<STELLIS> How do I access my profile after I leave WHO?

USER GUIDE

14 December 2020
IT IS **IMPERATIVE** THAT YOU INCLUDE A PERSONAL EMAIL ADDRESS IN YOUR STELLIS PROFILE **BEFORE** YOU LEAVE WHO

INSTRUCTIONS TO ENTER A PERSONAL EMAIL ADDRESS

1. Click on the little arrow alongside under your name in the top right-hand corner of the Job Search page. Select Profile from the list of options.

2. In the Personal information section, select Edit.

3. Scroll down to Email address and ensure that you enter your personal email address in the field entitled Email address 2.

4. Select **Save and Continue** followed by **Submit**.
THE FIRST TIME YOU ACCESS STELLIS AFTER YOU HAVE LEFT WHO, YOU WILL NEED TO ACCESS YOUR PROFILE AS AN EXTERNAL CANDIDATE AND CHANGE THE PASSWORD

INSTRUCTIONS TO CHANGE YOUR PASSWORD

1. Visit [www.who.int/careers](http://www.who.int/careers) and follow the Vacancies – external candidate access

2. Click on **Sign in** in the top right-hand corner
3. Select **Forgot your password?**

4. Enter your former WHO email address: for example, [smithj@who.int](mailto:smithj@who.int), in both the User Name and Email Address fields.

5. An automated email from **Human Resources at WHO** will be sent to the personal email address you have entered in your Stellis profile.

6. Follow the instructions indicated in the email. Carefully note the **username and access code**.

7. You will receive a system-triggered notification from Stellis, acknowledging the submission of your profile. This is **not** an application to a specific vacancy.