



## 1 Home Page

This is the home page of the platform. You have to register in order to proceed.

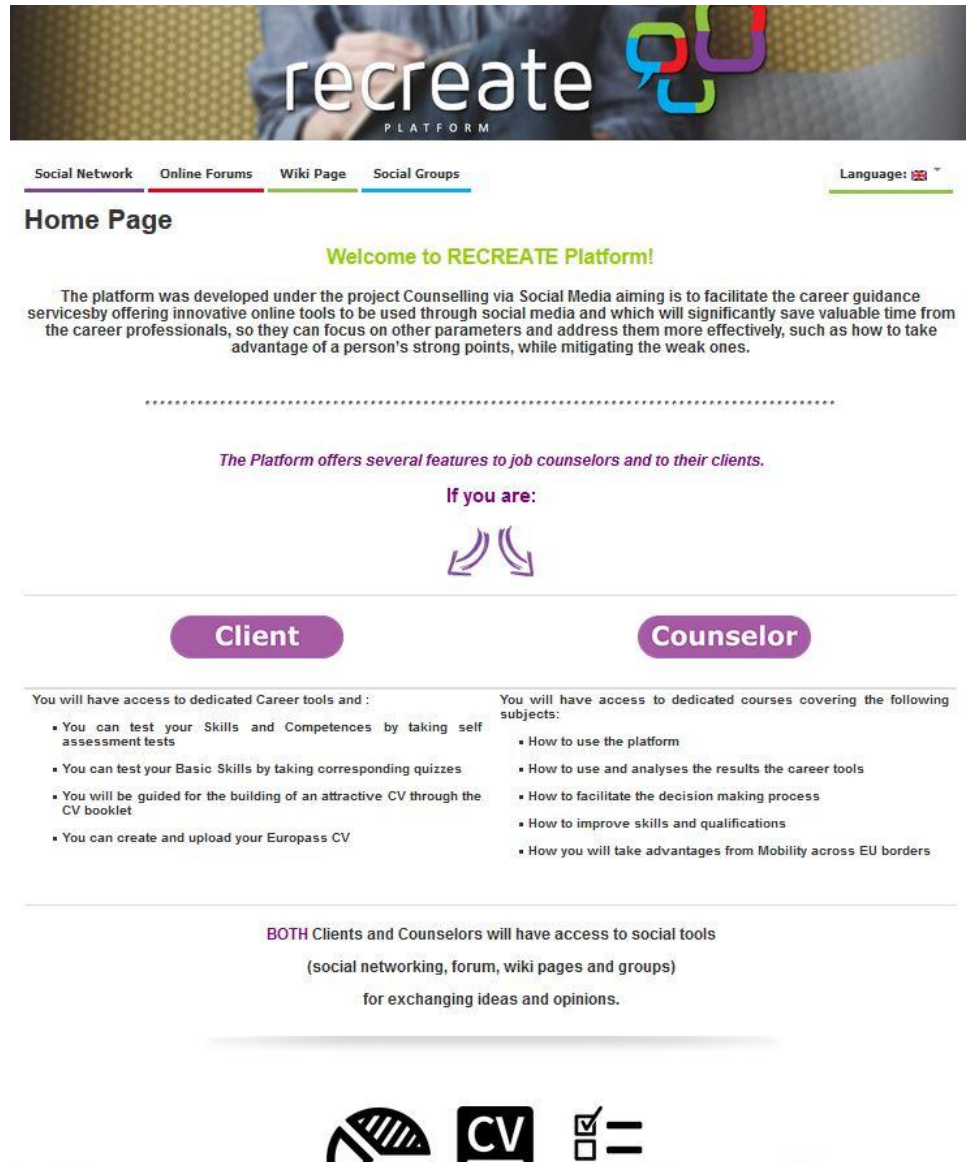


Fig 1 Home page

NOTE: the registration is taking place in English. Upon the completion of the registration you can choose the language of your choice

## 2 Register

The potential users of the platform can be:

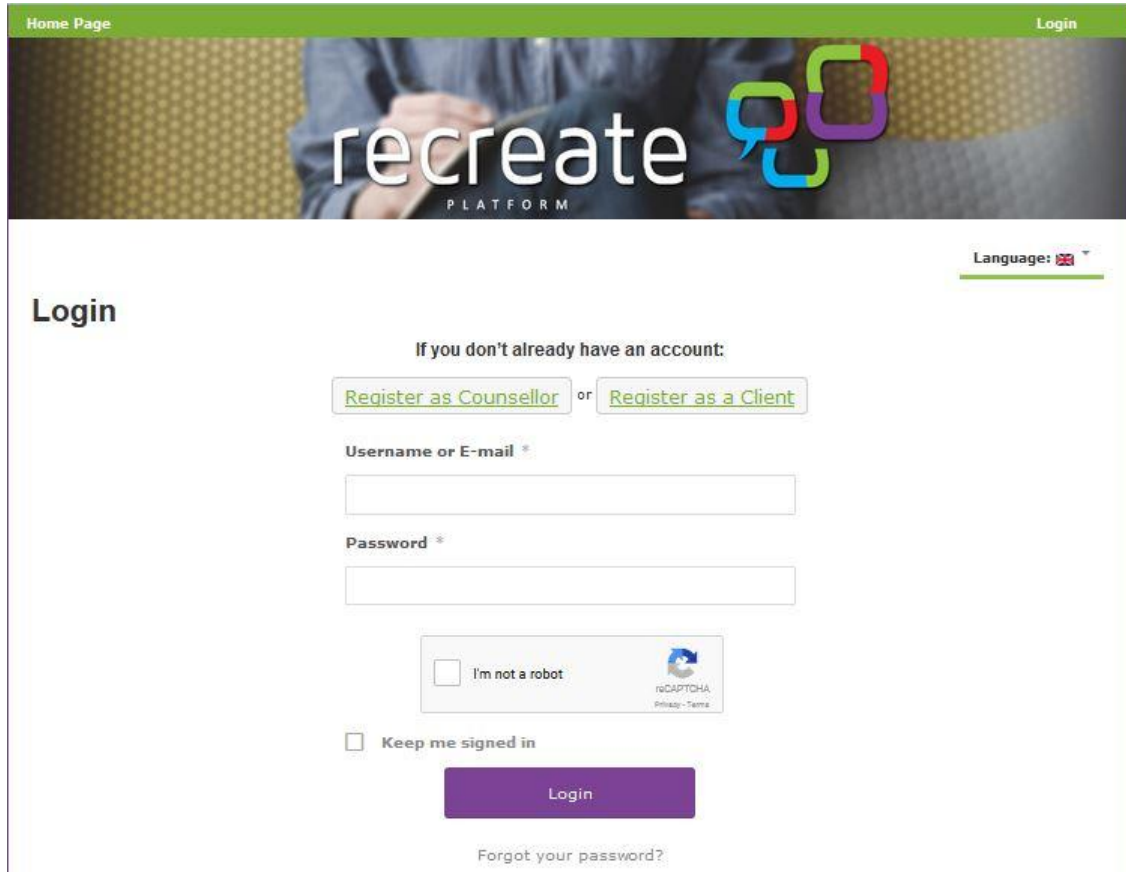
- Job counsellors
- Clients



## 2.1 Register as **COUNSELLOR**:

Click the button “**Log in**”

You will be redirect to the following page:



The screenshot shows the login page of the 'recreate PLATFORM'. At the top, there is a green navigation bar with 'Home Page' on the left and 'Login' on the right. Below this is a large banner image of a person's hands holding a pen over a document, with the 'recreate PLATFORM' logo overlaid. The main content area is titled 'Login' and contains the following elements:

- A language selector dropdown menu set to 'EN'.
- A heading 'Login'.
- A link: 'If you don't already have an account:'
- Two registration options: 'Register as Counsellor' and 'Register as a Client', separated by 'or'.
- Input fields for 'Username or E-mail \*' and 'Password \*'.
- A reCAPTCHA widget with the text 'I'm not a robot' and a checkbox.
- A checkbox labeled 'Keep me signed in'.
- A purple 'Login' button.
- A link: 'Forgot your password?'.

**Fig 2 Register page**

Choose the option “**Register as counsellor**”



**Username \***

**First Name**

**Last Name**

**E-mail Address \***

**Password \***

**Confirm Password \***

**Country \***

**Working Languages \***

**Gender \***

Male  Female

**Profile Image**

**Area of expertise \***



**Fig 3 Register as COUNSELLOR**

Fill the required fields and click **Register**

You will see the following message:



Thank you for registering. Before you can login we need you to activate your account by clicking the activation link in the email we just sent you.

**Fig 4 Activate account Message**

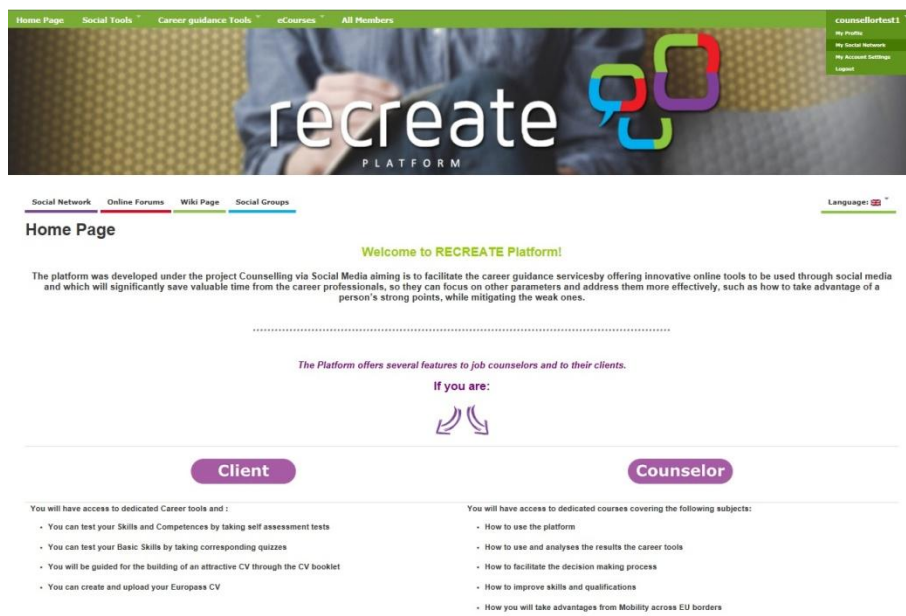
You have to follow the instructions of the email you will receive so as to activate your account

*Note: if you don't see the activation mail in your mailbox, please also check your spam mails*

### 2.1.1 Invite your clients to register to the platform

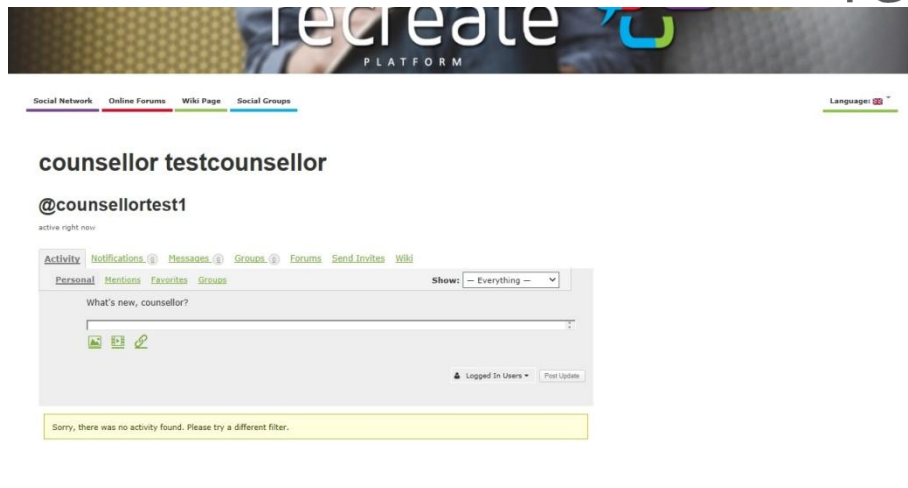
Once you register and you are login, you can invite your clients to joint and register to the platform:

Go to “my social network” section (top right of the screen):



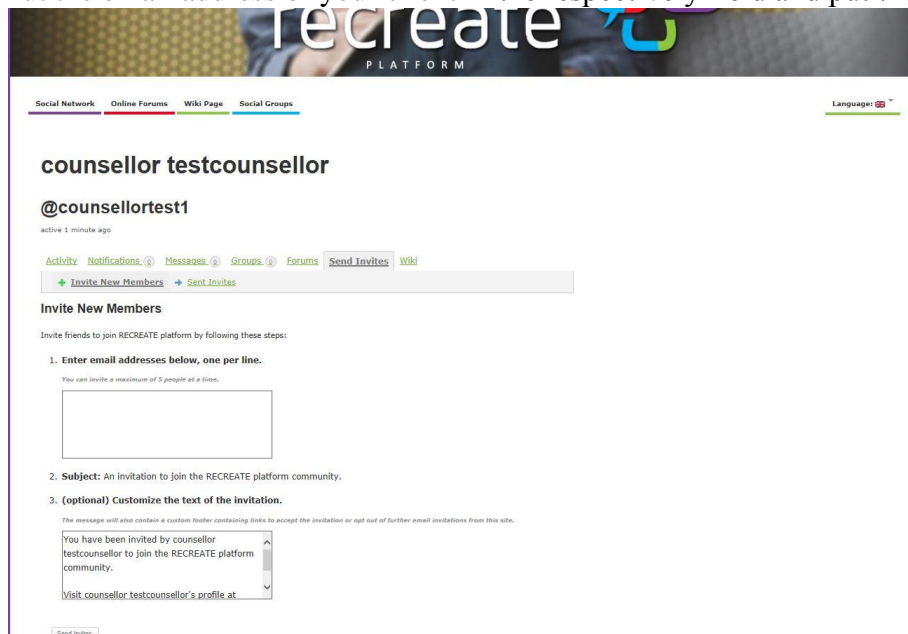
**Fig 5 my social network page**

Choose the option “Send invites”



*Fig 6 send invites-step 1*

Put the email address of your client in the respectively field and put the button “send invites”



*Fig 7 send invites-step 2*

## 2.2 Register as **CLIENT**

Click the button “Log in”

You will be redirect to the following page:



**Fig 8 Register page**

Choose the option “**Register as client**”

**Fig 9 register as CLIENT**

Fill the required fields and click **Register**



You will see the following message:



Language: 

Thank you for registering. Before you can login we need you to activate your account  
by clicking the activation link in the email we just sent you.

***Fig 10 Activate account Message***

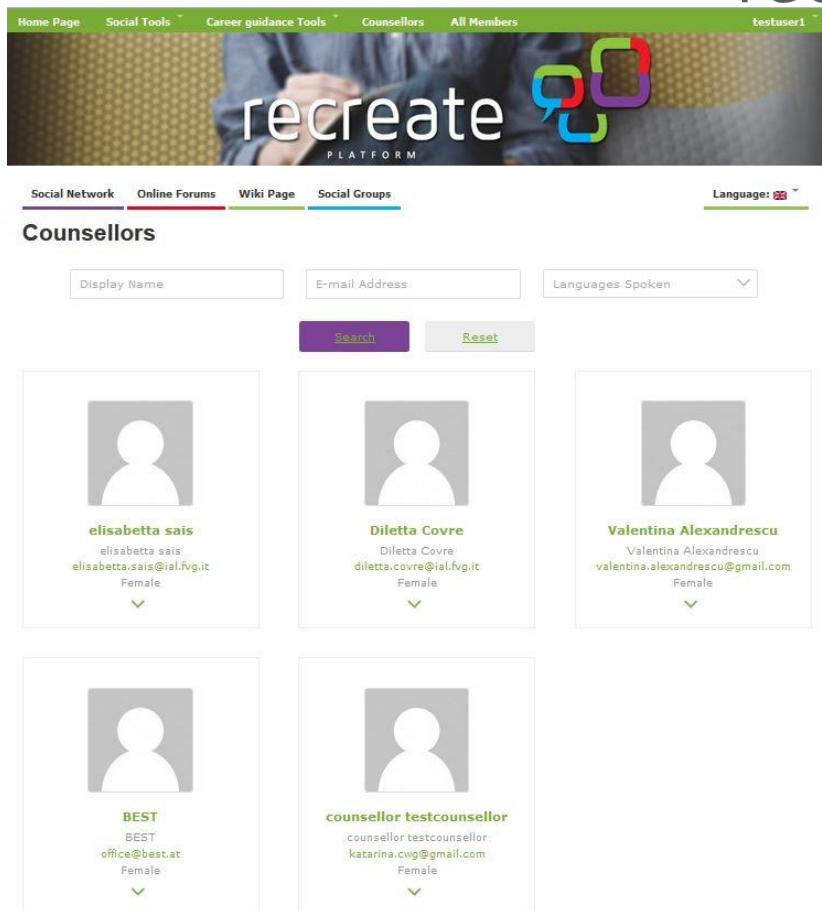
You have to follow the instructions of the email you will receive so as to activate your account

*Note: if you don't see the activation mail in your mailbox, please also check your spam mails*

### **2.2.1 Choose your counsellor**

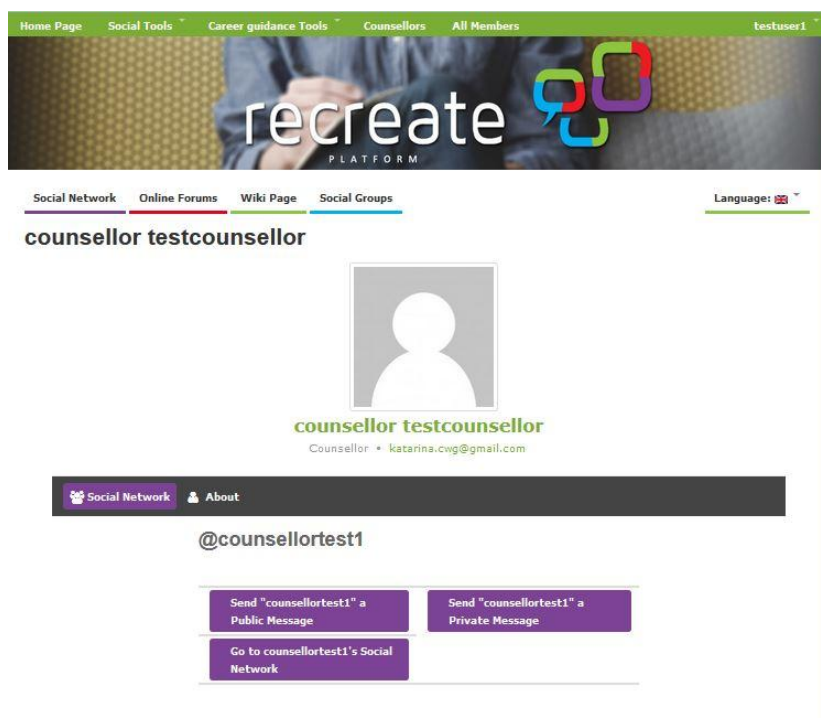
In order to choose your counsellor you have to follow the following steps:

- Go to section “Counsellors”



**Fig 11 Counsellor Section**

- Select the counsellor of your choice (you can see details of their profile by clicking their images)

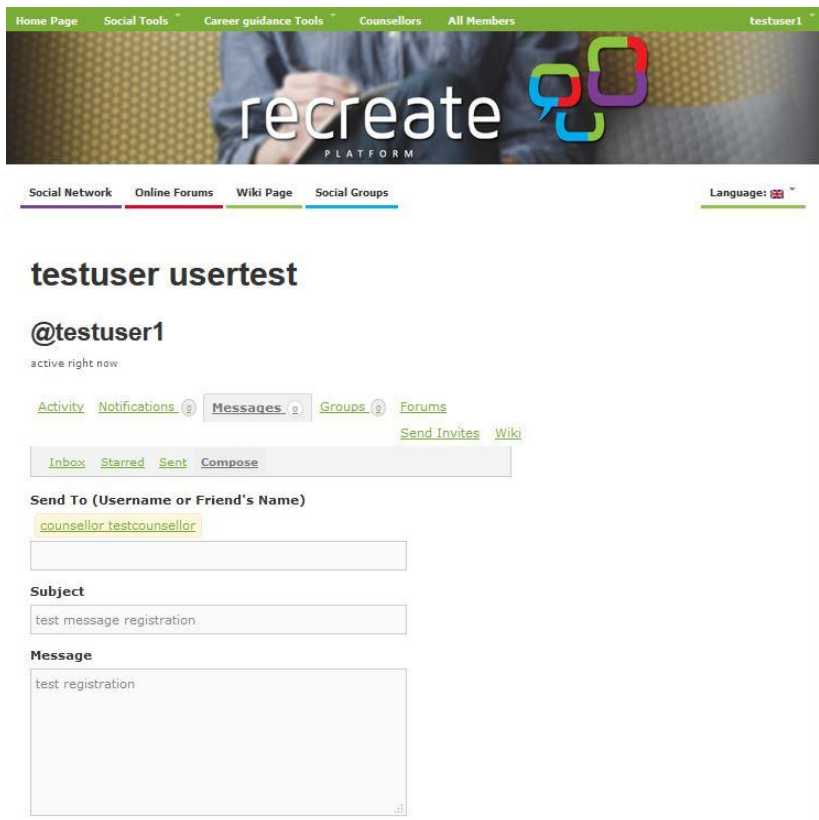


**Fig 12 choose counsellor step 2**





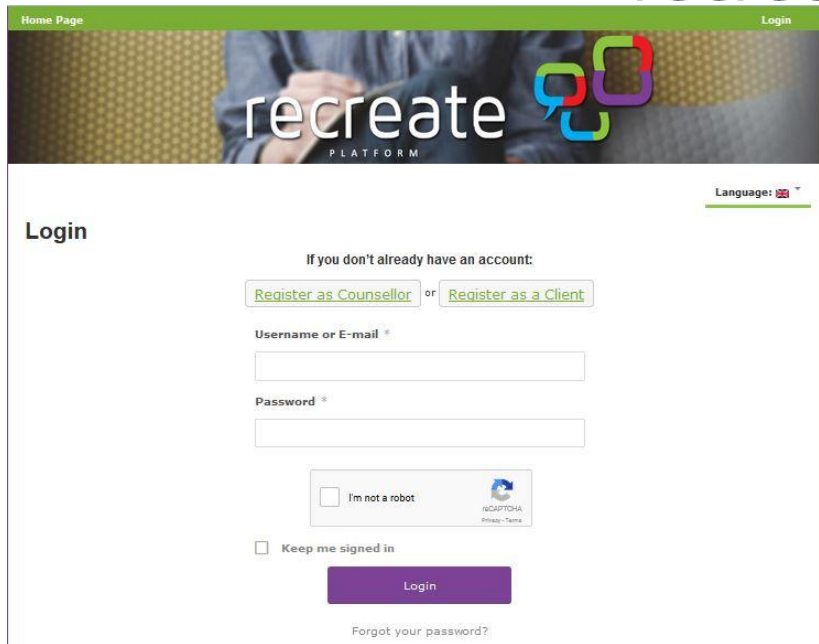
- You can send either a private or public message to the counsellor



*Fig 13 choose counsellor step 3*

### 3 Log in

Every time you have to log in you can click the “log in” button and you can use your username & password



The screenshot shows the login page of the 'recreate PLATFORM'. At the top, there is a green navigation bar with 'Home Page' on the left and 'Login' on the right. Below this is a banner image of a person's hands holding a smartphone, with the 'recreate PLATFORM' logo overlaid. The main content area is titled 'Login' and contains the following elements: a link to 'Language: EN' with a dropdown arrow; a heading 'Login'; a sub-heading 'If you don't already have an account:'; two buttons: 'Register as Counsellor' and 'Register as a Client'; a text input field for 'Username or E-mail \*'; a text input field for 'Password \*'; a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox; a checkbox for 'Keep me signed in'; a purple 'Login' button; and a link for 'Forgot your password?'.

*Fig 14 log in page*

*Fig 15 I am not a robot security questions*