
USER GUIDE INCEPTION FRONT OFFICE

ENGLISH VERSION

LEGAL NOTICE

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The Paris-Saclay university undertakes to provide an answer within two months from the date of submission of the completed application form online.

5. WEBSITE DESIGN AND DEVELOPMENT

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Association under French law (loi 1901), located Plateau du Moulon – 91192 Gif-Sur-Yvette Cedex, declared in the district's administrative office (sous-préfecture) of Palaiseau on February 16, 1987, reference number W913001327

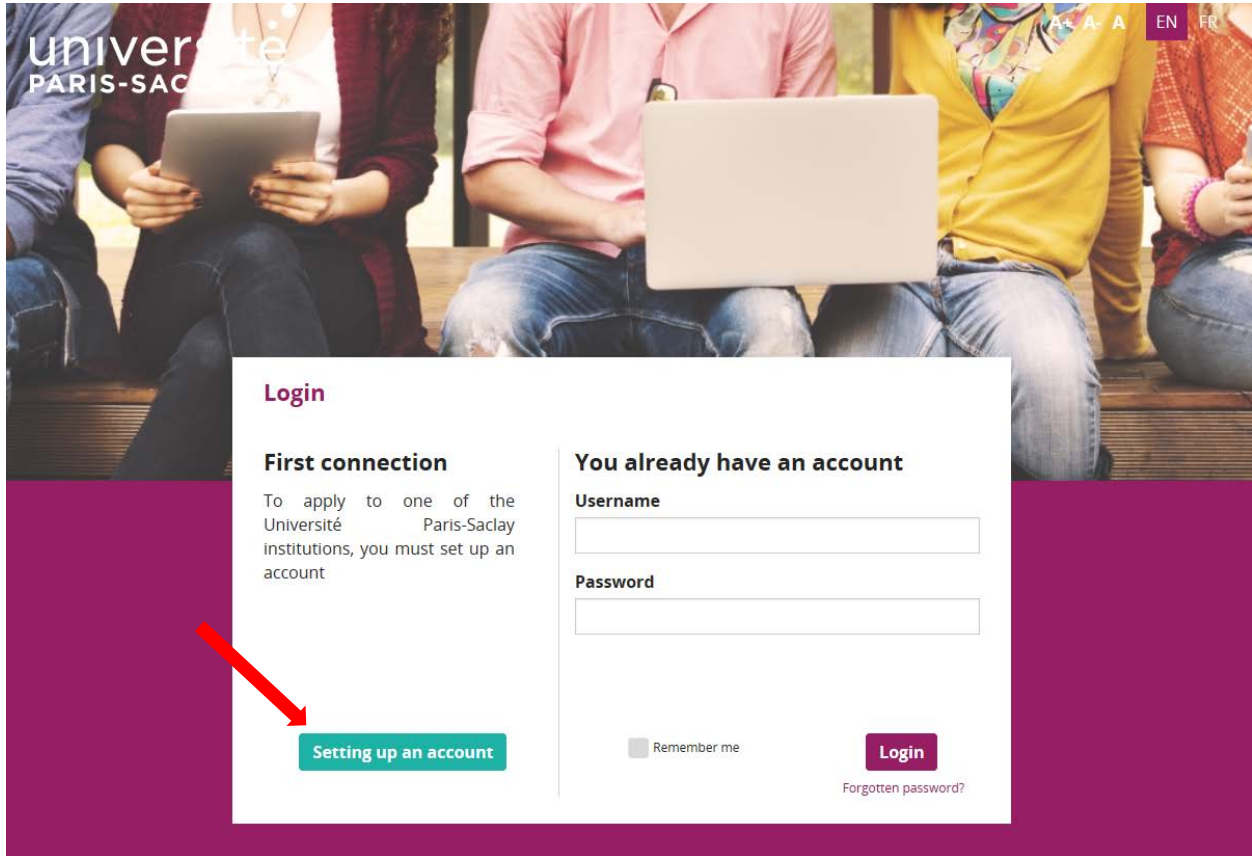
Tel. + 33 (0)1 69 85 12 00

USER GUIDE

CREATE A USER ACCOUNT

The first step before making an application to a Paris-Saclay's training is creating your user account on the application platform.

You can access it by the « Create account » button on the login page :



This page is displayed, in which you can enter the information needed to create your account :



First connection

Before setting up your account...

Before registering, please read the [online registration guide](#) carefully.

By ticking this box, I agree that

> I have read the online registration guide and accept the terms of use it contains.

> I can provide all the certificates required in electronic format

> I certify on my honor that all the information I provide is accurate and complete and I am hereby informed that any false declaration will invalidate my application.

> I certify on my honor that I have not made a paper application at the same time as my online application and I am hereby informed that any duplicate application will invalidate the latter/both.

New account

All the fields in this form are required.

Man Woman *

Name *

Given name *

Date of birth *


Email *

Confirmation *

Password *

Min. 8 characters including 1 uppercase, 1 lowercase and 1 digit

Confirmation *

CAPTCHA * 

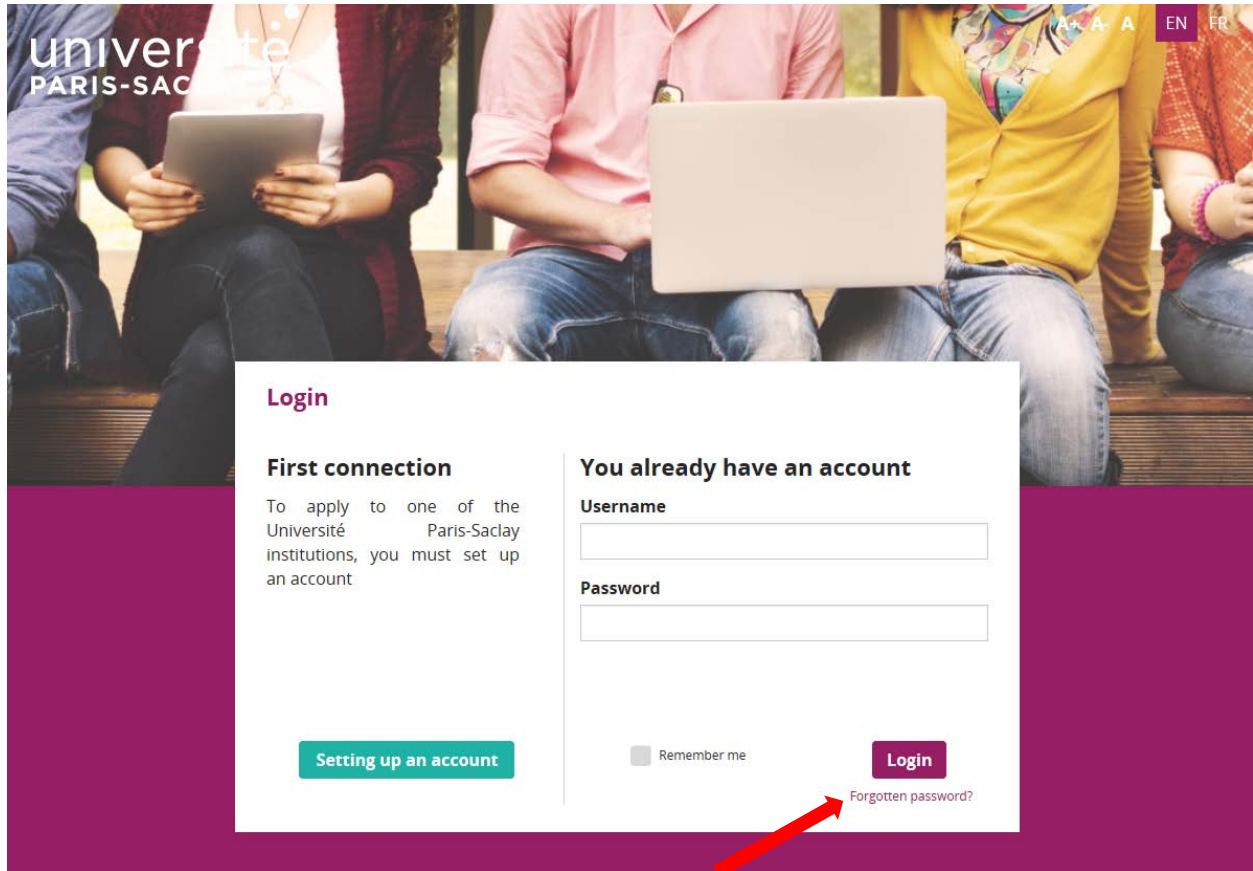
Register

Warning : all the fields are mandatory and must be filled, and the terms of use accepted (checkbox on the left side screen) for the account to be created.

An email will be sent to you following the creation of your account in order to check your email address and activate your account, by clicking on the embedded link in the email.

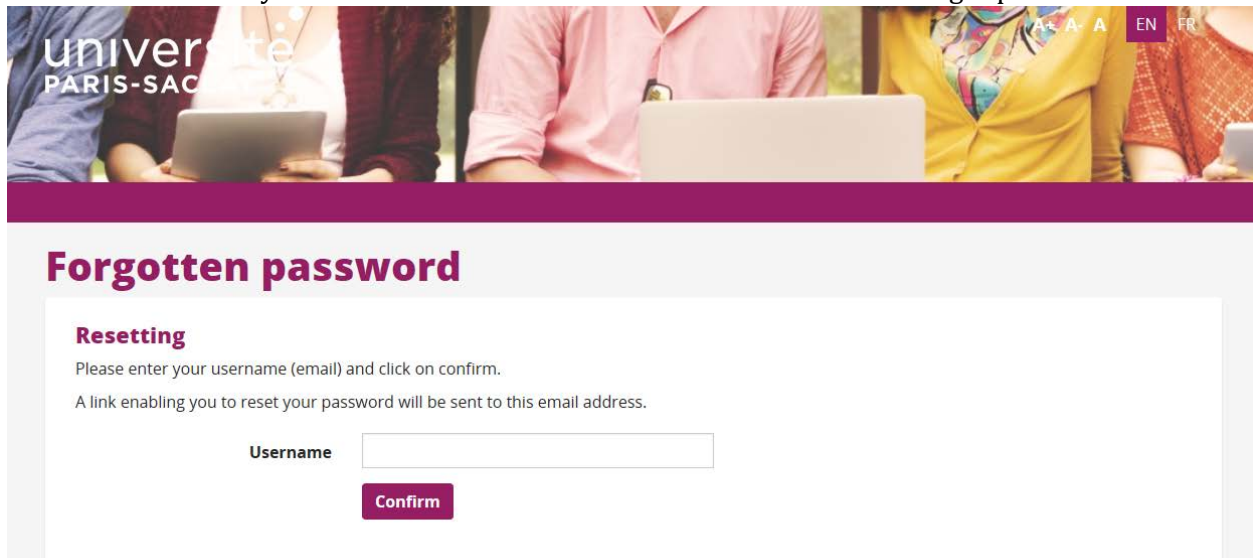
PASSWORD RESET

If you forgot your password, you can access the password reset page by clicking on the « Password reset » link on the login page :



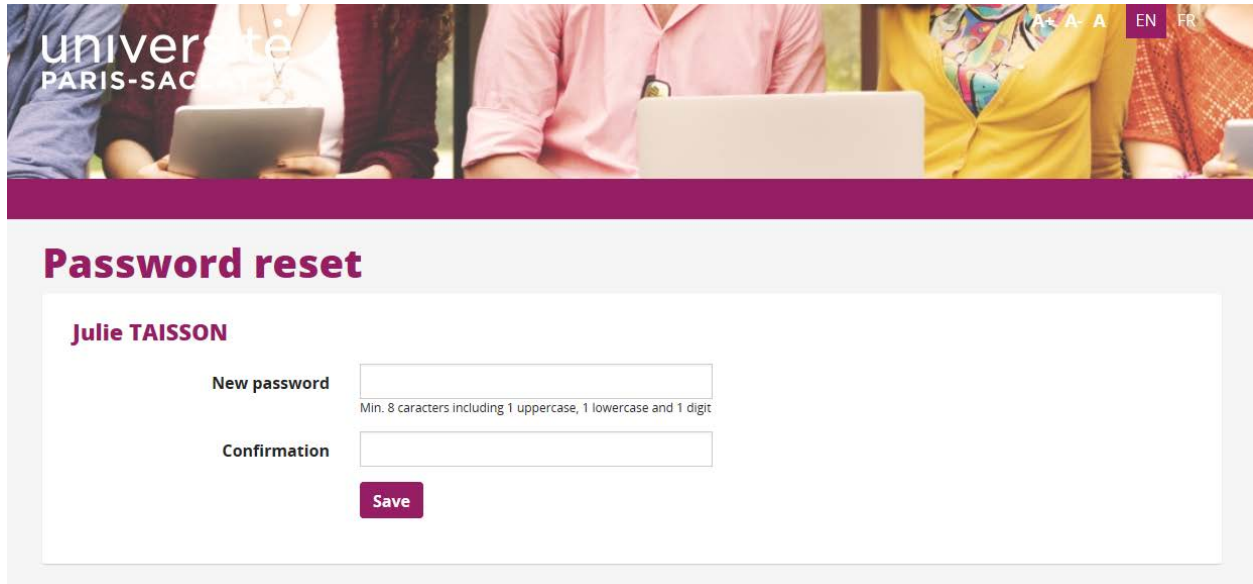
The screenshot shows the login page for Université Paris-Saclay. The page has a purple header with the university logo and navigation links (A+, A-, A, EN, FR). Below the header is a white login form. The form is divided into two sections: 'First connection' and 'You already have an account'. The 'First connection' section has a teal button labeled 'Setting up an account'. The 'You already have an account' section has input fields for 'Username' and 'Password', a 'Remember me' checkbox, and a purple 'Login' button. A red arrow points to a link labeled 'Forgotten password?' located below the 'Login' button.

You can then enter your username in order to receive an email containing a password reset link.



The screenshot shows the 'Forgotten password' page. The page has a purple header with the university logo and navigation links (A+, A-, A, EN, FR). Below the header is a white form titled 'Resetting'. The form contains the text: 'Please enter your username (email) and click on confirm. A link enabling you to reset your password will be sent to this email address.' Below this text is an input field labeled 'Username' and a purple 'Confirm' button.

On this screen you can enter your new password and save. After the reset, you can reconnect directly from the platform's home page.



The screenshot shows a web interface for a password reset. At the top, there is a banner image of people working on laptops, with the text 'université PARIS-SACLAY' on the left and language selection options 'A A A EN FR' on the right. Below the banner is a dark purple bar. The main content area has a light gray background and features the heading 'Password reset' in a bold, dark purple font. Underneath, the user's name 'Julie TAISSON' is displayed in bold. The form contains two input fields: 'New password' and 'Confirmation'. Below the 'New password' field, there is a small text requirement: 'Min. 8 characters including 1 uppercase, 1 lowercase and 1 digit'. A purple 'Save' button is positioned below the 'Confirmation' field.

université
PARIS-SACLAY

A A A EN FR

Password reset

Julie TAISSON

New password

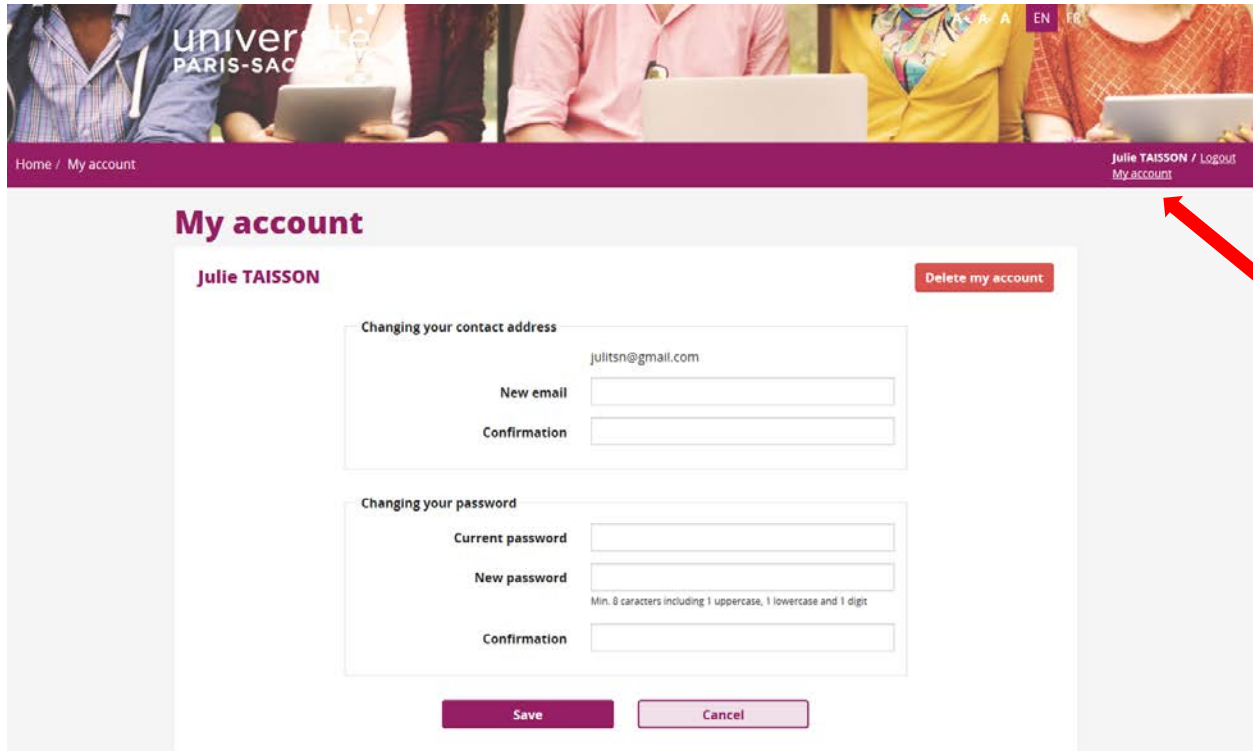
Min. 8 characters including 1 uppercase, 1 lowercase and 1 digit

Confirmation

Save

ACCOUNT MODIFICATION

You can modify your email address or password via the « My account » menu.

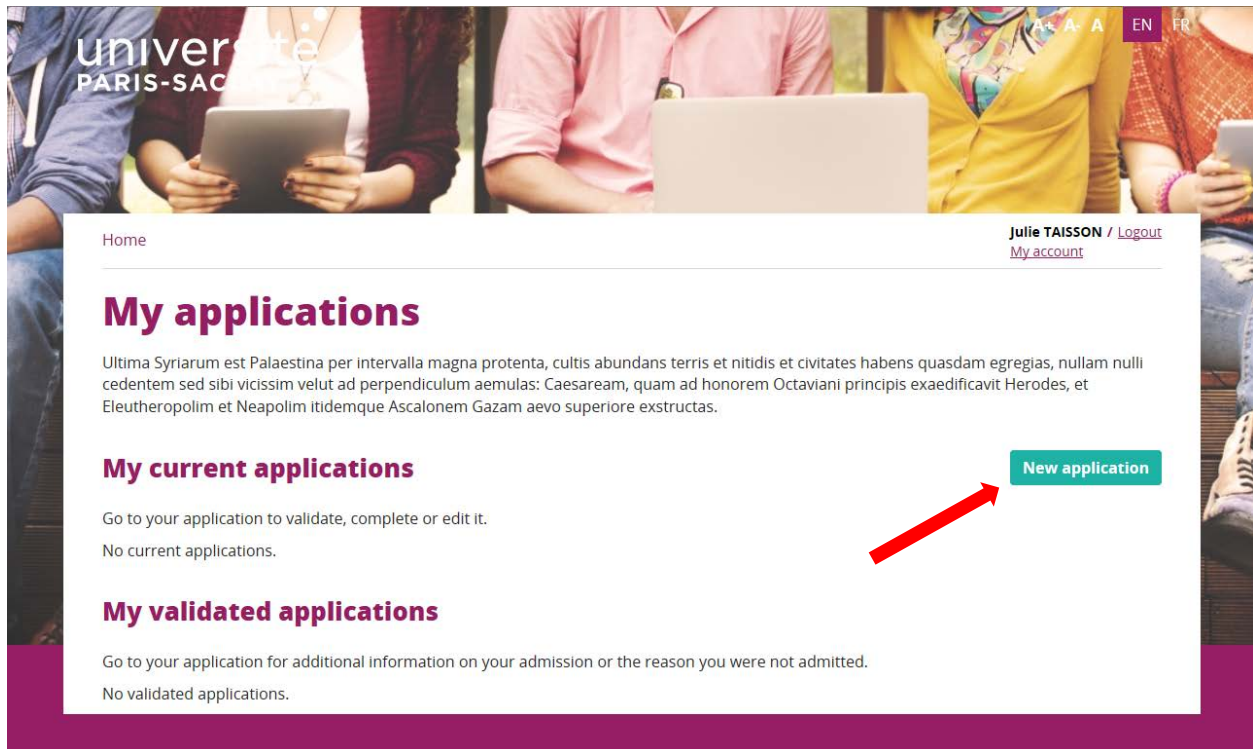


The screenshot displays the 'My account' interface. At the top, there is a navigation bar with the text 'Home / My account' on the left and 'Julie TAISSON / Logout My account' on the right. A red arrow points to the 'My account' link. Below the navigation bar, the main content area is titled 'My account' and features the user's name 'Julie TAISSON' and a 'Delete my account' button. The page is divided into two sections: 'Changing your contact address' and 'Changing your password'. The 'Changing your contact address' section includes a text input field with 'julitsn@gmail.com', a 'New email' input field, and a 'Confirmation' input field. The 'Changing your password' section includes a 'Current password' input field, a 'New password' input field with a note 'Min. 8 characters including 1 uppercase, 1 lowercase and 1 digit', and a 'Confirmation' input field. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Warning: you won't be able to delete your account while you have at least one application pending.

MAKE AN APPLICATION

Once you have created and activated your account, you can connect to the platform thanks to your credentials and click on « New application » in order to enter your informations.



Home Julie TAISSON / Logout
My account

My applications

Ultima Syriarum est Palaestina per intervalla magna protenta, cultis abundans terris et nitidis et civitates habens quasdam egregias, nullam nulli cedentem sed sibi vicissim velut ad perpendicularum aemulas: Caesaream, quam ad honorem Octaviani principis exaedificavit Herodes, et Eleutheropolim et Neapolim itidemque Ascalonem Gazam aevo superiore exstructas.

My current applications

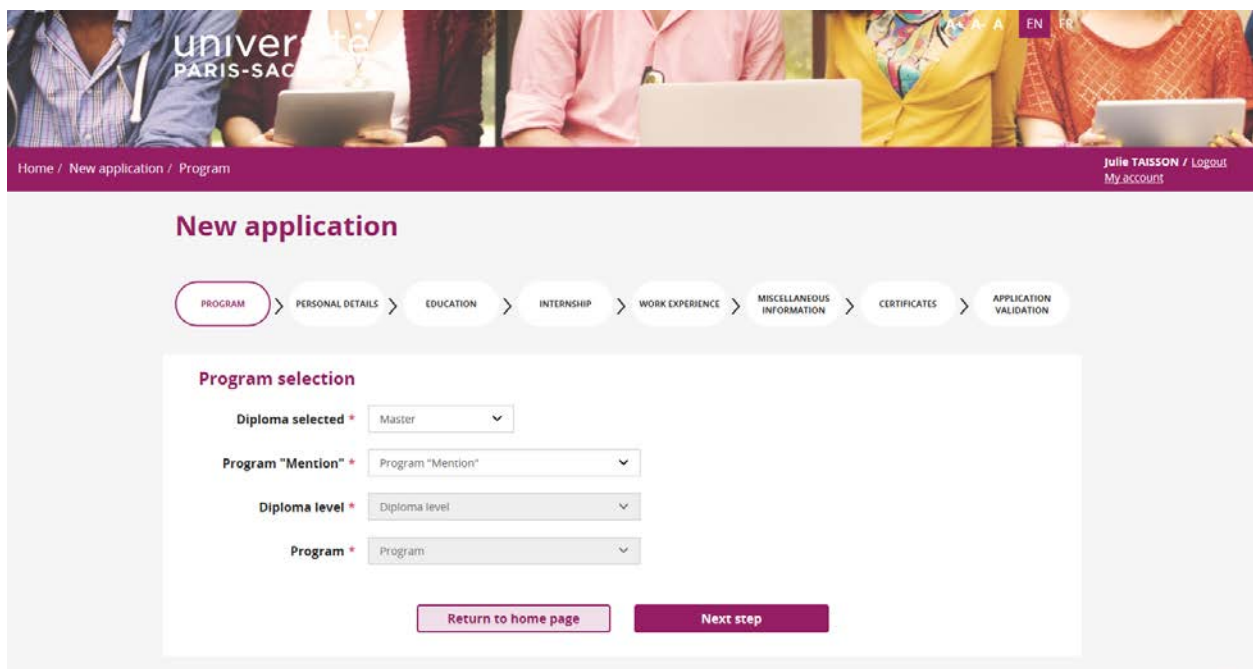
Go to your application to validate, complete or edit it.
No current applications.

My validated applications

Go to your application for additional information on your admission or the reason you were not admitted.
No validated applications.

[New application](#)

The first step is to choose which training you are applying to :



Home / New application / Program Julie TAISSON / Logout
My account

New application

PROGRAM > PERSONAL DETAILS > EDUCATION > INTERNSHIP > WORK EXPERIENCE > MISCELLANEOUS INFORMATION > CERTIFICATES > APPLICATION VALIDATION

Program selection

Diploma selected *

Program "Mention" *

Diploma level *

Program *

[Return to home page](#) [Next step](#)

You can navigate thanks to the « Next step » button to validate one step and view the next one.

Fields preceded by an asterisk are required to proceed to the next step. Some fields are not mandatory to go to the next step, but will be mandatory to validate your application. By clicking on "Next step", if some fields that are necessary for validation are not filled, a message will tell you so, and the tab will be displayed in orange.

Home / New application / Internship

UNIVERSITÉ PARIS

EN FR

TAISSON Julie / Logout
My account

New application

PROGRAM > PERSONAL DETAILS > **EDUCATION** > INTERNSHIP > WORK EXPERIENCE > MISCELLANEOUS INFORMATION > CERTIFICATES > APPLICATION VALIDATION

Your Internships

Year Organization

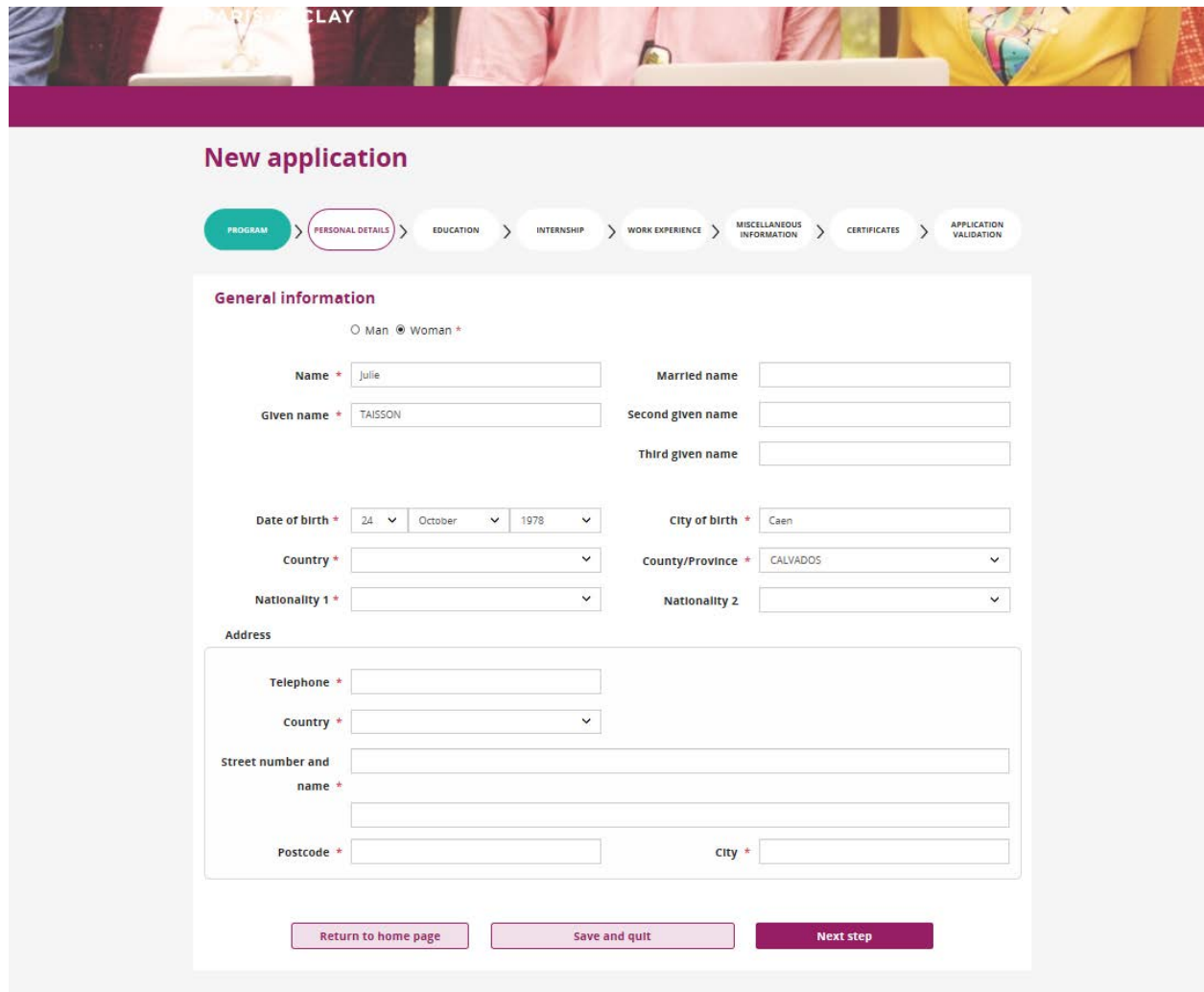
Duration (in months) Supervisor

Internship subject (200 car. max.)

Year	Duration	Organization	Supervisor	Subject
------	----------	--------------	------------	---------

Here are the different steps for completing your application :

« CIVIL STATUS » TAB » :



The image shows a screenshot of a web application interface for a 'New application'. At the top, there is a navigation bar with several tabs: PROGRAM, PERSONAL DETAILS (which is highlighted with a red border), EDUCATION, INTERNSHIP, WORK EXPERIENCE, MISCELLANEOUS INFORMATION, CERTIFICATES, and APPLICATION VALIDATION. Below the navigation bar, the main content area is titled 'General information'. It contains several form fields for personal details. At the top of this section, there are radio buttons for 'Man' and 'Woman', with 'Woman' selected. The fields include: Name (filled with 'Julie'), Married name (empty), Given name (filled with 'TAISSON'), Second given name (empty), Third given name (empty), Date of birth (filled with '24', 'October', '1978'), City of birth (filled with 'Caen'), Country (empty), County/Province (filled with 'CALVADOS'), Nationality 1 (empty), and Nationality 2 (empty). Below these fields is an 'Address' section with fields for Telephone, Country, Street number and name (two lines), Postcode, and City. At the bottom of the form, there are three buttons: 'Return to home page', 'Save and quit', and 'Next step'.

New application

PROGRAM > **PERSONAL DETAILS** > EDUCATION > INTERNSHIP > WORK EXPERIENCE > MISCELLANEOUS INFORMATION > CERTIFICATES > APPLICATION VALIDATION

General information

Man Woman *

Name * Julie Married name

Given name * TAISSON Second given name

Third given name

Date of birth * 24 October 1978 City of birth * Caen

Country * Country/Province * CALVADOS

Nationality 1 * Nationality 2

Address

Telephone * Country *

Street number and name *

Postcode * City *

Return to home page Save and quit Next step

This tab allows you to enter your personal informations. Some fields will be pre-filled with your account informations, but you can still modify them.

« ACADEMIC BACKGROUND » TAB :

The screenshot shows the 'New application' form on the Université Paris-Saclay website. The header includes the university logo and navigation links for EN and FR. The form is titled 'New application' and features a progress bar with tabs: PROGRAM, PERSONAL DETAILS, EDUCATION (highlighted), INTERNSHIP, WORK EXPERIENCE, MISCELLANEOUS INFORMATION, CERTIFICATES, and APPLICATION VALIDATION.

Baccalaureate or equivalent

Year * Stream *
Honors * Country * FRANCE

First registration in French higher education

Have you ever been registered in a French institution? * Yes No

Current course of study

Where have you been studying this year? * in a French institution
 in a foreign institution
 no study

Diploma level *
City *
Institution *
Course studied *

Previous course of study

Where were studying last year? * in a French institution
 in a foreign institution
 no study

Diploma level *
City *
Institution *
Course studied *

Misc. questions on your education to date

Are you applying as part of an international exchange program?P * Yes No
Are you applying as part of a double degree program (Master's, Grande École)? * Yes No
Are you considering a doctorate afterwards? * Yes No
Are you applying to another French or foreign university? * Yes No
Have you interrupted your studies for more than two years? * Yes No

Return to home page Save and quit Next step

This tab allows you to enter the informations related to your academic training, and some details on your application (foreign exchange program, thesis, double degree ...).

« INTERNSHIP » TAB :

The screenshot shows the 'New application' form on the 'INTERNSHIP' tab. The breadcrumb trail is 'Home / New application / Internship'. The user is identified as 'Julie TAISSON / Logout My account'. The form has a progress bar with steps: PROGRAM, PERSONAL DETAILS, EDUCATION, INTERNSHIP (active), WORK EXPERIENCES, MISCELLANEOUS INFORMATION, CERTIFICATES, and APPLICATION VALIDATION. The 'Your internships' section contains the following fields:

- Year:
- Duration (in months):
- Organization:
- Supervisor:
- Internship subject (200 car. max.):


Below the fields is a table with columns: Year, Duration, Organization, Supervisor, Subject. An '+ ADD' button is located to the right of the subject field. At the bottom of the form are three buttons: 'Return to home page', 'Save and quit', and 'Next step'.

This tab allows you to detail the internships you realized during your academic or professional training.

Once completed the internship-related fields, click on [+ ADD](#) . Then go to the next step.

« PROFESSIONAL CARRER » TAB :

The screenshot shows a web interface for a 'New application' process. At the top, there is a navigation bar with the text 'Home / New application / Work experience' on the left and 'Julie TAISSON / Logout / My account' on the right. Below the navigation bar, the title 'New application' is displayed. A horizontal progress bar contains several steps: PROGRAM, PERSONAL DETAILS, EDUCATION, INTERNSHIP, WORK EXPERIENCE (which is highlighted with a red circle), MISCELLANEOUS INFORMATION, CERTIFICATES, and APPLICATION VALIDATION. The main content area is titled 'Your work experience' and contains a form with the following fields: 'Year', 'Duration (in months)', 'Organization', and 'Subject (200 car. max.)'. A green '+ ADD' button is located at the bottom right of the form. Below the form, there is a table header with columns for 'Year', 'Duration', 'Organization', and 'Subject'. At the bottom of the page, there are three buttons: 'Return to home page', 'Save and quit', and 'Next step'.

This tab allows you to detail your professional experiences. Once completed the internship-related fields, click on  . Then go to the next step.

« MISCELLANEOUS » TAB :

The screenshot shows a web application interface for a 'New application' process. At the top, there is a navigation bar with the text 'Home / New application / Miscellaneous information' on the left and 'Julie TARRSON / Logout My account' on the right. Below the navigation bar is a horizontal menu with several tabs: 'PROGRAM', 'PERSONAL DETAILS', 'EDUCATION', 'INTERSHIP', 'WORK EXPERIENCE', 'MISCELLANEOUS INFORMATION' (which is highlighted with a red border), 'CERTIFICATES', and 'APPLICATION VALIDATION'. The main content area is titled 'New application' and contains three sections: 'Languages', 'Grant', and 'Miscellaneous'. The 'Languages' section includes fields for 'Native tongue 1', 'Native tongue 2', and 'French language skills', each with a dropdown arrow. Below these are two radio button options: 'Able to follow a program in French' and 'Able to follow a program in English', each with 'Yes' and 'No' options. The 'Grant' section has a radio button option 'Have you applied for a grant program?' with 'Yes' and 'No' options, and a text input field for 'Grant program name'. The 'Miscellaneous' section has a dropdown menu for 'How did you hear about Université Paris-Saclay?' with the selected option being 'Source of information on UPSAY'. At the bottom of the form, there are three buttons: 'Return to home page', 'Save and quit', and 'Next step'.

Home / New application / Miscellaneous information

Julie TARRSON / Logout
My account

New application

PROGRAM > PERSONAL DETAILS > EDUCATION > INTERSHIP > WORK EXPERIENCE > MISCELLANEOUS INFORMATION > CERTIFICATES > APPLICATION VALIDATION

Languages

Native tongue 1 *

Native tongue 2

French language skills *

Able to follow a program in French * Yes No

English language skills *

Able to follow a program in English * Yes No

Grant

Have you applied for a grant program? * Yes No

Grant program name

Miscellaneous

How did you hear about Université Paris-Saclay?

[Return to home page](#) [Save and quit](#) [Next step](#)

This tab allow you to enter some more informations to detail your application.

"RECOMMENDATIONS" TAB:

PROGRAM > PERSONAL DETAILS > EDUCATION > INTERNSHIP > WORK EXPERIENCE > MISCELLANEOUS INFORMATION > **RECOMMENDATIONS** > CERTIFICATES > APPLICATION VALIDATION


First referee

Last name *

First name *

Mail *

Confirm mail *

Progress Pending recommendation 


Second referee

Last name *

First name *

Mail *

Confirm mail *

Progress Pending recommendation 

The coordinates of 2 referents are to be filled in (last name, first name and email). These referrals will then receive an email containing a link pointing to a referral form.

The 2 forms of the 2 referents are mandatory for the candidate to validate his application.

The candidate can relaunch his referents once (or one of them if the other has already submitted his form).

The candidate can modify only once the mail of each referent, or all of its coordinates.

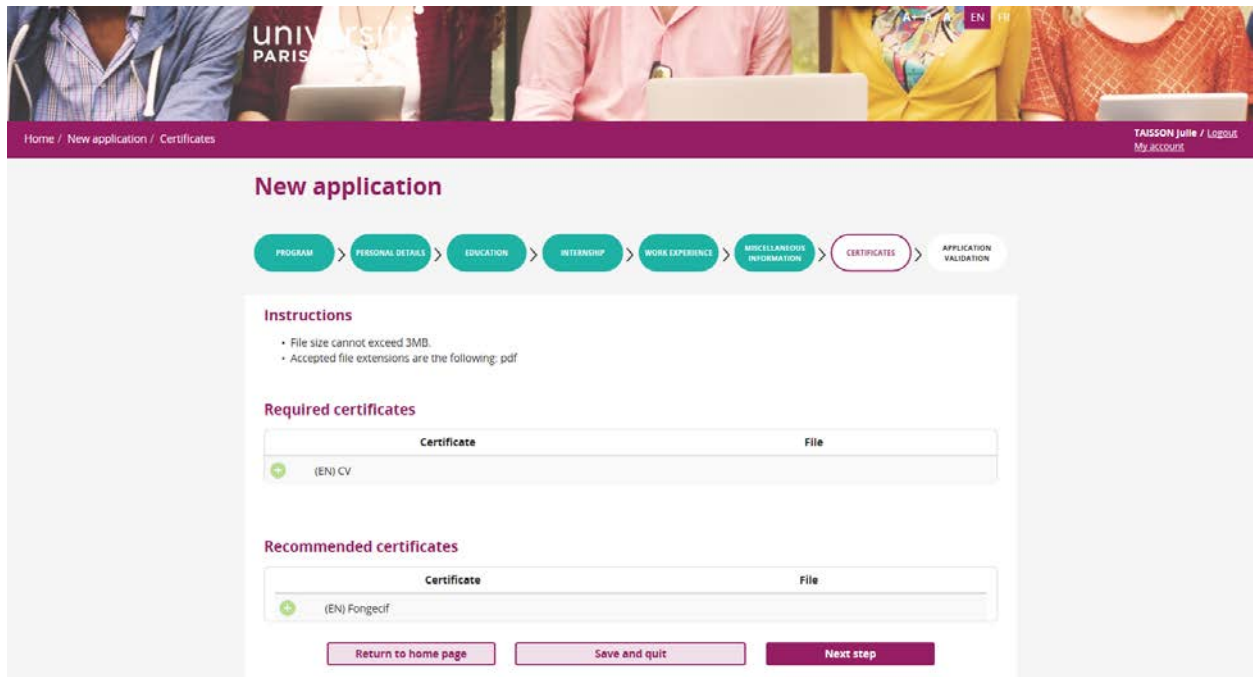
The status of the submission of recommendations is indicated under the red arrows.

« SUPPORTING DOCUMENTS » TAB :

You have to provide at least the required supporting documents, otherwise you won't be able to validate your application.

To add a file, just click the  button.

Warning : your file must not be larger than 3 Mb, and must be in PDF format.



UNIVERSITÉ PARIS

Home / New application / Certificates

TAISSON Julie / Logout
My account


New application

PROGRAM > PERSONAL DETAILS > EDUCATION > INTERNSHIP > WORK EXPERIENCE > MISCELLANEOUS INFORMATION > **CERTIFICATES** > APPLICATION VALIDATION


Instructions

- File size cannot exceed 3MB.
- Accepted file extensions are the following: pdf

Required certificates

Certificate	File
 (EN) CV	

Recommended certificates

Certificate	File
 (EN) Fongecif	

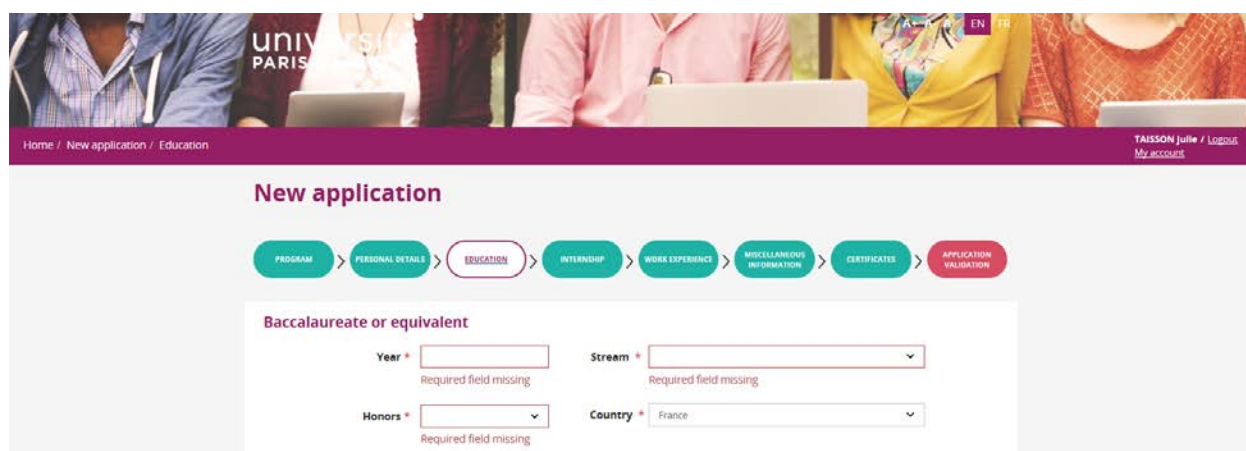
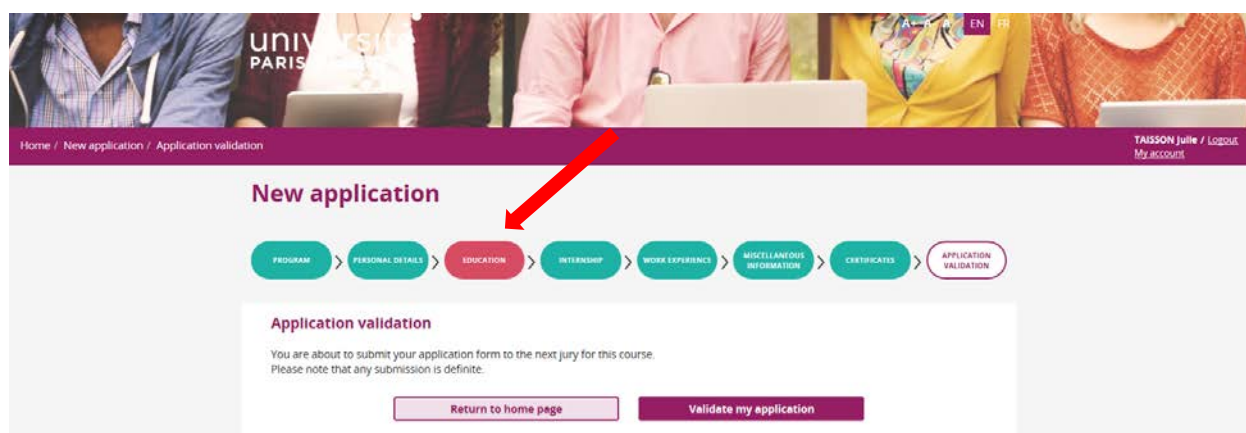
[Return to home page](#) [Save and quit](#) [Next step](#)

APPLICATION VALIDATION

Once you've completed all the tabs, you have to validate your application. You can do this from the « Application validation » tab.

Warning : once your application is validated, you won't be able to modify all the informations you enter through the tabs. Please be careful to enter correct informations in each step of the application.

If you haven't filled all the mandatory fields, the tabs where at least one mandatory information is missing will appear in red. You can access it to correct your entry.




The corrections that has to be done will be specified on each relevant tab.


Warning : applications will only be processed once validated

APPLICATION STATUS


Following the validation of your application, it will appear in the « My validated applications » section of your account. You can still see its informations by click on its hyperlink but its status can evolve.

Program	Decision	Status	Withdraw
International track	En cours de traitement	En cours de traitement	

Your application is pending, no action is required from you regarding this application.

Program	Decision	Status	Withdraw
Biodiversity, Ecology, Evolution Magistere	Admis	To be submitted	

Your application has been validated by the jury, and it's pending confirmation from you. An email has been sent to you regarding your intake.

Program	Decision	Status	Withdraw
Agrosiences, Environnement, Territoires, Paysage, Forets	Admis	Submitted	


Your application has been validated by the jury and you have confirmed it. No other action is required from you regarding this application on the platform.

Program	Decision	Status	Withdraw
Agrosiences, Environnement, Territoires, Paysage, Forets	Admis	Unsubmitted	

Your application has been validated by the jury and you have invalidated it. No other action is required from you regarding this application on the platform.

Program	Decision	Status	Withdraw
International track	Démission	En cours de traitement	

You resigned from this application. No other action is required from you regarding this application on the platform.

Program	Decision	Status	Withdraw
Biodiversity, Ecology, Evolution Magistere	En liste d'attente	En cours de traitement	

Your application have been put on waiting list. An email has been sent to you regarding the status of your application.

Program	Decision	Status	Withdraw
Biodiversity, Ecology, Evolution	Refused	En cours de traitement	


Your application has been rejected by the jury. An email has been sent to you regarding the status of your application. No other action is required from you regarding this application on the platform.


Program	Decision	Status	Withdraw
Acoustics	En cours de traitement	A rectifier	

Your application have to be rectified, at least one of your supporting document have been rejected by the jury, or some more documents are needed in order to complete your application. An email has been sent to you to list the corrections to be made. By clicking on the “Rectify” link of your application, you can access the “Supporting documents” tab.

APPLICATION RESIGNATION

You can resign from an application at any time, except when it have been rejected by the jury.

You can click on the  button on the line of the application you want to resign from.

Program	Decision	Status	Withdraw
M1 General Physics	En cours de traitement	En cours de traitement	

Warning: this action is irreversible.



APPLICATION CONFIRMATION

Once your application have been accepted by the jury, you can confirm or invalidate it, by clicking on the « Confirm my applications » button.

Home Julie TAISSON / Logout
My account

My applications

Ultima Syriarum est Palaestina per intervalla magna protenta, cultis abundans terris et nitidis et civitates habens quasdam egregias, nullam nulli cedentem sed sibi vicissim velut ad perpendicularum aemulas: Caesaream, quam ad honorem Octaviani principis exaedificavit Herodes, et Eleutheropolim et Neapolim itidemque Ascalonem Gazam aevo superiore exstructas.

My current applications New application

Go to your application to validate, complete or edit it.
No current applications.

My validated applications Submit my applications

Go to your application for additional information on your admission or the reason you were not admitted.

Program	Decision	Status	Withdraw
International track	Démission	En cours de traitement	
Droit des affaires UEVE	En cours de traitement	En cours de traitement	

You can access the following screen :

Home / Track my application Julie TAISSON / Logout
My account

Submit my applications

Instructions
You may submit a maximum of 2 applications.
If you submit 2 applications, you must be able to follow both programs.

Submit	Program	Current setus
<input type="radio"/> Yes <input checked="" type="radio"/> No	Agrosiences, Environnement, Territoires, Paysage, Forêts	Unsubmitted
<input checked="" type="radio"/> Yes <input type="radio"/> No	Biodiversity, Ecology, Evolution Magistere	Submitted

[Return to home page](#) [Save](#)

All the accepted applications are listed on this screen. For each one of them, you can see its confirmation status (« To confirm », « Confirmed », « Invalidated »).

You can confirm only 2 applications, and you can change the confirmation status of an accepted application at anytime.

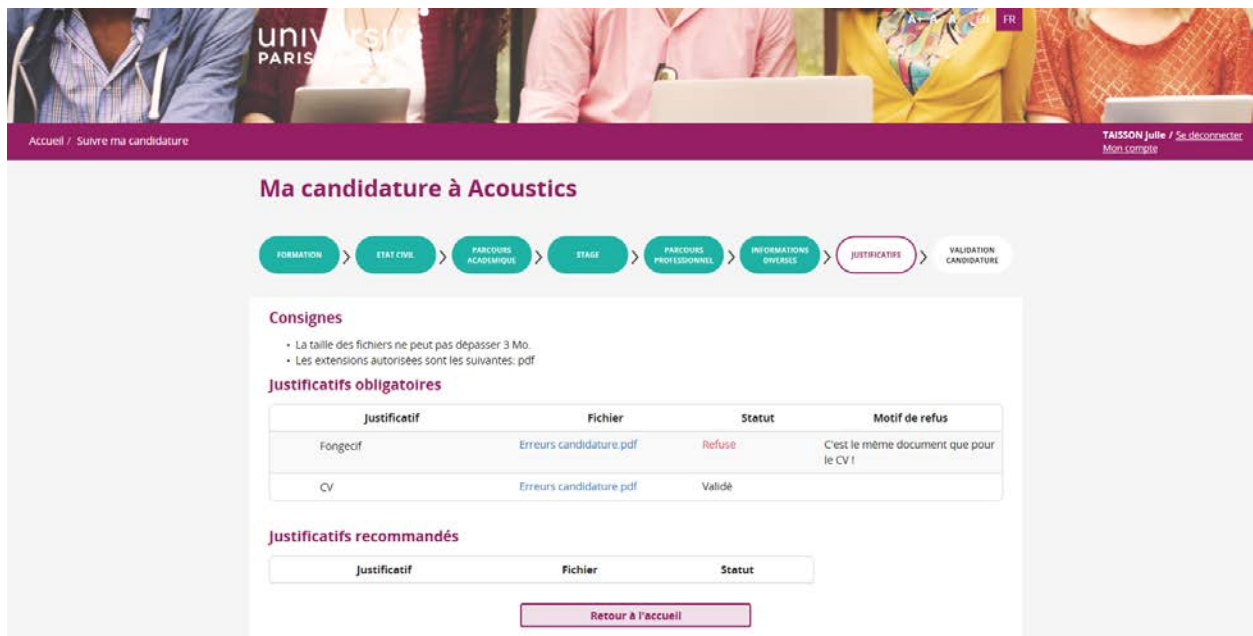
APPLICATION RECTIFICATION

If one of your supporting document is unreadable or rejected by the jury, or if the jury need a new document to support your application, we'll send you an email about the required modifications. After receiving the email, you'll be able to modify your application.

You'll be able to modify your application, by clicking on the "Rectify" link corresponding to your application.

Formation	Décision	Etat	Démissionner
Acoustics	En cours de traitement	A rectifier	

Your application can be consulted but not modified, except the « Supporting documents » tab.



Accueil / Suivre ma candidature

TAISSON Julie / Se déconnecter / Mon compte

Ma candidature à Acoustics

FORMATION > ETAT CVL > PARCOURS ACADEMIQUE > STAGE > PARCOURS PROFESSIONNEL > INFORMATIONS DIVERSES > **JUSTIFICATIFS** > VALIDATION CANDIDATURE

Consignes

- La taille des fichiers ne peut pas dépasser 3 Mo.
- Les extensions autorisées sont les suivantes: pdf

Justificatifs obligatoires

Justificatif	Fichier	Statut	Motif de refus
Fongecif	Erreurs candidature.pdf	Refuse	C'est le même document que pour le CV !
CV	Erreurs candidature.pdf	Validé	

Justificatifs recommandés

Justificatif	Fichier	Statut
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[Retour à l'accueil](#)

On this tab, you can visualize the supporting documents which have been rejected, and the reason. You can visualize the new supporting documents which are needed by the jury, in the "Mandatory documents" section.

You can add/modify the supporting documents needed to rectify your application.

Once your corrections are done, click on the « Validate my application » button in order to your modifications to be taken in account.

If one of your supporting document is unreadable or rejected by the jury, or if the jury need a new document to support your application, we'll send you an email about the required modifications. After receiving the email, you'll be able to modify you application.