

How to publish an advertisement on Euraxess

How to publish an advertisement on Euraxess:

1. Enter <https://euraxess.ec.europa.eu/> in a web browser. Click the icon Login / Register in the upper right corner to register on the Euraxess website, see Fig. 1
 - Login – use for logging into an existing account
 - Create new account - use to create a new account, see Fig. 2

Fig. 1 Registration

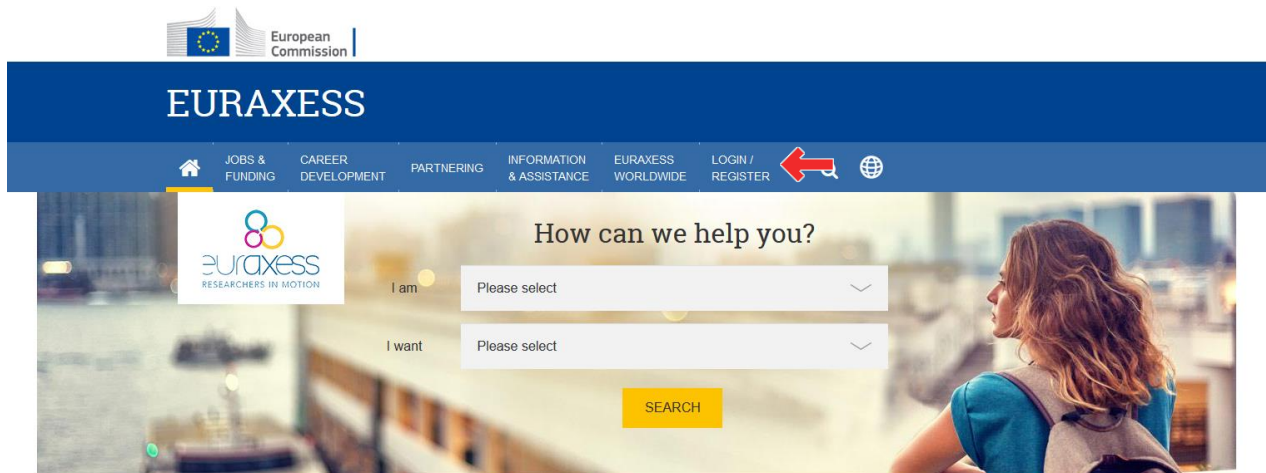
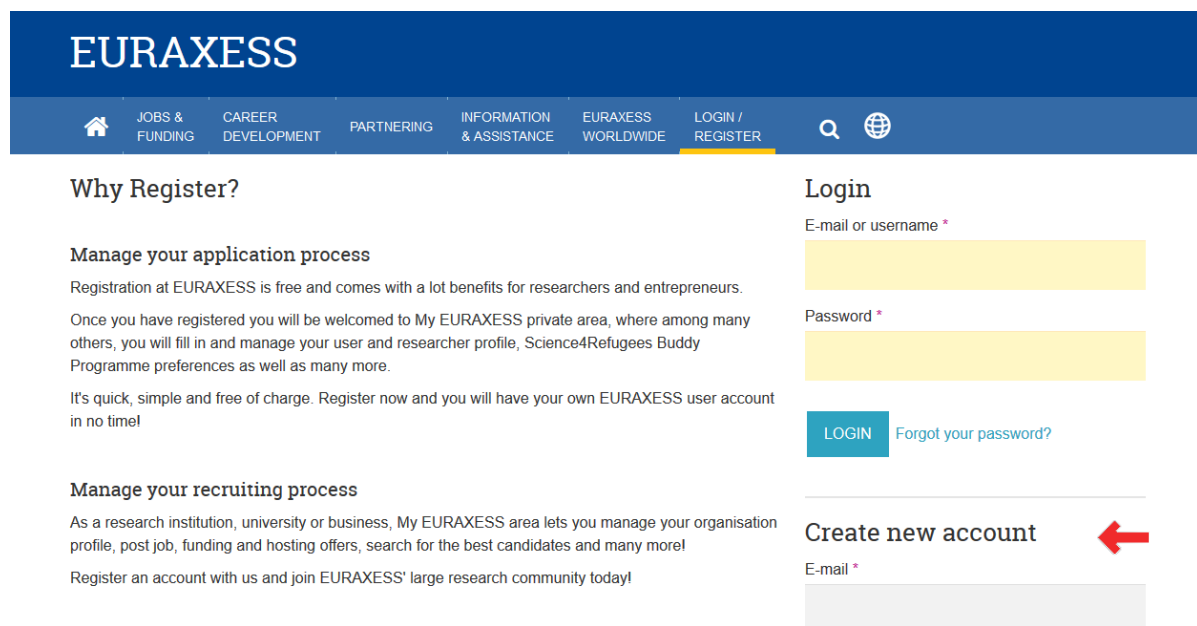
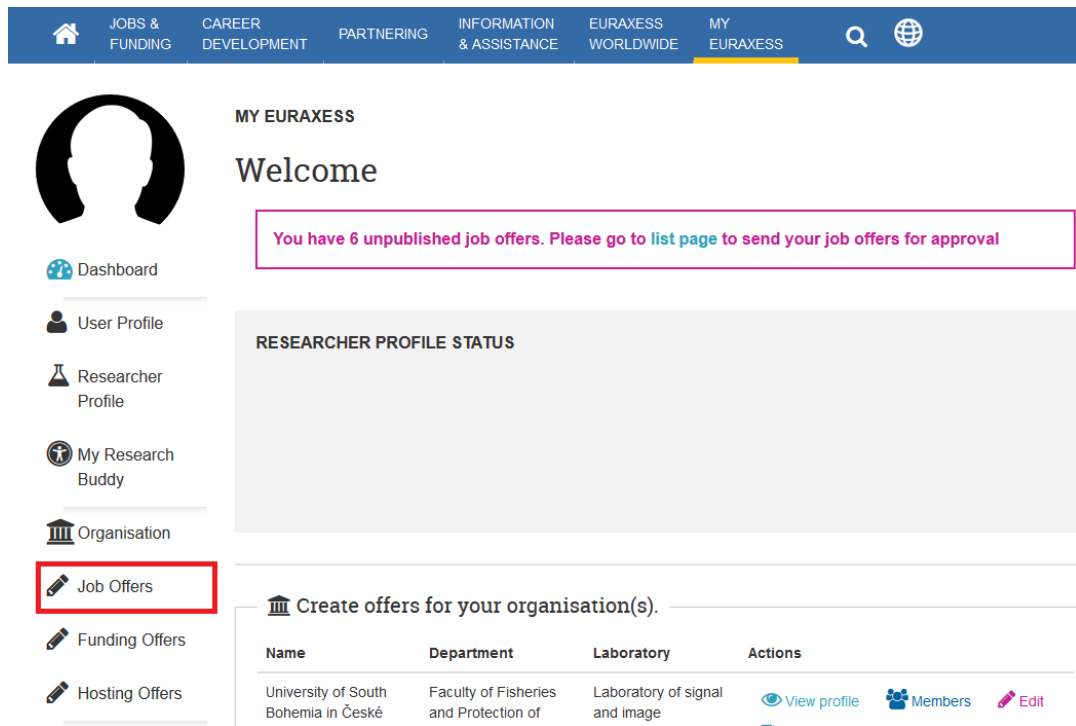


Fig. 2 Register – create a new account



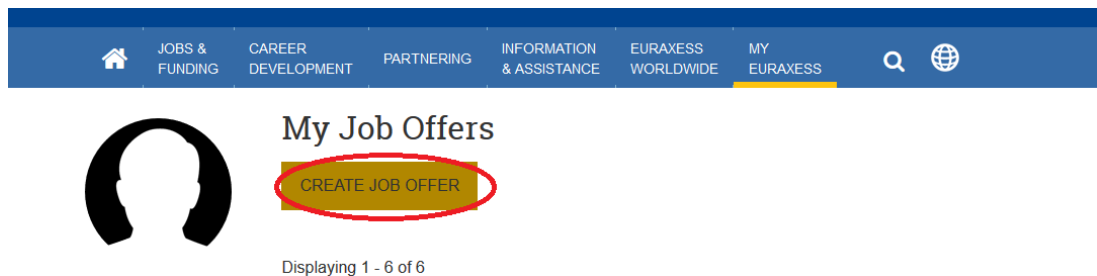
- After logging in, your account is active, and you can start placing ads. Select "Job Offers" from the left-hand menu of the page to place a new advertisement - see Fig. 3.

Fig. 3 Selecting "Job Offers" from the menu



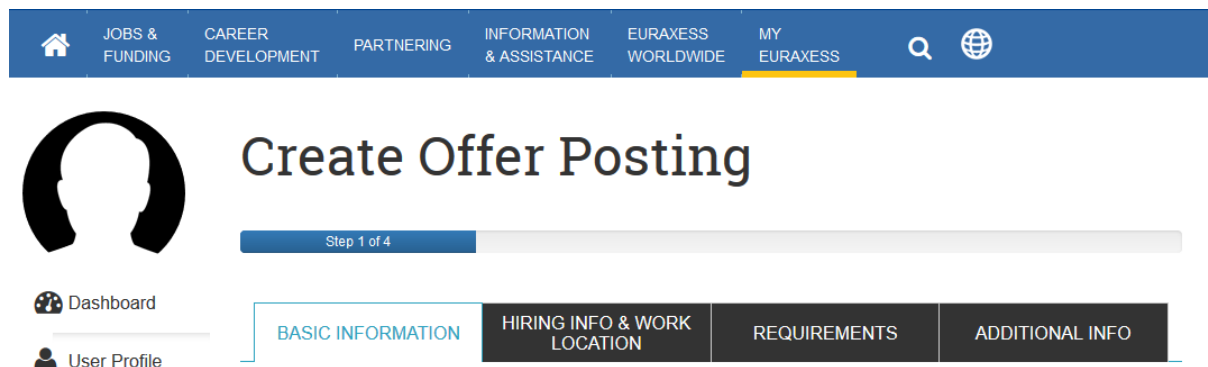
- Clicking "Job Offers" redirects you to the next page. Click on "Create Job Offer" - see Fig. 4 and then add the advertisement information as directed in individual steps.

Fig. 4. Selecting "Create Job Offer"



This page is divided into 4 sections: **Basic information**, **Hiring info and work location**, **Requirements**, **Additional info** – see fig. 5

Fig. 5 – Basic sections



After completing each section, press **Save** at the bottom of the page which will automatically take you to the next section. At the last page *Additional info*, click the button **Send for approval** at the bottom - see fig. 6. This sends the offer for approval. Once approved by the webmaster, the offer will be published automatically.

Fig. 6 Sending offer for approval

