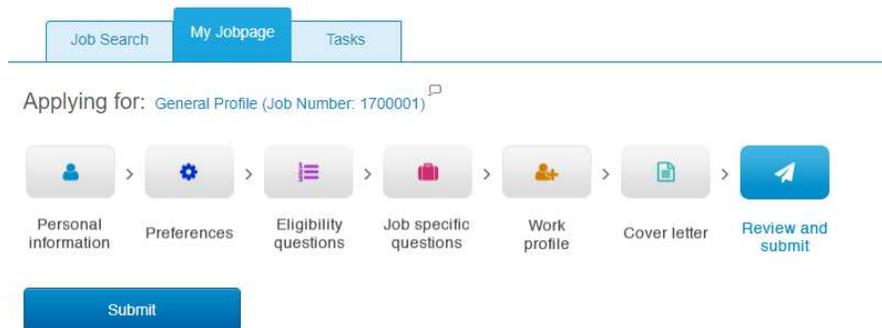


# <STELLIS> How do I access my profile after I leave WHO?

## USER GUIDE

14 December 2020



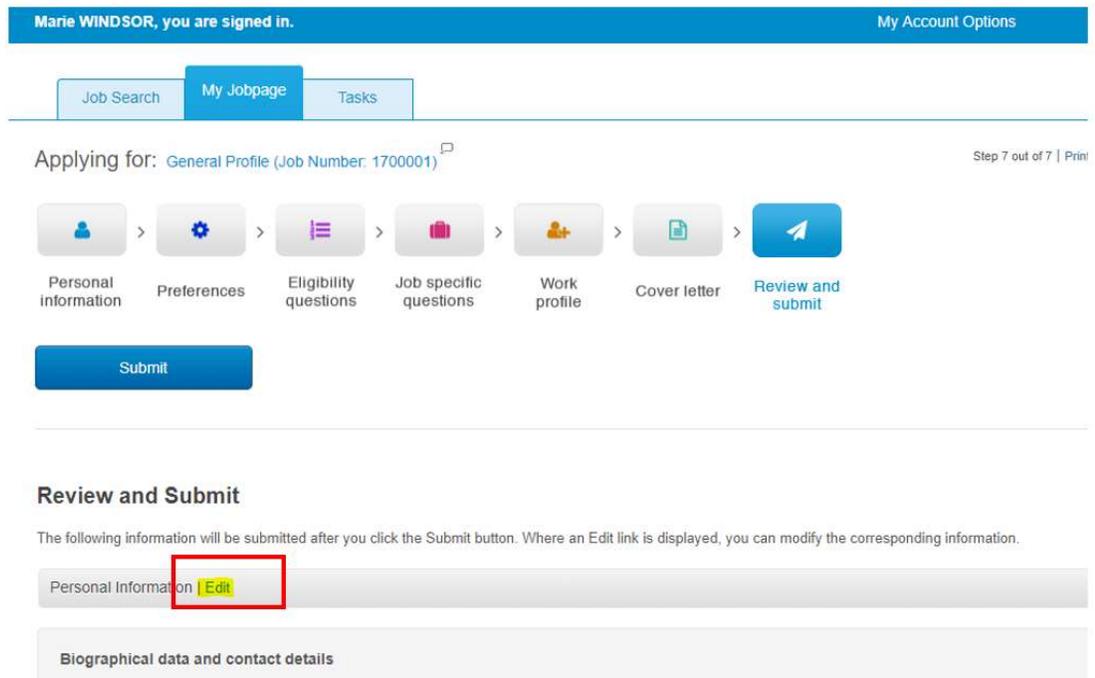
IT IS **IMPERATIVE** THAT YOU INCLUDE A PERSONAL EMAIL ADDRESS IN YOUR STELLIS PROFILE **BEFORE** YOU LEAVE WHO

## INSTRUCTIONS TO ENTER A PERSONAL EMAIL ADDRESS

1. Click on the little arrow alongside under your name in the top right-hand corner of the Job Search page. Select Profile from the list of options.

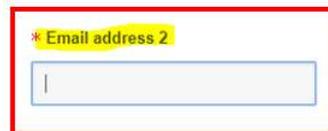


2. In the Personal information section, select Edit.



3. Scroll down to Email address and ensure that you enter your personal email address in the field entitled Email address 2.

Email address  
windsorm@who.int

A screenshot of the "Email address 2" field in the Stellis profile. The field is highlighted with a red box. The text "\* Email address 2" is displayed above the input field, which contains a vertical cursor.

4. Select **Save and Continue** followed by **Submit**.

THE FIRST TIME YOU ACCESS STELLIS **AFTER** YOU HAVE LEFT WHO, YOU WILL NEED TO ACCESS YOUR PROFILE AS AN EXTERNAL CANDIDATE AND **CHANGE THE PASSWORD**

## INSTRUCTIONS TO CHANGE YOUR PASSWORD

1. Visit [www.who.int/careers](https://www.who.int/careers) and follow the Vacancies – external candidate access



2. Click on **Sign in** in the top right-hand corner



3. Select **Forgot your password?**

The screenshot shows a login page with a blue header that says "Welcome. You are not signed in." Below the header is a "Job Search" button. The main heading is "Login". Below this, there is a paragraph: "To access your account, please identify yourself by providing the information requested in the 'Forgot your password?' and follow the instructions to create an account." Below this is a note: "Mandatory fields are marked with an asterisk." There are two input fields: "\*User Name" and "\*Password". Below the input fields are two links: "Forgot your user name?" and "Forgot your password?". The "Forgot your password?" link is highlighted with a red box. At the bottom, there are two buttons: "Login" and "New User".

4. Enter your former WHO email address: for example, [smithj@who.int](mailto:smithj@who.int), in both the User Name and Email Address fields.

The screenshot shows the "Forgot Your Password?" page. It has a blue header that says "Welcome. You are not signed in." Below the header is a "Job Search" button. The main heading is "Forgot Your Password?". Below this, there is a paragraph: "Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at .". Below this is a note: "Mandatory fields are marked with an asterisk:". There are two input fields: "\*User Name" and "\*Email Address". The "Sample only" text is in red. The "User Name" and "Email Address" fields are highlighted with red boxes. The "User Name" field contains "smithj@who.int" and the "Email Address" field contains "smithj@who.int". At the bottom, there are two buttons: "OK" and "Cancel".

5. An automated email from **Human Resources at WHO** will be sent to the personal email address you have entered in your Stellis profile.
6. Follow the instructions indicated in the email. Carefully note the **username and access code**.
7. You will receive a system-triggered notification from Stellis, acknowledging the submission of your profile. This is **not** an application to a specific vacancy.