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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:**

- ⇒ Log into your account
- ⇒ Save the 13 digits of your social security number and your secret code, if you have not already done so during a previous login.
- ⇒ You arrive on a page where the amount of your CPF training rights are automatically specified in euros.
- ⇒ Click on “Search for a training course” (rechercher une formation)
  - ⇒ You are on the page “Find professional training” (trouver une formation professionnelle)
- ⇒ You will have access to the training catalogue: Complete the “Training” (Formation) box by writing the chosen language or exam (e.g. Bright, Linguaskill, etc)
- ⇒ Choose “en centre de formation” or “formation à distance”
- ⇒ Enter the postcode “69110” (this is for JM Formation on Ste Foy-lès-Lyon)
- ⇒ Then click on “Find” (Trouver)
- ⇒ On the left side, search “le nom de l’organisme” and write **JM FORMATION**
- ⇒ The following are listed in order: name of the exam, language, training centre or distance training, cost of the course and number of hours of training.
- ⇒ Click on the module you want choose, for ex: “Bulats-Linguaskill or Bright” by **JM FORMATION**

For info: currently, for JM FORMATION / Janko Melitta, the “moncompteformation.fr” site offers training courses of 10 hrs / 15 hrs / 20 hrs / 30 hrs / 40 hrs / 50 hrs and 60 hrs (at JM Formation or distance training).

- ⇒ You are on the training file where the registration procedures, the training objectives and content are indicated.
- ⇒ 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. Wait for the reply from the training centre.
- ⇒ JM Formation legally has 2 working days to acknowledge receipt of your request and reply to it. But, if a level test has to be carried out, we have 30 days to reply to you, carry out the test and confirm your request.
- ⇒ Upon receipt of the answer from JM Formation, you have 4 working days to reply to us. To do this, you should check your entire file, then click on the “Confirm” (Valider) button, give your consent to activate your training rights. If the course is more expensive than your initial amount of rights, you can pay the sum still outstanding by bank card.
- ⇒ To follow the progress of your file, log into your personal space, by clicking on the menu at the top “My training files” (mes dossiers de formation) to view the status of your request.

**But, of course, you can always call us for further information!**

**JM Formation: 04 72 17 85 39**  
**Melitta Janko: 06 77 00 26 42**