



Registration to training courses (ADUM)

You must have an ADUM account number!

The screenshot shows the ADUM user interface. At the top, there is a navigation bar with 'Private space', 'My profile', 'My career', and 'Questions'. A search bar is on the right. Below the navigation bar, there is a section for 'ACTUALITÉS' (News) with three items: 'PHD WELCOME', 'STARTDOC 2019', and 'Formation pour les doctorants BSL'. A legend below the news section indicates: Validated (green checkmark), Ongoing (yellow exclamation mark), and To be done (red circle with exclamation mark).

The main content area is divided into two columns. The left column contains a sidebar with the following menu items: Contact information, Display management, Competencies and portfolio, Individual training contract, Professional situation, and Publications. The right column contains the main content area, which is currently displaying the 'My profile' section. The 'My profile' section has a sub-section 'Trainings' highlighted with a red box. The 'Trainings' section lists the following items: Training modules Catalogue, Statement of the undergone training modules, Training module, and External training modules. Below the 'Trainings' section is the 'Administrative documents' section, which includes a warning: 'Documents must be printed in portrait format.' and a paragraph of text: 'All documents and information required to follow the educational and administrative procedures for enrollment/re-enrollment must be downloaded below. The documents that require signatures must be signed and, when complete, they must be given to your Doctoral School, along with the additional documents required, for processing your dossier.'

The 'My profile' section also includes the following items:

- Enrollment 2019-2020, Institution: dossier received complet
- Enrollment 2019-2020, Doctoral School: dossier received complet
- Online Display
- I want to change my password
- Upload my CV
- MY PHOTO - Upload my photo
- See the Individual training contract written in 2018
- See the Individual training contract written in 2019

At the bottom of the 'My profile' section, there is a 'Procedures' section.



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■ Training module list

- Trainings courses offered by SPI
 - French foreign language
 - English
 - Scientific trainings.
 - december 17th et 18th : Effective reading - Time Management -
- Transversal training courses offered by Doctoral College
 - Doctors and companies
 - Training courses in English.

■ Your ongoing training modules of list

- 3 states: Enrollment asked, Enrollment accepted, Registered and given credits.



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- **Add an external training module**
 - Master class, MOOC, summer or thematic school, Member of organization committee of conferences...
 - Give the title- category – university and city – topic.
 - Add a PDF file with attendance certificate and detailed training program, so that SPI can give credits to you (1CFD/ 2 hours).