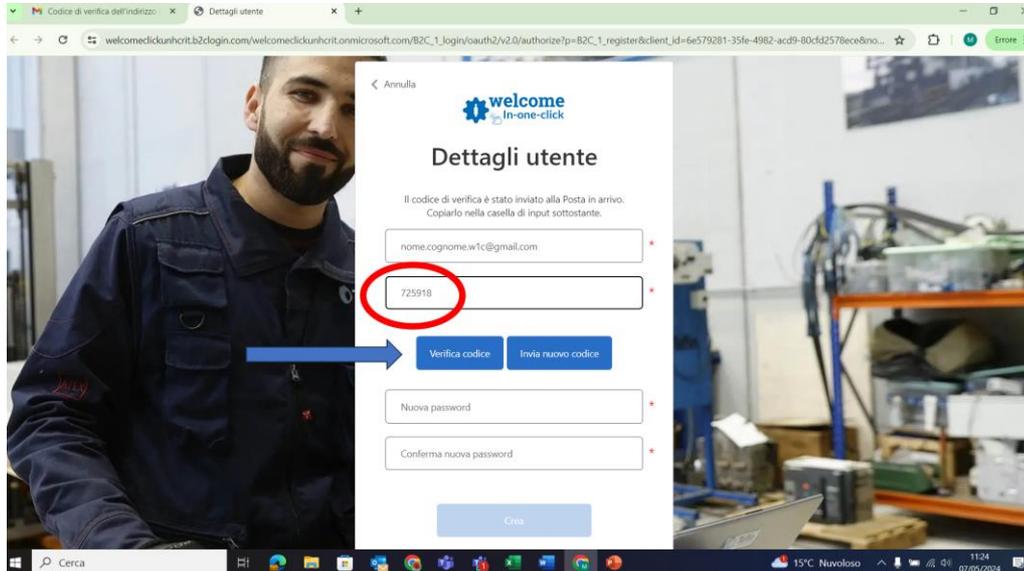


You will see a **code like this:**



Copy the code. Return to the web page and enter the code that was sent to you. Then click on VERIFY CODE.

Now you create a



need to

password.

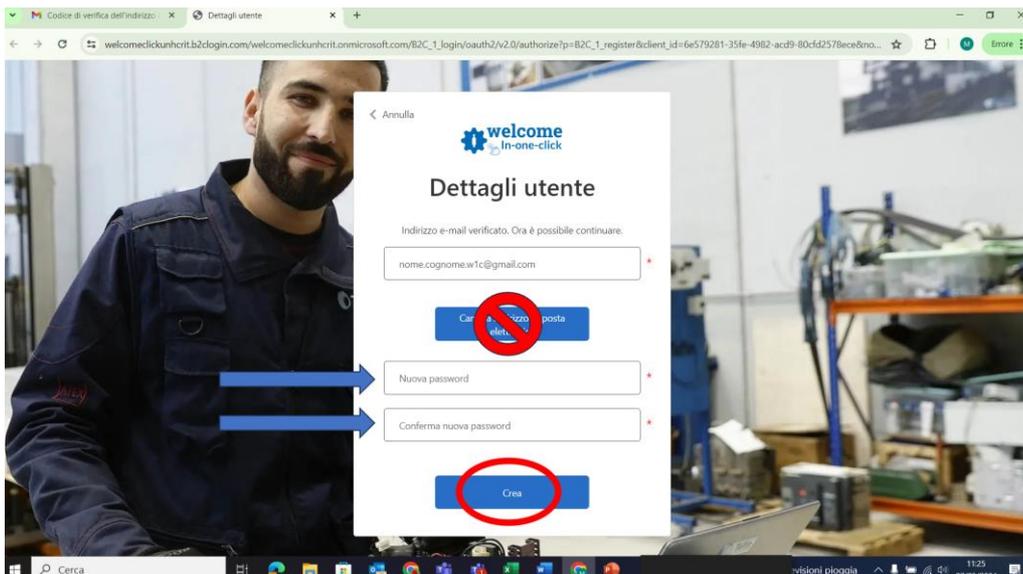
➔ Attention! **DO NOT** click on the first button that says 'Change email address'.

Fill in the field below by creating a password.

Once created, enter it again below to **confirm it**.

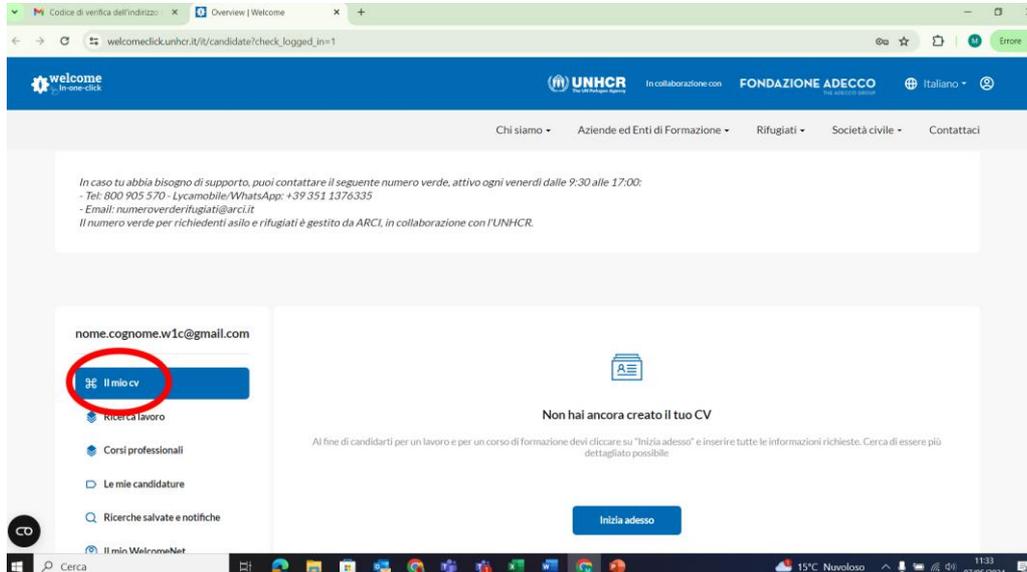
It's important to remember the password you created, as you need it every time you log into the platform in the future.

Then, click on **CREATE**.



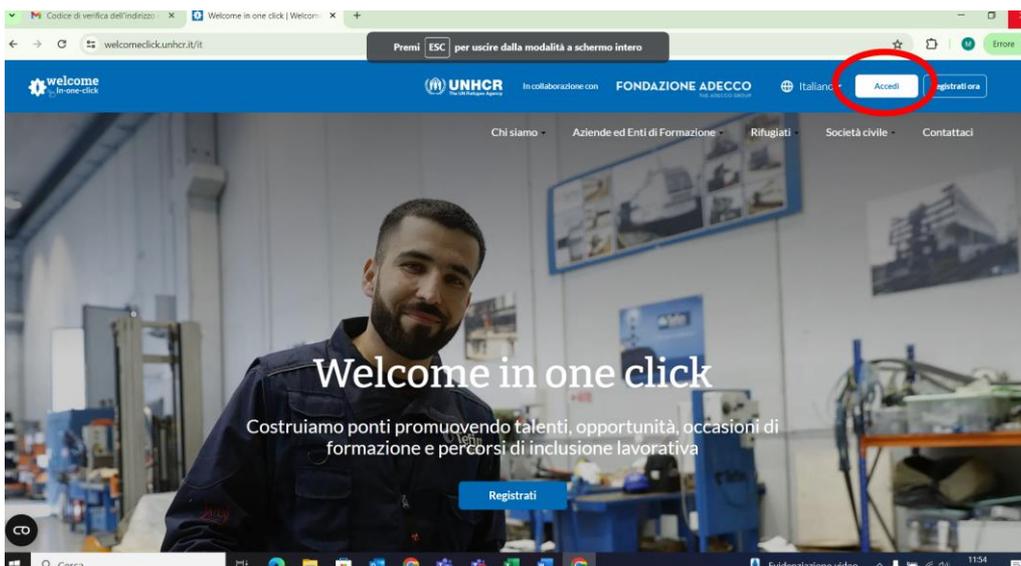
Now you are registered!

NOW, in order to view job offers and apply, the first thing you need to do is to **create your professional profile**. You can do this by **clicking on MY CV**.

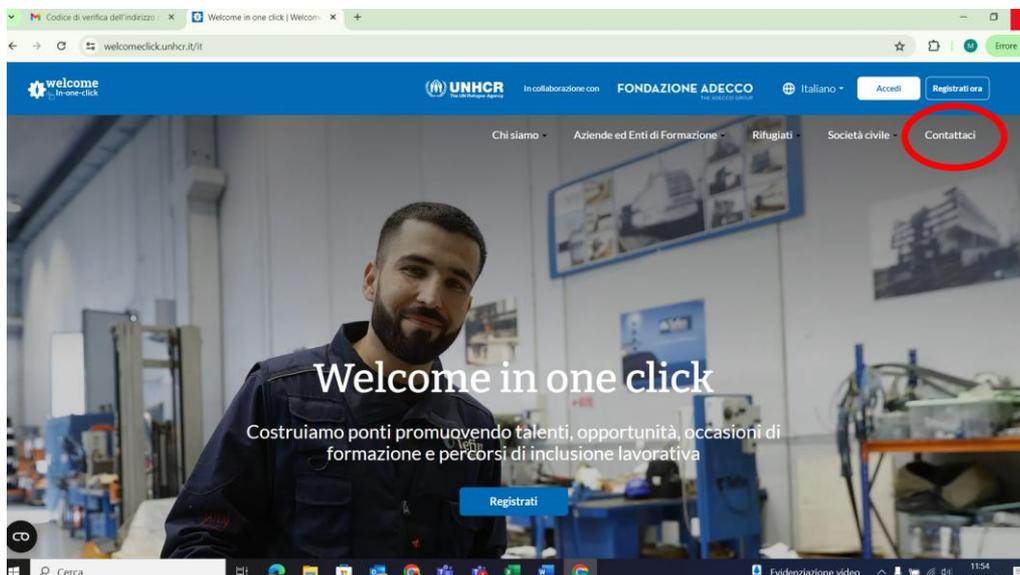


You can start creating your CV immediately or you can exit the website and create the CV another time.

If you want to create your CV in the next few days, you can exit the website and re-enter at another time. To do so, simply click on the LOGIN button and enter your email address with the password you created.



If you need support, you can contact us by writing to the **CONTACT US** page on the website welcomeclick.unhcr.it, which you can find in the top right corner



Finally, before creating your profile on the platform, we recommend following the USEFUL TIPS:



1. Make sure you **have an active email**, otherwise you cannot register.

2. We recommend **using a computer**; it will be easier to create your profile. If you don't have one available, you can still use your mobile phone.
3. Keep your **tax code or health insurance card** at hand. You will be asked to enter the number.
4. Make sure you **have a copy of your residence permit in pdf, jpeg, jpg, or png format saved on your computer or mobile phone**. When you create your profile, you will be asked to upload it to the platform. It will remain confidential, and only UNHCR staff can view it to verify your refugee status.
5. If you want, and if you have it, **keep a copy of your resume** in pdf format saved on your computer or mobile phone. It is not mandatory to upload your resume to the platform, but it is recommended: the companies to which you will send your application can view it to further understand your profile.
6. Additionally, if you have a resume, we recommend keeping it handy to retrieve all the information about your work experiences and educational qualifications when creating your profile on the platform.
7. **Read the information notes carefully**; they will guide you in completing correctly all sections.
8. The platform automatically saves the information as you enter it. So, even if you exit the platform and then re-enter, you will not lose the information entered. However, **your profile will not be visible to companies until you have completed all the mandatory fields marked with an asterisk (*) and saved your profile**.