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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
- ⇒ 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. TOEIC, Linguaskill, CLOE, Bright, etc)
- ⇒ Choose “***en centre de formation***” or “***formation à distance***”
- ⇒ If you choose “***en centre de formation***”, enter in the box “*location*” the postcode “69110” (this is for JM Formation on Ste Foy-lès-Lyon).
- ⇒ Then click on the symbol “*Find*” (Trouver) and scroll down the page to choose the module (number of hours) you want.
- ⇒ If you choose “***formation à distance***”, 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 16 or 15 or 14 or 13 results" box will appear. Click on it and scroll down the page to choose the module (number of hours) you want.

For info: currently, for JM FORMATION / Janko Melitta, the "moncompteformation.fr" site offers training courses of 10 hrs / 15 hrs / 20 hrs / 25 hrs / 30 hrs / 35 hrs / 40 hrs / 45 hrs / 50 hrs / 55 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. The person in charge of the training center will contact you within 24 or maximum 48 hours.
- ⇒ JM Formation will conduct an interview or a level test with you and, if you wish, will provide you with a quote.
- ⇒ Once you have accepted the quote, JM Formation validates your request on MCF (moncompteformation.gouv.fr).
- ⇒ Upon receipt of the validation by JM, you have 4 working days to reply. To do this, you should check your entire file, then click on the "Confirm" (Valider or Accepter) 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!

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