HOW TO CONNECT TO THE TRAINING PORTAL:

- Go to sfp.epfl.ch
  
  https://www.epfl.ch/campus/services/internal-trainings/fr/formations-internes/service-de-formation-du-personnel/
  
- Browse the home page to the sections below and click on "Access to your training portal" (access for classroom or online training is the same).
- Enter your Gaspar identifiers to finalize the connection to the training portal.
PARAMETER CHECK:

**IMPORTANT:** For any search for content or training, please check that the language you have set up is appropriate for you. *Indeed, the search results differ according to the language selected.*

- **1st setting option:**
  - Click on the arrow in the top right-hand corner next to your initials and select the language.

- **2nd setting option:**
  - In the search bar, type the desired course/keyword and click on the language to change the settings.
HOW TO ACCESS OUR CLASSROOM TRAINING CATALOGUE:

- Click on the image below the box "Access to the classroom training catalogue"

**IMPORTANT:** For any search for content or training, please check that the language you have set up is appropriate for you. Indeed, the search results differ according to the language selected.
Some courses only exist in one language (FR or EN), that’s why we remind you not to forget to change the language when you want to access all the available sessions.

**HOW TO REGISTER FOR A COURSE:**

- Select the desired course, read the description, and then click on "View sessions".
Select the desired session by clicking on "I register".

Choose a session

- **19 et 20 novembre 2020 (FR)**
  - 3 seats available
  - Deadline for registrations: 12/11/20
  - Show classroom activities

- **December 10 and 11, 2020 (EN)**
  - 8 seats available
  - Deadline for registrations: 03/12/20
  - Show classroom activities

Your registration has been now processed. A confirmation by email will be sent to you within 24 hours.

**IMPORTANT**: The portal does not allow you to cancel or move a registration by yourself. Please contact sfp@epfl.ch for any request to postpone or cancel a registration.

**REMINDER**: Your profile is available under "My Activity" and gives you an overview of the courses you are registered for.

The Staff Training Service remains at your disposal for any question 021 639 34 30 or sfp@epfl.ch