

IDENTIFICATION, REGISTRATION, UPDATING AND VALIDATION OF DATA IN THE DUTY STATION MAP

1. ACCESSING THE MAP WITH YOUR INTERNET BROWSER

- Direct access: www.cartographie.gov.cm
- Documents to be provided: recruitment decision, appointment decision, last advancement decision (nomination, reclassification...)

2. IDENTIFICATION (CREATING A USER ACCOUNT)

NB:

- This operation only concerns those who do not yet have an account. In this case the next step is the enrolment;
- Those who already have an account proceed directly to the update of their data. If you have lost your login and/or password, please contact SIGIPES at the central (door 504) or regional (Regional Delegation) level.

The identification procedure is as follows:

- Click on "Identification";
- Enter the information as it appears on your documents (birth certificate, career decision, etc.)
- If you have a service number, it automatically serves as your login;
- If you are in the process of absorption (ECI, ECC), choose your login and note it somewhere so as not to forget it;
- Take note of your password in order not to forget it.

3. REGISTRATION (Data update)

To register or update your data, follow the procedure below:



- ✓ Click on update data to view the following dialogue box.

- ✓ Log in with your login details and password

- ✓ Click on the “personal data” menu and follow the various steps to update your data.

4. STAFF DATA VALIDATION BY THE DIRECT SUPERIOR

- ✓ Log in,
- ✓ Click on the “My staff” menu
- ✓ Select the line corresponding to the staff who must have registered already;
- ✓ Verify the data provided by the staff;
- ✓ Click on the “Confirm” button if you are satisfied with the accuracy of the data or reject it;
- ✓ Repeat the confirmation steps for all staff concerned.

NB: For easy validation by an IT specialist in the structure, the head of the structure may carry out a preliminary validation exercise based on the forms printed by the staff and produce a list according to the attached template.