

# Create an account and publish a job offer on EURAXESS JOBS

*This procedure explains how to create an account that will allow you to post a job offer on the EURAXESS JOBS portal*

The screenshot shows the EURAXESS website interface. At the top, there is a navigation bar with the EURAXESS logo and several menu items: HOME, JOBS & RESEARCH, CAREER DEVELOPMENT, PARTNERSHIP, INFORMATION & ASSISTANCE, INTERNAL PEOPLE, EURAXESS FOR YOU, and LOGIN/REGISTER. Below the navigation bar, there is a section titled 'Why Register?' with sub-sections: 'Manage your application process', 'Manage your recruiting process', and 'Create new account'. The 'login' section has fields for 'Email or username' and 'Password', with a 'LOGIN' button and a 'Forgot your password?' link. The 'Create new account' section has an 'Email' field, a checkbox for 'I agree with the Privacy Statement and Specific Conditions', and a 'CREATE NEW ACCOUNT' button. Red arrows point from the 'LOGIN/REGISTER' tab to both the 'login' and 'Create new account' sections.

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- Register in the portal:  
<https://euraxess.ec.europa.eu/>  
By clicking on the heading "LOGIN/REGISTER"

2

- Be sure to mention "Ecole Normale Supérieure" in the heading "Organization/Compagny,

3

- Your mail address needs to be your official ENS adress

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- Once your account is created, select "Create Job Offer" in the "MYEURAXESS" TAB,

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- Write the desired offer by filling the headings in English only,  
Do not forget to save the information at each step,

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- Make sure to respect the number of authorized characters per heading, if there is one

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- Before being visible on the portal, your offer must be approved by the portal administrator.

You will receive a notification by email. The average validation time is 48 hours