



DIGITAL SIGNATURE OF AN INTERNSHIP AGREEMENT



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WHAT IS A DIGITAL SIGNATURE



- > The digital signature is a mechanism to guarantee the integrity of an electronic document and to authenticate the author, by analogy with the handwritten signature of a paper document.
- > Here, the electronic document will be the internship agreement.



HOW TO SIGN DIGITALLY

Digital signature of an internship agreement

October 2020

- To sign the internship agreement, please bring the email you received.
 You will find your credentials.
- Click on the button "go and sign digitally"

Bonjour (N,

La Rochelle Université vous invite à venir signer la convention de stage de visualiser la convention, cliquez sur le bouton « Aller signer électroniquement » muni du login et du mot de passe. Vous pourrez alors apposer votre signature avec le code que vous pourrez récupérer au moment de la signature. Un exemplaire avec l'ensemble des signatures vous sera ensuite transmis par mail.

Pour toute information complémentaire, nous vous invitons à prendre contact avec <u>le secrétariat</u> <u>pédagogique</u>.

ello

La Rochelle University invites you to come and sign the internship agreement of

To view the agreement, click on the « Aller signer électroniquement » button with the login and
password. You will then be able to sign with the code that you will be able to retrieve at the time of
signing. A copy with all the signatures will then be sent to you by email.

For any further information, please contact the pedagogical secretariat.

Login Mot de passe :

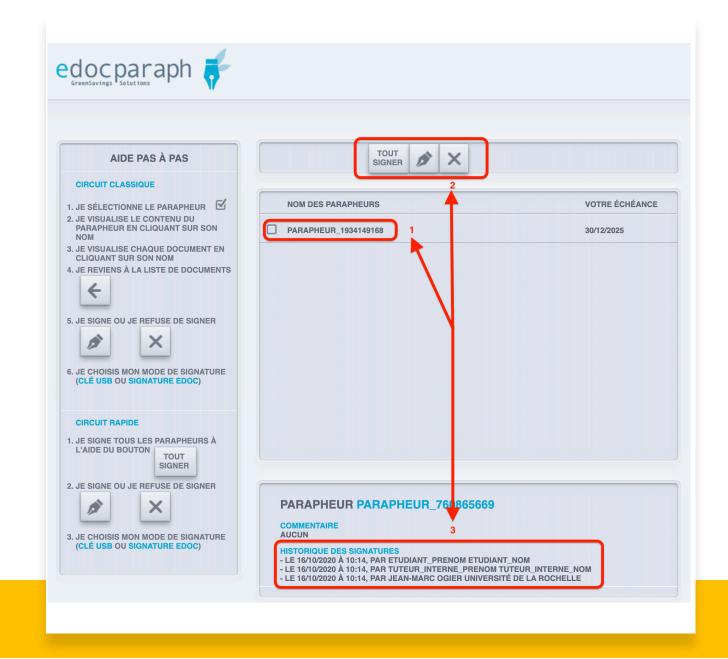
Le code de signature vous sera remis au moment de signer le document.

Aller signer électroniquement

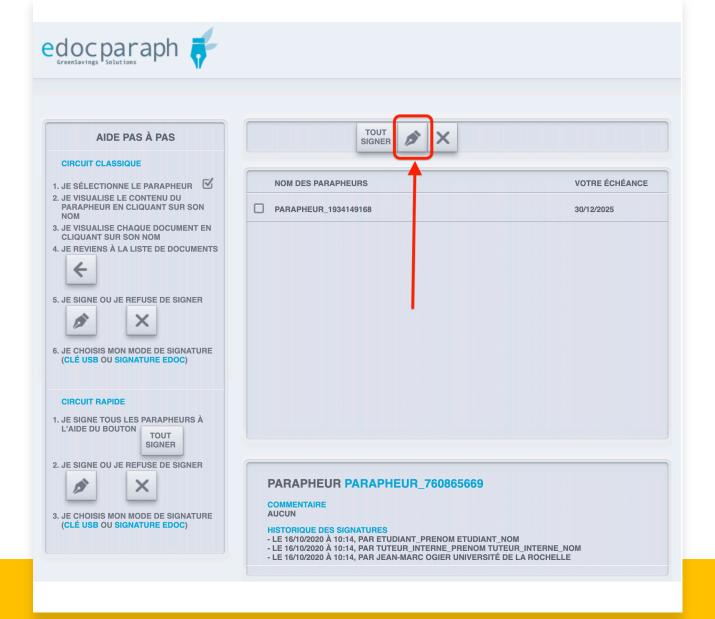
• Enter your credentials log in



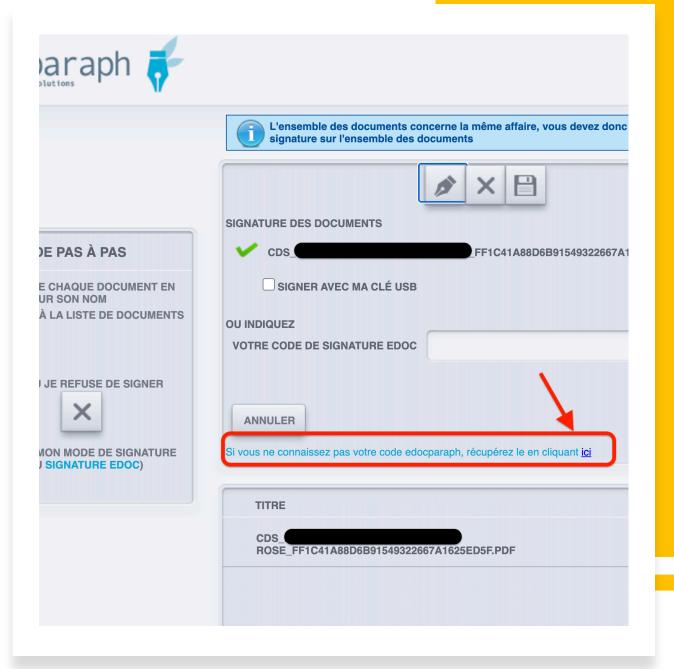
- Once you have connected, you will be taken to the signature page where you can view the document(s) concerned.
- 1: The agreement to be signed. Click on it to see its contents
- 2: The button to access the signature interface
- 3: History of signatures already affixed to the convention



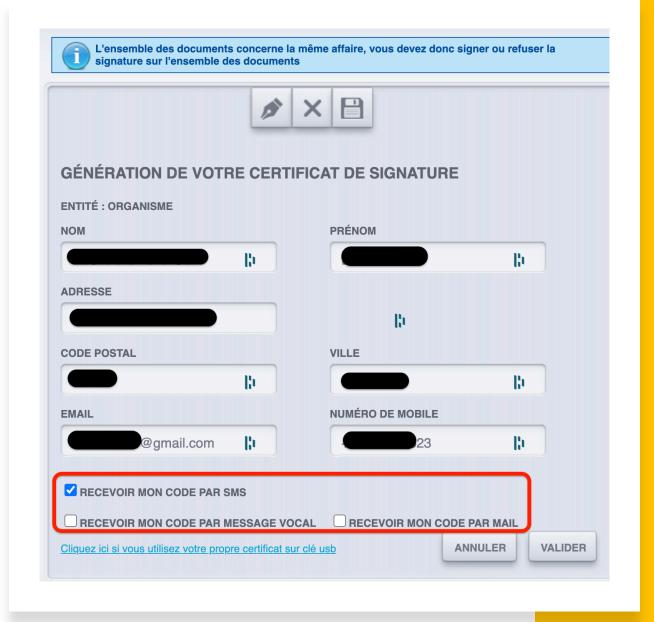
 Once you have seen the contents of the document to be signed, you can click on the "sign" button at the top represented by the "pen" icon.



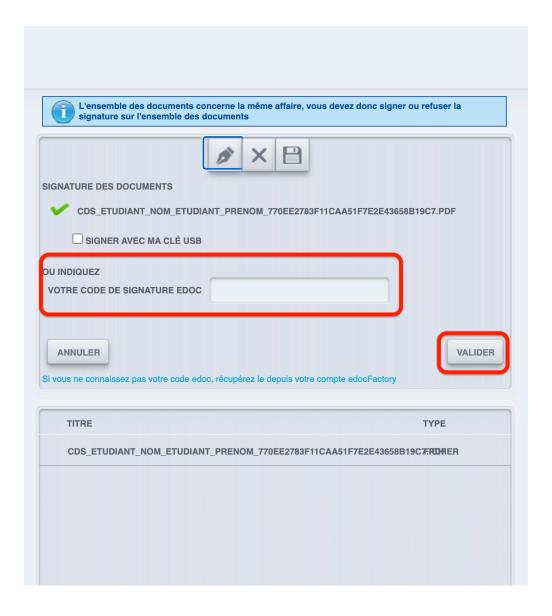
To get your signature code, please click on the small link as shown opposite.



 Please enter your email address or mobile phone number in the format "06xxxxxxxxxxxxxx" or "07xxxxxxxxxxxx". (but not +336xxxxxxxxxx or +337xxxxxxxxxxx) and choose the mode of reception of the code: sms, email or voice message and submit.



 Next, you will need to authenticate yourself using the signature code provided. This step is essential because without it, authentication is not possible.





> At the end of the electronic signature procedure and once all parties have signed, you will then receive your documents by e-mail.



OTHERS QUESTIONS

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JE SOUHAITE MODIFIER LES TERMES DE LA CONVENTION

If the content of the internship agreement does not suit you and you wish to make or suggest changes, please contact the pedagogical secretariat.



MON CODE DE SIGNATURE EST INVALIDE

If your signature code does not work, please contact

coffre-fort@univ-lr.fr

providing a scan of your ID card and a copy of the email you received.

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EDOCPARAPH

- > eDocParaph is an electronic signature service for signing digital documents while guaranteeing their evidential value.
- > This platform belongs to the French eDoc Group whose official website is the eDocGroup.fr
- > All data and documents are stored on servers located in France.



D'ici, on voit + loin!



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