

Registration Manual for CONNECTIO

To access the CONNECTIO platform and enjoy the services it offers, you will need to have a user account created in the Personal Area of Barcelona Activa.

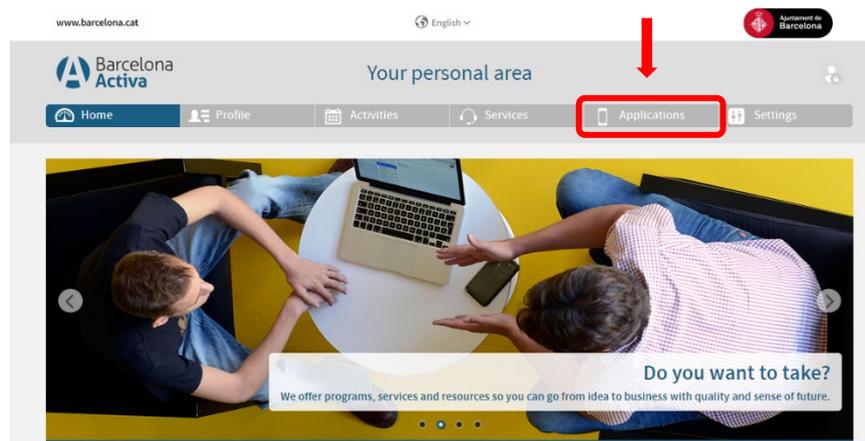
Below are the steps to follow:

1. Register in the Barcelona Activa *Espai Personal*

How to do it: Access the Personal Area of Barcelona Activa through this [link](#) and complete the necessary fields to create your personal account.

2. Access to CONNECTIO

- If you are already registered in the Personal Area of Barcelona Activa, access CONNECTIO through the *Applications* section.



Applications

Check the resources and tools available to launch and grow professionally

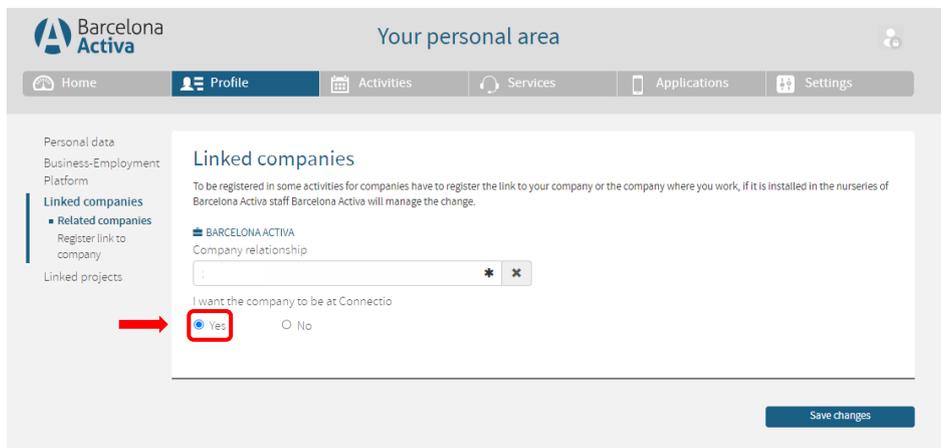
<p>Resources for finding work</p> <p>Competències Clau Evaluate your skills</p> <p>Go to tool See results</p>	<p>Resources for finding work</p> <p>Test d'interessos professionals Reconciling work and hobbies</p> <p>Go to tool See results</p>	<p>Resources for finding work</p> <p>Competències Digitals Assess your digital skills level and train them in the Cibernàrium</p> <p>Go to tool See results</p>
<p>Resources for entrepreneurs</p> <p>Pla d'Empresa Online Make your business plan and start well the new adventure awaits you!</p> <p>Go to tool</p>	<p>Resources for entrepreneurs</p> <p>IdeaLAB Tests your ideas, generates new ones and converts them into value proposals</p> <p>Go to tool</p>	<p>Resources for entrepreneurs</p> <p>Focus Emprèn Discover your entrepreneurial profile and improve your skills to guarantee success</p> <p>Go to tool</p>
<p>Recursos per empreses</p> <p>Pla estratègic per a pimes i persones autònomes Analitza la situació de la teva empresa i dissenya un pla de creïement que et permeti assolir nous objectius</p> <p>Go to tool</p>	<p>Recursos per empreses</p> <p>CONNECTIO The service to connect companies through open innovation and energize Barcelona's innovative community</p> <p>Go to tool</p>	

- Once inside the CONNECTIO platform, you will need to complete the registration by filling in the missing information on your profile.

Notice: The data entered in the Personal Area cannot be modified from CONNECTIO; to do so, you will need to return to the Personal Area of Barcelona Activa.

3. Company Creation and Linking

- **Don't have any company created in the Personal Area?** To create an organization, you can register it through the following [link](#). Once created, it can be linked to your user account.
- **Already have a company created in the Personal Area?** If you are already linked to a company within the Personal Area, you will need to select the company/companies you want to appear on the CONNECTIO platform.



The screenshot shows the 'Your personal area' interface. The 'Linked companies' section is highlighted in the left sidebar. The main content area shows a form for linking a company. The 'Company relationship' field is set to 'BARCELONA-ACTIVA'. Below this, there is a question: 'I want the company to be at Connectio'. The 'Yes' radio button is selected and highlighted with a red box, and a red arrow points to it. A 'Save changes' button is visible at the bottom right of the form.

- The first time you access the CONNECTIO platform, your company will appear as a draft; you will need to complete some additional information in order to publish it.

NOTICE: Once the company/companies are selected from the Personal Area, it will take 24 hours to appear on the CONNECTIO platform. To make it appear immediately, log out and log back into the Personal Area.

NOTICE: If at any time you wish to change the company data you entered in the Personal Area, you will need to send an email to CONNECTIO indicating the changes to connectio@barcelonactiva.cat

4. Unlinking and Deleting a User

- To unlink your user account from a company, you must do so through the Personal Area of Barcelona Activa.
- To remove the link between a user and your company, it is necessary to notify via email at connectio@barcelonactiva.cat