

**Digital Skills &
Jobs Platform**

THE HOME OF DIGITAL SKILLS IN EUROPE



Funded by the
European Union

QUICK GUIDE: How you create an organisation profile

Easy step-by-step instructions

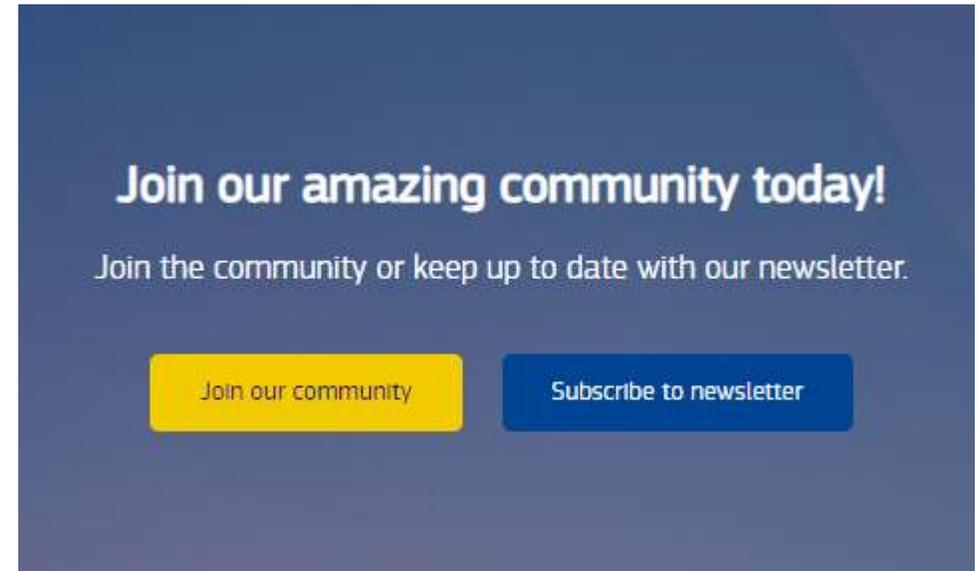
Sign up for the Digital Skills and Jobs Platform and create your personal profile

Before creating your profile on the Digital Skills and Jobs Platform, you will need to have an [EU Login](#).

Visit <https://digital-skills-jobs.europa.eu/en> and click on [Join the community](#) – then create a user profile using your EU Login email.

Add a profile picture and details on your role in the organisation on behalf of which you will apply for the Awards. Don't forget to sign up for the Newsletter to stay updated.

*Now you are ready to create an **organisation profile!***



Join our amazing community today!

Join the community or keep up to date with our newsletter.

Join our community

Subscribe to newsletter

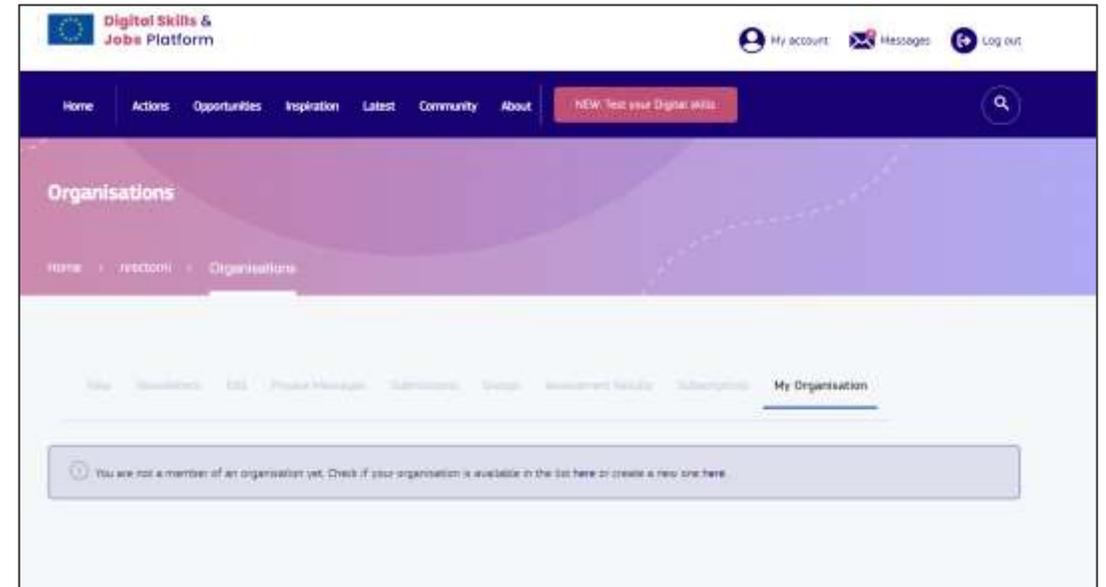
Scenario 1: Your Organisation doesn't have a profile on Platform yet

Go to your personal profile (when logged in, the link is in the top right bar)

Click on **My Organisation** tab. You will see the following message:

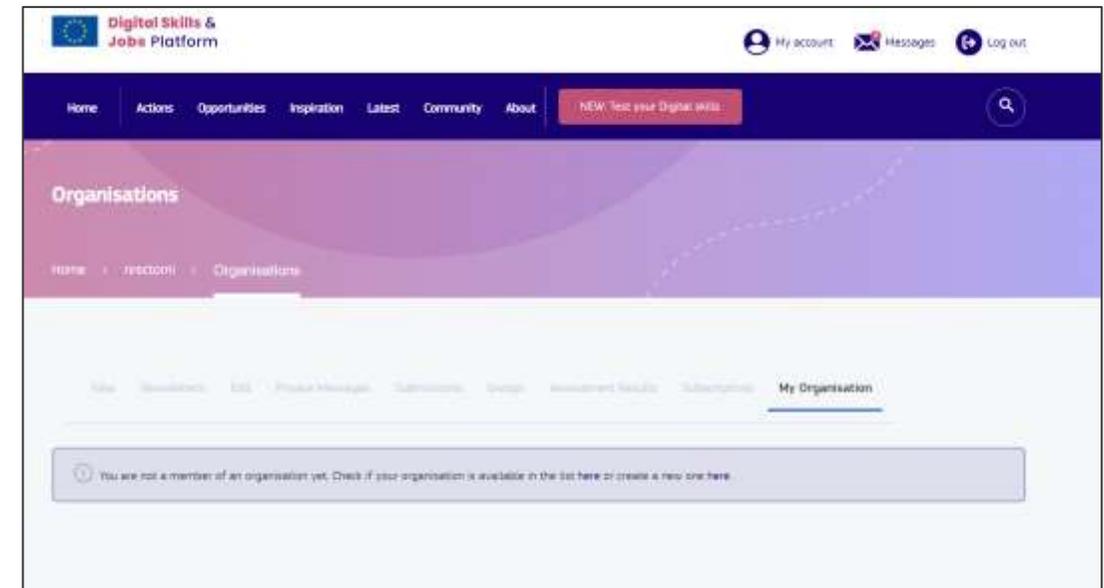
You are not a member of an organisation yet. Check if your organisation is available in the list [here](#) or create a new one [here](#).

1. Please, search the list of available [Organisations first](#). If your Organisation is not there, proceed to create a new profile for your Organisation.
2. Go back to your Profile/tab Organisation and click on [Create a new organisation here](#). You will be redirected to the **Add organisation** form
3. Fill in the form and submit the profile for approval by clicking on the **Create organisation and Become a member at the bottom of the page**



Scenario 2: Join an existing Organisation

- 1) Access the Organisations listing page by clicking on “*Check if your organisation is available in the list [here](#)*”
- 2) Select your organisation from the list and access the detail page. Then click on the **Subscribe to this group**
- 3) You can optionally fill in the *Request message* field before clicking Subscribe (to provide an explanation to the Organisation Owner)
- 4) The Owner is automatically notified by email that a membership request was received and will proceed to assess and possibly approve the request.





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**Did you successfully create
your organisation?
Now you can apply for the EDSA23!**

**For any questions, please contact us at
info@digitalskillsjobs.eu**



The Digital Skills and Jobs Platform is funded by the Connecting Europe Facility of the European Union. Opinions expressed do not necessarily reflect the contracting authority's official position.