

Intézményi regisztráció és a Web eform áttekintése



Szervezetek Regisztrációs felülete (ORS)

- Pályázat benyújtásához elengedhetetlen lépés a szervezet/intézmény regisztrációja
- Mielőtt regisztrálná szervezetét/intézményét... - Vajon regisztrálta-e már más?
- EU Login fiók szükséges a belépéshez
- Csak az látja az adatokat, akinek az e-mail címe hozzá van rendelve a szervezethez/intézményhez
- Minden szervezet/intézmény egyedi, ún. OID azonosítót kap
- Ezt az azonosítót szükséges használni minden pályázat esetén

European Commission | EAC Organisation Registration system

STATUS: DRAFT

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Welcome to the Organisation Registration system

Organisation data

Edit

- Minden *-gal jelölt mező kitöltése kötelező
- Kék szín – nyilvánosan elérhető adatok
- PIC kód – ha már össze van kötve OID-val
- Ha minden kész – a piktogram zöldre vált
- Az intézmény státusza a felületen:
 - Draft
 - Waiting for certification
 - Waiting for confirmation
 - NA certified
 - Invalidated

European Commission | EAC Organisation Registration system

Döniz PRIBIL-KÖVESDY

STATUS: DRAFT

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the Erasmus+ and European Solidarity Corps platform. You can find more information here [Privacy Statement](#).

Organisation
Organisation data

PIC

Legal name

Business name

Legal status International organisation

a natural person a legal person

private entity public body

non-profit for profit

sme

Official language

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

STATUS: DRAFT Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

1 Organisation
Organisation Contact Person

Title Mrs

First name Ann

Last name Peeters

Department HR

Position in the organisation HR Assistant

Professional e-mail mail@organisation-xyz.be

Use organisation phones?

Main phone +32 123456789

Fax

Secondary phone

Use organisation address?

Street name and number Straat 100

Country Belgium

Region Prov. Antwerpen

City Antwerp

P.O. Box

Postal code 2000

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Accreditations

Documents

You have unsaved changes

Update my organisation

Authorised Users 2 result(s) found

Search

Add new

Name	Email	Actions
Jan Janssen	mob.train12.ben@gmail.com	
Anne SURNAME	mob.train2.ben@gmail.com	

Navigation: H < | > H

Contact person

- Nincs szerkesztési jogosultsága
- Szervezet munkatársa (pl.: projektkoordinátor, intézményvezető)
- 1 személy adható meg



Authorised user

- Szerkesztési jogosultsága van
- Több személy is megadható
- Dokumentumok feltöltésére jogosult személy



European Commission EAC Organisation Registration system

Jan Janssen

STATUS: DRAFT Organisation XYZ

Organisation data

Legal address

Organisation Contact Person

Authorised Users

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

Authorised Users

Title Title

First name Jan

Last name Janssen

Department Department

Position in the organisation Position in the organisation

Professional e-mail mob.train12.ben@gmail.com

Main phone Main phone

Street name and number Street name and number

Country Select an option

Region Select an option

City City

P.O. Box P.O. Box

Postal code Postal code

Organisation ID : **E10001850** STATUS : **REGISTERED** EAC TRAIN University 6

- Organisation data
- Legal address
- Organisation Contact Person
- Authorised Users
- Accreditations
- Documents**

Documents 0 document(s) found [0 B] Add document +

Please upload any relevant documents here.

Your form is complete Update my organisation

Organisation ID : **E10001850** STATUS : **REGISTERED** EAC TRAIN University 6

- Organisation data
- Legal address
- Organisation Contact Person
- Authorised Users
- Accreditations
- Documents**

Documents 1 document(s) found [1.28 MB] Add document +

Please upload any relevant documents here.

Registration Document 1 document(s) found

Global Filter Add document +

Document	File Name	User	Date/time (dd-mm-yyyy hh:mm:ss)	Status	Actions
You have 1 version of this document.	REgistration Document.pdf [1.28 MB]	JANSSEN Jan	08-09-2020 09:43:12	● last	

You have unsaved changes Update my organisation

Organisation ID : **E10001850** STATUS : **REGISTERED** EAC TRAIN University 6

- Organisation data
- Legal address
- Organisation Contact Person
- Authorised Users
- Accreditations
- Documents**

Documents 1 document(s) found [1.28 MB] Add document +

Please upload any relevant documents here.

Registration Document 1 document(s) found

Success

You have successfully updated organisation with ID: **E10001850**

OK

You have unsaved changes Update my organisation

- Organisation data
- Legal address
- Organisation Contact Person
- Authorised Users
- Accreditations
- Documents
- Your form is complete
- Update my organisation

Documents 2 document(s) found [2.36 MB] Add document +

Please upload any relevant documents here.

Business Plan 1 document(s) found Add document +

Document	File Name	User	Date/time (dd-mm-yyyy hh:mm:ss)	Status	Actions
You have 1 version of this document.	Business .pdf [1.08 MB]	JANSSEN Jan	10-09-2020 10:39:39	● last	☰

Registration Document 1 document(s) found Add document +

Document	File Name	User	Date/time (dd-mm-yyyy hh:mm:ss)	Status	Actions
You have 1 version of this document.	Registration.pdf [1.28 MB]	JANSSEN Jan	10-09-2020 10:39:12	● last	☰

	Date/time (dd-mm-yyyy hh:mm:ss)	Status	Actions
	08-09-2020 09:43:12	● last	☰
			<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Download </div> <div style="border: 1px solid #ccc; padding: 5px;"> Add new Version </div>
	08-09-2020 10:47:27	●	

Business Plan 2 document(s) found Add document +

Document	File Name	User	Date/time (dd-mm-yyyy hh:mm:ss)	Status	Actions
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> ➔ You have 2 versions of this document. </div>	Business .pdf [1.08 MB]	JANSSEN Jan	08-09-2020 12:37:20	● last	☰

Business Plan 2 document(s) found Add document +

Document	File Name	User	Date/time (dd-mm-yyyy hh:mm:ss)	Status	Actions
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> ✓ You have 2 versions of this document. </div>					
	Business .pdf [1.08 MB]	JANSSEN Jan	08-09-2020 12:37:20	● last	☰
	Business .pdf [1.08 MB]	JANSSEN Jan	08-09-2020 12:32:36	● archived	☰

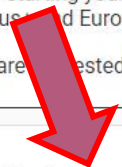
Web eform felület – ahol a pályázati űrlap megtalálható

- Online felület - folyamatos net kapcsolat, automatikus mentés 2 másodpercenként
- A kitöltés bármikor abbahagyható és folytatható – pdf-ben letöltés (biztonsági mentés)
- Pályázat benyújtása kizárólag online történik
- A kitöltés során érdemes sorban haladni

Welcome to the Erasmus+ Applications. Here you can apply for one or more of the actions supported by the Erasmus+ Programme and managed by the Erasmus+ National Agencies. Below you can browse applications by field of opportunity or key action.

Before starting your application, please check if your organisation has a unique Organisation ID that is required to participate in Erasmus+ actions managed by National Agencies. You can search for your Organisation ID or register a new organisation using the Erasmus+ and European Solidarity Corps platform: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit: <https://eacea.ec.europa.eu/homepage>



Field of opportunity



Higher Education



School Education



Vocational Education and Training



Adult Education



Youth



Erasmus accreditation in the field of School Education (KA120-SCH)

This is a preparatory call for the future programme (2021-2027). Successful applicants for Erasmus accreditation will gain easier access to funding opportunities in the future Key Action 1 for School Education.

Application deadline (yyyy-MM-dd hh:mm:ss): 2020-10-29 12:00:00 (Brussels, Belgium Time 12:00:00)

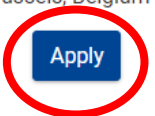
Apply



Partnerships for Digital Education Readiness in the field of School Education (KA226-SCH)

This action aims at equipping education and training systems to face the challenges presented by the recent sudden shift to online and distance learning, including supporting teachers to develop digital competences and safeguarding the inclusive nature of learning opportunities.

Application deadline (yyyy-MM-dd hh:mm:ss): 2020-10-29 12:00:00 (Brussels, Belgium Time 12:00:00)



Apply



Partnerships for Creativity in the field of School Education (KA227-SCH)

This action aims to engage organisations in the fields of formal, informal and non-formal education, together with those from the creative and cultural sectors to stimulate European awareness and empower people of current and future generations – regardless of social and cultural background – to be successful innovators in their local environment.

Application deadline (yyyy-MM-dd hh:mm:ss): 2020-10-29 12:00:00 (Brussels, Belgium Time 12:00:00)

Apply



School Education

The screenshot shows a sidebar menu on the left with a yellow header containing a checked box and the word "Context". Below this, a list of menu items is shown, each with a red warning triangle icon: Participating Organisations, Project Description, Preparation, Management, Implementation, Intellectual Outputs, Multiplier Events, Learning Teaching Training, Timetable, Special Costs, Follow-up, Budget Summary, Project Summary, Annexes, and Checklist. Below these items are four unhighlighted menu items: Guidelines, Notifications, Sharing, and Submission History. At the bottom of the sidebar, a green box contains the text: "Automatically saved every 2 s. Saved (Local Time) 2020-09-22 09:21:26 by Dönfz PRIBIL-KÖVESDY". At the very bottom of the sidebar, there are two buttons: "PDF" and "SUBMIT".

☑ Context

- ⚠ Participating Organisations
- ⚠ Project Description
- ⚠ Preparation
- ⚠ Management
- ⚠ Implementation
- ⚠ Intellectual Outputs
- ⚠ Multiplier Events
- ⚠ Learning Teaching Training
- ⚠ Timetable
- ⚠ Special Costs
- ⚠ Follow-up
- ⚠ Budget Summary
- ⚠ Project Summary
- ⚠ Annexes
- ⚠ Checklist

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Submission History

Automatically saved every 2 s.
Saved (Local Time)
2020-09-22 09:21:26
by Dönfz PRIBIL-KÖVESDY

PDF SUBMIT

- Bal oldalon található a menürendszer
- Ha az összes kötelező mező ki van töltve a név mellett lévő ikon zöldre vált
- A submit gomb addig inaktív, míg van olyan kötelező mező, ami nem, vagy nem a szabályoknak megfelelően lett kitöltve
- Bal oldalon a zöld sávban látszik, a mentés ideje, ki szerkesztette utoljára, ki szerkeszti az adott időben az űrlapot.
- PDF gomb folyamatosan aktív

Context

AT01 OeAD – OeAD (Österreichische Austauschdienst)-GmbH

BE01 AEF-EUROPE

BE02 EPOS vzw

BE03 Jugendbüro der Deutschsprachigen Gemeinschaft V.o.G.

BG01 Human Resource Development Centre (HRDC)

CY01 Foundation for the Management of European Lifelong Learning Programmes

CZ01 Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education

DE03 Pädagogischer Austauschdienst der Kultusministerkonferenz, Nationale Agentur für EU-Programme im Schulbereich

DK01 Danish Agency for Higher Education

EE01 Foundation Archimedes

EL01 Greek State Scholarship's Foundation (IKY)

ES01 Servicio Español para la Internacionalización de la Educación (SEPIE)

FI01 Finnish National Agency for Education EDUFI

FR01 Agence Erasmus+ France / Education et Formation

HR01 Agency for Mobility and EU Programmes - Agencija za mobilnost i programe Europske unije (AMPEU)

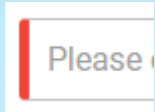
HU01 Tempus Public Foundation

IE01 Léargas the Exchange Bureau

IS01 Landskrifstofa Erasmus+

IT02 Agenzia Nazionale Erasmus+ - INDIRE

Jelölések:



A mező kitöltése kötelező



Van olyan mező, ami még nem került kitöltésre. Valamilyen információ hiányzik vagy nem szabályszerűen van megadva az adat az űrlapon



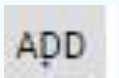
Az összes kötelező mező a szabályoknak megfelelően ki lett töltve



Az adott mezőhöz plusz, kiegészítő információt tartalmaz

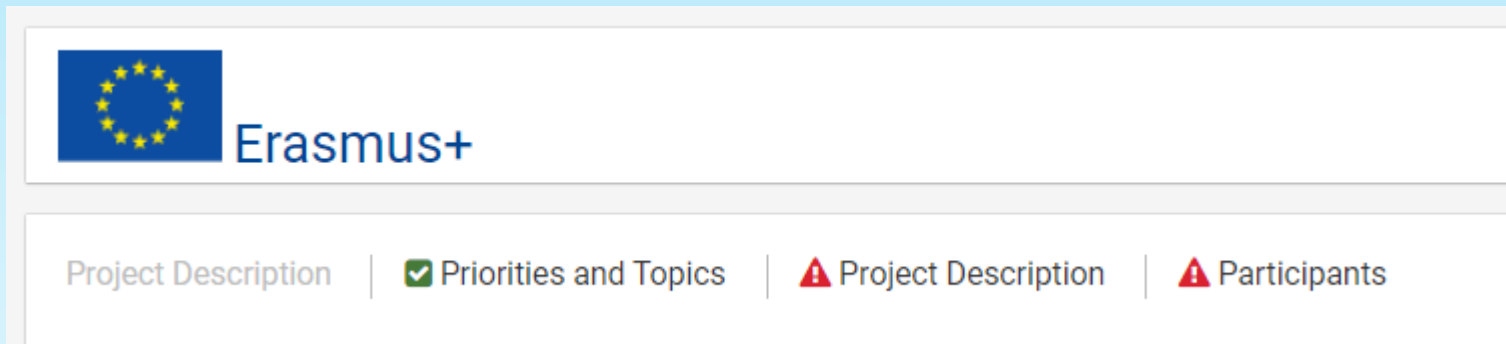


További lehetőségek kiválasztásához vezet



Egyes mezők esetén további sorok generálása

Navigációs sáv



Az egy oldalon megjelenő adatok, mezők nem minden esetben látszódnak egyben

- A képernyő jobb oldalán a görgetősáv használata
- A képernyő tetején megjelenő navigációs sáv használata

Mellékletek

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 100.

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach. [DOWNLOAD DECLARATION ON HONOUR](#)

File Name	File Size (kB)
⚠ Declaration on Honour is required.	

[ADD DECLARATION ON HONOUR](#)

Please download the Mandates, print them, have them signed by the legal representatives and attach them here. [DOWNLOAD MANDATES](#)

File Name	File Size (kB)
-----------	----------------

[ADD MANDATES](#)

Az űrlap megosztása

The screenshot shows the 'Share Application' interface. On the left is a sidebar with navigation options like 'Context', 'Participating Organisations', 'Project Description', etc. The main area is titled 'Share Application' and contains several sections:

- Permission Level:** A warning message at the top states, 'You will not be able to submit the application while the application is opened by a person you have shared the application with.' Below this are radio buttons for 'Read' (selected) and 'Edit'.
- 1:** A red box highlights the introductory text: 'You can share the application with one of the contact persons specified in the section Participating Organisations, or you can add an e-mail of another person.'
- 2:** A red box highlights the 'Contact Person' section, which includes a dropdown menu and a text field containing 'Anna Mueller / test@test.de / Veranstaltungstipps'.
- 3:** A red box highlights the 'Other people' section, which includes an 'Email address' field with 'amelie.dupont@test.fr' and an 'ADD' button.
- 4:** A red box highlights a 'Comment (you can make a note that will be saved in sharing history)' text area.
- 5:** A red box highlights a checkbox labeled 'Send the following message to let the above people know I have shared my application with them'.
- 6:** A red box highlights the 'Details of the application form' section, which contains a link to the application form and a list of details: Project Title, Action, National Agency, Form ID, Applicant name, and Email of the user responsible for the sharing.
- 7:** A red box highlights the 'SHARE' and 'CANCEL' buttons at the bottom left.

- Csak az űrlap létrehozója tudja megosztani és a megosztást visszavonni
- Egyszerre csak 1 valaki tudja szerkeszteni az űrlapot
- 10-15 perc míg be tud lépni a másik szerkesztő
- Csak az űrlap tulajdonosa tudja benyújtani az űrlapot
- Eu Login fiók szükséges



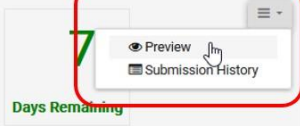

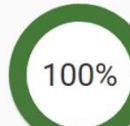
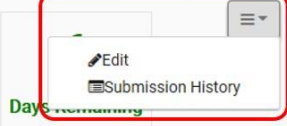
Az űrlap, amihez jogosultsága van

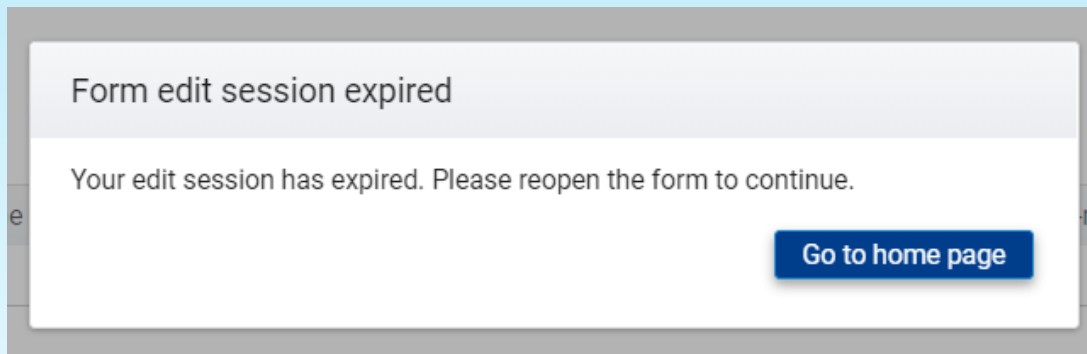
Opportunities **My Applications**

> Search filters

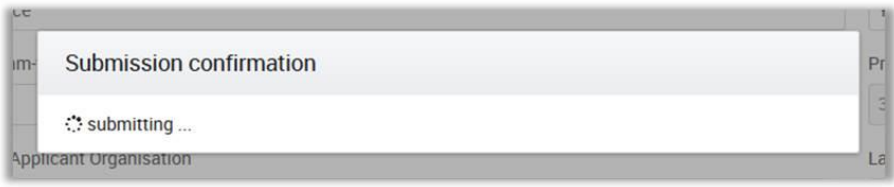
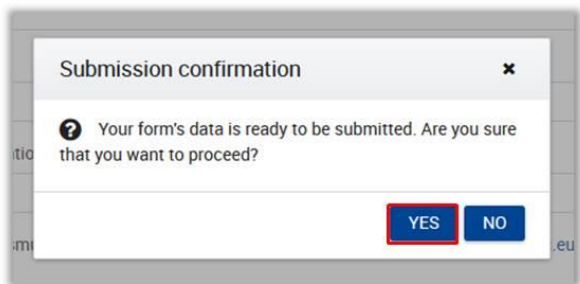
Number of applications found: 1

Order by: Days Remaining | Completion Status | Key Action | Date Modified | Status

2020KA347R1	Application State: DRAFT	Completion Status:COMPLETE	Last Modification:2020-03-03 13:50:43(Brussels Time 12:00:00)
 Erasmus+	Youth Dialogue Projects (KA347) Youth Dialogue Projects - EAC IT TRAINING Total grant: 19964 EUR Your role: you can read only the application Application Owner: POP Cristina Form ID: KA347-98E5903A		 Submission Deadline: 2020-03-11 11:00:00 (Brussels Time 12:00:00)
2020KA347R1	Application State: DRAFT	Completion Status:COMPLETE	Last Modification:2020-03-04 13:47:49(Brussels Time 12:00:00)
 Erasmus+	Youth Dialogue Projects (KA347) Youth Dialogue Projects - EAC IT TRAINING Total grant: 19964 EUR Your role: you can read edit submit the application Application Owner: POP Cristina Form ID: KA347-98E5903A		 Submission Deadline: 2020-03-11 11:00:00 (Brussels Time 12:00:00)



- 10 perc inaktivitás után automatikusan felugrik egy ablak, hogy a szerkesztési idő lejárt
- Csak a „Go to home page” lehetőségre lehet kattintani
- Az űrlapot újra meg kell nyitni a szerkesztéshez



- Csak 100%-os kitöltöttség esetén aktív a submit gomb
- A Submission History menüben ellenőrizhető a a benyújtás sikeressége
- Ha a benyújtás sikertelen, hibaüzenet jelenik meg, erről készítsenek képernyőképet, amit elküldenek nekünk

- ✓ Context
- ✓ Participating Organisations
- ✓ Project Description
- ✓ Preparation
- ✓ Management
- ✓ Implementation
- ✓ Intellectual Outputs
- ✓ Multiplier Events
- ✓ Learning Teaching Training
- ✓ Timetable
- ✓ Special Costs
- ✓ Follow-up
- ✓ Budget Summary
- ✓ Project Summary
- ✓ Annexes
- ✓ Checklist

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Sharing

Submission History

Automatically saved every 2 s.
Saved (Local Time)
03 Jun 2019 16:54:08
by UNKNOWN UNKNOWN

PDF

ACC European Commission | Erasmus+ Applications

English EN

UNKNOWN UNKNOWN (EAC-TRAINING-17@ec.europa.eu)

Erasmus+

Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices
KA205 - Strategic Partnerships for youth
FormId KA205-739AEB74 Deadline (Brussels Time) 12/02/2020 12:00:00

Submission History

Version	Submission Time	Submitted by	Submission ID	Submission status
1	2019-06-03 04:46 PM CEST	EAC-TRAINING-17@ec.europa.eu	1018113	✓ Success
2	2019-06-03 04:54 PM CEST	EAC-TRAINING-17@ec.europa.eu	1018114	✓ Success
3	2019-06-04 10:21 AM CEST	EAC-TRAINING-17@ec.europa.eu	1018115	✓ Success



ORS felület elérhetősége: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>

ORS útmutató magyar nyelven:

<https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=402194648>

ORS útmutató angol nyelven:

<https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Organisation+Registration+Guide>

Web eform felület: <https://webgate.ec.europa.eu/erasmus-applications/screen/home>

Web eform útmutató:

<https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines>



The background features a stylized autumn landscape. In the foreground, there are several pumpkins in shades of orange and yellow. In the middle ground, two scarecrows are visible: one in an orange outfit with a black crow on its shoulder, and another in a blue outfit with two black crows. Behind them are tall corn stalks with green leaves and yellow cobs. The sky is light blue with a few falling leaves.

Köszönöm a figyelmet!

Elérhetőség: Erasmus+_IT@tpf.hu