Good to know about your user account

1. When you are logged in the database, you can change the details and settings of your account. Choose first **"My account**" tab from the upper bar (picture 1);

EUROPEAN LIFELONG GUIDANCE POLICY	Lifelong Learning Programme
NETWORK	With the support of the Despending Learning Programme of the Despending Learning
ch Forms My assessment	Logo
From page Keyword search Directory search	
European Lifelong Guidance Policy Network	
Examples of Lifelong Guidance related initiatives and practices in ELGPN member countries	
Fhis database includes interesting Lifelong Guidance policy related initiatives and practices from the ELGPN member countries. The cases are selected and promote	ed by the national ELGPN representatives. The format for these
The examples are gategorised in accordance to the priorities of the EU Council 2008 Resolution on better integrating lifelong guidance into lifelong learning strategie	
examples is based on the European Conversion's Knowledge System for Lifelong Learning (KSLLL). Some examples include an additional narrative description for The examples are gategorised in accordance to the priorities of the EU Council 2008 Resolution on better integrating Helong guidance into lifelong learning strategie The latest uploads for the database are presented below. Most recent (6)	
The examples are gategorised in accordance to the priorities of the EU Council 2008 Resolution on better integrating fleking guidance into lifetiong learning strategies The latest uploads for the database are presented below.	s and the OECD/EU 2004 handbook for guidance policy makers.
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The examples are gategorised in accordance to the priorities of the EU Council 2008 Resolution on better integrating lifeting guidance into lifeting learning strategie The blest upbads for the database are presented below. Most recent (6) Greek model system for quality assurance in guidance services Amore: Chronic Solume Prio The Hungarian LLG Council and LLG System development Amore: Correlot, VERCET Inter Boro Co-operation and Co-ordination Mechanisms in Guidance on policy level	s and the OECD/EU 2004 handbook for guidance policy makers.

Picture 1: "My account" tab in the main page

2. You can change your password or other user details in "My account" -tab (picture 2);

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arch Forms My a	account	
My account My se	ttinas	
Edit user account		
Euli user account		
User id:	alice.smith@email.com	Write your e-mail address here.
User name:	Alice Smith	Write your name here.
Phone number:		Please, give us your phone number.
Choose a password:		Password generated by database: 8g5#YL@f
Confirm password:		Rewrite your password to avoid spelling errors.

Picture 2: "My account" tab in "My account" page

3. You can modify your settings by choosing "My settings" (picture 3);

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in the state of th				
My account My setti	ngs			
Edit user account 🛛 💐				
	alice.smith@email.com	Write your e-mail address here.		
User name: /	Alice Smith	Write your name here.		
Phone number:		Please, give us your phone number.		
Choose a password:		Password generated by database: cXnUwp5q		
Confirm password:		Rewrite your password to avoid spelling errors.		

Picture 3: My settings - tab

4. At the "**My settings**" –page you can change common settings and settings for publishing (see picture 4).

GUIDANCE	LIFELONG POLICY
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rch Forms M	y account
My account My	settings
User settings	
Common settings	
Logout confirmati	ion: 🗹 Logout confirmation is activated
Directory titles:	Show directory subtitles
Language setting	ıs: English 💌
Date format:	dd.mm.yyyy 💌
Settings for publis	shing
Forms:	Forms are published by default
Publish in end us	er view: Off by default with images.

Picture 4: My settings

Logout confirmation

This configuration does not work in ELGPN database.

Directory titles

You can choose if both directory titles and directory subtitles appear when you make a search. If you want to see directory subtitles as well, tick in the box "Show directory subtitles". If you do not want to see directory subtitles, leave the box empty.

Language settings

You can choose the language. There are two options: English and Finnish.

Date format

You can choose the format of date from four options.

<u>Forms</u>

With this setting you can choose whether you want to publish forms by defaults or not, i.e. forms can be published by default or by confirming the publishing by ticking the "Publish form"-box. In the first option, the box is automatically chosen.

Publish in end user view

These settings concern whether the attached files can be shown to the end user or not. There are three options:

- 1. "On by default" means when filling in a form all "Shown in end user view" boxes are automatically chosen;
- 2. "Off by default" means when filling in a form all "Shown in end user view" –boxes are not chosen;
- 3. "Off by default with images" means when filling in a form all "Shown in end user view" boxes are not chosen when attaching an image.

The default value is the first one and normally there are no needs to change it. NB! It is always possible to prevent showing the attached file in end user view by removing tick from the box.

Before closing or moving to another page remember to save the changed settings!