USER MANUAL

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

Below are the steps to follow:

1. Register in the Barcelona Activa Espai Personal

How to do it: Access the Barcelona Activa portal through this <u>link</u> and complete the required fields to create your personal account.

2. Access to CONNECTIO

• If you are already registered in the Barcelona Activa *Espai Personal*, access CONNECTIO through the *Applications* section.



• Once in CONNECTIO, you will need to complete the registration by filling in any missing information in your profile.

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

- 3. Company Creation and Linking
 - **Don't have any company created in** *Espai Personal***? To create an organization, you can register it through the following <u>link</u>. Once created, it can be linked to your user account.**
 - Already have a company created in *Espai Personal*? If you are already linked to a company within the *Espai Personal*, you will need to select the company/ies that you want to appear on the CONNECTIO platform.
 - It is very important to select "Yes" for "I want the company to be in Connectio." Once the connection is made, you should see it as follows:

Dades personals Plataforma Empresa Ocupació Empreses vinculades • Vincles amb les emprese Registra vincle amb empresa Projectes vinculats	Empreses vinculades Per poder-te inscriure a activitats destinades a empreses has de registrar el vincle amb la teva empresa o l'empresa a la que treballes, si es tracta d'una empresa instal·lada als vivers de Barcelona Activa el personal de Barcelona Activa et gestionarà el canvi. Marcelona S.L - Bé se			
	Treballador Vull que l'empresa estigui a Connectio Si O No	*	×	

• After creating and linking the company, you will be able to access the <u>CONNECTIO</u> platform. In the "<u>Organizations</u> " section, you will find the draft of your company. Click on the arrow to access it and complete the required information to finish setting up the company profile.

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• The first time you access CONNECTIO, the company will appear as a draft. You will need to complete some additional information to finish the company profile.

NOTICE: Once you select the company/ies you want to appear on CONNECTIO from the *Espai Personal*, it will take 24 hours to show up on the platform. To make it appear immediately, exit and re-enter to *Espai Personal* to make it effective.

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