

Step-by-step guide to registering for Europass Mobility

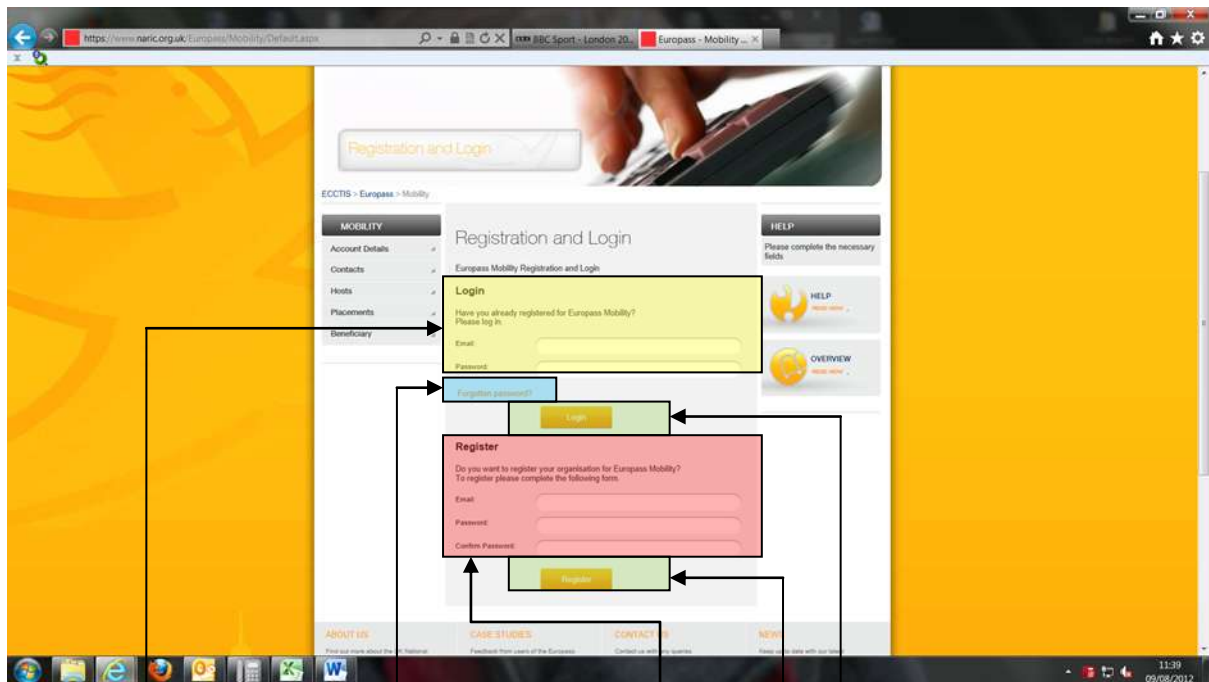
Registration for Europass Mobility is completed online at www.uknec.org.uk.

A. NAVIGATING TO THE EUROPASS MOBILITY REGISTRATION TOOL



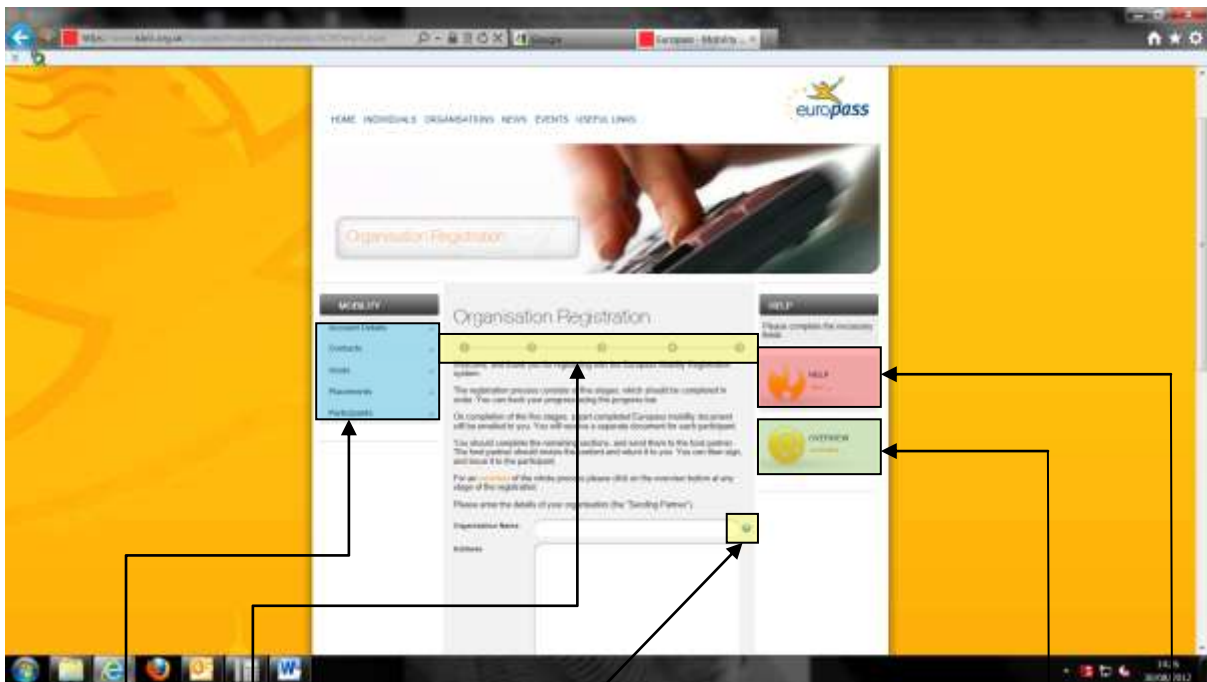
From the UK National Europass Centre website homepage, click on the Mobility System Icon

B. LOGGING IN AND REGISTERING



- If you have previously registered for Europass Mobility, please enter your Email address and password where indicated, then press the “Login” button.
- If you have forgotten your password, please click the “Forgotten password?” link. This will take you to a separate screen where you will be prompted to enter your email address, then click the “Request Password” button.
- If you are registering for the first time, please enter your email address where indicated, then choose a password and enter the chosen password in both the “Password” and “Confirm Password” boxes, then click the “Register” button.

C. NAVIGATING THE SYSTEM



There are five steps to the Europass Mobility Registration System (EMRS).

- a) The progress bar shows how far you have progressed through the registration process. As you advance through the stages, the bar will turn yellow.
- b) This “*Help*” file is available at any stage of the registration process by pressing the “*Help*” button.
- c) An overview document, showing the full process is also available at any stage of the process by pressing the “*Overview*” button.
- d) “*Information*” icons are available throughout the registration process and provide guidance on how to complete specific sections and fields. Hover over the icon with your mouse and a pop-up box will appear.
- e) You can negotiate between the sections of the system using the menu on the left hand side of the screen.

D. STEP 1 - ACCOUNT DETAILS



If you are registering for the first time, the above screen will appear. If you have already registered and are merely logged on, please move on to E of this guide.

Please enter the following details where indicated:

- a) Organisation – the name of your organisation (the “Sending Partner”)
- b) Address – The address of the Sending Partner.
- c) Telephone – The telephone number of the Sending Partner.
- d) Fax – The fax number of the Sending Partner.
- e) Website – The Sending Partner’s website address.
- f) Country – The country in which the Sending Partner organisation (or branch) operates.
- g) Region – If in the UK, the region of the UK in which the Sending Partner (or branch) operates.
- h) Type – the type of organisation (if there is not an option that describes your organisation, please select the closest match).
- i) Sector – The sector in which your organisation operates (if there is not an option that describes your organisation’s sector, please choose the closest match).

Click on the “Save” button

E. STEP 2 – INSERTING CONTACT PERSON DETAILS

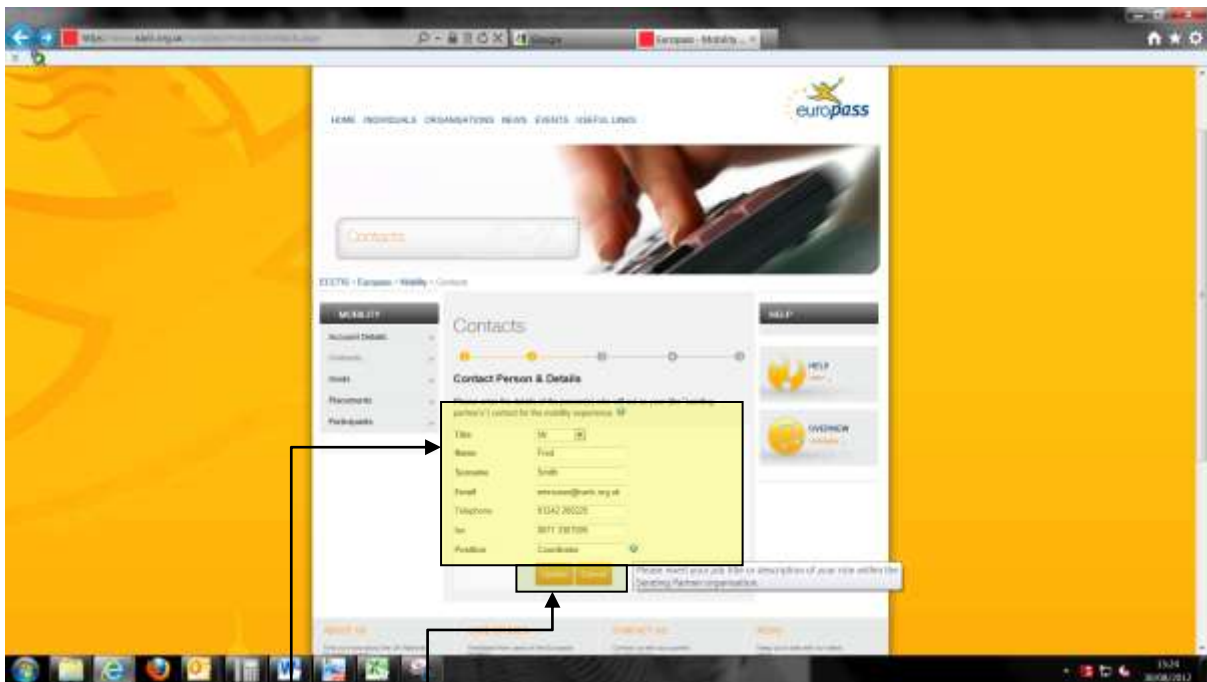


Contact Persons and Details

This screen lists the Contact Persons for the Sending Partner. The Contact Person will be the person that is administering the mobility experience for the Sending Partner:

- a) To edit an existing Contact Person, click on the “Edit” link.
- b) To insert a new Contact Person, press the Insert link.

F. STEP 2 - INSERTING CONTACT PERSON DETAILS



- Insert the details of the Contact Person including their job position
- Press the "Update" or "Insert" link to enter the details, or "Cancel" to cancel.

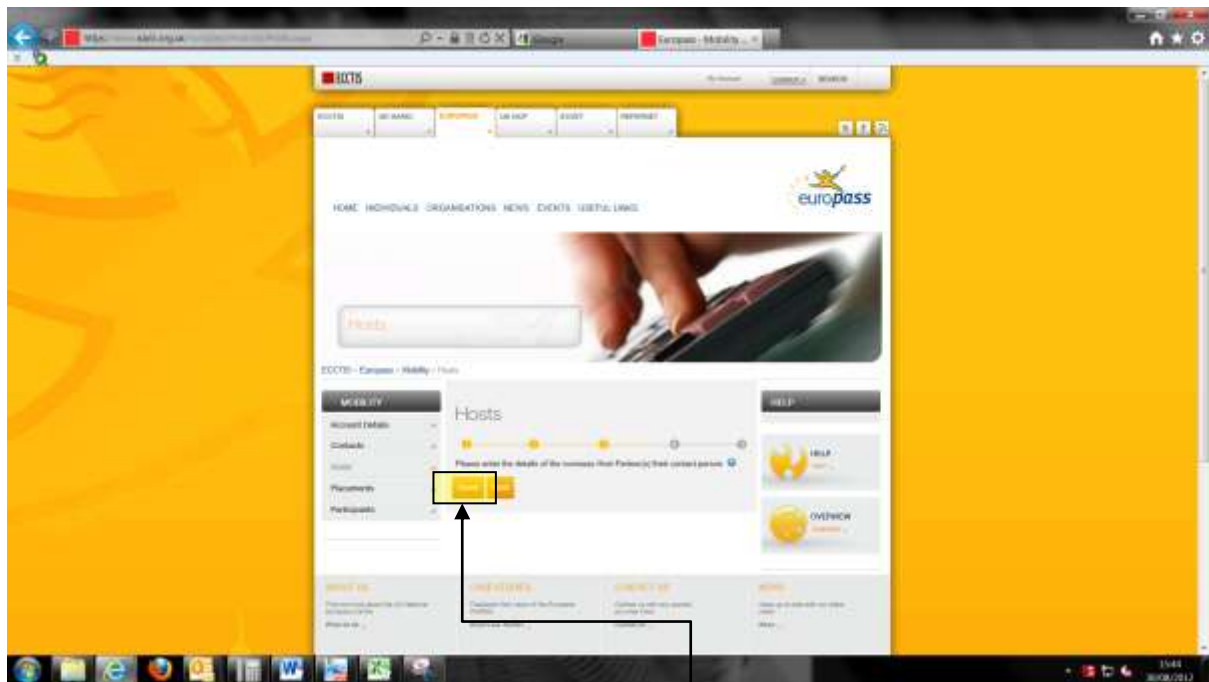
G. STEP 2 - INSERTING CONTACT PERSON DETAILS



The Contact Person's details will now appear in the list.

- To edit, an existing Contact Person, click on the "Edit" link.
- To delete a Contact Person, press the "Delete" link, then click "ok" when the box pops up. Please note that you cannot delete the administrator's details. The administrator is the person who set up the account on behalf of the Sending Partner.
- To insert another new Contact Person, press the Insert link.
- To move on to the next stage of the registration, press the "Next" button

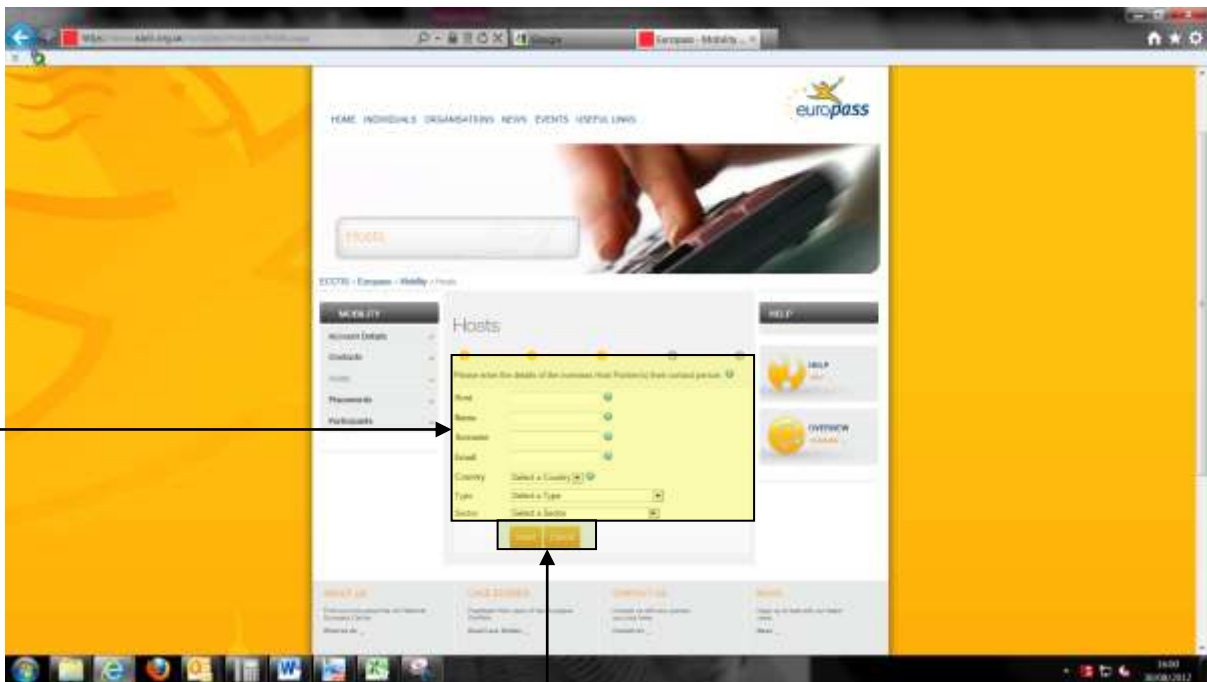
H. STEP 3 – INSERTING HOST PARTNER DETAILS



This screen lists the “Host” Partners. They are the organisations, usually in another European member state, with whom the individual participants will be spending their mobility experience:

- a) To insert a new Host Partner click on the “Insert” link.
- b) If you have already registered the appropriate Host Partner, please click on the “Next” button and go to K of this guide.

I. STEP 3 - INSERTING HOST PARTNER DETAILS

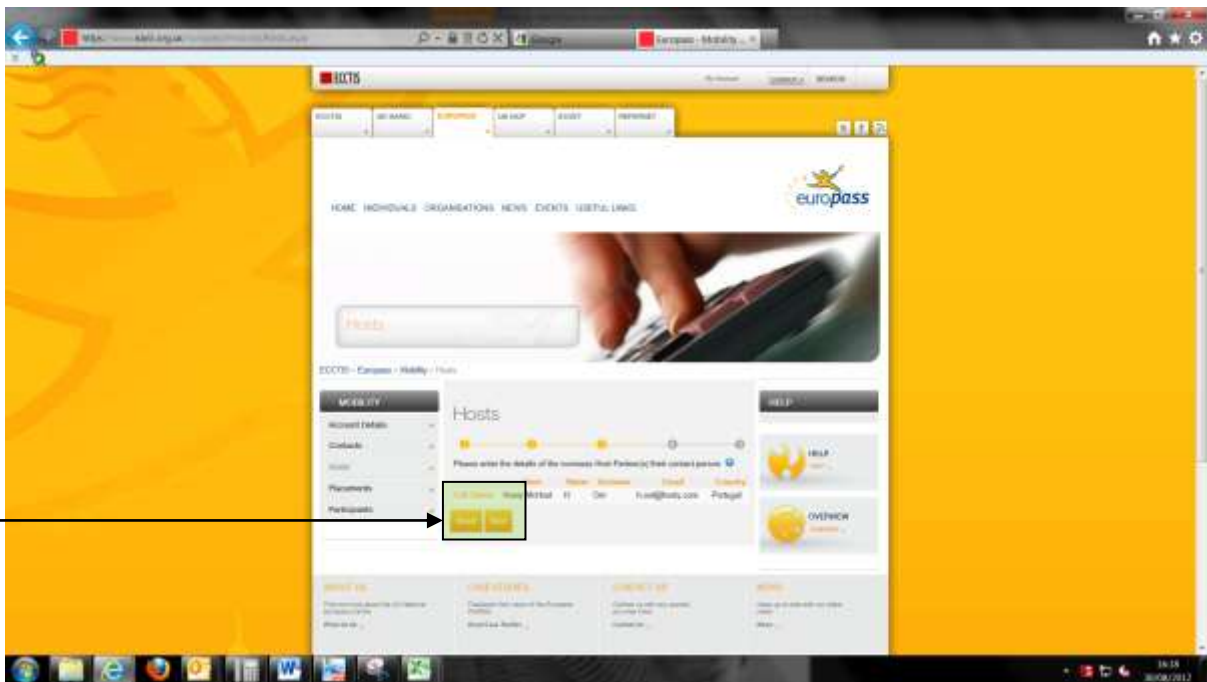


Please enter the following details where indicated:

- a) Host – the name of the Host Partner - they are the organisations, usually in another European member state, with whom the individual participants will be spending their mobility experience
- b) Name – the first name(s) of the individual who will be the contact at the Host Partner.
- c) Surname – the surname of the individual who will be the contact at the Host Partner.
- d) Email address – The email address of the individual who will be the contact at the Host Partner.
- e) Country – the country in which the Host Partner operates and in which the mobility experience will be taking place.
- f) Type – the type of organisation that best matches the Host's description (if there is not an option that describes that organisation, please select the closest match).
- g) Sector – the sector in which the Host Partner operates (if there is not an option that describes that organisation's sector, please choose the closest match).

Click on the "Insert" button to accept the inserted data, or "Cancel" to cancel.

J. STEP 3 - INSERTING HOST PARTNER DETAILS



The Host Partner's details will now appear in the list.

- a) To edit an existing Host Partner details, click on the "Edit" link.
- b) To delete a Host Partner, press the "Delete" link, then click "ok" when the box pops up.
- c) To insert another new Host Partner, press the "Insert" link.
- d) To move on to the next stage of the registration, press the "Next" button

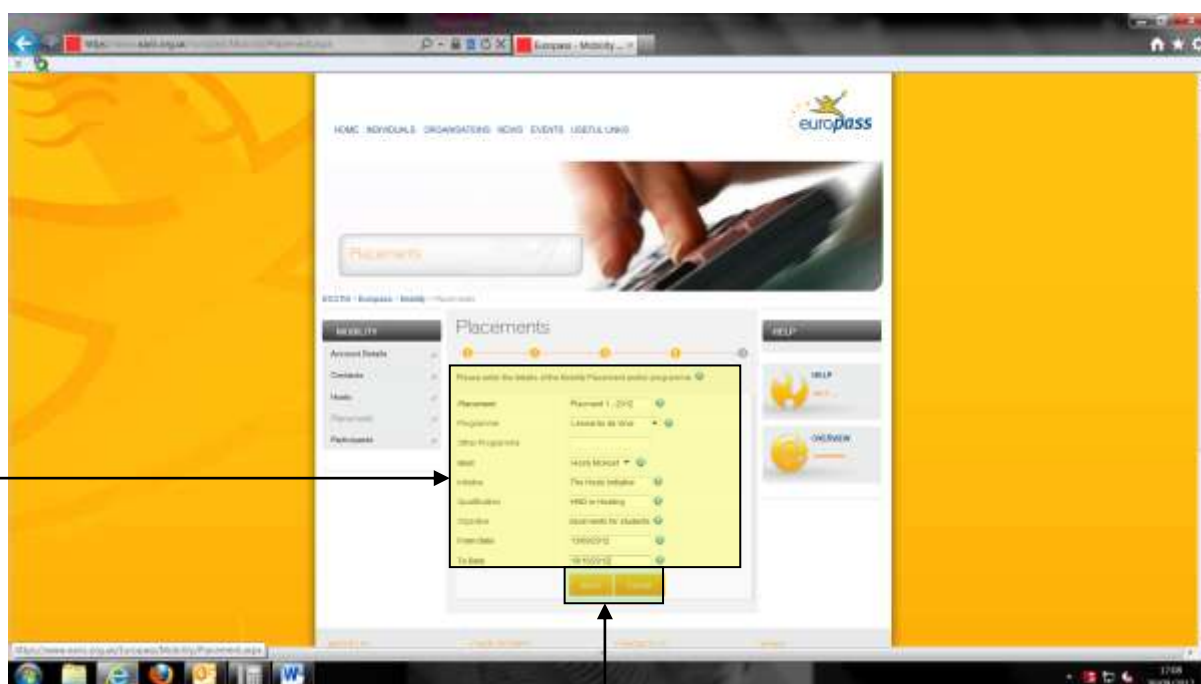
K. STEP 4 – INSERTING PLACEMENT DETAILS



This screen lists the Placement details. It is possible for Sending Partners to arrange more than one placement with a variety of Host Partners.

- a) To insert a new Placement click on the “Insert” link.
- b) If you have already registered and are merely logging on, please click “Next” and go to N of this guide.

L. STEP 4 - INSERTING PLACEMENT DETAILS



Please enter the following details where indicated:

- a) Placement – Please choose a name for the placement.
- b) Programme – Please enter the name of the programme that is funding and/or organising the placement. The Lifelong Learning Programme's are listed in the drop-down menu. Alternatively choose "other".
- c) Other Programme – If you have chosen "other" for b) above, please insert the name of the programme.
- d) Host – Please choose the name of the Host Partner from the drop-down menu. The menu lists the Host Partners completed in the "Host" section of the registration.
- e) Initiative – If the purpose of the mobility placement is to contribute towards an overall initiative, insert the name of the initiative (e.g. Voluntary work on behalf of ...)
- f) Qualification – If the purpose of the mobility placement is to contribute towards a qualification, please insert the name of the qualification (e.g. Bachelor Degree in...).
- g) Objective – Give a brief description of the purpose of the mobility placement (e.g. to acquire work experience in...)
- h) From date – Please insert the date that the mobility placement will start.
- i) To date – Please insert the date that the mobility placement will finish.

Click on the "Insert" button to accept the inserted data, or "Cancel" to cancel.

M. STEP 4 - INSERTING PLACEMENT DETAILS



The Placement details will now appear in the list.

- a) To edit an existing Placement, click on the “Edit” link.
- b) To delete a Placement, press the “Delete” link, then click “ok” when the box pops up.
- c) To insert another new Placement, press the “Insert” button.
- d) To move on to the next stage of the registration, press the “Next” button.

N. STEP 5 – INSERTING PARTICIPANT DETAILS



This screen lists the Participant details. The Participant is the individual(s) who will be taking part in the mobility placement. Once the Participant's details are inserted, a partially completed Mobility Supplement document will be sent to the Contact Person's email address.

- a) To insert a new Participant click on the "Insert" link.
- b) If you have already inserted Participant details, please click the "Next" button and go to Q of this guide.

O. STEP 5 – INSERTING PARTICIPANT DETAILS

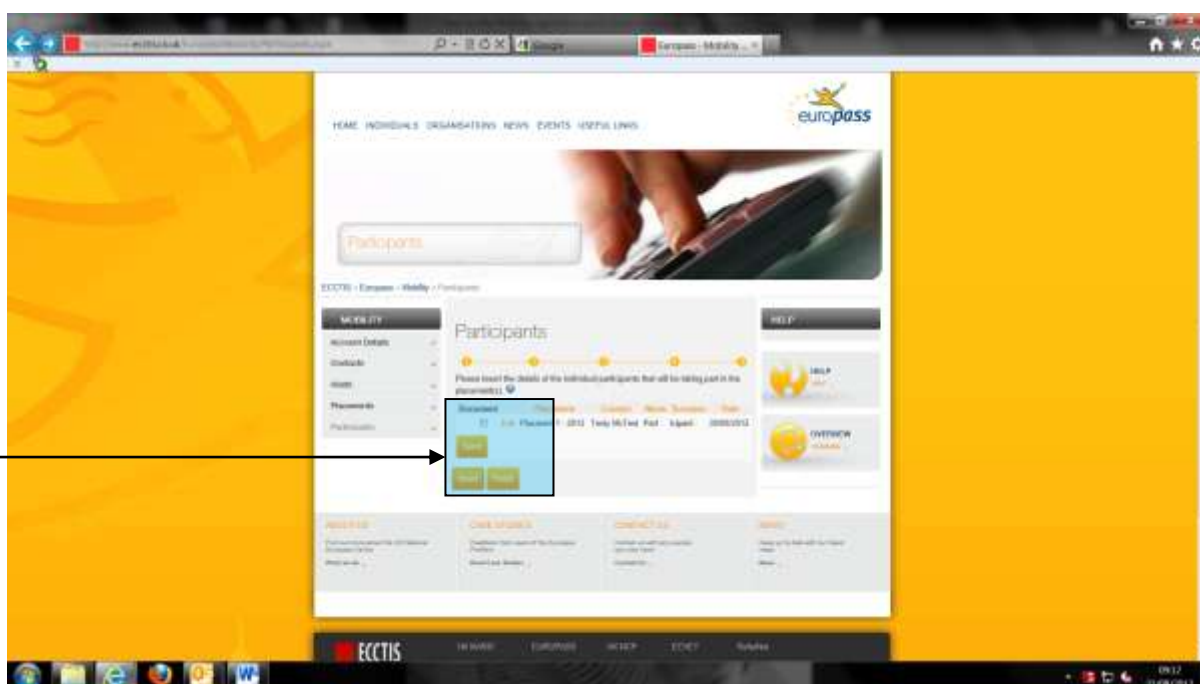


Please enter the following details where indicated:

- a) Name - the first name(s) of the Participant taking part in the mobility placement.
- b) Surname – the surname of the Participant taking part in the mobility placement.
- c) Contact – select the relevant Contact Person from the drop-down menu. If the contact person's name does not appear, please update the "Contact" Section of the registration.
- d) Placement – select the relevant Placement from the drop-down menu. If the placement name does not appear on the list, please update the "Placement" section of the registration.
- e) Ethnicity – select the ethnicity of the Participant.
- f) Age - select the age range that the Participant falls within.
- g) Country – select the country of origin of the Participant.

Click on the "Insert" button to accept the inserted data, or "Cancel" to cancel.

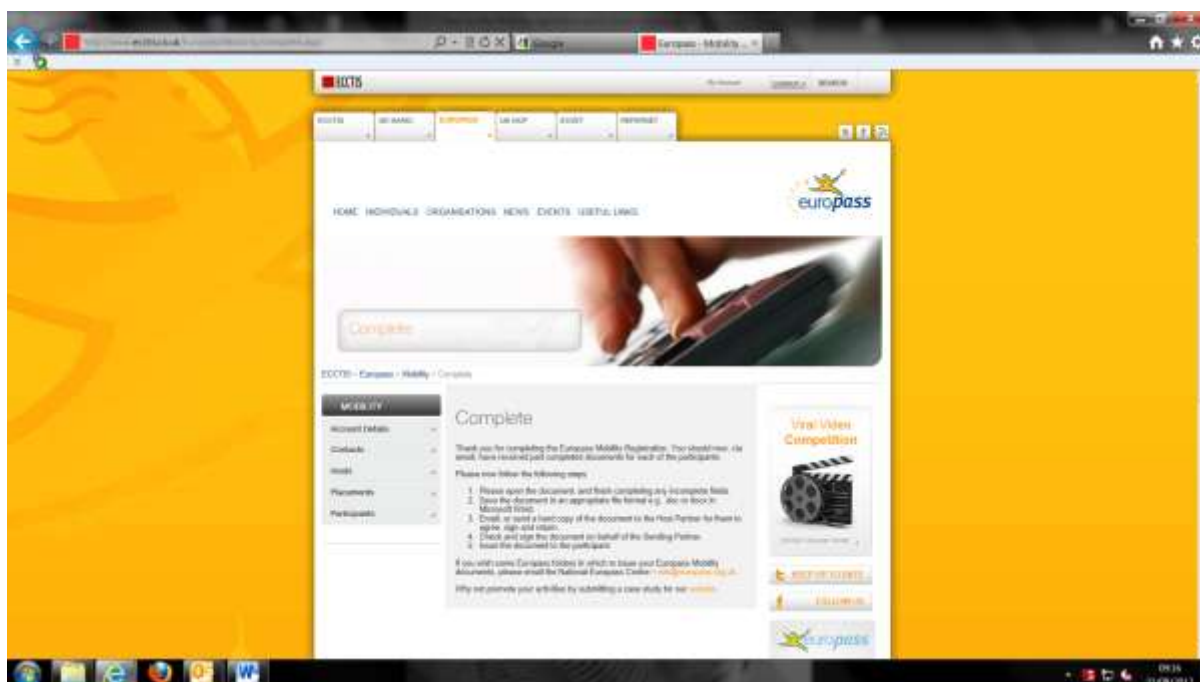
P. STEP 5 – INSERTING PARTICIPANT DETAILS



The Participant's details will now appear in the list. A partially completed mobility document will automatically be emailed to the Contact Person's email address.

- a) To edit an existing Participant, click on the "Edit" link.
- b) To insert another new Participant, press the Insert link.
- c) If you wish to send a further copy of the registration document for specific Participants, mark the check-box(es) for the relevant Participant(s), then press the "Send" button.
- d) To complete the registration, press the "Finish" button.

Q. ONLINE REGISTRATION COMPLETE



The online registration is now complete. Brief instructions will be shown as to how to proceed with Europass Mobility. Further detailed instructions on how to complete the remaining sections of the Mobility Document will be attached to each email you receive along with the Mobility Document.

Paper folders are available to issue the Europass Mobility documents to the Participants. To order, or if you require any further help with the registration or Mobility Supplement process, please contact us using the details provided below:

Tel: +44 (0)871 330 8341
Fax: +44 (0)871 330 7005
Email: info@uknec.org.uk