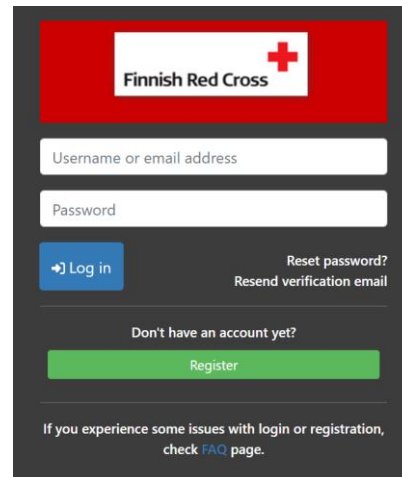


TECHNICAL GUIDE TO HR DATABASE REST

Create an User Profile

Go to <https://rest.redcross.fi/login>

- 1) Click “Register” (green button below login).

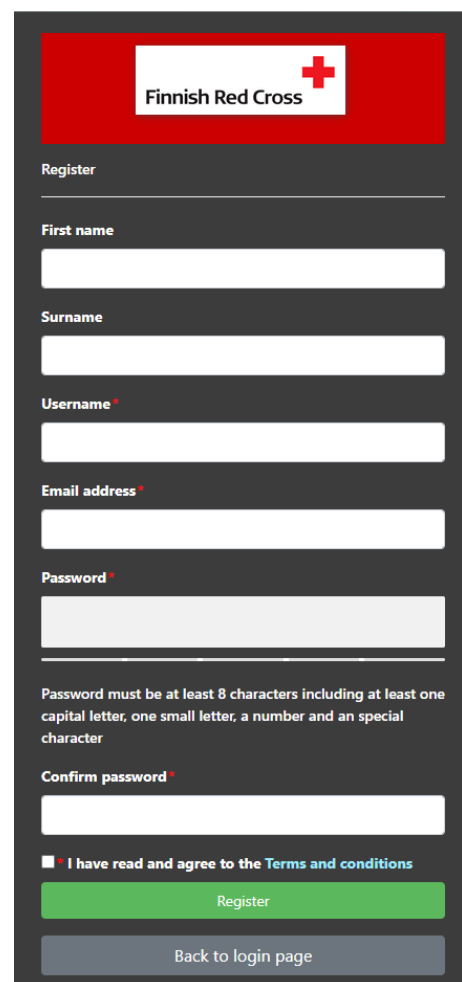


The screenshot shows the login page for the Finnish Red Cross. At the top is the Finnish Red Cross logo. Below it are two input fields: "Username or email address" and "Password". There is a blue "Log in" button with a right arrow icon. To the right of the button are links for "Reset password?" and "Resend verification email". Below these is a green "Register" button. At the bottom, there is a link to the "FAQ" page.

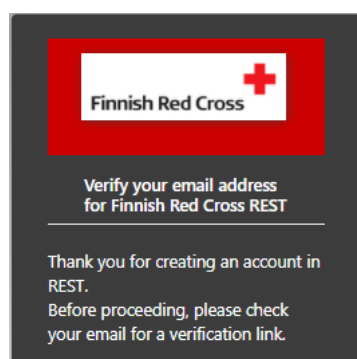
- 2) Fill in the information required and click “**Register**” (green button below)

Also make sure to follow the instructions in the form of your password (minimum 8 characters including at least one capital letter, one small letter, a number and a special character).

- 3) After submitting your registration information, the system will inform you of a verification email that is sent to the email you registered with.



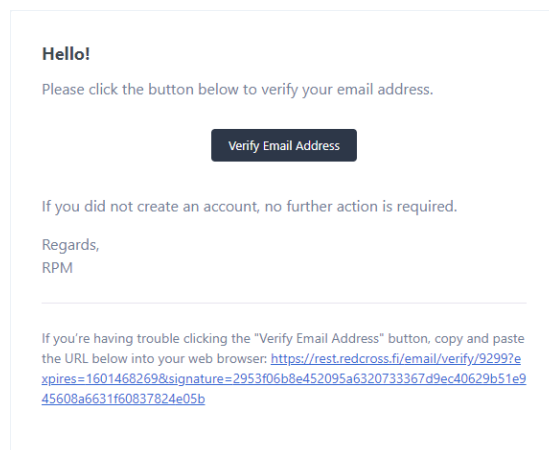
The screenshot shows the registration form for the Finnish Red Cross. It has a title "Register" and a subtitle "Finnish Red Cross". The form contains several input fields: "First name", "Surname", "Username", "Email address", "Password", and "Confirm password". There is a checkbox for "I have read and agree to the Terms and conditions". A green "Register" button is at the bottom, along with a "Back to login page" button.



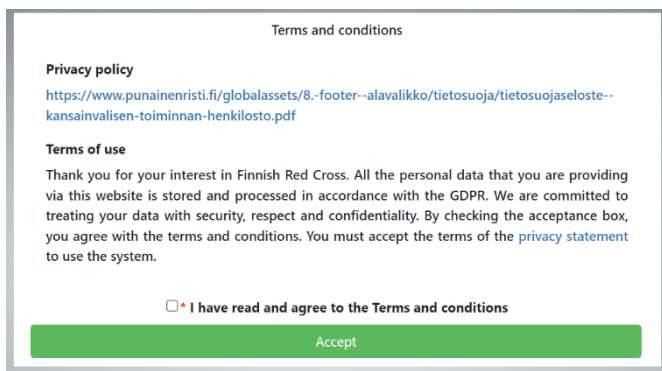
The screenshot shows the verification email page for the Finnish Red Cross. It has a title "Verify your email address for Finnish Red Cross REST". Below the title is a message: "Thank you for creating an account in REST. Before proceeding, please check your email for a verification link."

- 4) Log in to your own email. Click the verification link and sign in.

NOTE! The verification email should arrive in 30 min.
Sometimes it can be directed to your trash/spam email folder because of your personal email security settings.
If you do not receive the verification email in your inbox, check your trash/spam folder and that your email is not set to block all automatic emails. Try resetting your password. If this does not work, be in contact with the Learning and Development unit delegate.learning@redcross.fi

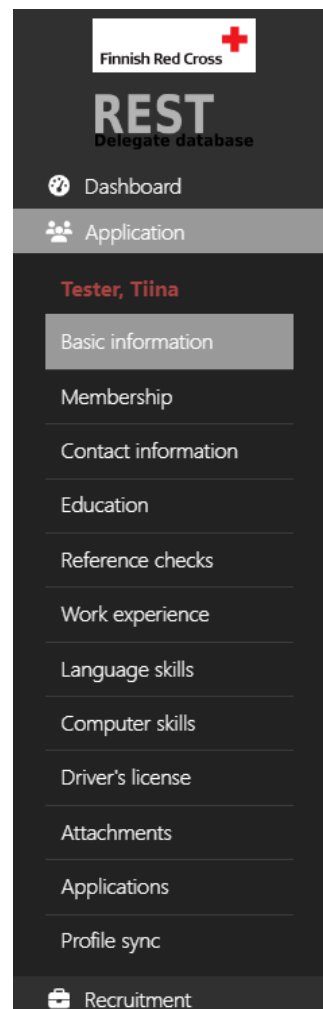


- 5) Read and accept the privacy policy statement.



Create an Applicant Profile

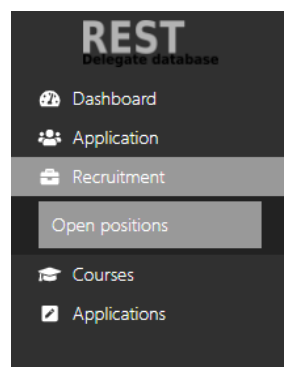
- 6) After logging in you can start filling in your profile details.
- 7) You can update your applicant profile any time. You may add information and/or attachments (including up to date CV in English). Note that only the information provided by the application deadline is considered in the selection process.



Submit an Application

8) When your applicant profile is complete, you can submit an application to Finnish Red Cross Delegate Reserve during an application round. Click “Recruitment” on the navigation panel and then click “Open positions”.

9) Click “Apply” - this will open the application form.

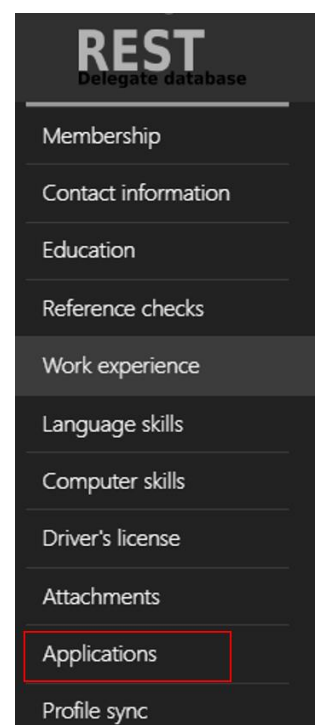


Open positions

Name	Duration	Open for application
Apply to Finnish Red Cross Delegate Reserve 18.5.-8.6.2021	-	18.05.2021 00.00.00 - 08.06.2021 00.00.00 - UTC Local time: 18.05.2021 03.00.00 - 08.06.2021 03.00.00

12) Fill in the application form. **The application form must be completed and submitted in one session.**

You check the status of your application under “Applications” and “My applications”. You can withdraw your application in case you wish to do so.



My applications

Name	Type	Status
Apply to Finnish Red Cross Delegate Reserve 18.5.-8.6.2021	Position	Applied Withdraw

- 10) 'If you forget your password, you can request a reset password link to your email.

Finnish Red Cross

Username or email address

Password

Log in

Reset password?
Resend verification email

Don't have an account yet?

Register

If you experience some issues with login or registration, check [FAQ page](#).

Troubleshooting

- If the system does not allow you to register: please check first that your password matches the requirements and has minimum 8 characters including at least one capital letter, one small letter, one special character and a number.
- You are unable to register or reset password with the instructions above: please read the **FAQ** on the log in page
- In case you are unable to find the answer on the FAQ page, please contact the Finnish Red Cross International HR Unit at delegate.learning@redcross.fi

Finnish Red Cross

Username or email address

Password

Log in

Reset password?
Resend verification email

Don't have an account yet?

Register

If you experience some issues with login or registration, check [FAQ page](#).