Digital Inclusion

Course: "MyGuichet & Co: online services in Luxembourg"

Handout for students

1. **Session 1: What is MyGuichet.lu? An introduction to Luxembourg's digital administration services**

    1.1. [Informing the Ministry of Foreign and European Affairs of your stay abroad (Lëtzebuerger am Ausland)](#)

    1.2. [Booking an appointment with the National Health Fund (CNS) online](#)

    1.3. [Applying for a rent subsidy](#)

    1.4. [List of procedures with the possibility of eTracking](#)

    1.5. MyGuichet.lu flyer "[A one-stop shop for all your private administrative procedures](#)"

    1.6. **How to activate your LuxTrust identity?** https://www.luxtrust.com/en/individuals/activate

    1.7. **Raiffeisen's "LuxTrust Mobile Activation Guide":**

        1.7.1. EN:

            https://www.raiffeisen.lu/sites/default/files/documents/en_brochure_luxtrust_mobile_a4_0123_raiffeisen.pdf

        1.7.2. FR:

            https://www.raiffeisen.lu/sites/default/files/documents/fr_brochure_luxtrust_mobile_a4_0123_raiffeisen.pdf

    1.8. **Tutorial: How to create my private eSpace on MyGuichet.lu?**

        https://guichet.public.lu/dam-assets/catalogue-pdf/tutoriel-myguichet-espace-prive/tutoriel-myguichet-espace-prive-en.pdf

2. **Session 2: Practice using MyGuichet to save you time**

    2.1. [Booking an appointment for the vision test 10 and the vision test 40](#)

    2.2. [Enrolling in the 'Bilan 30' programme](#)

    2.3. [Ordering a certificate of affiliation or an income certificate from the Joint Social Security Centre (CCSS)](#)

    2.4. [Applying for a criminal record certificate](#)

    2.5. Step by step Guide in PDF: [Comment demander un extrait de casier judiciaire sur MyGuichet.lu ?](#) (in French)

    2.6. [Applying for a licence plate number](#)

    2.7. PDF Tutorial: [Completing a tax return using the electronic assistant](#)

(v.1, April 2023)

2.8. Video tutorial: [How do I complete a tax return using the electronic assistant?](#)

2.9. List of MyGuichet.lu tutorials on YouTube: https://www.youtube.com/@guichet_lu/playlists

3. **Session 3**

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4. **Session 4**

   4.1. "[How to use LinkedIn to find a job](#)"

   4.2. ADEM guide "[How to draft your Curriculum Vitae](#)" (in EN)

   4.3. ADEM guide "[Rédigez votre lettre de motivation](#)" (in FR)

   4.4. «[How to write a good supporting letter](#)»

   4.5. [Application for academic recognition of foreign higher education diplomas](#)

   4.6. [Application for recognition of professional qualifications obtained abroad (access to a regulated profession at a higher education level)](#)

   4.7. [Applying for recognition of level of education, a diploma or professional qualifications](#) (Ministry of Education)