



# Seafarers Career Information System



Seafarers Career Information System




LOGIN

LOGIN

Email

Password

☐ I'm not a robot 

Submit

Forgot Password

REGISTER

as a seafarer

as a company

MANUAL

seafarers manual download

companies manual download

VALIDATE CV

Serial Number

Check

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Seafarers Career Information System

LOGIN

REGISTER

MANUAL

VALIDATE CV

About Frequently Asked Questions Privacy Policy

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## Functionality

Seafarers can login (if already registered), register a new account, check the validity of the CV of a seafarer and go through useful information of the application.

### Login

If a seafarer has already registered, he/she can enter the email and password to login to the application.

The seafarer must also verify that he/she is not a robot, by clicking on the captcha mechanism, before clicking on the submit button.

If the seafarer has forgotten the login credentials, he/she can click on the “forgot password” button, to receive a password reminder via email.

### Register

If a seafarer visits the application for the first time, he/she must register by clicking on the “Register as a seafarer” button.

### Manual

If a seafarer clicks on the “seafarers manual download” button, the updated version of this manual can be downloaded.

### CV validation

A seafarer can validate the authenticity of his/her CV, by typing the alphanumeric code, which can be found on the lower right corner of the generated CV.


If the CV is authentic, the seafarer will be notified accordingly. Else, the seafarer will be prompted to try again.

### Public information


A seafarer can click on the “About” button, to go through the description of the application.

If a seafarer clicks on the “Frequently Asked Questions” button, he/she can go through questions and answers of the use of the application.

By clicking on the “Privacy Policy” button, a seafarer can go through the GDPR compliance information.



Seafarers Career Information System




REGISTER

REGISTER


Seafarers

Companies


First Name




Last Name




Password




CY Number



Email



☐ I'm not a robot



Submit

About

Frequently Asked Questions

Privacy Policy

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Functionality

Seafarers must register, in order to gain access to the application.

Required fields

The seafarer must fill in all the fields of the registration form.

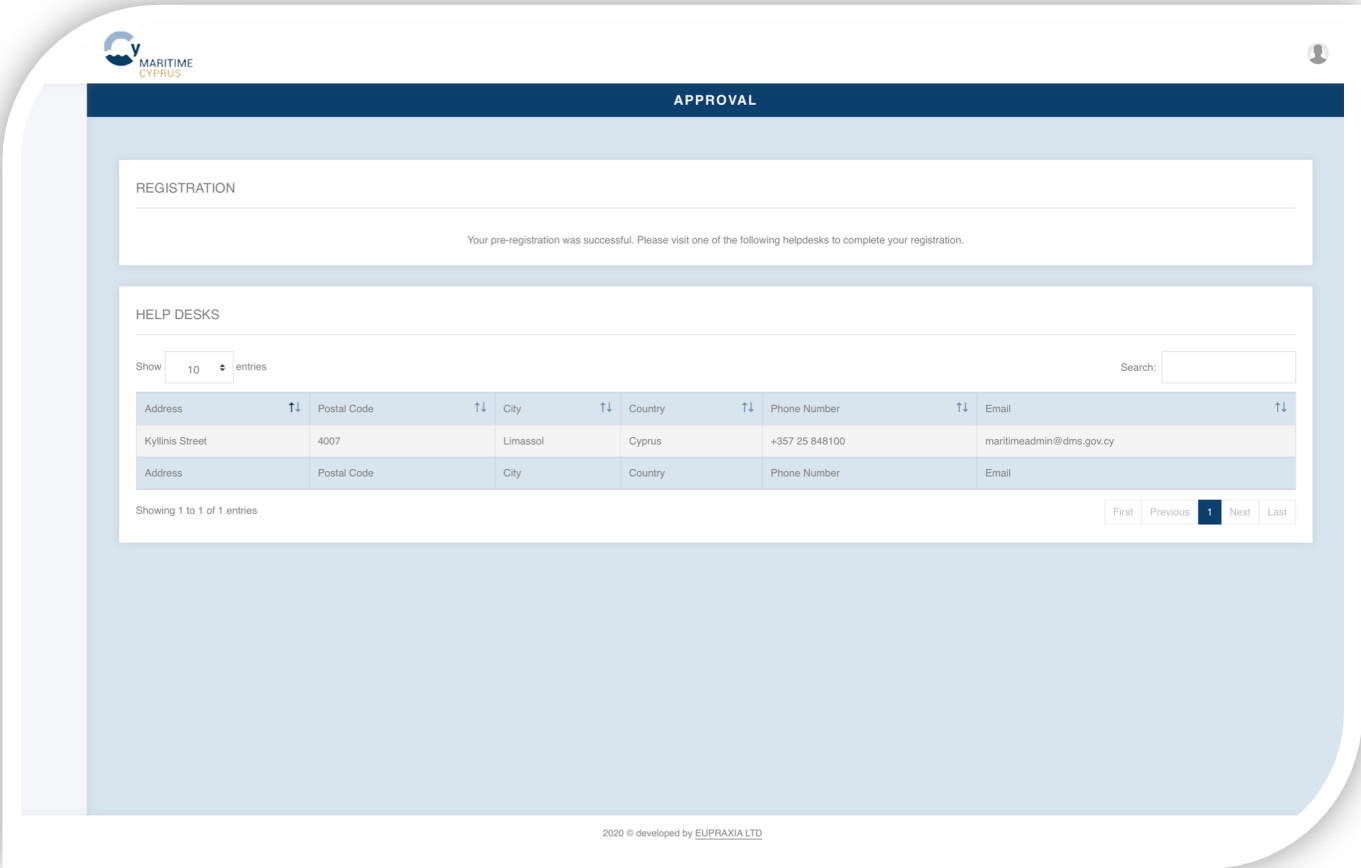
The email address must be active, given that important information and updates will be sent.

The seafarer must also verify that he/she is not a robot, by clicking on the captcha mechanism, before clicking on the submit button.

Info boxes

Next to each field, an info icon is displayed.

By placing the mouse cursor over an info icon, explanatory information for the respective field is provided.



Functionality

Seafarers are notified that it is mandatory to visit a helpdesk, in order to complete the registration process.

Status

The seafarer cannot have access to his/her account, until he/she visits a helpdesk, to authenticate himself/herself.

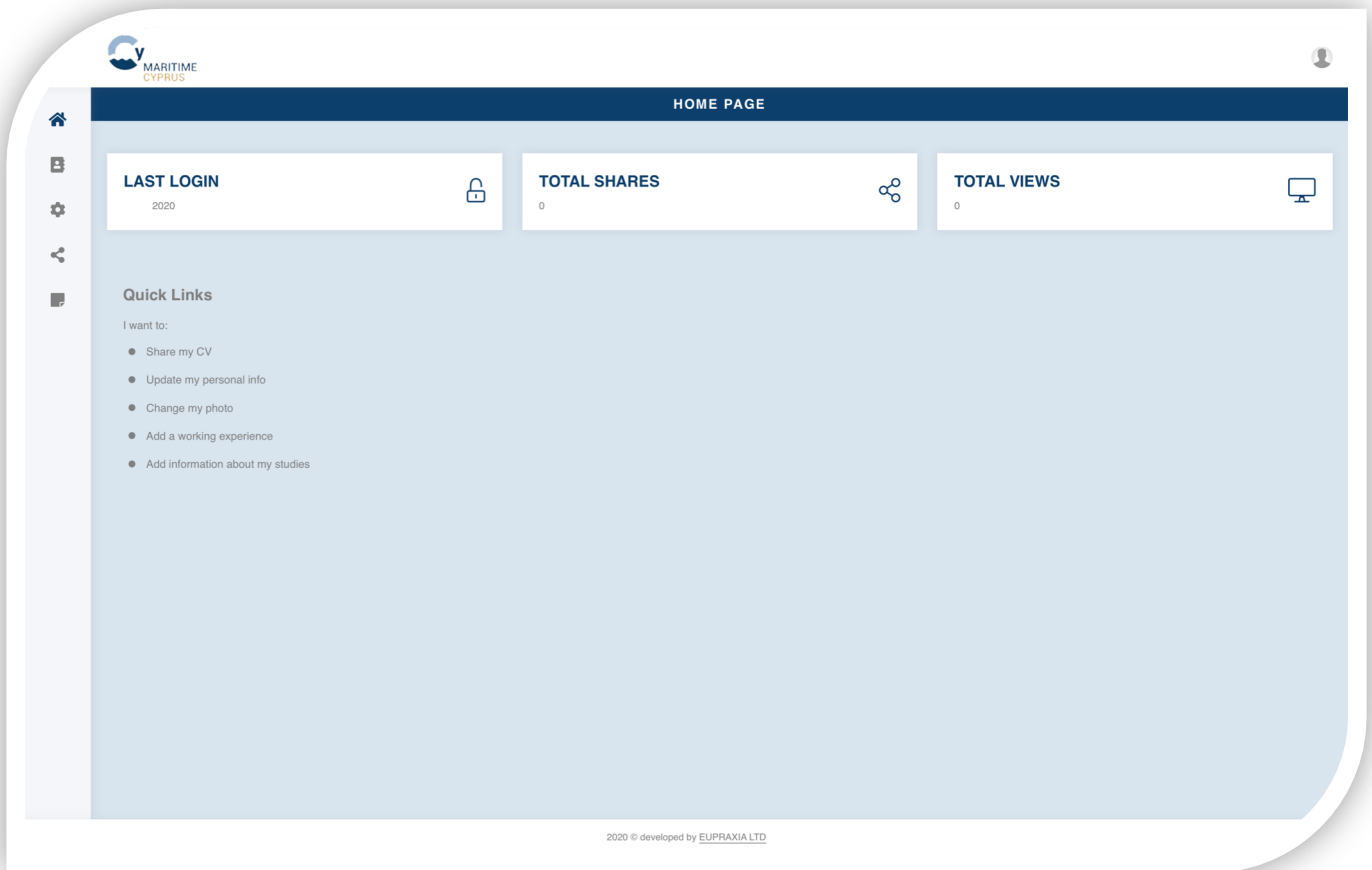
Helpdesk

The seafarer views a list of all the available helpdesks, from which he/she can visit the nearest one.

Email

The seafarer will receive an email, which reminds the seafarer to visit the nearest helpdesk.

It is advised that the seafarer carries with him/her all the official documents, when visiting the helpdesk.



## Functionality

Seafarers can go through application-related statistics, follow the quick links, or follow the main menu on the side bar of the screen.

### Statistics

The seafarer can view the date of his/her last login to the application, the count of the companies to which the CV was shared and how many of the latter viewed the CV.

If the recorded last login date seems suspicious that an unauthorized user has logged in to the application, it is highly recommended that the password is changed and the seafarer contacts one of the helpdesks.

### Side bar

The main menu of the application is located at the left side bar.

The first icon returns the seafarer to this screen.

The second icon redirects the seafarer to his/her CV.

The third icon redirects the seafarer to the profile section.

The forth icon redirects the seafarer to the CV sharing section.

The last icon redirects the seafarer to the scanned documents.

### Quick links

Links to the most common operations are provided, so that the seafarer can have direct access to the respective sections, bypassing the menu bar.

**CV MARITIME CYPRUS**

**CURRICULUM VITAE**

print download

**PERSONAL INFORMATION**

First Name: Last Name:

Date of Birth: Nationality:

Phone Number: Email:

Address: Gender:

**WORK EXPERIENCE**

01/01/2019 - 31/12/2019: ASSISTANT  
COMPANY1, Cyprus  
Description of the work experience.

01/01/2020 - Present: THIRD OFFICER ✓  
VESSEL1 (1234567), Cyprus  
Description of the work experience.

**EDUCATION**

09/09/2019 - 31/12/2019 ✓  
UNIVERSITY OF NICOSIA (UoN) - (MARITIME ACADEMY CYPRUS), Cyprus  
Description of the education.

**LANGUAGE SKILLS**

## Functionality

Seafarers can go through the auto-generated CV, print it and share it with others.

### CV

The CV is auto generated and cannot be edited from this screen.

In order to be generated, the seafarer must enter into the application at least one entry in the work experience and the education sections.

The entries with a check mark next to them, indicate that the Shipping Deputy Ministry confirms their validity.

### Print

The seafarer can print his/her auto generated CV, by clicking on the “Print” button.

### Download

The seafarer can download his/her auto generated CV, by clicking on the “Download” button.

### Serial number

On the lower right corner of the CV a serial code is generated.

Anyone who has access to the serial code of the CV can check from the homepage of the application, the validity of the CV.

PROFILE

personal information

education

work experience

account settings

PERSONAL INFORMATION

First Name

Last Name

Gender

Gender

Date of Birth

CY Number

CY

SFN

Email

test@test.com

Address

Postal Code

City

Country

Select a Country

Nationality

Select Nationality

Phone Number

Your Photo

Upload Your Photo

Submit

Functionality

Seafarers can view and edit their personal information.

Locked fields

The first name, the last name, the CY number and the SFN cannot be edited.

Photo

The seafarer can upload a photo in JPG format, which will be used for both the CV and the avatar on the top right corner of the screen.

Email

The seafarer can change his/her email address.

The new email address should be valid, since application notifications will be sent.

Additionally, if the password is forgotten, the new email address will be used to remind the seafarer the application password.



SEAFARERS CAREER INFORMATION SYSTEM

PROFILE

personal information

education

work experience

account settings

EDUCATION

Training Center

Select a Training Center

Country

Select a Country

From

To

Upload File

Upload PDF

Description

Submit

Show

10

entries

Search:

Training Center	Country	Date From	Date To
No data available in table			
Training Center	Country	Date From	Date To

Showing 0 to 0 of 0 entries

First

Previous

Functionality

Seafarers can view, edit or delete their education entries and language skills.

Training centers

The seafarer can add an entry by filling all the fields.

If the training center is not listed in the drop-down menu, the seafarer can add a new training center.

The seafarer must upload a certificate, which proves the given education entry.

The Shipping Deputy Ministry can confirm the given entry, based on the submitted documents.

Language skills

The seafarer can add an entry by filling all the fields.

The seafarer must upload a certificate, which proves the given language skill.

Table of entries

All the entries of the seafarer are listed in table view.

The seafarer can click on a title from the header of the table and all the entries will be sorted as per the selected column.

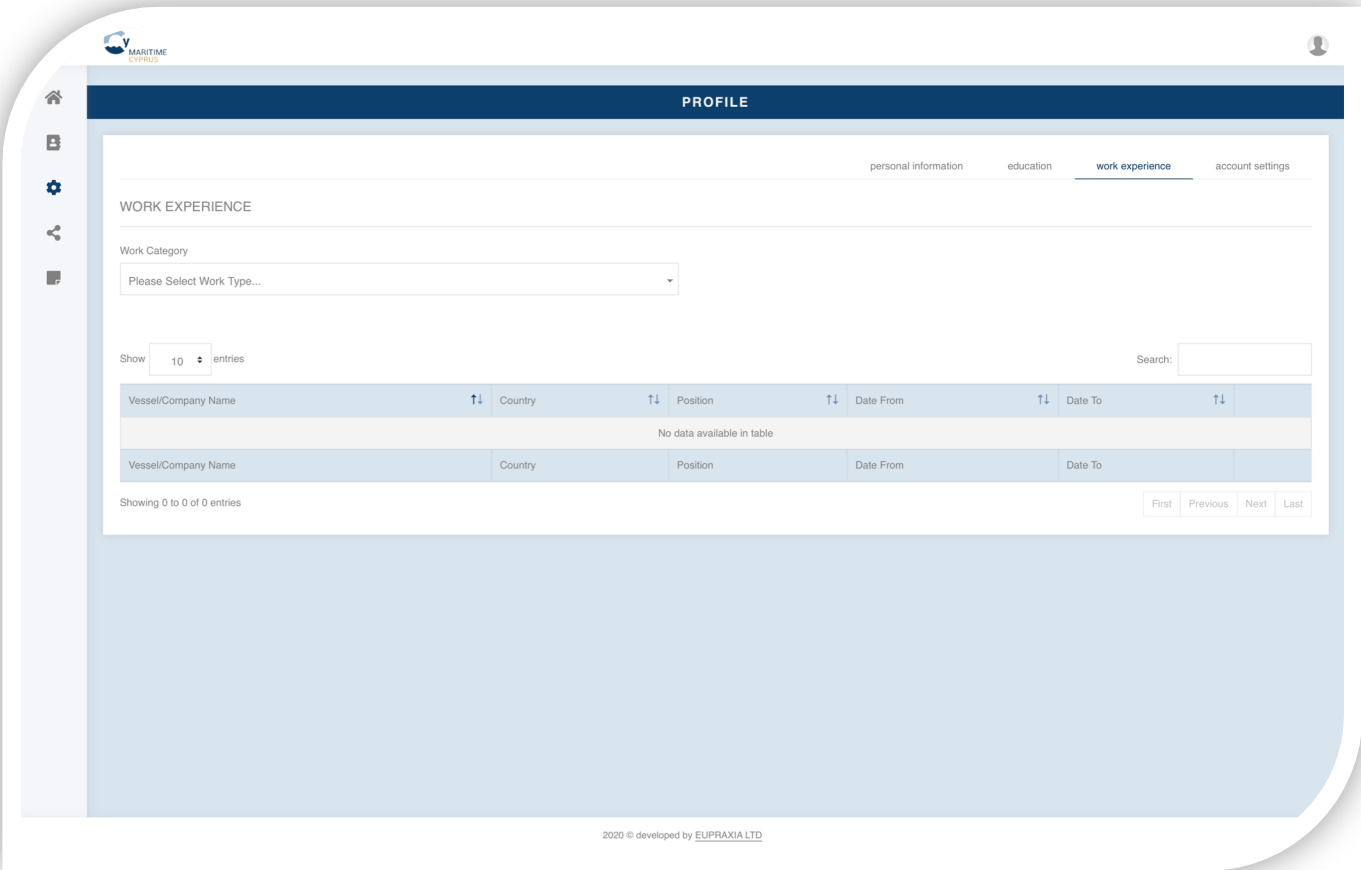
The seafarer can view, edit or delete an entry from the table, by clicking on the respective icon on the selected row.

SEAFARERS CAREER INFORMATION SYSTEM

SEAFARERS USER MANUAL (v.2020A)

SDM CY – EUPRAXIA LTD

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## Functionality

Seafarers can view, edit or delete their work experience.

### Work category

The seafarer can add an entry by selecting a work category from the drop-down menu.

### Vessel

The seafarer can add an entry by filling all the fields.

The seafarer must upload a certificate, which proves the given work experience.

If the vessel’s flag is Cypriot, the Shipping Deputy Ministry can confirm the given work experience, based on the submitted documents.

### Office

The seafarer can add an entry by filling all the fields.

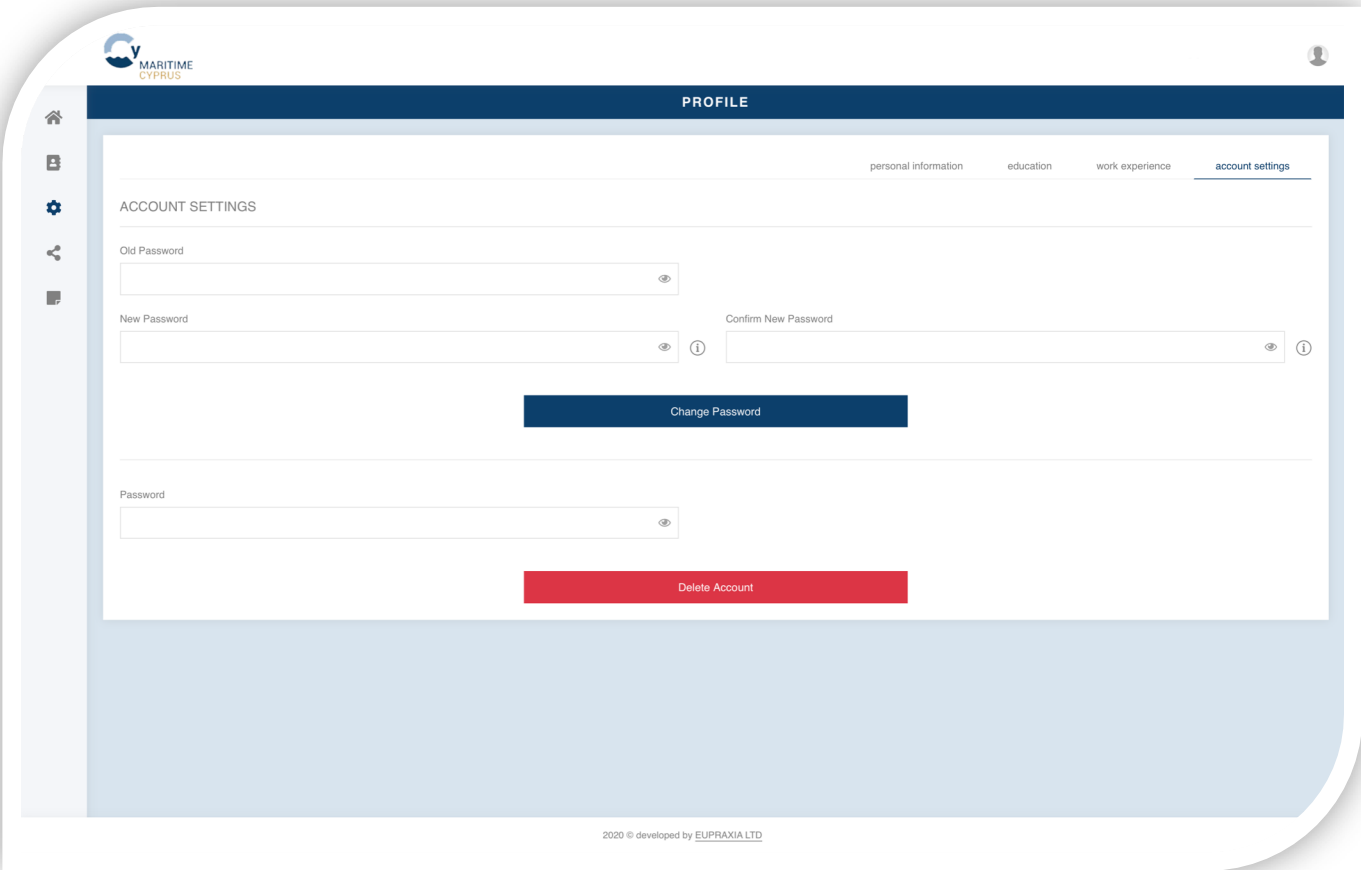
The Shipping Deputy Ministry cannot confirm any work experience of this category.

### Table of entries

All the entries of the seafarer are listed in table view.

The seafarer can click on a title from the header of the table and all the entries will be sorted as per the selected column.

The seafarer can view, edit or delete an entry from the table, by clicking on the respective icon on the selected row.



Functionality

Seafarers can change their password, or delete the account.

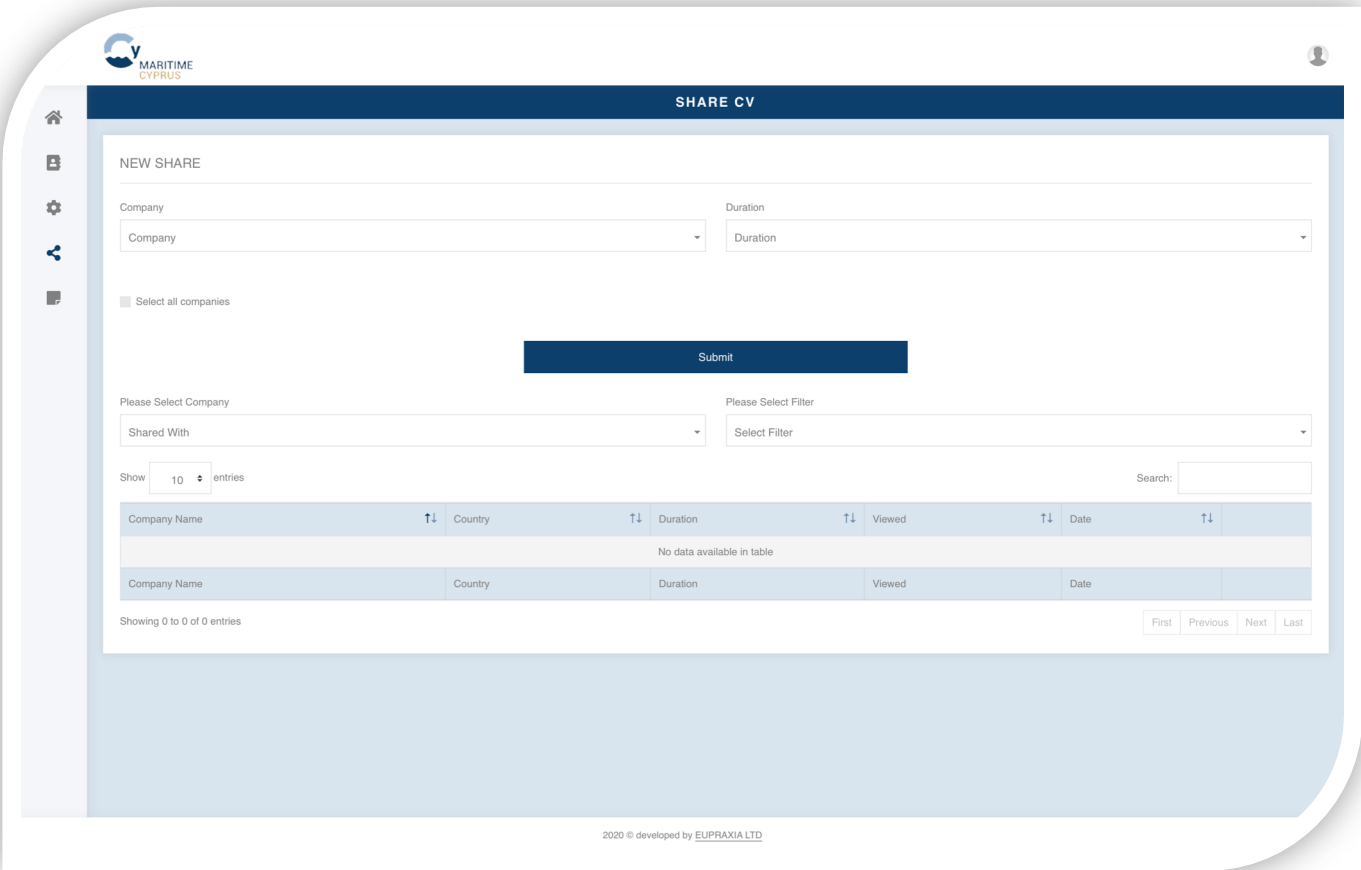
Password

The seafarer can change the password, by typing a new one twice and clicking on the “Change Password” button.

Account deletion

The seafarer can delete the account by typing the password and clicking on the “Delete Account” button.

If an account is deleted, all the data of the account will be deleted and cannot be retrieved in the future.



Functionality

Seafarers can share their CV to selected companies.

New share

The seafarer can select the companies one by one, with which he/she wishes to share his/her CV and define the time period for which the CV will be visible to the selected companies.

Alternatively, the seafarer can check the “Select all companies” check box and the CV will be shared with all the listed companies.

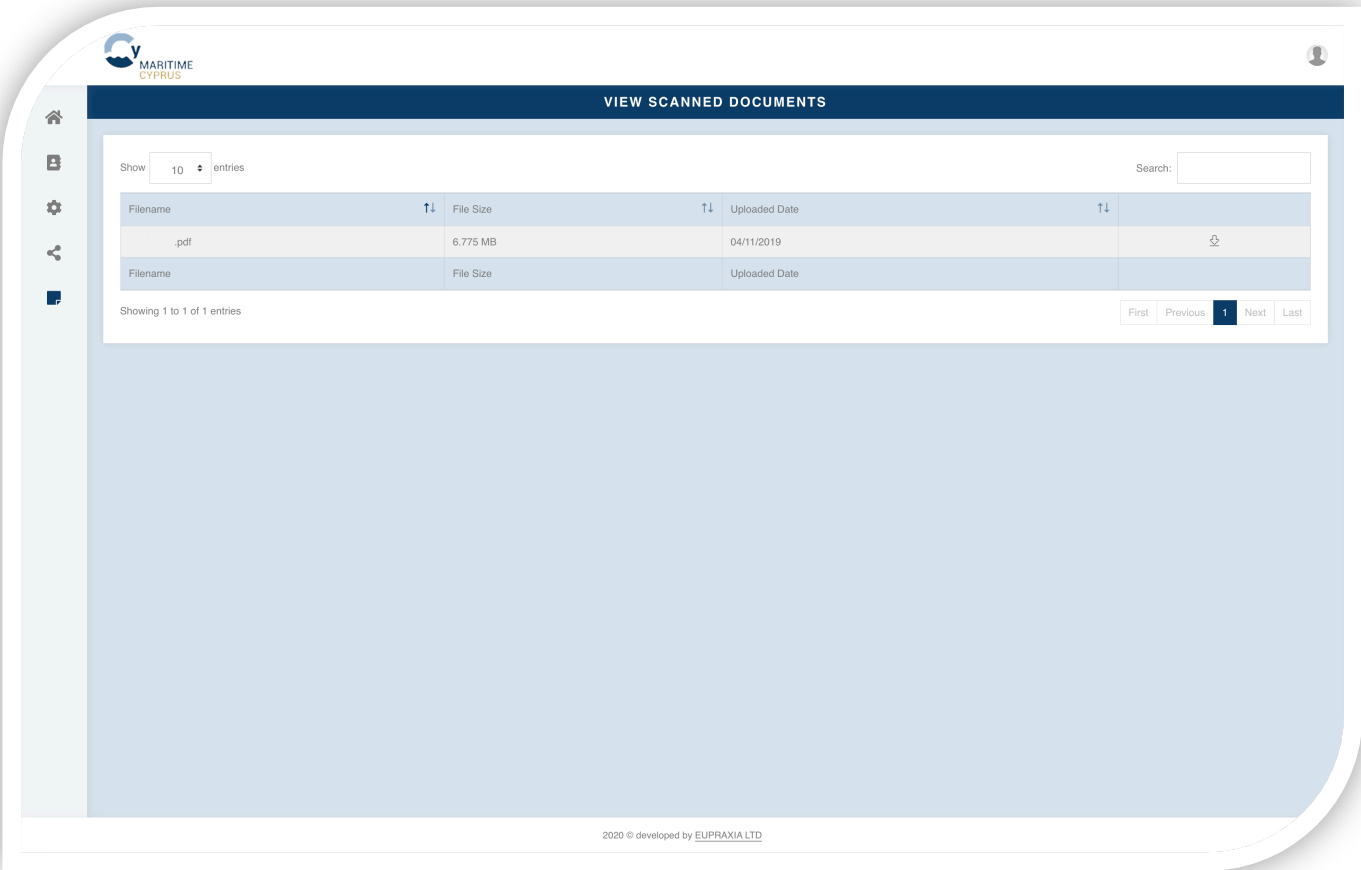
Table of entries

All the companies with which the CV is shared are listed in table view.

The seafarer can click on a title from the header of the table and all the entries will be sorted as per the selected column.

The seafarer can view, edit or delete an entry from the table, by clicking on the respective icon on the selected row.

Alternatively, the seafarer can use the two drop-down menus of the search filters to limit the displayed search results.



Functionality

Seafarers can view, download and print the documents, which are scanned by the Shipping Deputy Ministry.

Table of entries

All the scanned documents by the Shipping Deputy Ministry are listed in table view.

The seafarer can click on a title from the header of the table and all the entries will be sorted as per the selected column.

The seafarer can view, download or print an entry from the table, by clicking on the respective icon on the selected row.

The scanned files cannot be deleted, or edited.

