

# FIRST CONNECTION GUIDE

In case of a first connection or in case of password loss, we invite you to consult the procedure below to access your Webgaia space



Questions?

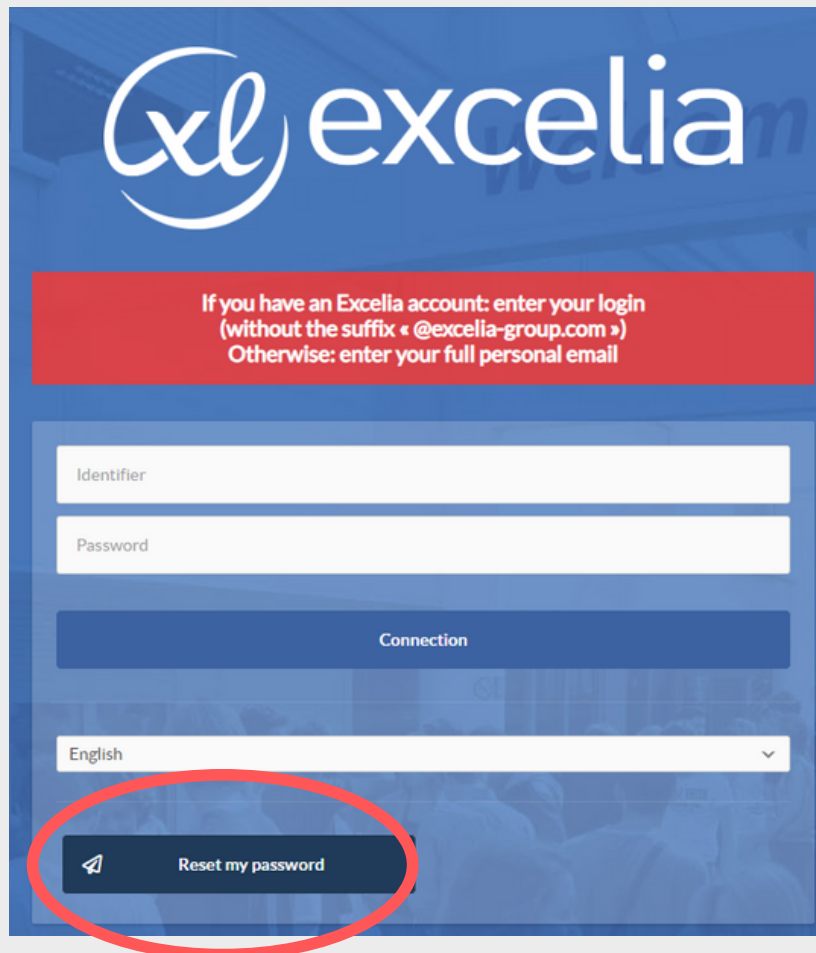
Please contact the International Office  
[globalexchange@excelia-group.com](mailto:globalexchange@excelia-group.com)



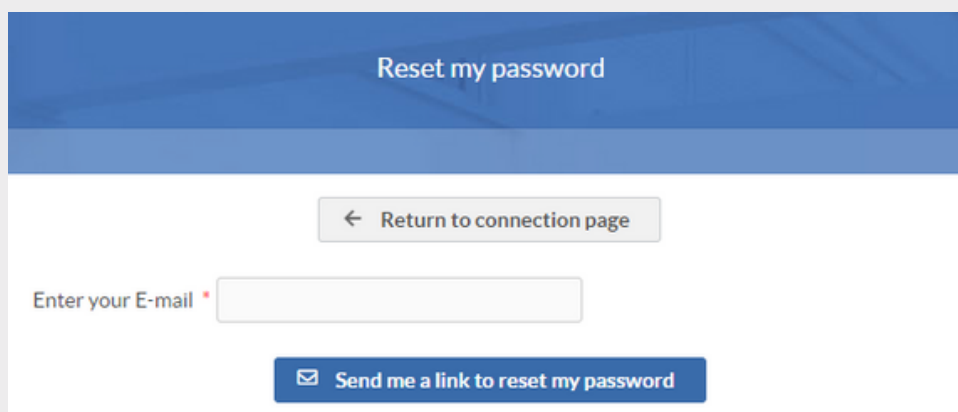
1

Connect to:

<https://webgaia.exceliagroup.com/faces/Login.xhtml>



The image shows the Excelia login page. At the top, the Excelia logo is displayed. Below it, a red banner contains the text: "If you have an Excelia account: enter your login (without the suffix « @excelia-group.com ») Otherwise: enter your full personal email". The login form consists of two input fields: "Identifier" and "Password". Below these fields is a blue "Connection" button. A language dropdown menu is set to "English". At the bottom of the form, a dark blue button with a white arrow icon and the text "Reset my password" is circled in red.



The image shows the "Reset my password" page. At the top, the text "Reset my password" is displayed. Below this, there is a button with a left arrow and the text "Return to connection page". Underneath is an input field with the label "Enter your E-mail \*". At the bottom, there is a blue button with a white envelope icon and the text "Send me a link to reset my password".

Please write your email address. You will receive a new password on this email address.



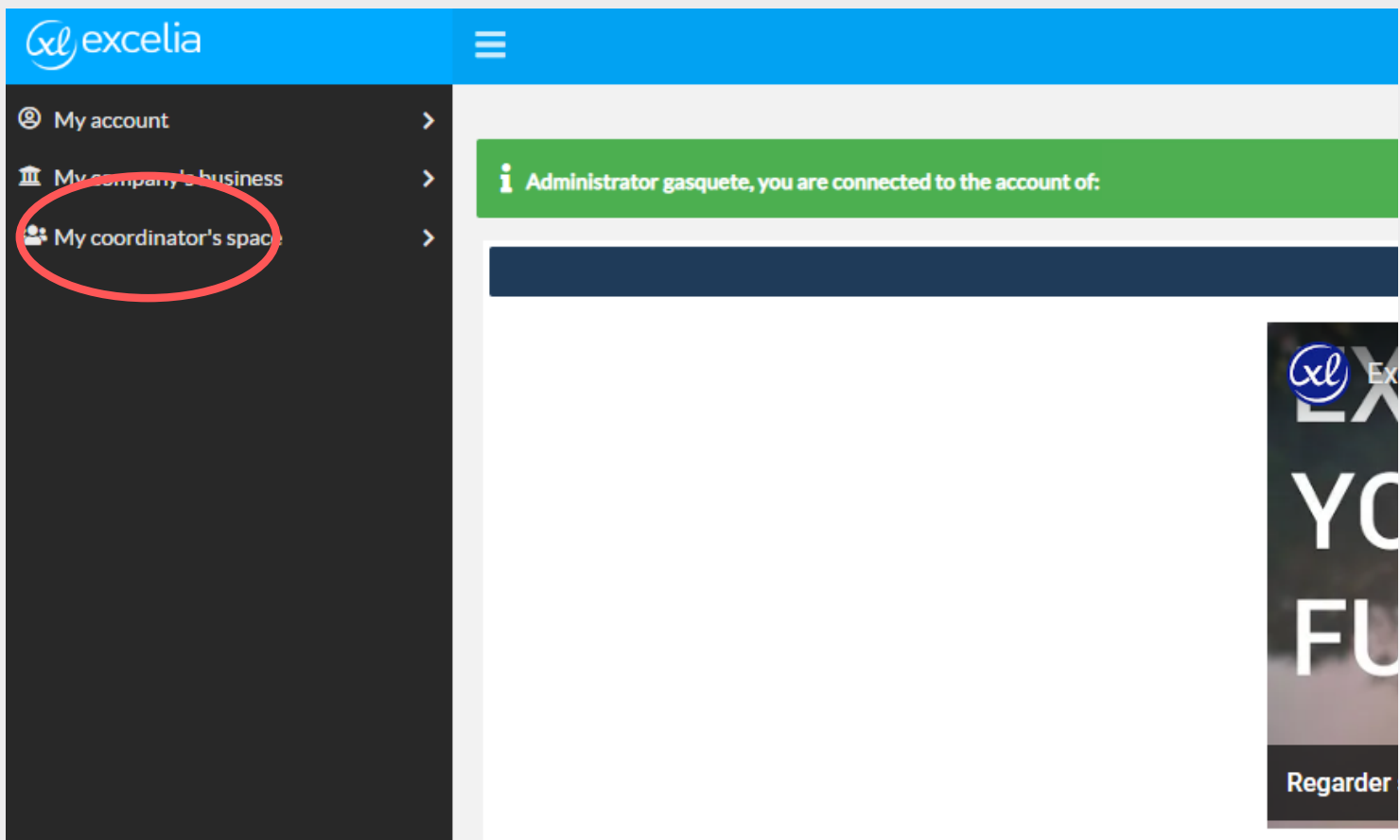
2

Upon reception of the password, connect again to the login page.

**Login:** your email address

**Password:** cut and paste the password received by email

Once logged in, you will access the tab "My coordinator's space"



You are now able to nominate your students!

