



Europass e-Portfolio

**Fourth meeting of the Europass Advisory Group
12 - 13 June 2019**

9.00 – 10.00

**DG EMPL E2
Skills and Qualifications**

Europass e-Portfolio

Welcome To 'My Europass'!

You are about to start your new Europass profile. You will be asked to describe basic information about you, your skills, qualifications and experiences.

You decide what to complete - you can 'skip', edit and delete all information - there are no mandatory fields except for your name! Build a profile that best describes who you are - this is your personal profile to describe all your life, learning and work experiences.

I want to create my profile in

Default language



If you have a Europass CV or an account in another compatible platform (such as EURES), you can re-use this information to pre-fill the steps. However, you also have the possibility to build a fresh new profile. Your choice !

Upload my Europass CV



Import my profile from another platform



Create my profile

Complemented by 'guidance-oriented content'



European
Commission

Europass e-Portfolio functionalities

1. *Use an **EU Login account** to create a Europass account*
 - Create a new EU Login account to create a Europass account
 - Use an existing EU Login account to create a Europass account
2. *Create a **Europass e-Profile** from scratch in a step-by-step process*
 - Update a Europass e-Profile:
 - Edit personal information
 - Add new personal information (e.g. contact information, nationality, birth date, life motto)
 - Add education and training; work-related experience; language and digital skills
 - Add new e-Profile sections, e.g. driving licenses, publications, projects, honours and awards, custom sections
 - Hide profile sections
 - Upload/remove media attachments
 - Export entire (or parts of an) e-Profile as CV in PDF format
3. Manage documents in their **Europass Library**

Download a CV and/or store it in the Europass Library (if registered/logged in)

 - *Upload documents (PDF, PNG and JPG) to their Europass Library*
 - Upload documents
 - Remove documents
 - Add new/remove Library sections

Europass e-Portfolio - Next Steps

Share:

- **link to development site with NECS and AG to development site**
- **draft user testing guide**
- **mock-ups for next steps**
- *Webinars at end of June for feedback/clarifications*
- *Testing for accessibility*
- *User Testing: after summer*



Europass Content
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