HOW TO ACCEPT OR RESIGN A POSITION AS A LANGUAGE ASSISTANT/CULTURAL AMBASSADOR IN SPAIN THROUGH PROFEX 2

(Updated 19/03/24)

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1. EMAIL NOTIFICATION

When you are assigned a position as a language assistant, you will receive an email from **eadministracion@educacion.gob.es** notifying you of:

- The assignment.
- The region you've been assigned to.
- The deadline to accept.

To accept or reject the position, you will need to log in to your Profex 2 profile.

2. ACCESING PROFEX 2

We remind you that if you are using a **Mac** computer, it is recommended to use the **Chrome** browser, and if you are using a **Windows** computer, please use the **Edge** browser. **This will help prevent any issues when uploading files to Profex 2.**

Before accessing Profex 2, we recommend always clearing your browser's browsing data to ensure you are using the latest version of the application.

1. Go to the website for the 2024-2025 call **https://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/general/99/998188/ficha/998188-2024.html** and click on Acceso a la tramitación en sede electrónica

2. Enter the passport number or identity card (if you are from a Schengen Area country) with which you applied for the username, your password[1], and click on Acceder.

Click on Acceso al trámite (Access to the procedure) to access Profex 2.

[1] If you don't remember your password, click on Incidencias de acceso and follow the indicated steps.

You will arrive at the initial page of your Profex 2 profile. Click on My applications.

| Home	My Profile	My Applications	Change language ▼
Candidato / Mis solicitudes			
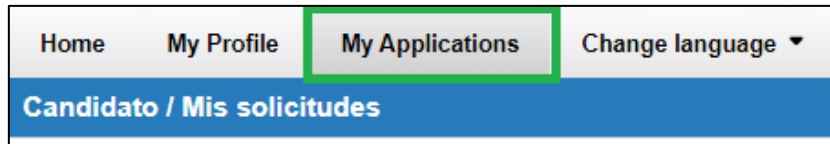
You will see that the status of your application has changed to Candidato seleccionado (Selected Candidate).

| 2024-2025 Auxiliares de conversación extranjeros en España	24AEXT0041001721	Candidato seleccionado	Nueva	🔍Ver 🗋
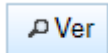
You should click on View ⌕ Ver . It will take you to your application, and you will notice that a new window called Acceptance or rejection appears. Click on this tab.

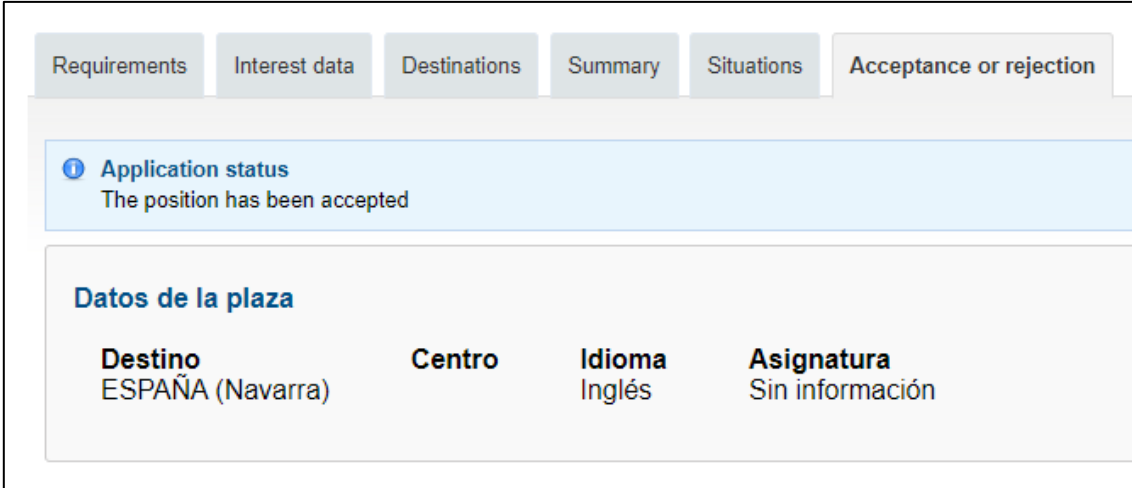## 3. ACCEPTANCE OR REJECTION OF THE POSITION
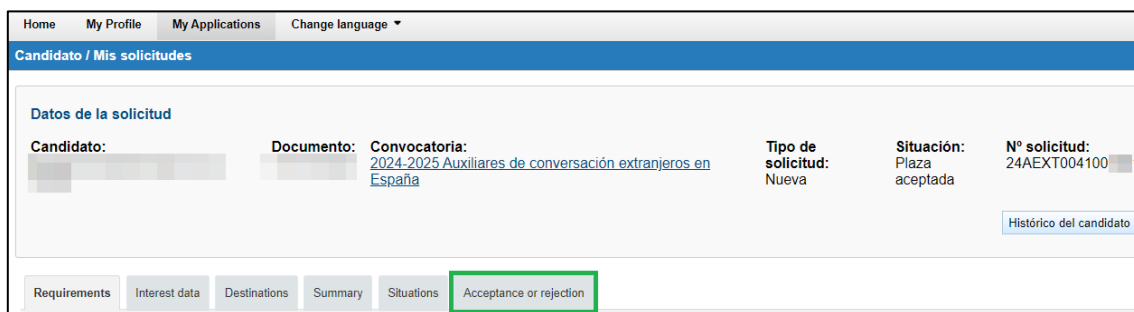
The assigned position will show you at least the autonomous community awarded and the language. Sometimes, it may also display the selected educational center(s), depending on when the position is assigned.
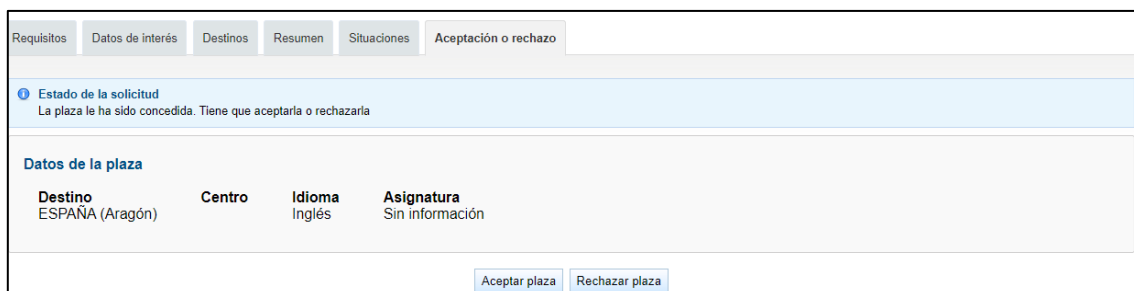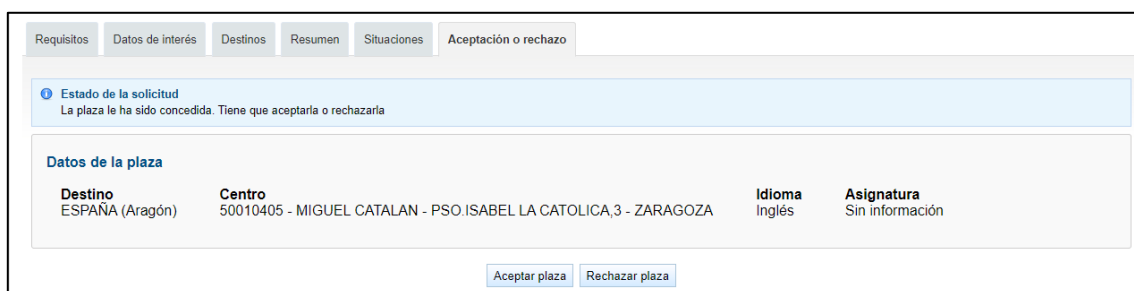
Below, you will have the option to **Accept the position** or **Reject it.**

If you accept the position, your application will change to Plaza aceptada (Accepted position), and **you will only need to wait for the official appointment or for the educational centers' managers or responsible parties to contact you**.

You can revisit your application in Profex 2 if you need to review the details of the awarded position.

If you reject the position, the application will change to Rejected position. In this case, you will not receive any further offers, and your participation in the current call will be concluded. You can apply again for the next academic year's call.