E-Candidat

Candidate manual



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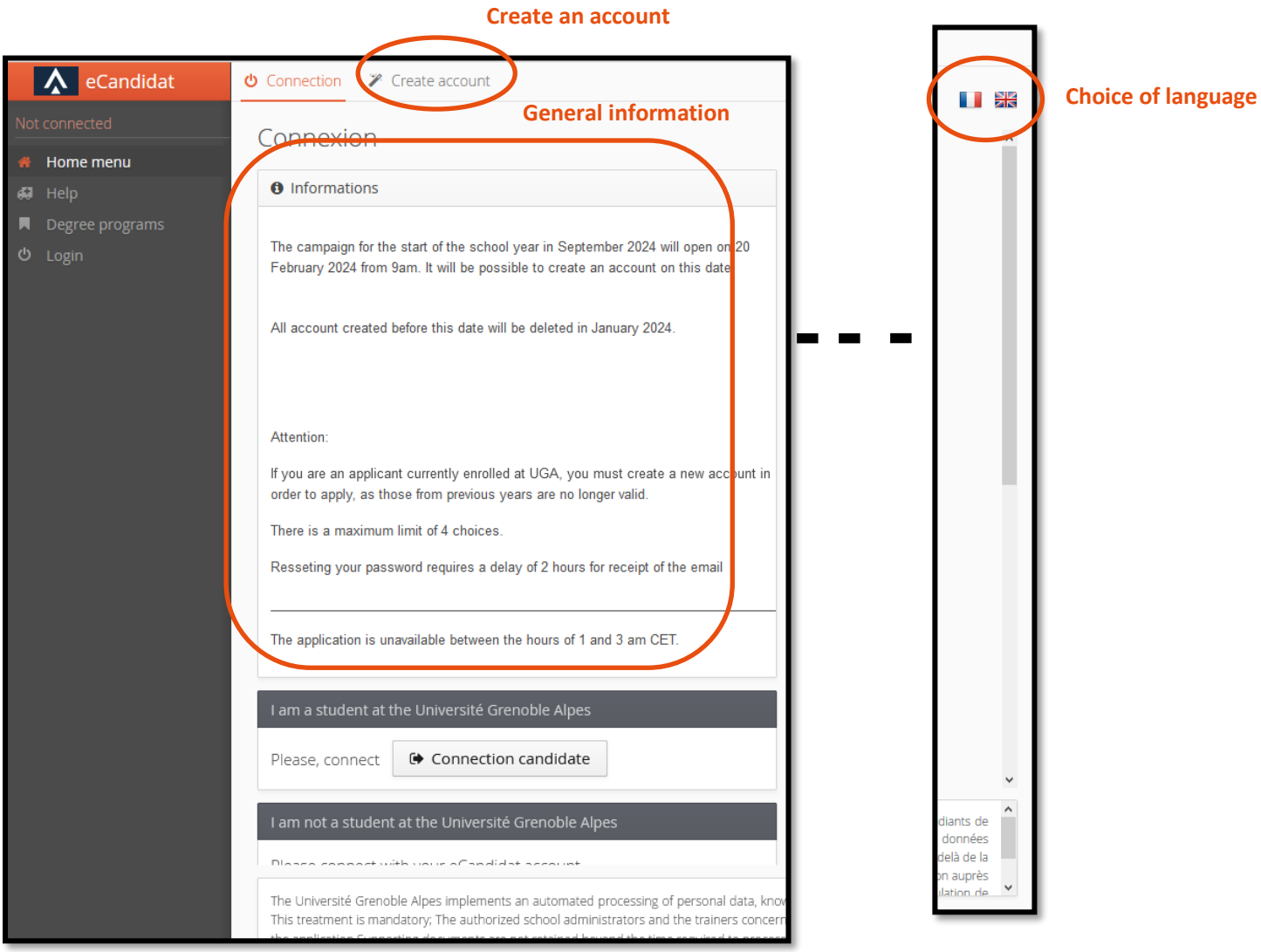
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You can use the eCandidat application to apply online for one or more courses at the Université Grenoble Alpes.

You will receive throughout the procedure, messages informing you of the progress of your application. You should also log in to the application regularly to follow updates to your applications.

To connect to eCandidat platform : **https://ecandidat.univ-grenoble-alpes.fr/ecandidat/**

Home menu

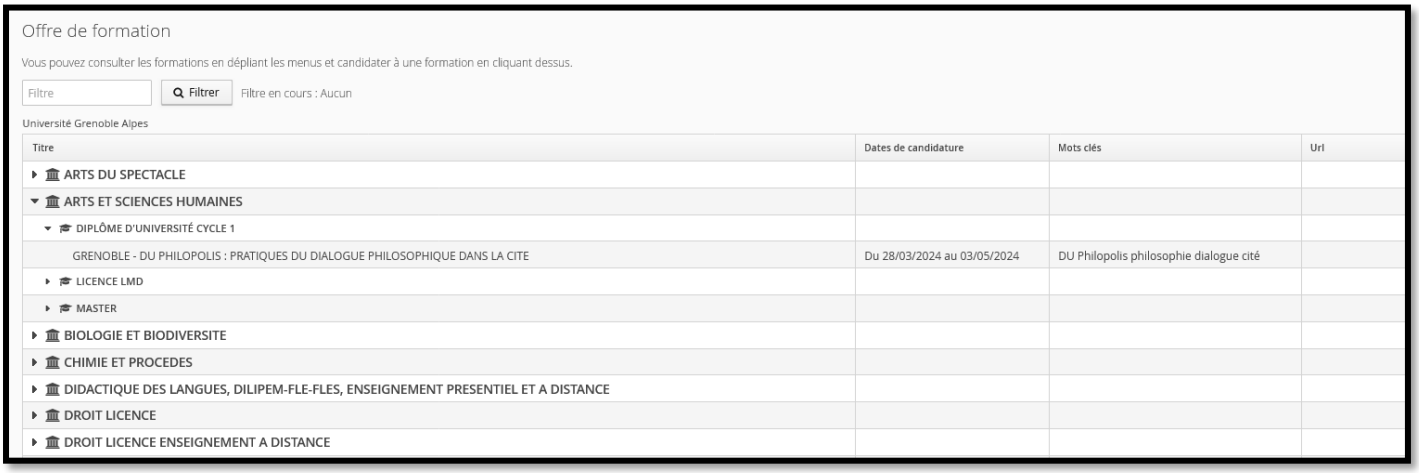


1. Choice of language

At the top right of the home page you can choose the language in which you want to use the platform.

2. Consult the degree programs

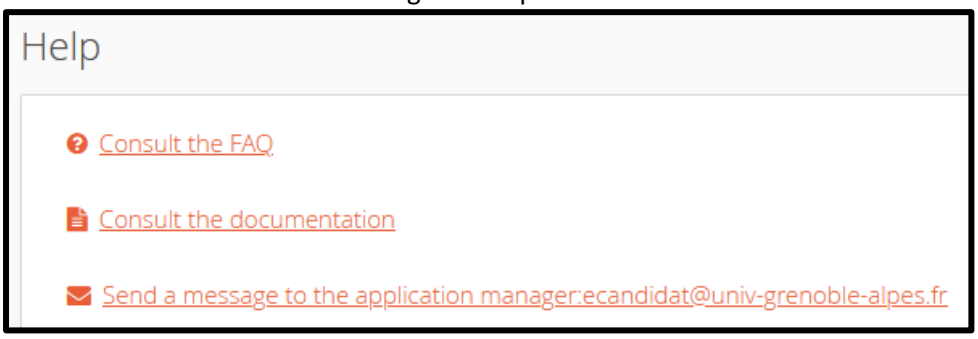
Degree prgrams tab allows you to consult the Université Grenoble Alpes training offer on the platform (title, application date). Access to this tab does not require an account. Courses are classified by subject (literature, law, mathematics, etc.) and then by type (bachelor's, master's, etc.).



You will find the application dates for each course, keywords, url.

3. Need help?

The support tab does not require you to have an account. You can use it to consult FAQs and documentation, or to contact the technical team in charge of the platform.

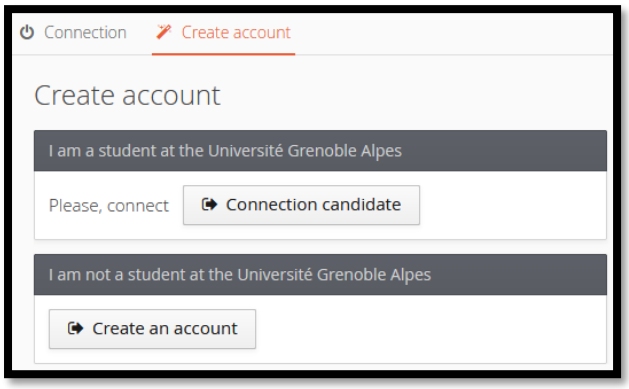


4. View general information

The home page displays general information about the application campaign, the maintenance of the platform and certain application specificities.

5. First connection

Whether you are already a UGA student or not, you must first go to the "create an account" tab at the top of the platform's home page. You can then follow the appropriate procedure, depending on your status.

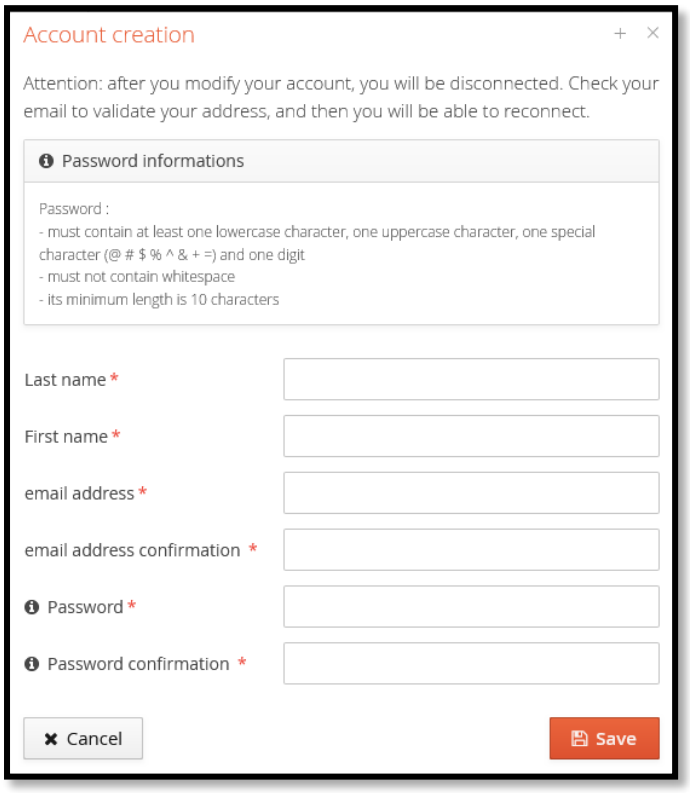


I am a student at the UGA

If you are already UGA student, click on the corresponding button and follow the instructions.

I am not a student at the UGA

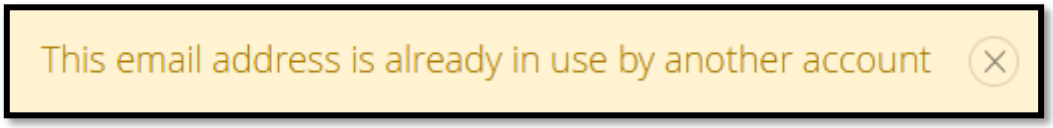
Click on "Create an account" and the window below will appear. You must then fill in the information and save.



If successful, the following message appears:



If the message below appears, you have already created an account. If you can't remember your login details, please see **"Forgot your password?".**



Once your account has been created, you will receive an automatic e-mail with your login and a link to validate your account:

Hello xxx,
The creation of your application file for the Université Grenoble Alpes has been successfully registered on the e-candidat application for the UGA 202x-202x recruitment campaign.

Here are your user login : xxxxxxxx

Keep your login details safe, as you will need them to view and modify your electronic file.

Click on the following link to activate your account http://ecandidat.univ-grenoble-alpes.fr/ecandidat/rest/candidat/dossier/xxxxxxxxxxxxxxx

Please note that you must activate your account before xxxxxxxx, or your account will be deleted.
If required, you can also modify data that you have already input (contact details, internships, professional experience etc.) when logging in again.

Before applying, please check that you fulfill admission requirements for each program by referring to the catalogue of programs on offer at the Université Grenoble Alpes:: http://formations.univ-grenoble-alpes.fr/fr/index.html

Please note: you can apply for a maximum of 4 programs at the Université Grenoble Alpes.

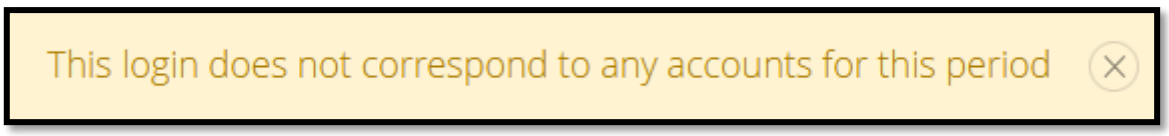
Best regards,

The service in charge of admissions
Université Grenoble Alpes

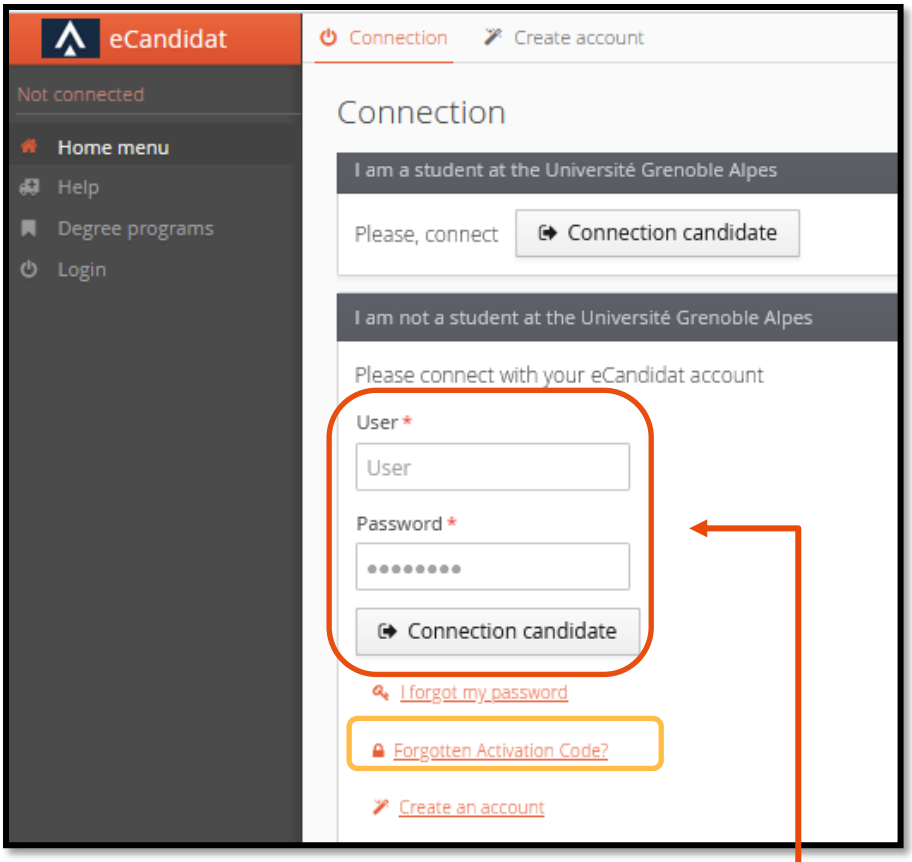
This email has been sent automatically, please do not reply.

Depending on your mailbox, this automatic e-mail may not arrive immediately. If you still haven't received it after 24 hours, contact support. Don't forget to check your spam folder.

If you try to log in with your login details without having used the activation link, the following message appears:



If you still have the e-mail containing the link, you can use it. If not, you can use the button « forgotten activation code » on the platform home menu. A new e-mail will then be sent to you.



Once you have received the email you need to log in here :

6. Log in (account already created)

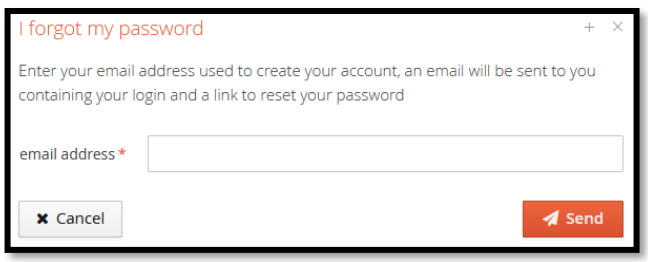
Scroll down the home page to see the login inserts. Once your account has been created, you can connect to the platform here according to your status, «i am a student at the UGA » or « i am not a student at the UGA ».

7. Forgot your password?

You can request the creation of a new password via the link below on the home page



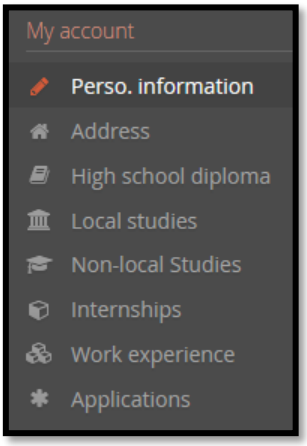
Enter your registration e-mail address in the box below :



You will receive an e-mail with a link to reset your password. This email is not immediate and may take up to 2 hours. Don't forget to check your spam folder.

Complete your file

The information in your file is divided into 8 tabs:



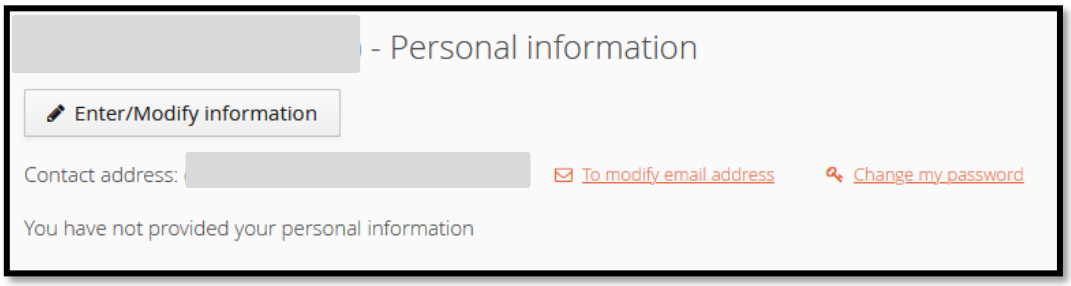
You must complete the first 3 tabs to be able to apply.

You don't have to complete your entire file in one go. You can fill in one or more pages, save them and come back to them later.

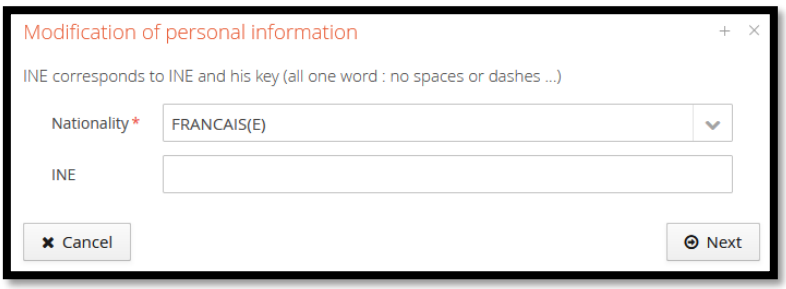
The last tab (applications) will be dealt with in the "Applying" section

1. Personal information

This tab is the first tab that needs to be filled in. When you log in for the first time, you need to click on "enter/modify information" to be able to fill in your details.



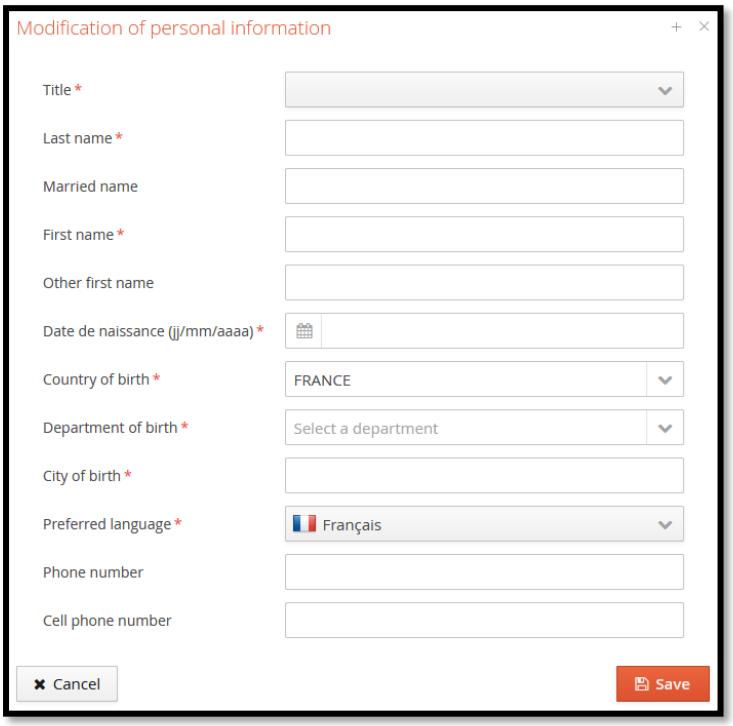
The first field is your INE (Identifiant National Etudiant). This number can be found on your baccalaureate transcript (since 1995) and on all higher education transcripts.



If you have never use ecandidat platform, when you indicate your INE a message appears : « Your INE is not recognized, would you like to continue ? » Click on « yes ».

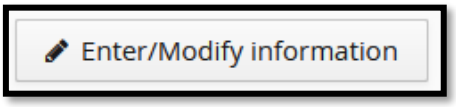
If you have already been a student at the UGA, your INE will be used to retrieve all the personal information already entered last year. If you notice an error, please send an e-mail to : ecandidat@univ-grenoble-alpes.fr

If you have never studied in France, then you do not have an INE. This does not prevent you from continuing to fill in your details.



*Information marked with an « * » is mandatory.*

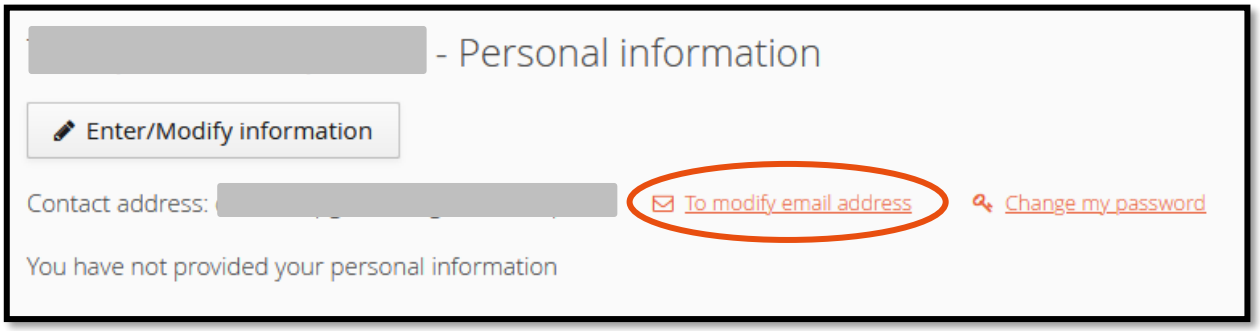
When you have entered your details, don't forget to save them. You can always change them by clicking on :



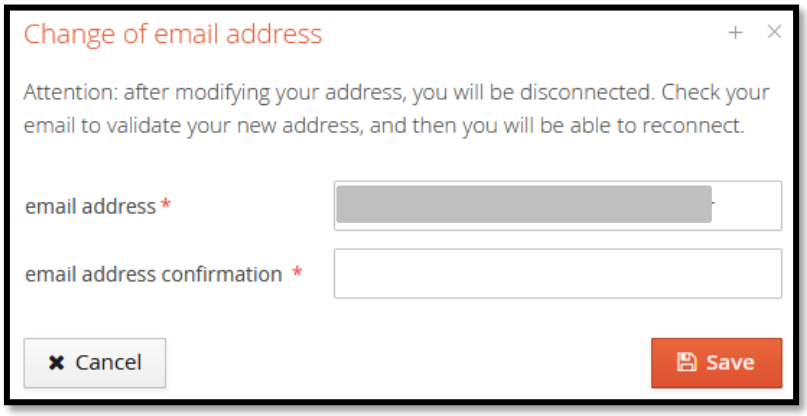
If this doesn't work, please send an email to : ecandidat@univ-grenoble-alpes.fr

Change e-mail address

If you wish to change your e-mail address, you can do so on the personal information page by clicking on "change e-mail address".



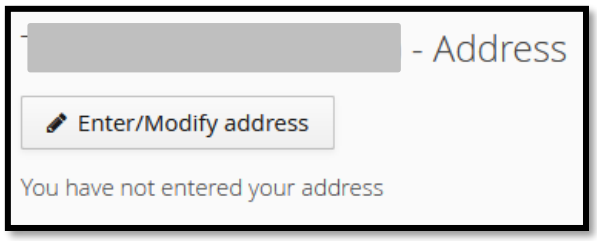
The next page will appear, and you will need to follow the procedure indicated.



1-you will be automatically disconnected and you will received an e-mail at the new address indicated with a link to validate your new address.

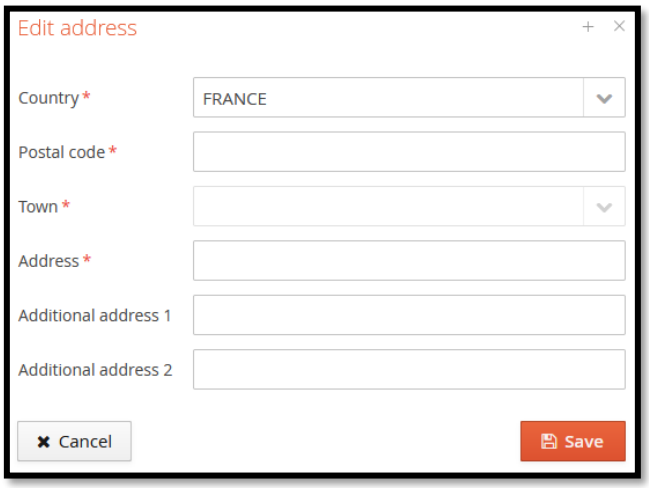
2. Address

Use this tab to enter your postal address. Click on "Enter/Modify address":

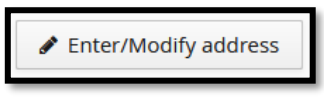


If you have already been UGA student, your INE has been used to repatriate your address. However, if you notice an error, please send an e-mail to the following address : ecandidat@univ-grenoble-alpes.fr

If you have not registered with the UGA, the page below will appear. Fields with an « * » are mandatory.



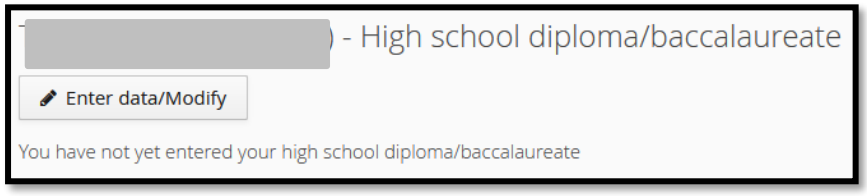
When the information has been saved, you can always change it by clicking on :



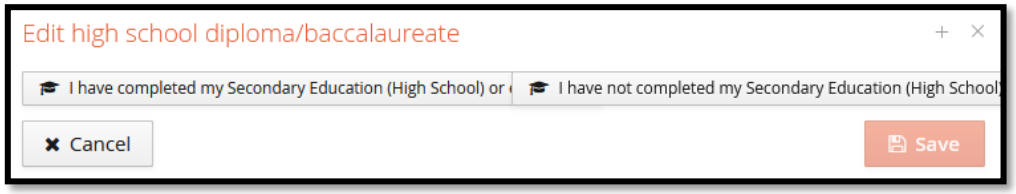
If this does not work, please send an e-mail to : ecandidat@univ-grenoble-alpes.fr

3. High school diploma/baccalaureate

This screen is used to enter or modify information about the high school diploma (or equivalent). You must click on "Enter/Modify" :



The first screen to appear is as follows :



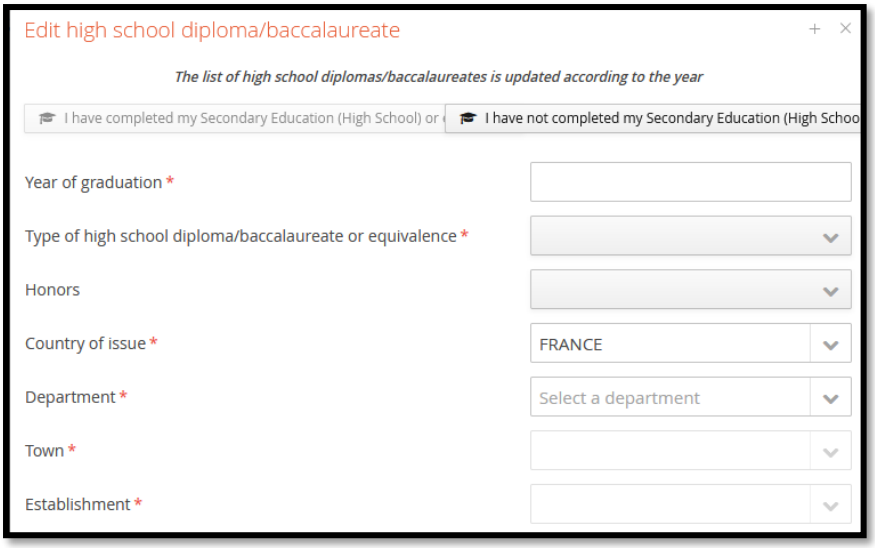
Situation 1 : I don't have an high school diploma/ baccalaureate

If you do not have the hight school diploma, the only possible situation is that indicated below. All you have to do is register.



Situation 2 : I have an high school diploma / baccalaureate or equivalent

If you have never been registered at UGA and you have French high school diploma (baccalaureate), you must fill in the information below.



Please note: the high school diploma series or equivalent must be entered correctly if you do not want to be blocked at a later date because of the

*Fields marked with an « * » are mandatory*

If you have already been a student at UGA, your INE has been used to repatriate your high school diploma. However, if you notice an error, please send an e-mail to the following address : ecandidat@univ-grenoble-alpes.fr

Fileds to fill in :

Establishment

. If the high school where you obtained your baccalaureat is not on the list, you must choose the prefecture of the departement as the town where you obtained your baccalauréat and then select : « autre lycée du département ». For towns with arrondissements, you need to select the 1st arrondissement to find : « autre lycée du département » (=other high school in the department).

Type of high school diploma/baccalaureate or equivalence

If you have a foreign high school diploma, it is important to select in the drop-down menu **0031 titre étranger admis en équivalence**. If you indicate a high school diploma series, the application understands that you have obtained a French baccalaureate and will therefore ask you for your INE. It is therefore important to choose the right title from the drop-down menu if you don't want to get stuck later.

If you select **0031 titre étranger admis en équivalence** the only information to be provided will be the country.

Note : Only one hight school diploma (or equivalent) can be entered.

Once the information has been saved, you can modify it by clicking on « enter/modify information ».

If this does not work, please send an email to the address : ecandidat@univ-grenoble-alpes.fr

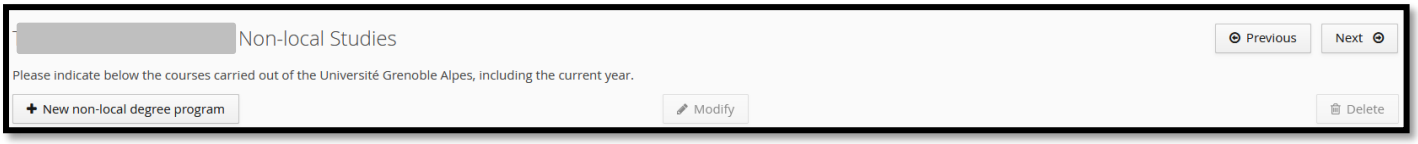
4. Local studies

For candidate who have already been registered at UGA, you can consult your training. The local studies was retrieved directly when you entered your INE. Candidates cannot modify the content of this page themselves, so it is necessary to contact the platform service : ecandidat@univ-grenoble-alpes.fr

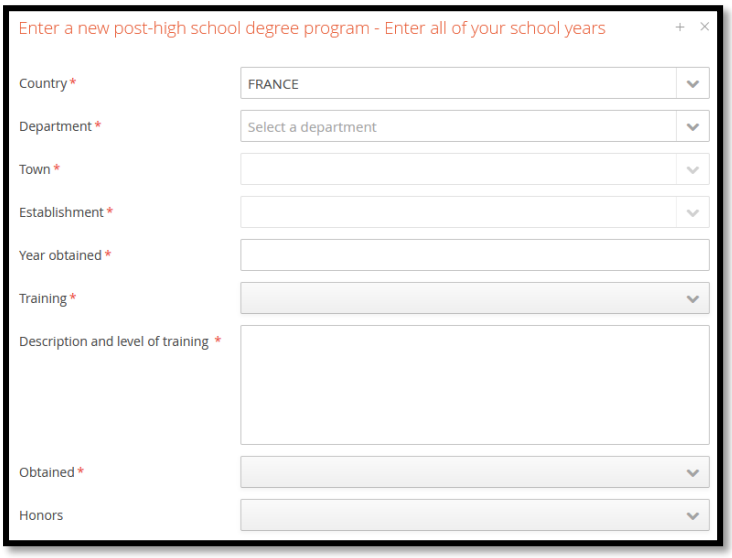
Applicants who have never registered at UGA will find a blank screen.

5. Non-local studies

On this screen, you can enter or modify the details of your training outside the UGA (year obtained, course name, establishment, etc). It is important to describe your course year by year, and this screen must be filled in as accurately as possible.



To add a new course, click on the "new non-local degree program" button, and the page below will appear :



*Fields marked with an « * » are mandatory*

If you select on other country, field department, town and etablishment will not be asked.

Special case 1 : you can't find your commune

If your commune is not mentioned in the drop-down menu, you must enter the prefecture of the department and specify it in the "Description and level of training" box.

Special case 2 : you can't find your establishment

If you cannot find your school in the list of schools in the drop-down menu :

1- Check that you are in the correct town. If the university has merged with a second university, it is possible that the information has been entered in the town of the second university.
2- Check that the arrondissement is the right one. It may be a branch of the university and therefore not the arrondissement where you spent your year.
3- After these 2 checks, if you still can't find your school, you need to choose the prefecture of the département as the town where you want to obtain the school and then select: autre lycée du département (**even if it's not a high school**). For towns with arrondissements, you need to select the 1st arrondissement to find: autre lycée du département.

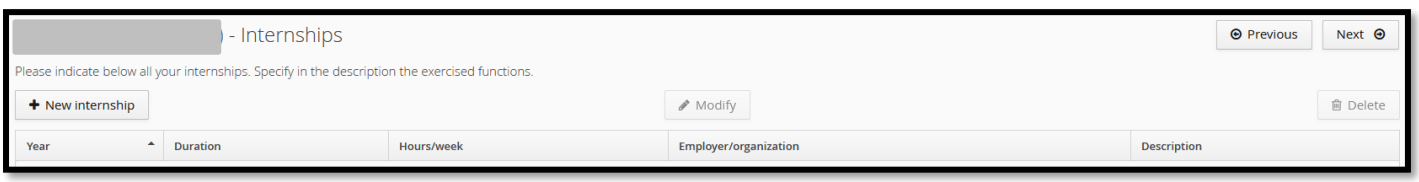
You can then add a comment about your school in the "Description and level of training" box.

Once the information has been saved, you can modify it by clicking on « modify ».

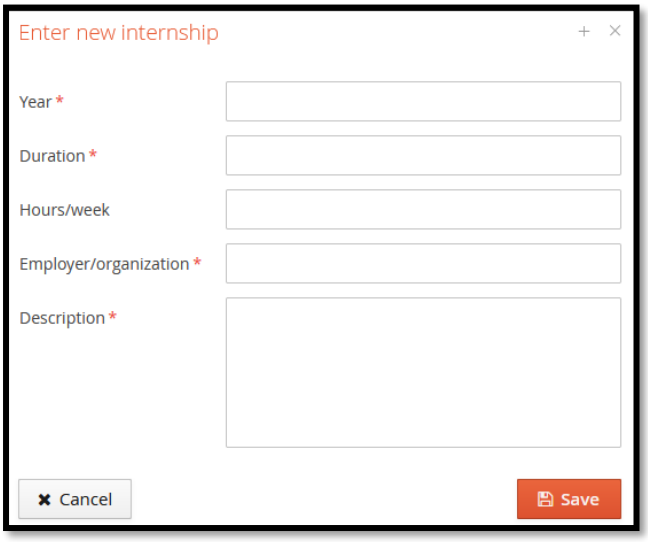
If this doesn't work, please send an email to : ecandidat@univ-grenoble-alpes.fr

6. Internships

On this screen, you can enter or modify the list of internships you have completed. Entering internship is optional.



To add a new internship, click on "New internship", the page below will appear.



*Fields marked with an « * » are mandatory.*

Example of internships completed by candidate :

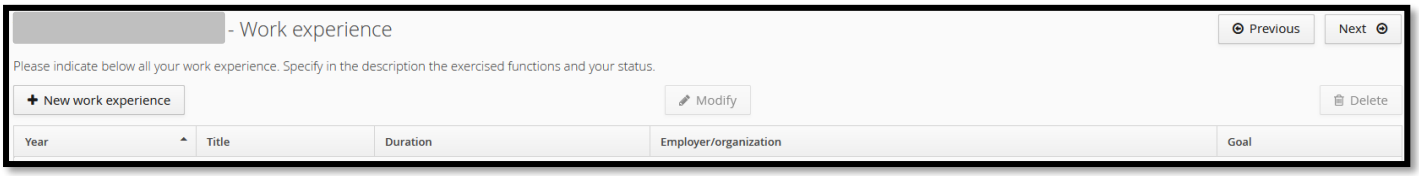
Year	Duration	Hours/week	Employer/organization	Description
1999	6 months	38	Warner bros studio	Audiovisual assistance
2001	2 mois	35	Canon	Commercial assistant
2013	6 mois	35	Konica	Assistant departmental manager
2022	8 months	38	Disneyland Paris	Audiovisual logistics team leader

When the information has been saved, you can still modify or delete it by selecting the intership line to be modified and clicking on « modify » or « delete ».
Confirmation of deletion is requested :

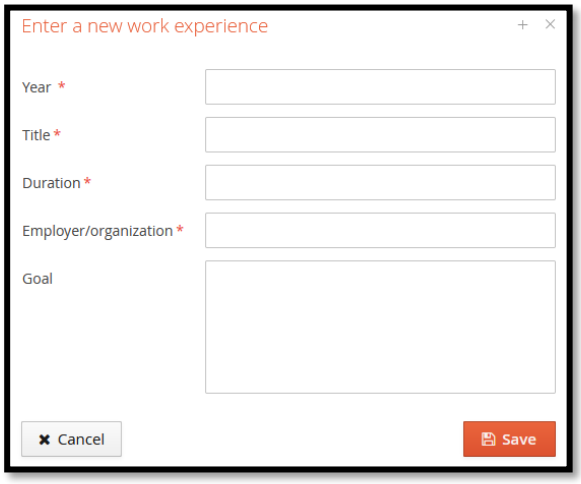


7. Work experience

On this screen, you can enter or modify the list of your work experience. Entering your work experience is optional but strongly recommended.



To add new work experience, click on "New work experience", and the page below will appear.



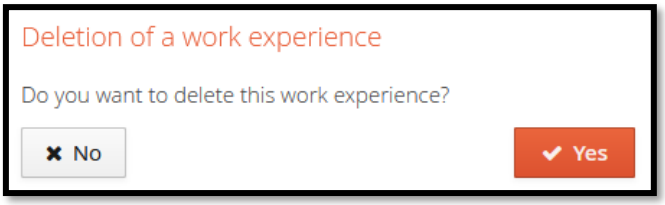
*Fields marked with an « * » are mandatory*

Examples of work experience entered by a candidate :



Year	Title	Duration	Employer/organization	Goal
1996	Team member	1 year	McDonald's	
1998	Multi-skilled supermarket employee	6 months	Monoprix	
2000	General Manager	5 years	Yves Rocher	

When the information has been saved, you can still modify or delete it by selecting the line of the work experience to be modified and clicking on « modify » or « delete ».
Confirmation of deletion is requested :



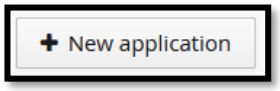
To apply

The "Applications" tab is where you can apply for courses at our university.
This screen is also where you can access a summary of the status of your files.

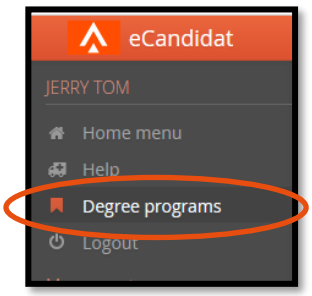
You are limited to a maximum of 4 wishes. Once you have submitted your application for a course, you cannot delete it. Be very careful when making your choices.

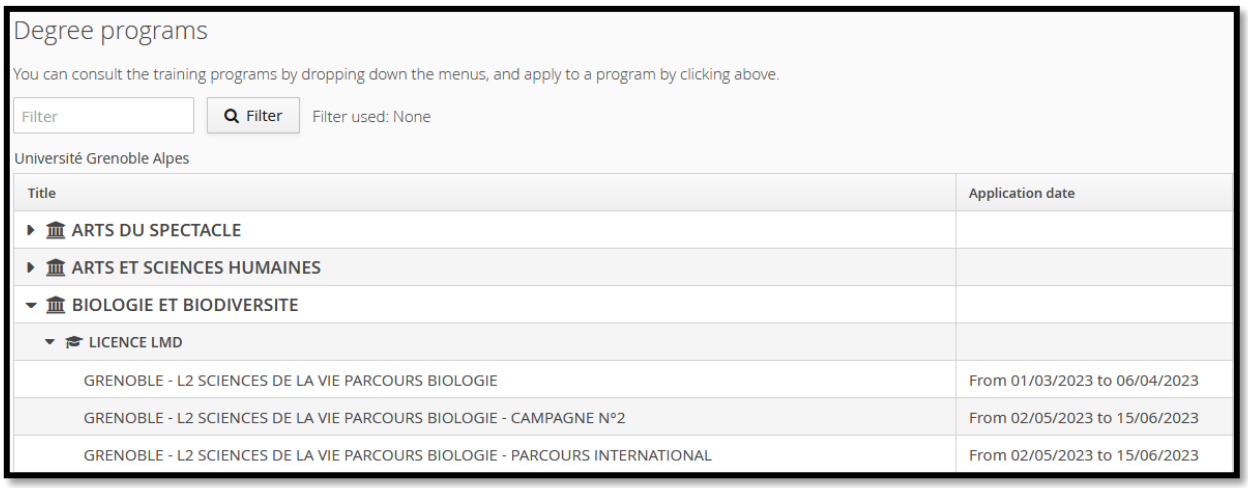


To add an application, click on the button :

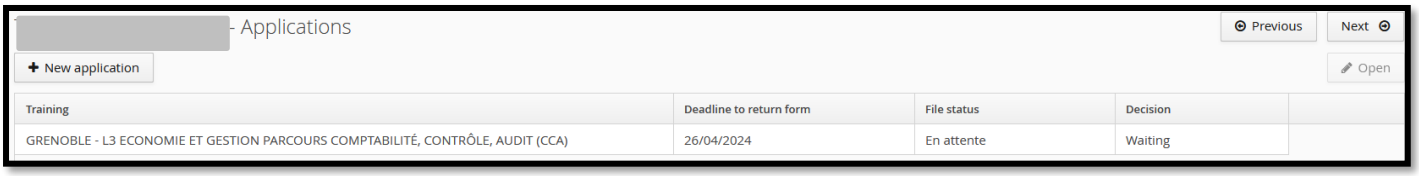


You will automatically be directed to the UGA's degree programs :





When you have chosen a training, it will appear on your application screen, here the GRENOBLE - L3 ECONOMIE ET GESTION PARCOURS COMPTABILITÉ, CONTRÔLE, AUDIT (CCA) :



This screen shows :

- The deadline to return your application
- The status of your file : here « En attente » (waiting) because you have not yet submitted it
- The commission's decision : here « waiting » because your application has not been processed

If the message below appears, this means that the application period has passed or the period has not started, you can no longer apply.

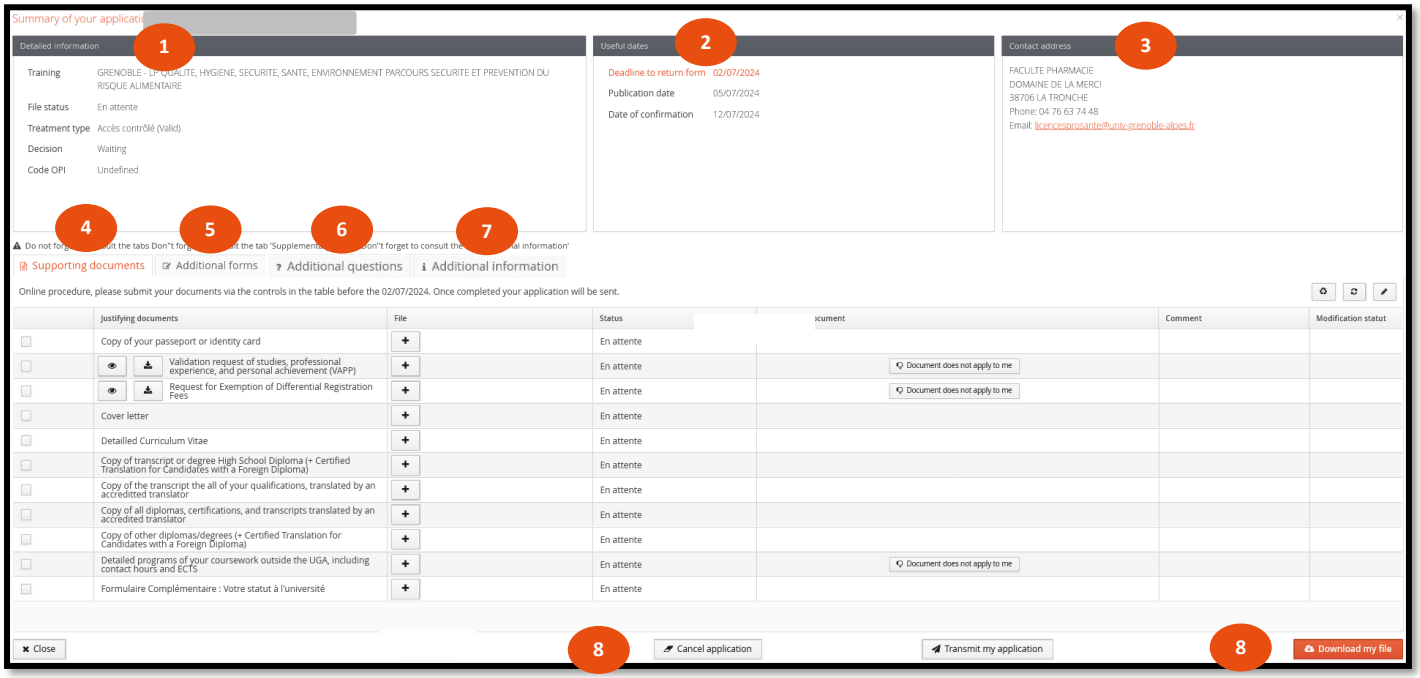


Fill in your application

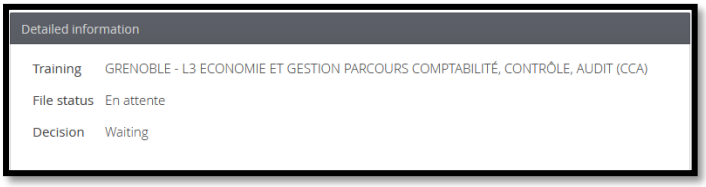
Once you have applied for a degree program, you need to fill in the information in your application file. You must transmit one application for each degree program.
You can access this file via the "applications" tab. Select the course highlighted in orange and click on « open » :



This screen takes you to your application file, where you will find all the information about the course and your application.



1. Detailed information



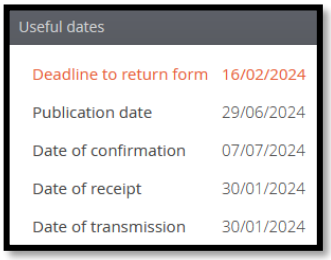
In this section you will find :

- The Training you have applied for.
- The status of your file : By default, the application appears as « En attente » (=Waiting) ; this status changes as the application is processed by the department responsible for training

Once your file has been transmitted, the status changes : File status Transmis

- Decision : the committee's opinion on your application (favourable = admission, unfavourable = reject, etc.)

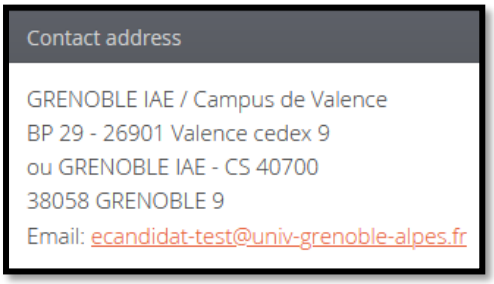
2. Useful dates



- **Deadline to return form** : deadline for transmitting your application
- **Publication date** : maximum date by which you will receive a reply to your application
- **Date of confirmation** : deadline for accept your admission on your eCandidat's application in the event of a favourable decision (admission)
- **Date of receipt** and **Date of transmisison** : dates on which the application was sent to and received by the university.

3. Contact address

Here you will find the postal address and e-mail address of the training's contact. This is the address that should be used for all questions concerning the pedagogical part of the training.



4. Supporting documents

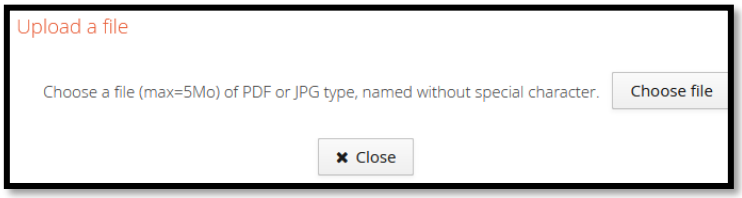
This is where you should submit the various documents required to process your application. The worded of the documents to be submitted is in the "justifying documents" column, the file is in the "file" column and the status of the file is in the "status" column. Documents with an "En attente" (waiting) status must be filed. **You will not be able to transmit your application until all the documents have been filed.**

"Classic" justifying document

To add a "classic" justifying document, click on the + in the file column.

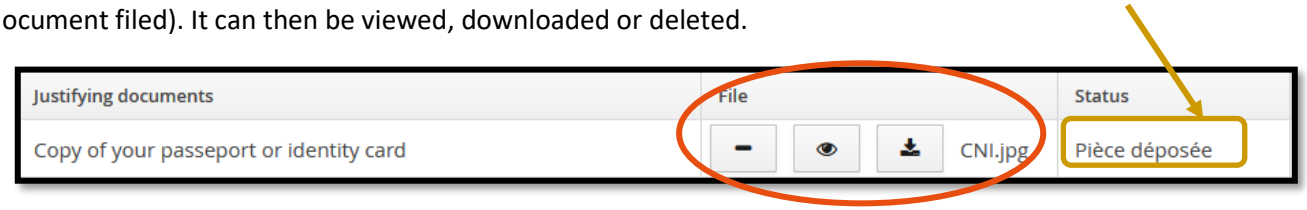


You can then choose the file to insert.



Please note that a file can only be uploaded if :
Maximum size = 5 MB
Type PDF, JPG, PNG
Heading without accents or special characters

Once submitted, the file is visible on the platform and its status changes from "En attente" to "Pièce déposée" (=document filed). It can then be viewed, downloaded or deleted.

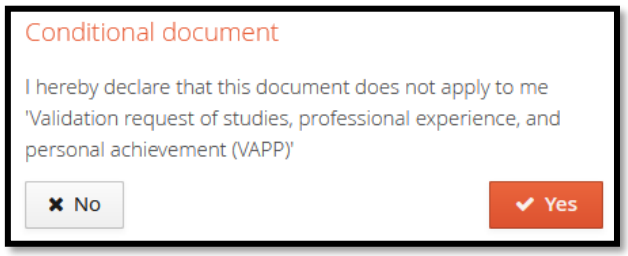


Conditional justifying document

The conditional jutifying documents are not intended for all candidates. If you are not concerned by this part, you must click on the "Document does not apply to me" button in the conditional document column.



You must then confirm that you are not concerned by this document.



The status of the part then changes from "En attente" to "non concerné" (=not concerned).

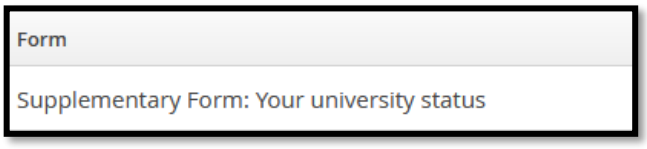


If you wish to change the "non concerné" status, simply click on "Document applies to me" and submit the requested document.

Additional form

For documents marked "additional forms", you must first go to the "additional forms" tab. This tab is presented in the next point.

Example of a "form" supporting document :



5. Additional forms

This tab allows you to fill in one or more compulsory questionnaires online so that your application can be considered.

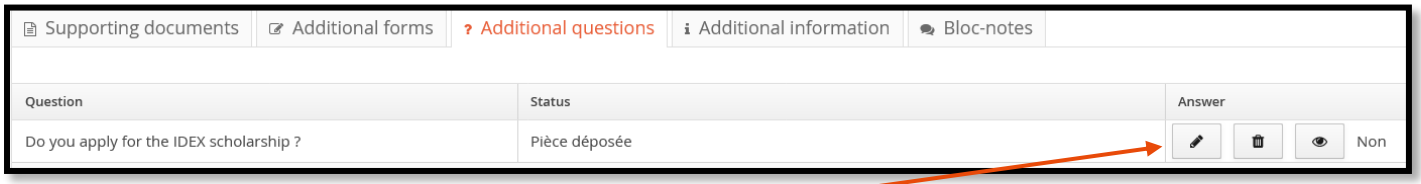


To complete an online questionnaire, click on the form's URL. Once the questionnaire has been entered and saved, it is important to **PRINT YOUR ANSWERS** so that you can then deposit them in the corresponding line of the justifyining documents. To do this, click on : "Print your answers" then "Export as PDF".

6. Additional questions

This tab is not obligatory, some training courses wish to ask questions, other do not. If this tab is present on your application page then it is mandatory to answer the question. If you do not respond, you will not be able to submit your file.
There are 2 types of question, binary (yes/no) or a text field (1000 characters max) to answer.

Example of question :



To modify the answer you must click on the little pencil.

7. Additional information

This tab allows you to consult the additional information provided by the departments of the course for which you have applied,

8. Cancel an application

You can cancel your application as long as you have not transmit your file. Once you have transmitted your application, it will be counted as a wish. To cancel your application, click on the "cancel application" button at the bottom of your application page.

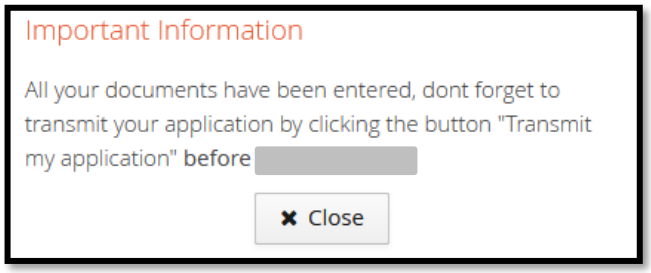
Remember : you are limited to a maximum of 4 wishes. If you wish to cancel your application, you must do so *before* transmitting your application so that it is not deducted from your wishes.

9. Download a file

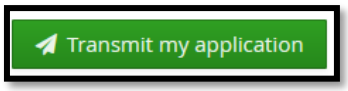
You can download your file in PDF format by clicking on the button at the bottom of the page.
As a reminder, it is not permitted to send the file by post.

Transmit your application

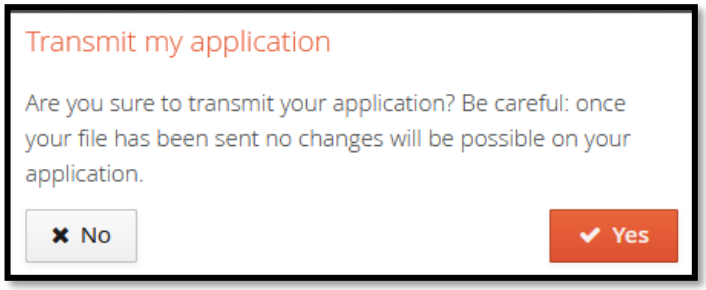
Once you have submitted all the documents, you will be reminded to transmit your application before the deadline to return form.



The "Transmit my application" button appears in green at the bottom of the page, so you need to click on it to transmit your application.

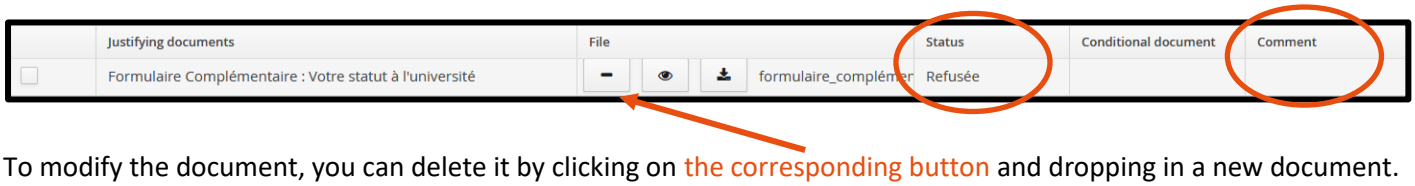


You have to confirm your application transmission :



Return from the university department : application complete / incomplete

Once your application has been transmitted, his completeness is examined. You will receive an e-mail informing you whether your application is complete or incomplete.
If **your application is complete**, it will be forwarded to the commission, and you do not need to do anything further.
If your **application is incomplete**, you must log back on to the platform to check your documents and consult any comments that may have been added. Document appears with **the status "Refusée"** and comments may have been added to help you, in the comment column.



To modify the document, you can delete it by clicking on the corresponding button and dropping in a new document.
Don't forget to retransmit your application once you've amended the document(s).

The University's decision

1. waiting list / supplementary list

When you receive a Rejection "waiting list" or Rejection "supplementary list" notice, this means that **the decision is unfavourable** but that you may potentially be called if candidates withdraw. There is not necessarily a rank indicated.

2. Admission : confirmation / withdraw

When you receive an admission by e-mail, you must confirm or withdraw your admission. To do this, log on to eCandidat and go to the application page for the training to which you have been accepted.

At the bottom of the page you will find the corresponding buttons to confirm "Confirmation of application" or reject your wish "Withdraw application".



The confirmation or the withdrawal of your application within the deadlines indicated is compulsory. Please note that confirmation deadlines can be very short.

If you do not confirm your application before the deadline, you will be automatically withdrawn once the deadline has passed.