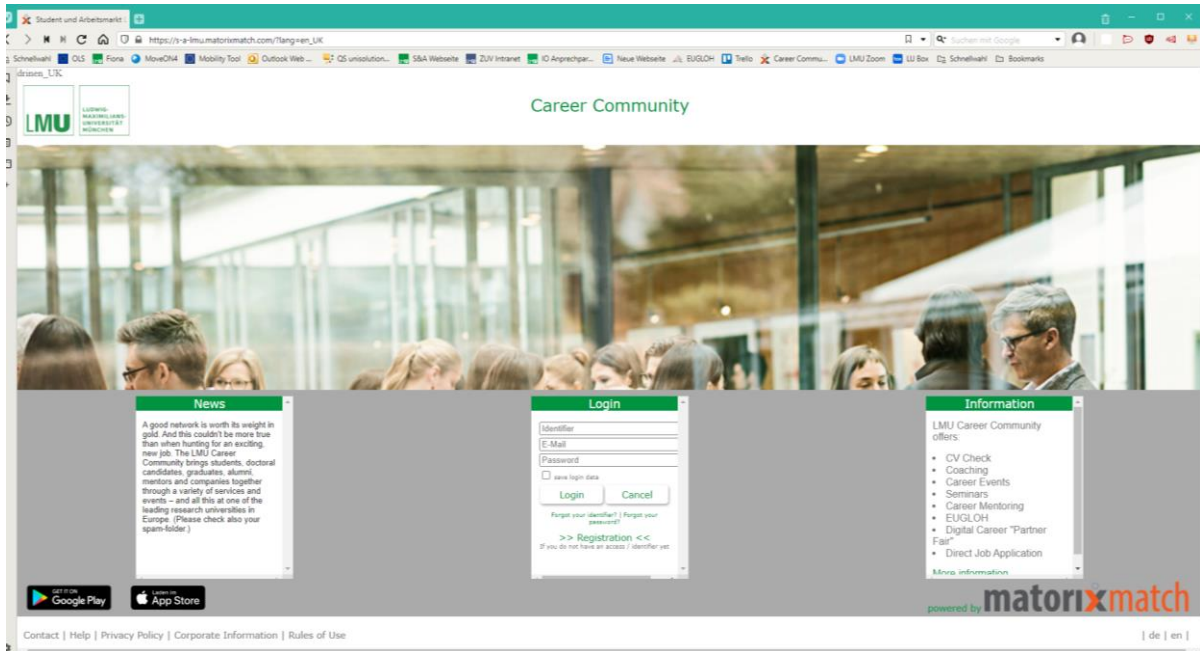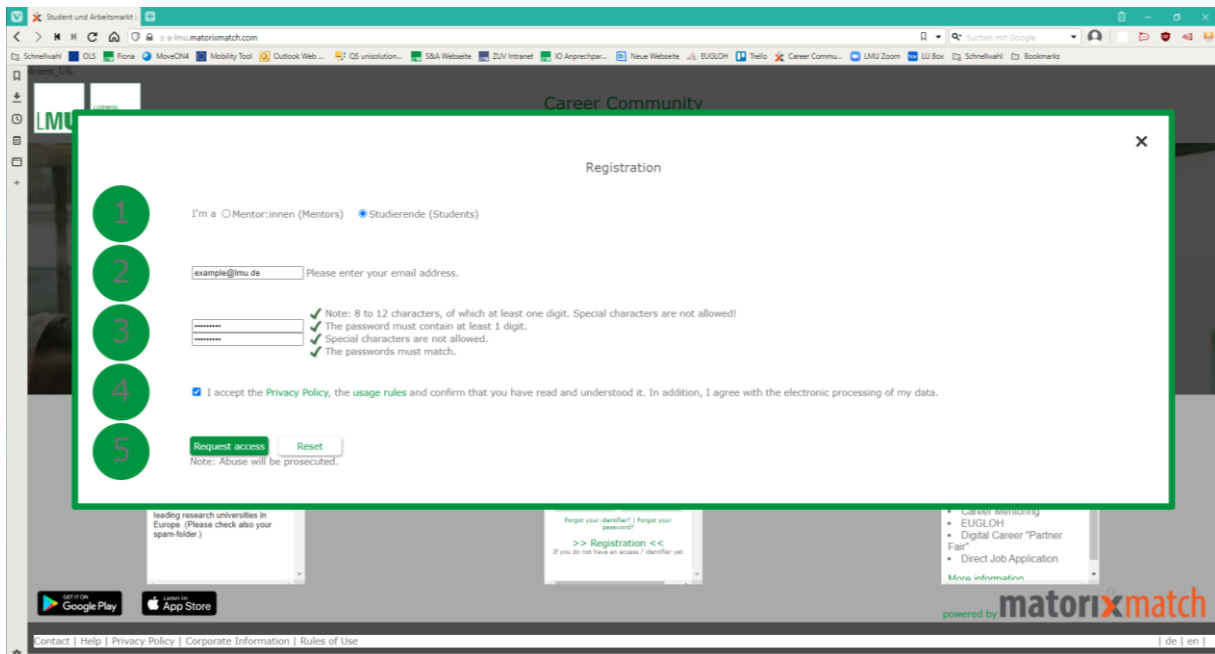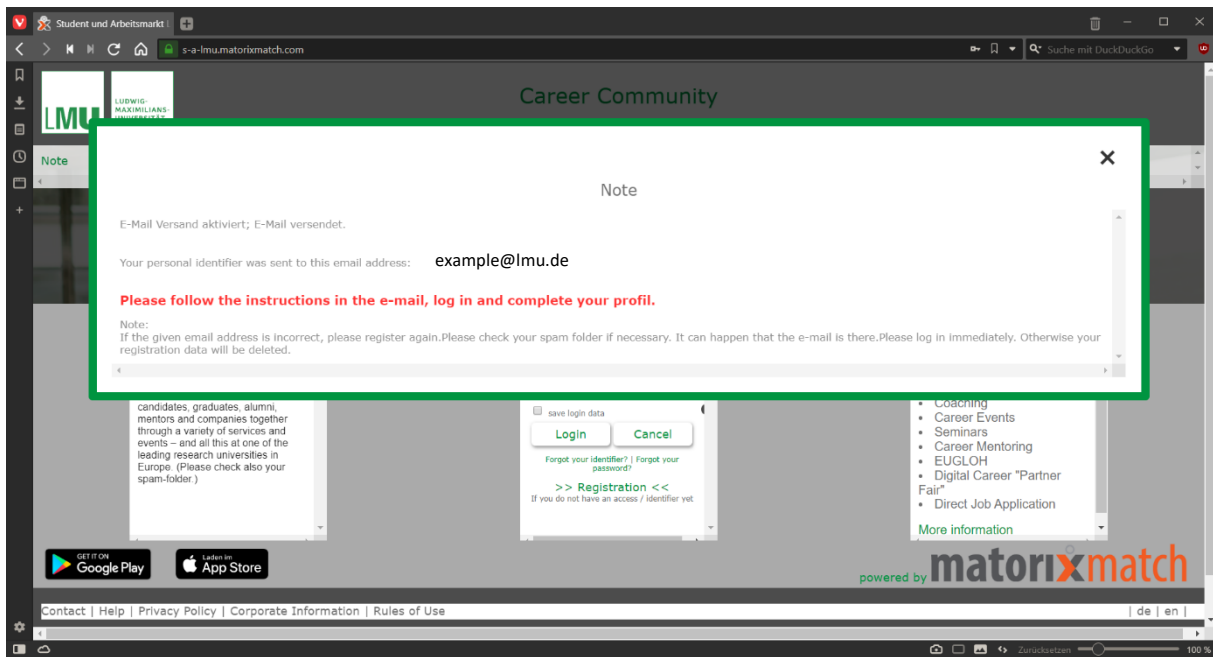# How to register:

1. **Register in the [Career Community Plattform](#) by clicking on >>> Registration <<<:**

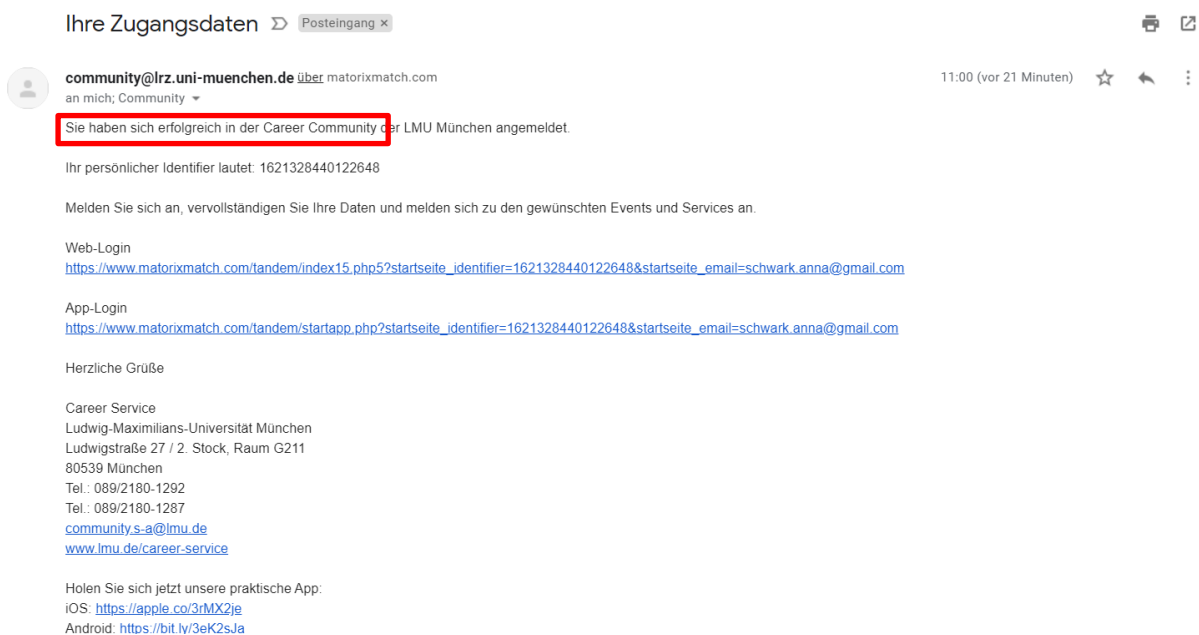2. **Enter your data in the form that pops up and click on Request access:**

You will then receive the following notification:

3. **Open your e-mail and check for an e-mail from Community (community@lrz.uni-muenchen.de) with the subject "Ihre Zugangsdaten" containing your identifier. Please make sure to check you spam as these automated e-mails sometimes end up there:**


Please remember your identifier, as you might need it for the registration for future EUGLOH Career Events organized by the LMU Career Community.

4. **Login to your account via the Web-Login-Link provided in the e-mail containing your identifier or go back to the initial webpage (https://s-a-lmu.matorixmatch.com/?lang=en_UK) and login by entering your login data and click on "Login":**
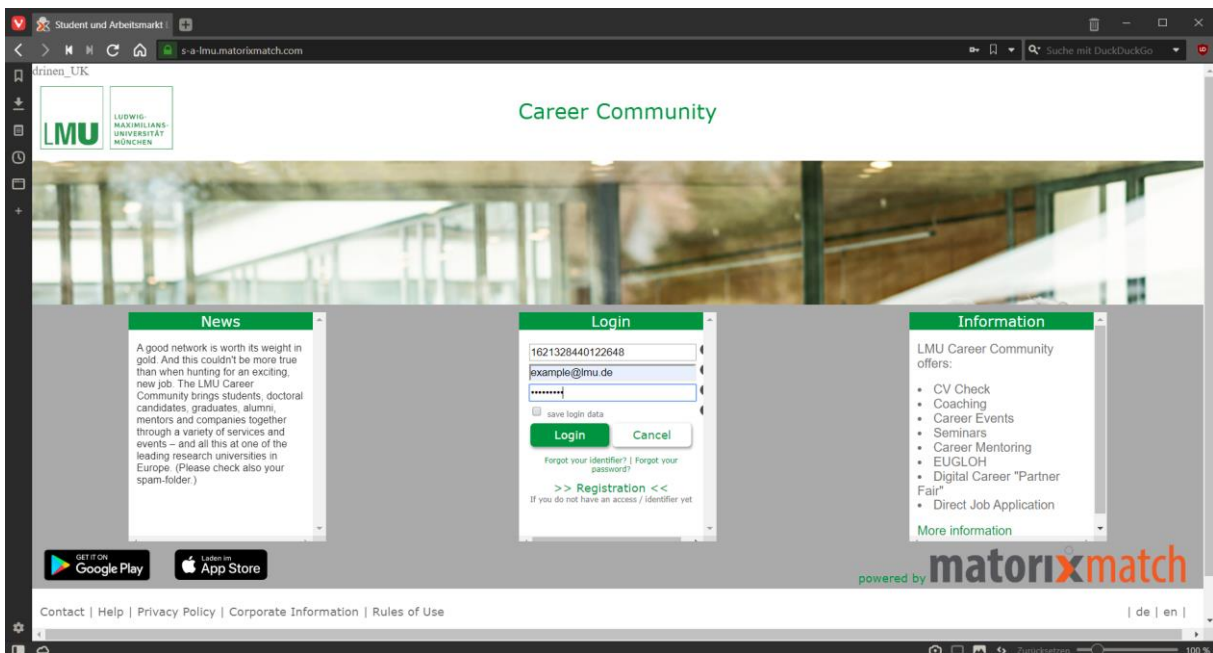
5. **After logging in the following page will appear. Please click on "To register for EUGLOH and its events please click here.":**
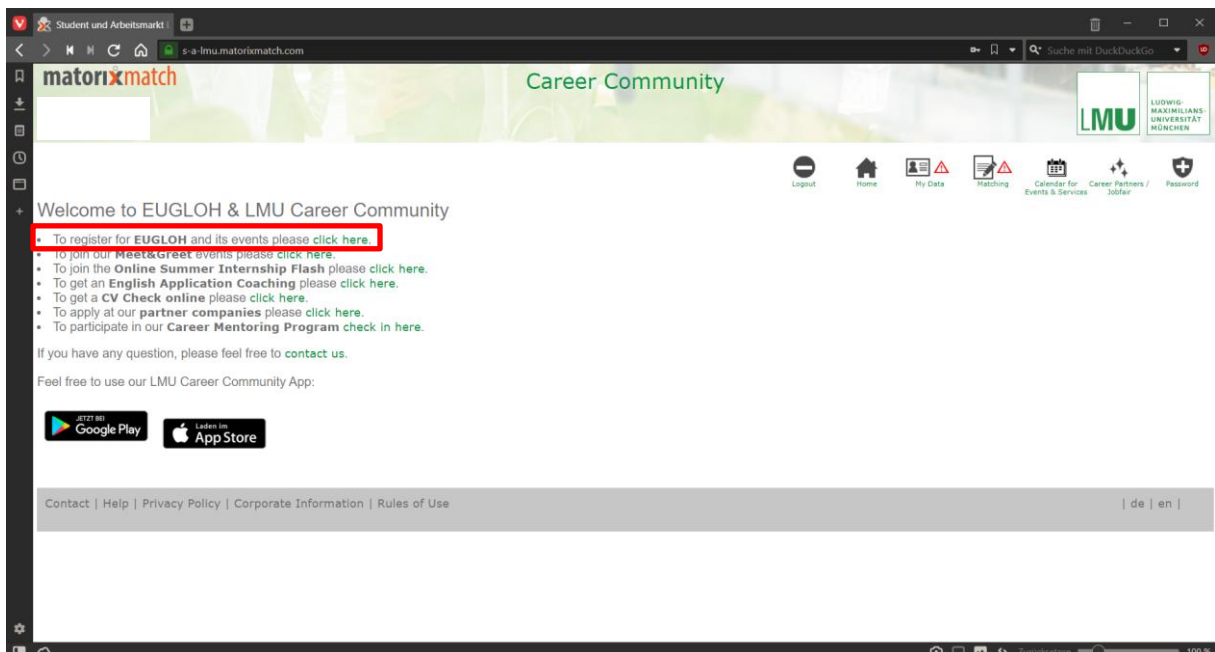
6. **You will now be asked to complete a form with the data needed to participate in EUGLOH events. Please click on edit to do so. Important: Do not select anything under Slots yet!**

7. Enter further data and upload your CV.

After entering the specific EUGOH data and selecting the event, the webpage will look as follows and the system will tell you to complete your personal data and upload your CV. Please click on "My Data" in the upper right-hand corner of the webpage to do so.

The next webpage will look like that. Please enter your information:

In order to upload your CV, lease click on "Add" in the field for documents…
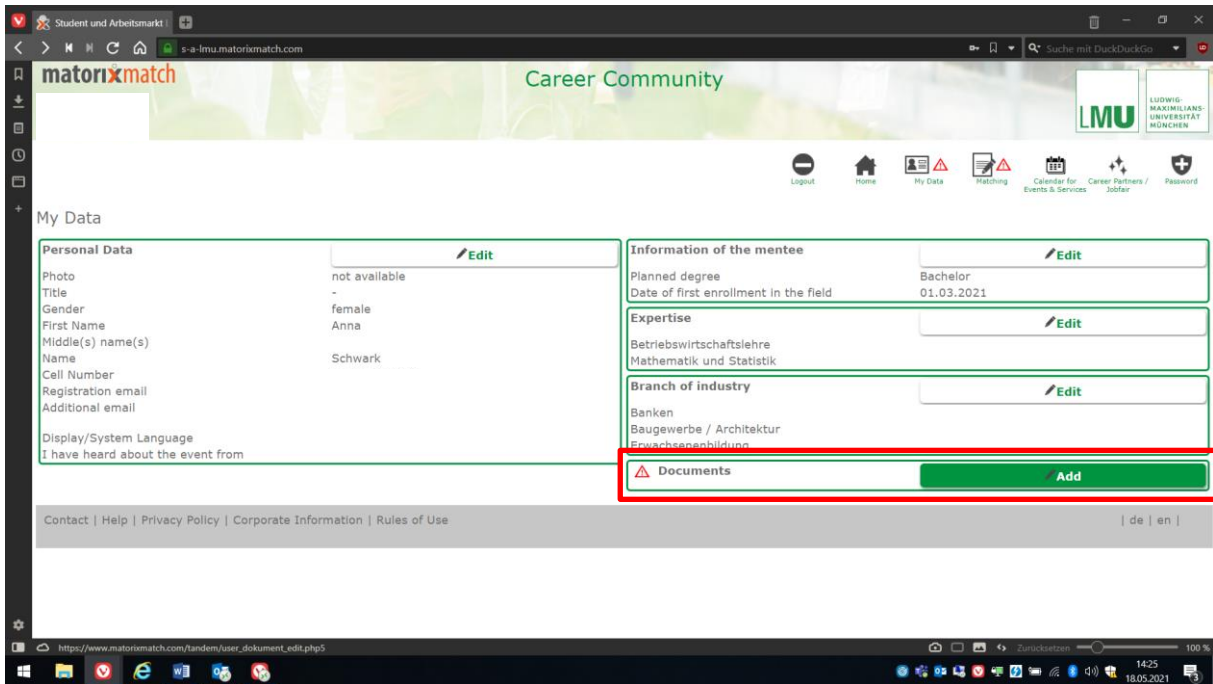
… and upload your CV by clicking on "Datei auswählen". Please leave the "Document class" as it is and click on save.
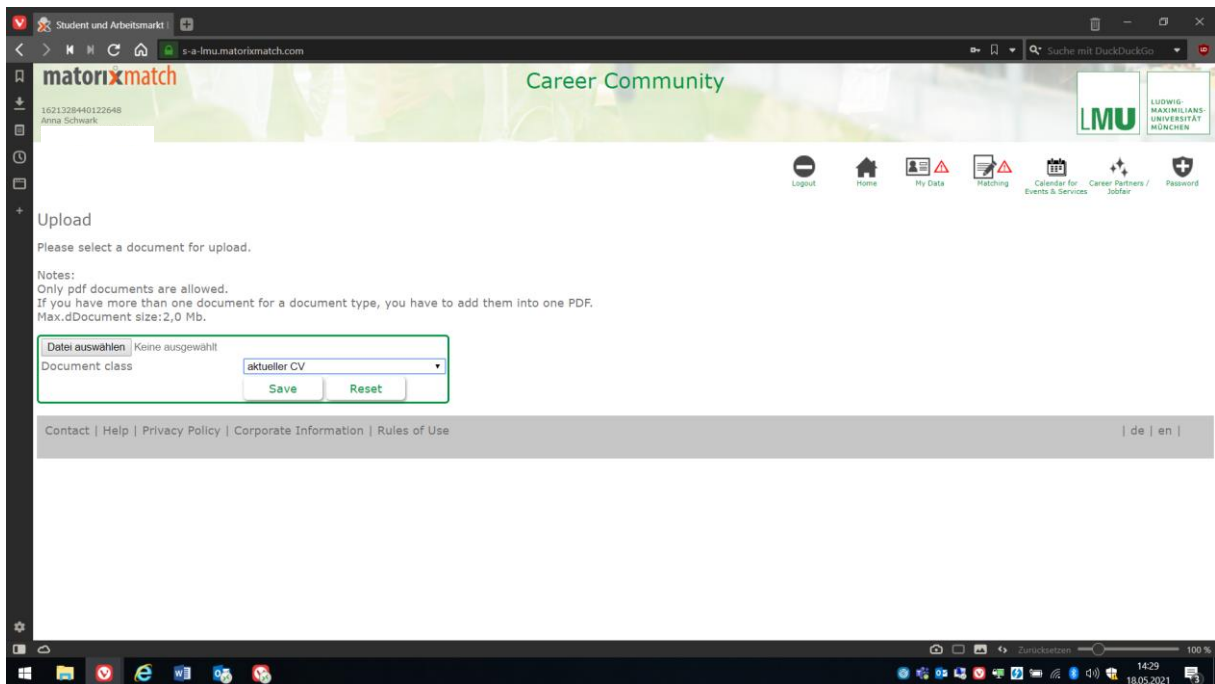
8. **After uploading your CV, a green tick will appear besides the data button in the upper right-hand side and the system will ask you to complete the information in the section Matching.** Please click on Matching to do so.
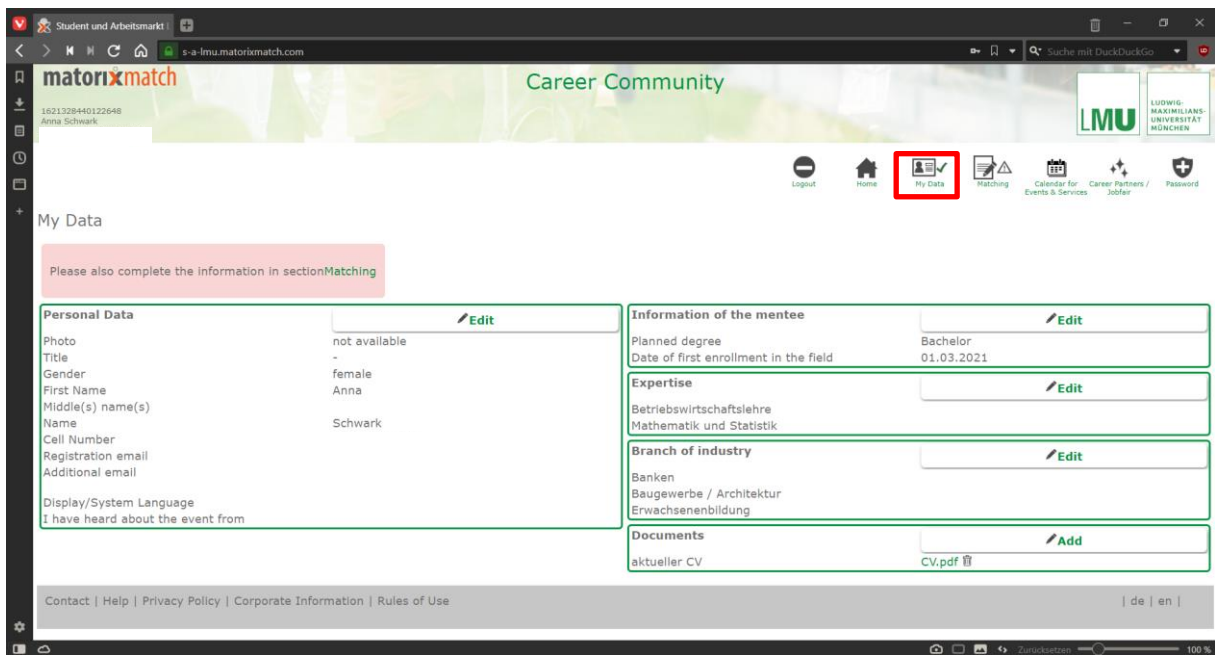
After clicking on Matching the following page will appear. Please scroll down until the section "EUGLOH Global Health" appears and click on "submit your data". This will allow you to register for the EUGLOH career events organized by LMU.
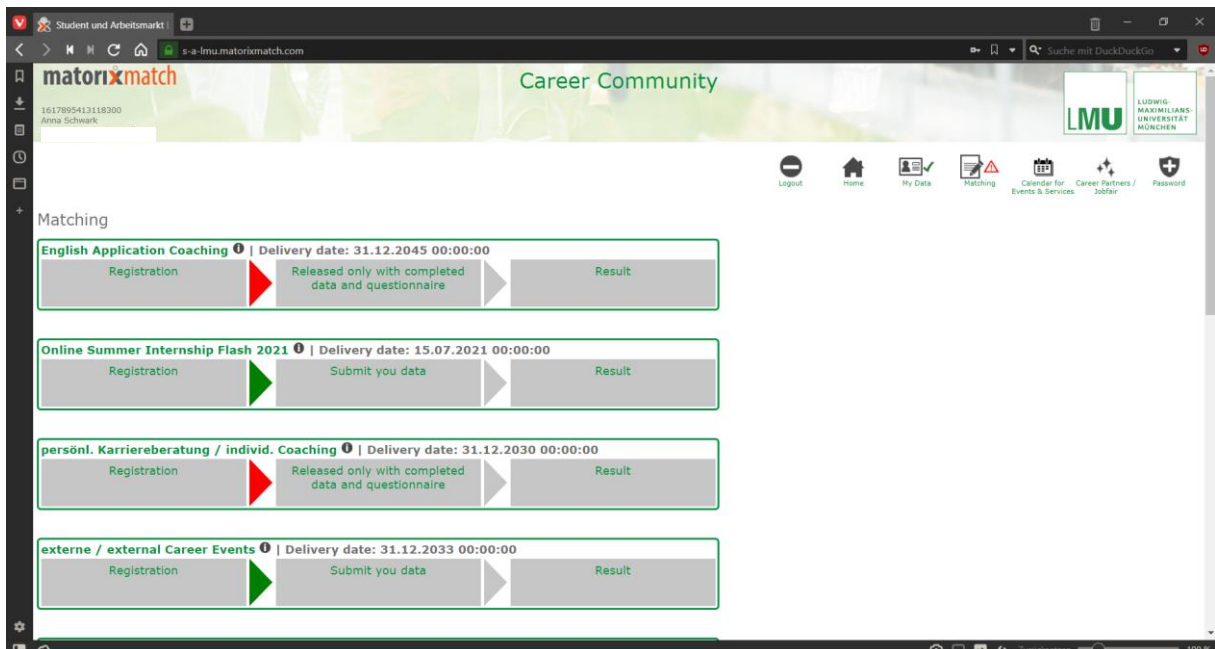
The system will ask you, if you would really like to submit your data for EUGLOH – Global Health. Please click on ok to confirm.
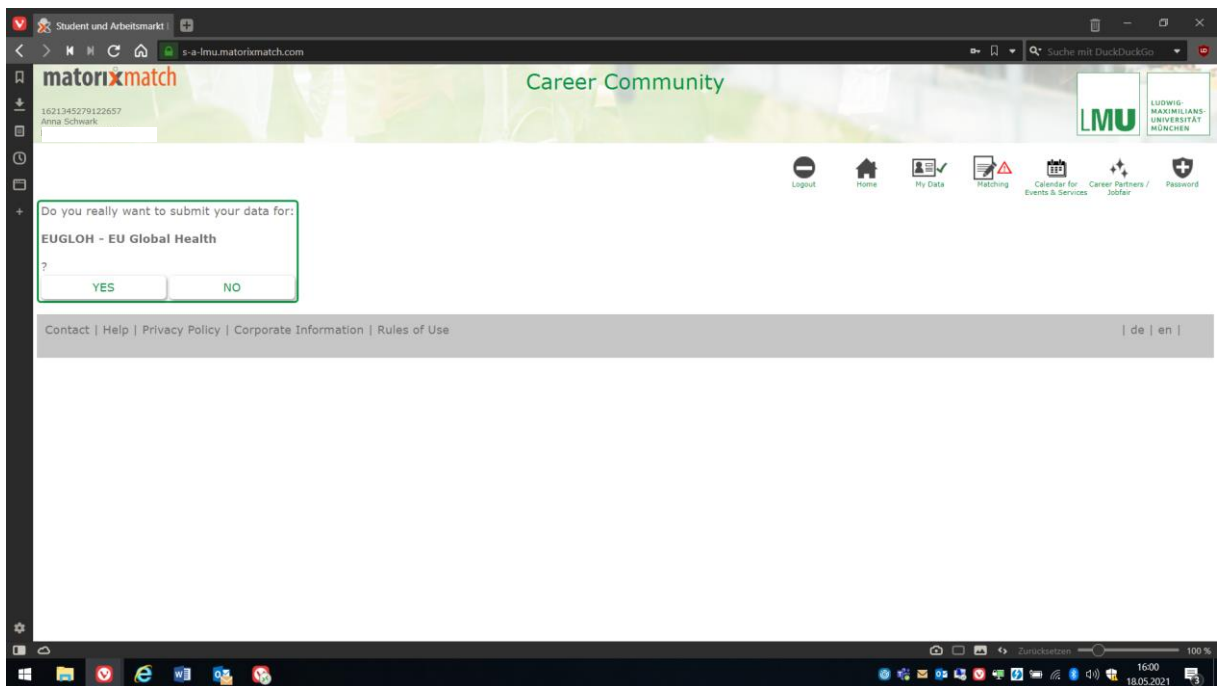
You now have successfully set up your profile for EUGLOH career events organized by LMU! 😊 You will now always be informed about new career events organized by LMU in the framework of EUGLOH.

The following information will appear:

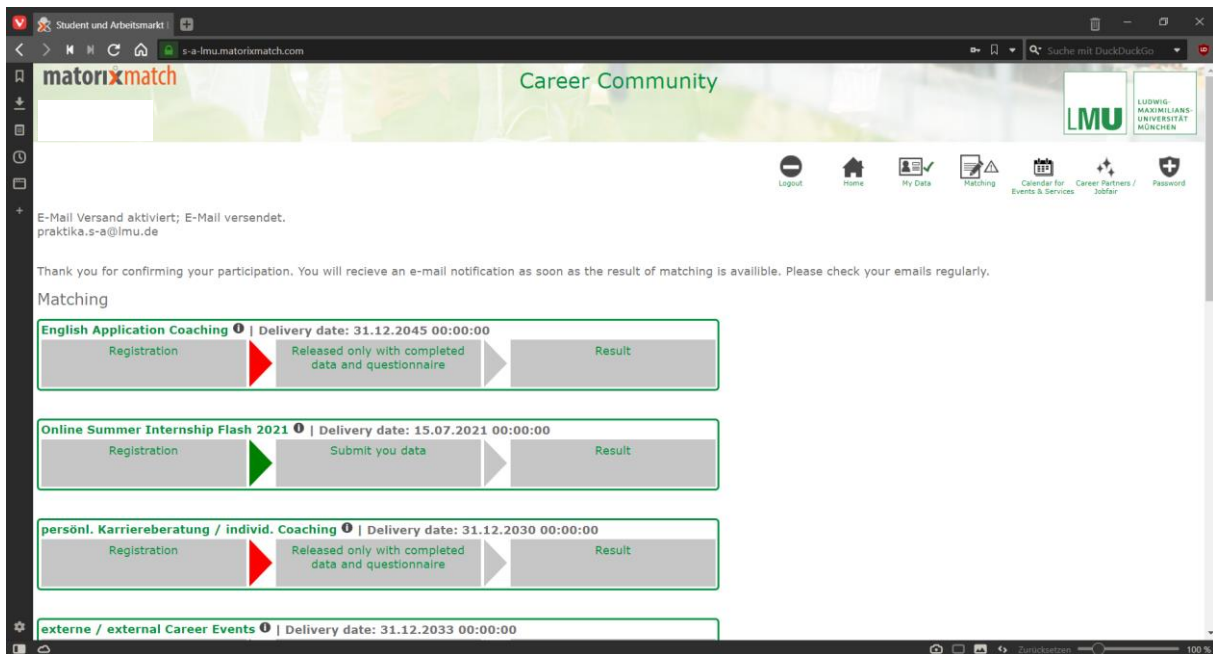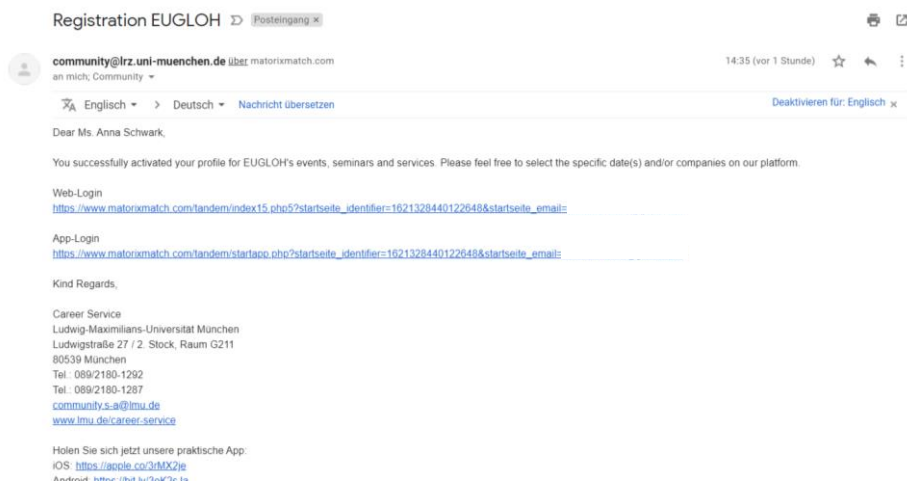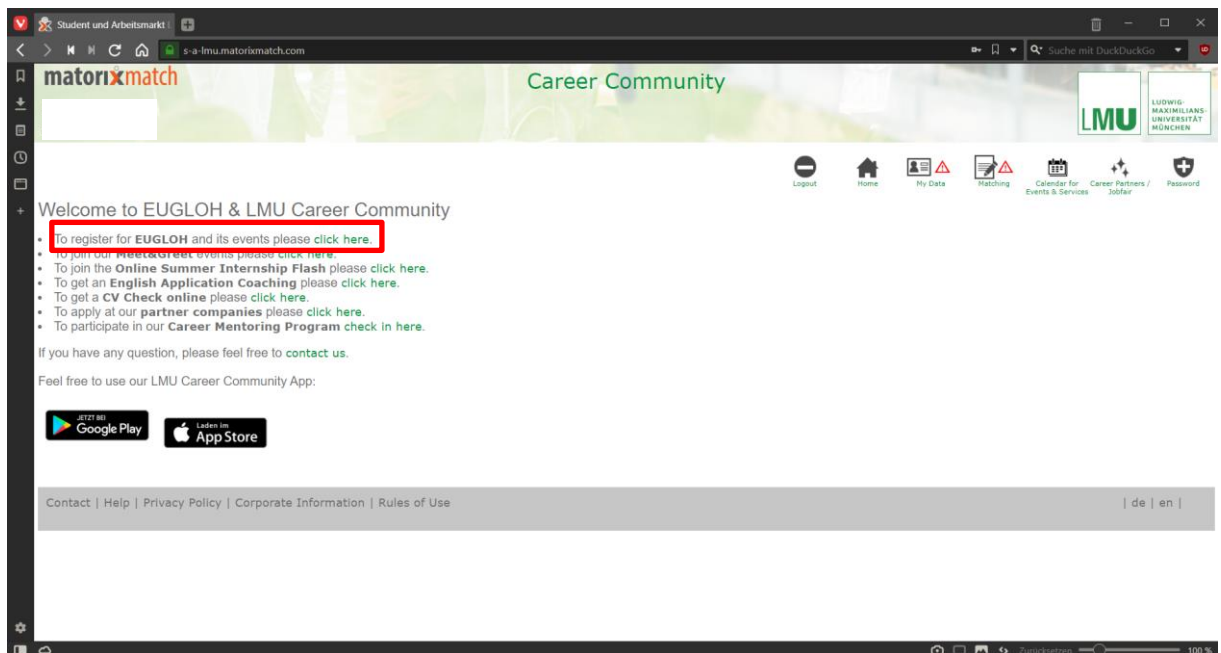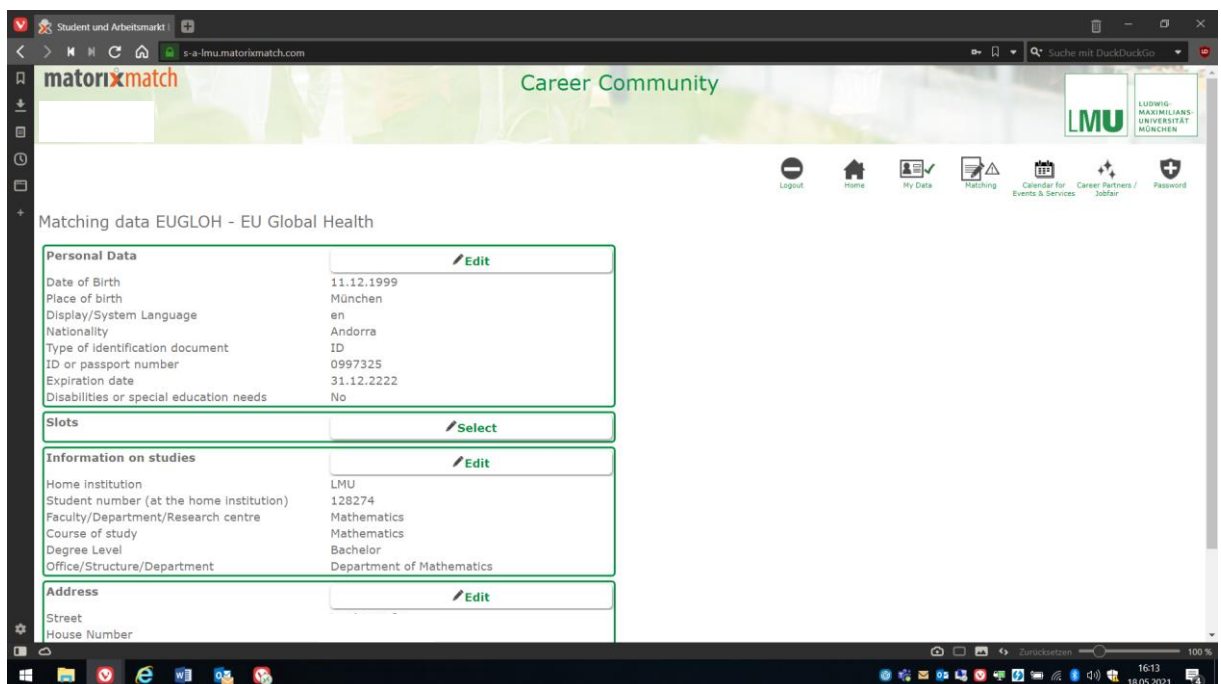The e-mail, that you will receive, will look as follows:

9. **Last but no least: Register for the event!**
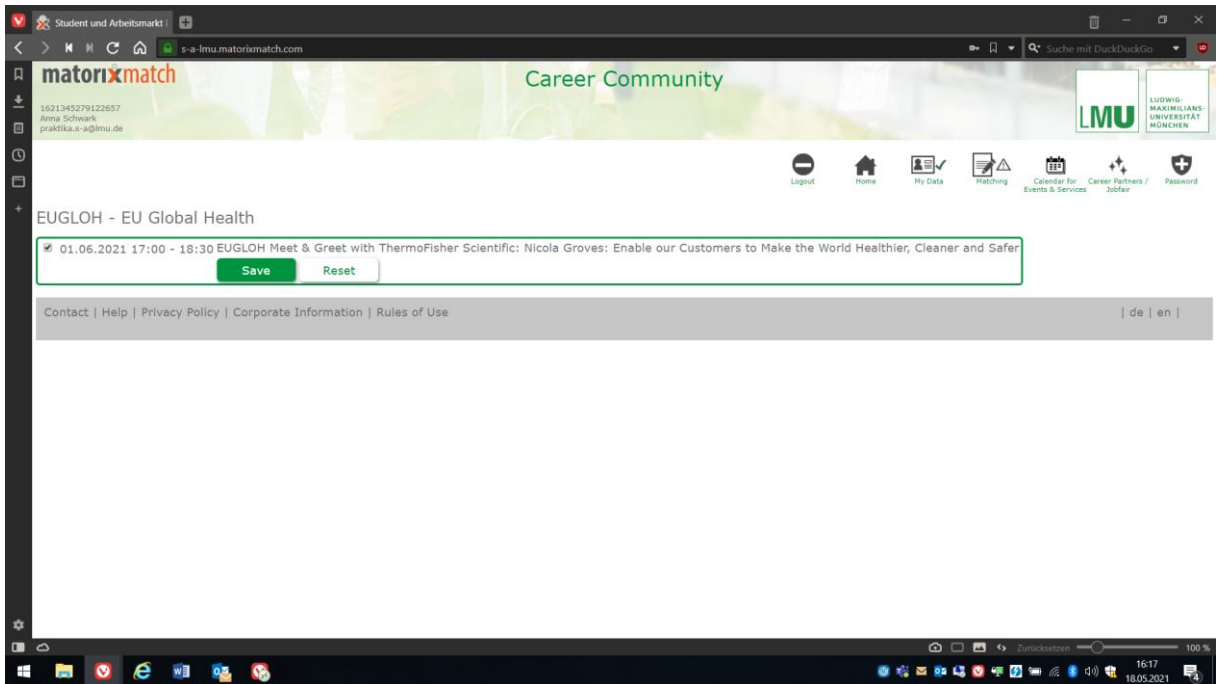   You can now go back to the start page and register for the EUGLOH career event you are interested in by clicking on "To register for EUGLOH and its events please click here":
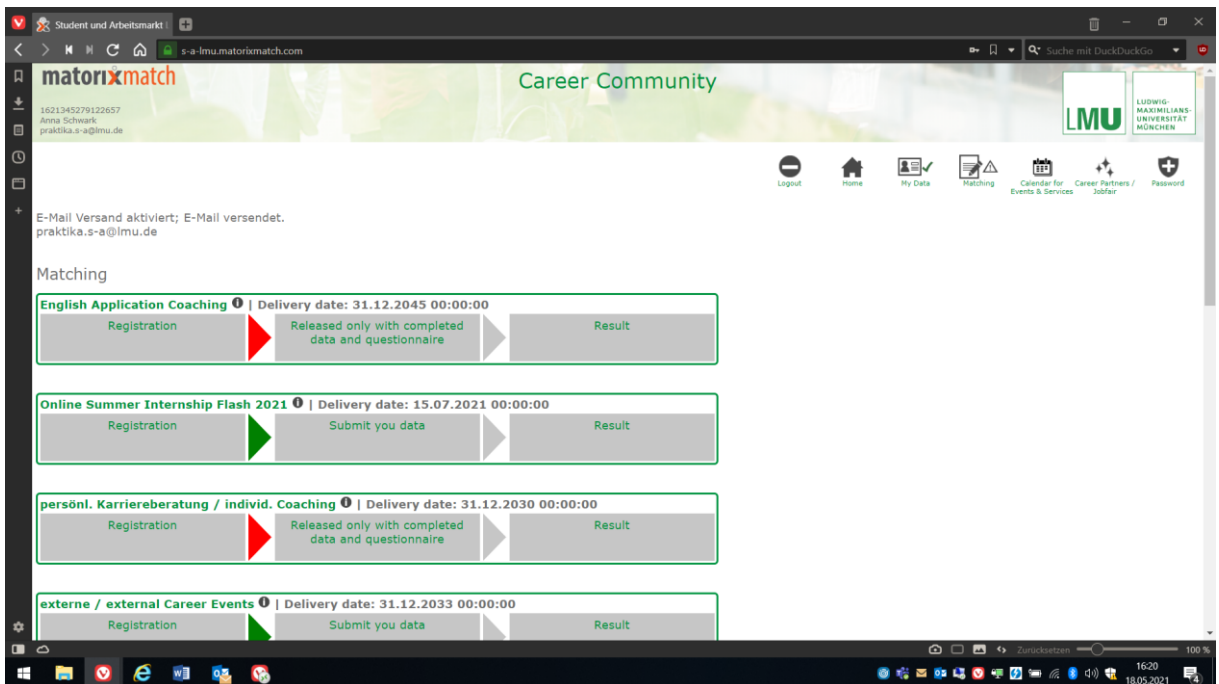

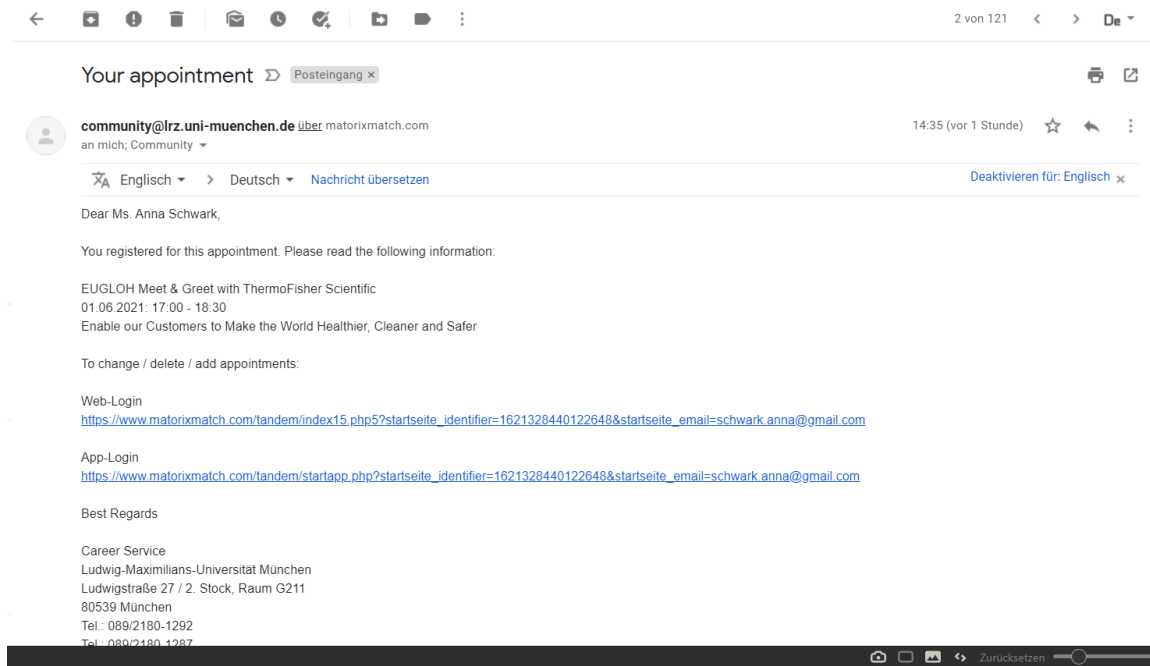The following page will appear. Please click on "Select" in the field "Slots":

Please select the event you would like to participate in and click on "Save":

You will be directed to this page…

… and receive the following e-mail:

10. **The link for participation in the event**

… will be sent to you in a separate e-mail.
However, you can also find it in the calendar by clicking on "Calendar for Events & Services" in the upper right-hand corner and selecting the event you registered for. Those events will always appear in green. You can even save the event including the participation link to your personal calendar by clicking on "Ical Datei herunterladen":