

Creating an account for recruitment

This chapter applies to people who are not or were not students / employees of Gdańsk University of Technology and do not have an account at Moja PG Portal.

Click for more details:

1. To create an account as a candidate, go to rekrutacja.pg.edu.pl

The screenshot shows the 'eRecruitment' sign-in page. At the top, it says 'RECRUITMENT SIGN IN PAGE'. There are two main sections for logging in:

- Candidates:** 'Log in using a candidate account'. Fields for 'Login: *' and 'Password: *'. Buttons for 'Login' and 'Create account'. Links for 'Forgot my password' and 'Help'.
- Gdańsk Tech students, graduates and employees:** 'Log in using moja.pg account'. A 'Login' button. Links for 'Forgot my password' and 'Help'.

At the bottom, there are logos for 'GDANSK UNIVERSITY OF TECHNOLOGY' and 'mojang'. Copyright information: 'Copyright © 2008 - 2021 Gdańsk University of Technology IT Services Centre'. Contact information: 'To get technical assistance use the Gdańsk Tech Helpdesk contact form or call: 58 348 8337. To get substantive (formal) support for Polish citizens please contact with the Admissions Centre or call: +48 58 347 2565. To get substantive (formal) support for foreigners please contact with International Relations Office'.

2. A page is displayed where a person who is not a current student, graduate or employee of the Gdańsk University of Technology can create an account.

3. To do this, in the **Candidates** section, click **Create account**. A page will appear where you must provide your data needed to create an account.

 **NEW RECRUITMENT SYSTEM ACCOUNT**

Attention!
If you already have a moja.pg student account use the **Gdańsk Tech students, graduates and employees sign in**

First name: * ?

Second name:

Last name: * ?

Nationality: ▼

PESEL: *

E-mail / login: * ?

Confirm e-mail: *

Password: * ?

Confirm password: *

CAPTCHA code:  *

In accordance with article 13 of the General Data Protection Regulation of 27 April 2016 (EU Journal of Laws L 119, of 04.05.2016) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) hereinafter referred to as Regulation, we inform that:

1. The controller of the indicated data is Gdańsk University of Technology, Narutowicza 11/12, Gdansk (postal code 80-233).
2. The controller has appointed the data protection officer, who can be contacted through e-mail: – dpo@pg.edu.pl
3. Pursuant to the GDPR article 6 item 1 letter c, your personal data shall be processed for the purpose of studies recruitment procedure, as defined in the Act on Higher Education, Art. 69 and further acts (uniform text. Journal of Laws of 2018, item 1668) and article 6 item 1 letter b in the case of becoming student status - processing is necessary for the performance of a contract to which the data subject is party;
4. The personal data shall be stored for the period of six months following the end of the recruitment procedure, and in case of admission to studies, it shall be stored in accordance with the course of studies, and next, it shall be archived and stored for 50 years.
5. Data submission is voluntary though obligatory for the studies recruitment procedure.
6. The submitted data shall not be transferred to a third party. The sole data collectors shall be institutions authorized by the law.
7. You have the right to the access to and rectification or erasure of your personal data or restriction of processing as well as the right to object, oppose the processing and data portability, as well as the right to withdraw consent at any time and the right to lodge a complaint with a supervisory authority (i.e. the President of the Personal Data Protection Office).
8. Your personal data shall not be profiled.
9. The data controller does not intend to transfer personal data to a third country or international organisation.

Above person data rules confirmation: *

Create account**Cancel**

4. You must complete the personal data, according to the data in the passport.

- Foreign Candidates who do not have a PESEL number choose their country of origin in the nationality field (a hint will be displayed after entering the first letters). After selecting a nationality other than Polish, an option to enter the Polish Card number will appear below this field. If the candidate does not have a Pole's Card and does not have a PESEL number, select the I do not have a PESEL number option and then select one type of identity document from the drop-down list and complete the number and country of issue of this document.

Nationality:	Spain
Polish Card:	<input type="checkbox"/>
Polish Card number:	<input type="text"/>
Polish roots:	<input type="checkbox"/>
I don't have PESEL number:	<input checked="" type="checkbox"/>
ID type:	Passport
Identity card number:	<input type="text"/>
ID place of issue:	Select...



Hint

An important thing that you must pay attention to, is the e-mail address you give. This address will be the login to the account. The account password must be 8 to 254 characters long, contain at least one letter and at least 2 additional characters. Additional characters include: numbers and special characters. A hint about the correctness of the password will be displayed when you hover your mouse over the question mark icon.



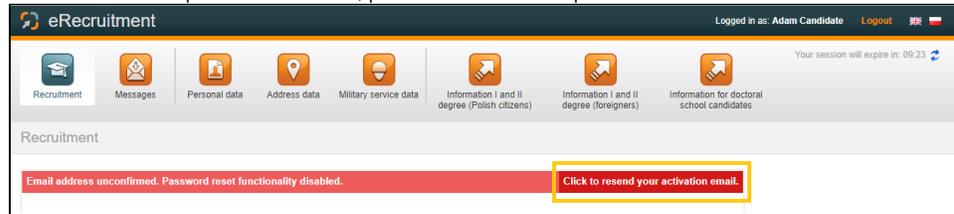
Hint

We recommend that you enter the data in lowercase (and not only in capital letters), in accordance with the spelling rules, because after the recruitment is completed, the data is automatically transferred to the Moja PG system and presented in various documents.

- Then, read the clause on the protection of personal data and accept it by selecting the checkbox and clicking **Create account**.
- After clicking Create account, you will be taken to the page where you can see the available recruitment.

- By clicking on the Information I and II degree, you can go to the page with detailed information on recruitment for 1st-cycle (undergraduate) or 2nd-cycle (graduate) studies - <https://pg.edu.pl/en/admission>. If you apply for 3rd-cycle studies (doctoral program), please click on the Information for doctoral school candidates.
- After reviewing the offer, you should complete data in the system.
- At the same time, a message with an activation link to the your account will be sent to the e-mail address provided. Log in to the e-mail and confirm the activation of the account. By activating your account, you will be able to reset your password in case you forget it. The same activation link to the account is sent to candidates who log in to the recruitment system for the first time using an account from Moja PG Portal.
- If, when creating an account or after logging in to the enrollment account for the first time, the link to confirm the e-mail address was not sent, the candidate may repeat sending the activation link by clicking on the Click to resend the activation link page. Before clicking

this option, you should check the contents of the Spam folder in your email account. If the activation e-mail still does not arrive, and the e-mail address provided is correct, please contact the Helpdesk.



2. The e-mail that will be sent to the candidate will contain a link that must be clicked to validate the e-mail address provided when creating the account or after logging in for the first time. All information from the eRekrutacja system will be sent to this address. In the event that the candidate forgets the password to the system, a link to reset the password can also be sent to this address.
3. After clicking on the link from the e-mail, the candidate's e-mail address is verified. If all the data is correct, a page will be displayed informing about the correct data verification, from which the candidate will be able to go to the eRecruitment system.

It is possible to confirm personal data with a trusted profile (Profil Zaufany). This is an additional option, independent of the confirmation of the e-mail address (it is recommended to confirm the e-mail address before confirming the data with a trusted profile). Thanks to the confirmation of the data by the Trusted Profile, you will be able to go through the recruitment without the need to appear in person at the appointed time in order to submit documents and make an entry on the list.

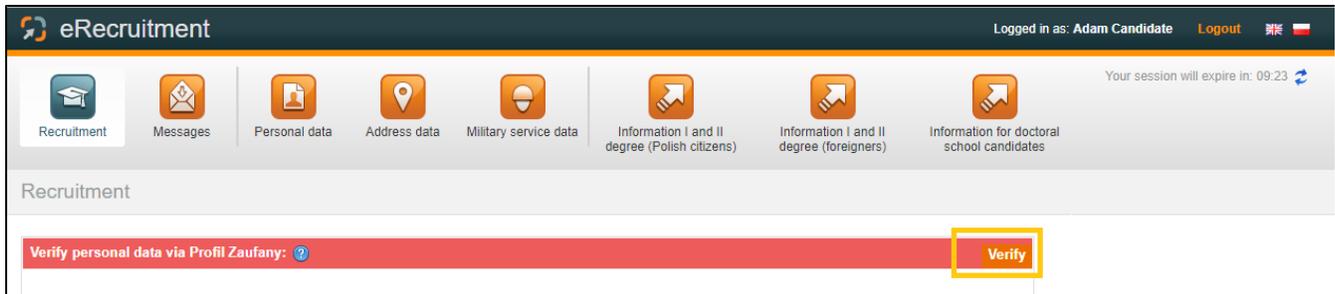
Note

The option of confirming personal data with a trusted profile is available only to candidates with a PESEL number.

Hint

Trusted profile is a free tool that allows you to confirm your identity on the Internet and place a trusted signature. The possibility of using the confirmation by the Trusted Profile applies only to Polish citizens or foreigners with a Polish Trusted Profile. More information about the Trusted Profile can be found [on this page](#).

To confirm your personal data with a trusted profile, log in to your account, and then click Verify in the Verify personal data via Profil Zaufany window.



A page will be displayed in which, after clicking Verify, you will be redirected to the login page for the trusted profile.

Login

Profil Zaufany

Zaloguj się za pomocą nazwy użytkownika lub adresu e-mail

Nazwa użytkownika lub adres e-mail

[Nie pamiętam nazwy użytkownika](#)

Hasło

[Nie pamiętam hasła](#)

ZALOGUJ SIĘ

Zaloguj się przy pomocy banku lub innego dostawcy



LUB



Choose one of the login paths (login with your username or email address, or via internet banking or another provider) and follow the selected login path. After verification, a message about the positive verification of data will appear. At this point, you can click Back to eRecruitment or after 10 seconds you will be automatically redirected to the recruitment home page, where a message will be displayed that your data have been confirmed with a trusted profile.



Recruitment



Messages



Personal data



Address data



Military service data



Information I and II degree (Polish citizens)



Information I and II degree (foreigners)



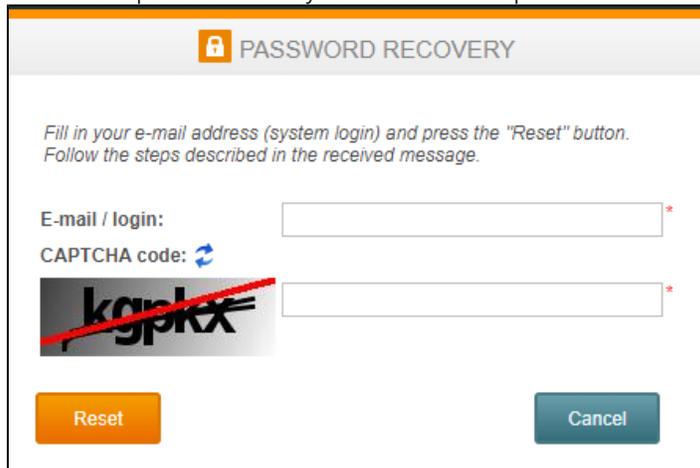
Information for doctoral school candidates

Recruitment

Personal data successfully verified via Profil Zaufany. [?](#)

1. If the candidate forgets the password to the recruitment system, and was / is not a student / employee of the Gdańsk University of Technology, he / she may reset the password by clicking on the website rekrutacja.pg.edu.pl on the link I forgot my password in the Candidates section.

2. And then complete the necessary data: e-mail address provided when creating the account and rewrite the code from the picture.



PASSWORD RECOVERY

Fill in your e-mail address (system login) and press the "Reset" button.
Follow the steps described in the received message.

E-mail / login:

CAPTCHA code: 

Reset **Cancel**

If you have a valid account on Moja PG, you can reset your password by clicking on the *I forgot my password* link on the recruitment page in the Students, graduates and employees of PG, then you will be sent to the Moja PG portal, where the password reset will look like during [resetting the password to this system](#).

3. If, after creating an account, you approve the activation link that was sent to your e-mail address, after filling in the fields from the picture and clicking **Reset**, an e-mail will be sent to you with a link to the page where you can reset your password. On this page, you will enter a new password and must complete the code received in the e-mail.

Powiązane artykuły

- [Moja PG account activation](#)
 - [Postgraduate Student](#)
 - [Postgraduate Student - account activation](#)
 - [Moja PG Portal - Postgraduate Student](#)
 - [FAQ - English version](#)
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