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## How to sign up for a CPF (personal training account) via the site or application

### You don't have a training account yet:

- ⇒ Get your social security number and sign up on the site: [www.moncompteformation.gouv.fr](http://www.moncompteformation.gouv.fr)
- ⇒ Click on the blue box "I create my account" or "log in".
- ⇒ Fill in the form.
- ⇒ Complete the security checks.
- ⇒ Accept the general conditions of use.
- ⇒ Click on "Create my account" (Créer mon compte).
- ⇒ Your account is created. You will receive an email confirming creation of your account.

### You have already created your training account:

- ⇒ To access your account, you must first **create your digital identity**. Take your **telephone**, your **identity document** (for foreigners who do not have French nationality: **residence permit for more than 5 years**) and follow the procedure on <https://lidentitenumérique.laposte.fr/>

**IMPORTANT:** If you do **not have a French identity card or residence permit**: Download and complete the form "**Demande de vérification d'identité pour l'achat de formation CPF**" (**Request for identity verification for the purchase of CPF training**) and send it to the address indicated on the form. After 2 to 4 weeks, you will receive a **registered letter** at the address given on the form. Then, within 3 days **an email** will be sent to you, inviting you to continue your training purchase. Now your identity is created.

- ⇒ When your identity has been created, register on the website [www.moncompteformation.gouv.fr](http://www.moncompteformation.gouv.fr)
- ⇒ Save the 13 digits of your social security number and your secret code, if you have not already done so during a previous login.
- ⇒ Click on "Search for a training course" (Rechercher une formation).
- ⇒ Complete the "Training" box by writing the chosen language (allemand, anglais, espagnol, français, italien- German, English, Spanish, French, Italian).
- ⇒ Choose "**en présentiel**" (**face-to-face**) or "**à distance**" (**remote**).
- ⇒ If you choose "**en présentiel**" (**face-to-face**), enter in the box "**location**" the postcode "69110" (this is for JM Formation on Ste Foy-lès-Lyon).
- ⇒ If you choose "**à distance**" (**remote**), scroll down until "**Filtre 0**" on the right side. Click on it and a window opens. In this window, scroll down and write "**JM Formation**" in the "**Organisme de formation**" box. A blue "**Show all 22 or 19 or 15,... results**" box will appear. Click on it and scroll down the page to choose the module (number of

hours) you want. You can also choose the certification (English TOEIC or CLOE certification for English or German or Spanish or French or Italian).

- ⇒ At the bottom of the page, the coordinates of the centre for more information.
- ⇒ Otherwise, click on the tab “Sign up for this training” (s’inscrire à cette formation) on the right.
- ⇒ Complete, modify (or possibly delete) the information concerning you.
- ⇒ Your training request is sent. The person in charge of the training centre will contact you within 24 or maximum.
- ⇒ JM Formation will conduct an interview or a level test with you and, if you wish, will provide you with a quote.
- ⇒ After the interview with JM and once you have accepted the quote, JM Formation validates your request on MCF ([www.moncompteformation.gouv.fr](http://www.moncompteformation.gouv.fr)).

Note: If the module you select does not fully correspond to the budget that you wish to use, we can **adjust it according to our quote** accepted by you.

- ⇒ You will then receive **an email** telling you that your training has changed status.
- ⇒ To confirm your registration request, reconnect (Please note, you have a maximum of 4 days to confirm).
- ⇒ If your rights cover the full price of the training, you only have to confirm. Otherwise, you will have to pay the rest directly by credit card.

**CONGRATULATIONS!! Your training programme can now begin!**

- ⇒ To follow the progress of your file, log in to your personal space, by clicking on the menu at the top “**Mes dossiers de formation**” (My training files).

**Your training programme is complete, and we hope you have achieved your goals.**

**But please don't leave us immediately!**

- ⇒ Go back to [www.moncompteformation.gouv.fr](http://www.moncompteformation.gouv.fr), in your File, and **validate the training**.
- ⇒ And last but not least: **EVALUATE your training** with JM FORMATION!

We hope this guide has been helpful to you, but of course you can always give us a telephone call for further information.

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Further information :

Video "Utilisez votre CPF en toute sécurité" : <https://urlz.fr/jPJi>

Video "L'Identité Numérique La Poste" : <https://urlz.fr/krGN>