



Practical steps to navigate through technical requirements in Erasmus+



Valsts izglītības attīstības aģentūra



Erasmus+

Bagātinī pieredzi, domā plašāk



Introduction

During this presentation we will follow important steps regarding technical tools to be used and requirements to be met in order to fully explore opportunities offered by Erasmus+ and take part in the programme. We will talk about:

EU Login

Organisation ID

Erasmus+ and European Solidarity Corps platform

Evaluation criteria (technical, quality)

Erasmus+

EU Login

The purpose and accessibility

EU Login is the European Commission's user authentication service. Any organisation that wants to **apply for an accreditation or for a grant** under Erasmus+ must sign up to this service.

Without EU Login	With EU Login
Access to Erasmus+ Programme Guide and general information provided by European Commission (https://erasmus-plus.ec.europa.eu/) and National Agencies	
	Access to Erasmus+ and European Solidarity Corps platform (https://webgate.ec.europa.eu/erasmus-esc/home/) for registered users to take actual steps to apply for funding (manage organisation data, prepare applications and more)

EU Login

The account

In relation to Erasmus+ the account should be created when

- You want to register a new organisation,
- You want to manage data for your organisation

Login for registration of organisation – advisable to use general e-mail address of organisation (easier transfer of access in case of change of staff and easier management of account in case of multiple projects per organisation)

Link to proceed with creation of an account:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Technical tips:

<https://webgate.ec.europa.eu/cas/eim/external/help.cgi>

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
 ▼

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Erasmus+

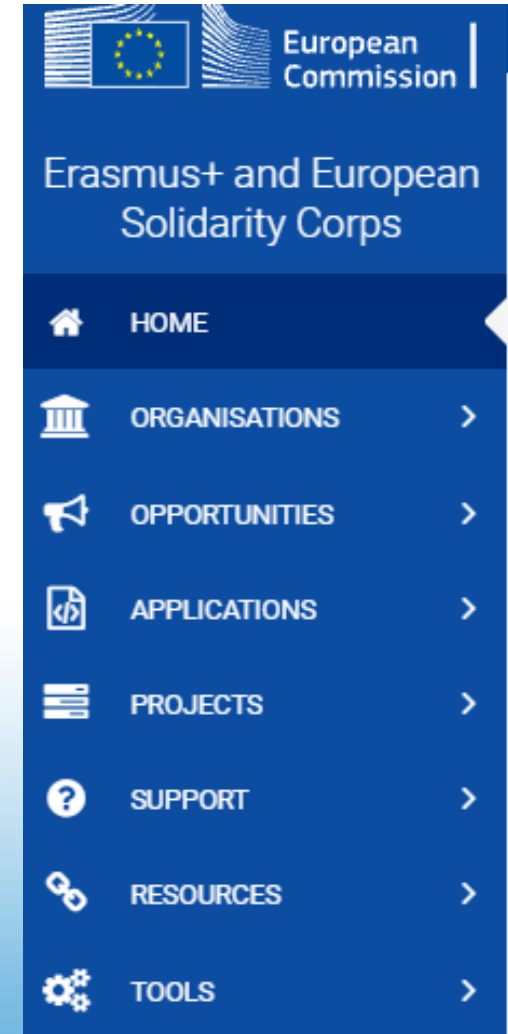
Erasmus+ and European Solidarity Corps platform

Getting started

With a valid EU Login account, you are now able to access the Erasmus+ and European Solidarity Corps platform via this link:

<https://webgate.ec.europa.eu/erasmus-esc/home/>

EESC platform is the single entry point to the Erasmus+ and European Solidarity Corps programmes for the new period of 2021-2027 aimed to provide efficient management of data and tasks related to participating in the programme. The platform is being continuously developed and its modules improved.



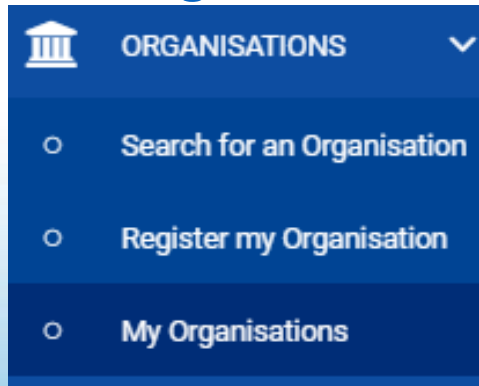
Erasmus+

Erasmus+ and European Solidarity Corps platform

Organisations and OID

OID is short for Organisation ID, which is a unique code assigned to an organisation upon registration, which identifies your organisation among all organisations participating in the Erasmus+ and European Solidarity Corps actions managed by National Agencies.

Option 1 - Organisations new to Erasmus+ should be registered via the Erasmus+ and European Solidarity Corps platform: <https://webgate.ec.europa.eu/erasmus-esc/home/organisations/my-organisations>



Follow "[Register my Organisation](#)"  link to begin.

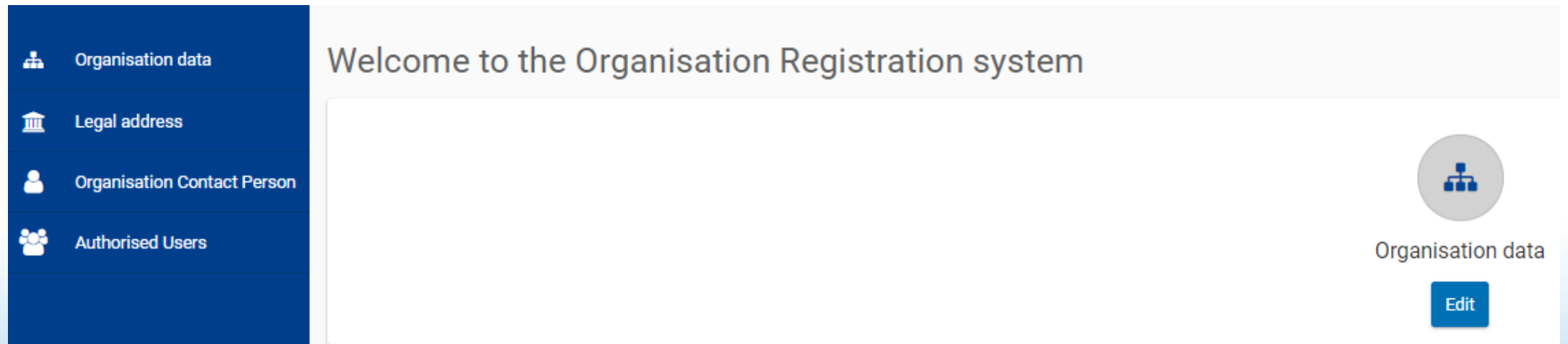
Once registered, you will receive an OID to be used when applying for an accreditation or grant.

Option 2 - If you have participated in any Erasmus+ and European Solidarity Corps actions managed by a National Agency, you already have the OID assigned to your organisation. If necessary, you can search for your OID in the same platform.

Erasmus+ and European Solidarity Corps platform

Register your organisation

By clicking on the active link “[Register my Organisation](#)” you will be redirected to the Organisation Registration system (ORS), where you can start the registration process and fill in all the required information:



NB!

- After registration it is very important to keep your data up-to-date in ORS, as it might be checked and validated at a certain point by a National Agency.
- In case your Organisation is registered, but you have lost access to ORS, please contact your National Agency for help.
- Do not register your Organisation more than once, as it will create duplicates and issues later on.

Erasmus+ and European Solidarity Corps platform

Register your organisation

The available tooltips, indicated with a small icon provide additional instructions and assistance for filling in each field.

Fill in all the data necessary

Then click the button to submit your data and finalise the registration. A confirmation message will be displayed as well as your newly created OID

The screenshot shows the 'EAC Organisation Registration system' interface. At the top, there's a header with the European Commission logo and the title 'EAC Organisation Registration system'. Below this, a blue sidebar contains a navigation menu with icons and labels: 'Organisation data', 'Legal address', 'Organisation Contact Person', and 'Authorised Users'. The main content area has a top status bar indicating 'STATUS: DRAFT'. A yellow warning banner states: 'The data contained in the highlighted fields below ([]) are publicly available to anyone searching for an organisation (legal entities and natural per'. The 'Organisation data' section includes several form fields: 'PIC' (with a tooltip icon), 'Legal name' (with a red asterisk and tooltip icon), 'Business name' (with a tooltip icon), 'Legal status' (with a tooltip icon), 'Official language' (with a red asterisk and tooltip icon), 'Establishment/registration country' (with a red asterisk and tooltip icon), 'Region' (with a tooltip icon), 'Legal form' (with a red asterisk and tooltip icon), and 'VAT number' (with a red asterisk and tooltip icon). There are also radio buttons for 'International organisation', 'a natural person', 'a legal person', and 'sme'. A blue button at the bottom left of the sidebar says 'Register my organisation'. A red warning icon and message are visible in the sidebar: 'Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.'

European Commission | EAC Organisation Registration system

STATUS: DRAFT

Organisation data

Legal address

Organisation Contact Person

Authorised Users

The data contained in the highlighted fields below ([]) are publicly available to anyone searching for an organisation (legal entities and natural per

Organisation

Organisation data

PIC ⓘ #####

Legal name * ⓘ Legal name

Business name ⓘ Business name

Legal status ⓘ ☐ International organisation

* ⓘ ☐ a natural person ☐ a legal person

ⓘ ☐ sme

Official language * ⓘ Select an option

Establishment/registration country * ⓘ Select an option

Region ⓘ Select an option

Legal form * ⓘ Select an option

VAT number * ⓘ VAT number

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

Register my organisation

Erasmus+ and European Solidarity Corps platform

Register your organisation

After registration you can find and edit (by clicking on OLD code) your organisations under “My Organisations”:

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation

Register my Organisation

My Organisations

OPPORTUNITIES

APPLICATIONS

PROJECTS

SUPPORT

My Organisations

Here you can find a list of organisations either registered by you or where you are an authorised person to represent the org

In case the list provides no data, you may need to register for your organisation to participate in Erasmus+ Programme and

Looking for support or have further questions?

Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

In case you can't find an organisation or the results are different than what you expected, please contact your Erasmus+/Eu

Number of Organisations

1 items found

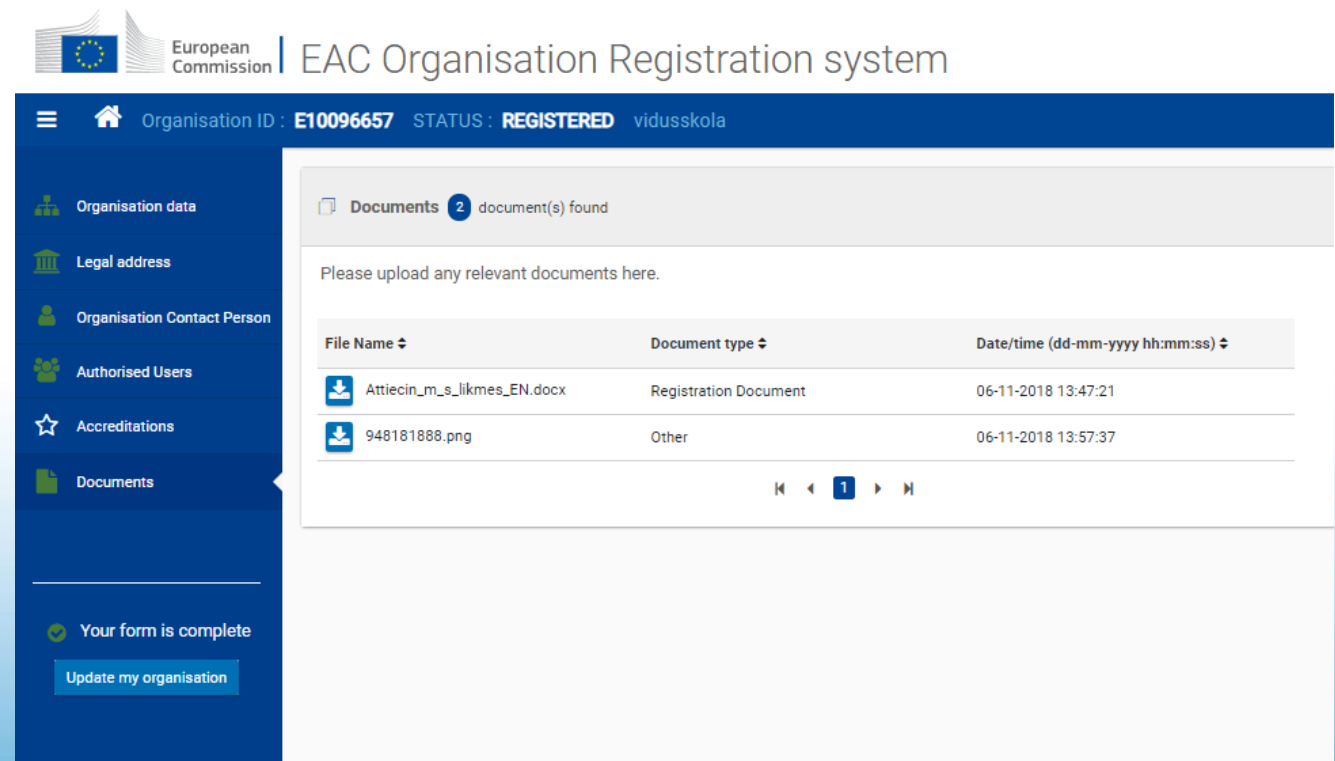
Legal name	Business name	Status	Country	City	Website
Smilga	Smilga	Registered	Latvia	Rīga	

Erasmus+ and European Solidarity Corps platform



Register your organisation

As part of the registration process, organisations must also upload the following documents:

- **the Legal Entity form.** This form can be downloaded from the European Commission's website at:
https://ec.europa.eu/info/publications/legal-entities_en
- **the Financial Identification form.** This form can be downloaded at:
https://ec.europa.eu/info/publications/financial-identification_en



The screenshot displays the 'EAC Organisation Registration system' interface. The top header includes the European Commission logo and the text 'EAC Organisation Registration system'. Below this, a blue navigation bar shows 'Organisation ID: E10096657', 'STATUS: REGISTERED', and 'vidusskola'. A sidebar on the left contains a menu with icons and labels: 'Organisation data', 'Legal address', 'Organisation Contact Person', 'Authorised Users', 'Accreditations', and 'Documents'. The main content area is titled 'Documents' with a sub-header '2 document(s) found'. It includes a prompt 'Please upload any relevant documents here.' and a table listing uploaded documents.

File Name ↕	Document type ↕	Date/time (dd-mm-yyyy hh:mm:ss) ↕
 Attiecin_m_s_likmes_EN.docx	Registration Document	06-11-2018 13:47:21
 948181888.png	Other	06-11-2018 13:57:37

At the bottom of the sidebar, a green checkmark icon indicates 'Your form is complete' and a blue button labeled 'Update my organisation' is visible.

For context please refer to the Programme Guide

PART C – INFORMATION FOR APPLICANTS

Erasmus+

Erasmus+ and European Solidarity Corps platform Opportunities

Depending on what part of the programme you are applying for, you will need to fill out a specific application form.

For Key Action 1 **MOBILITY FOR PUPILS AND STAFF IN SCHOOL EDUCATION**

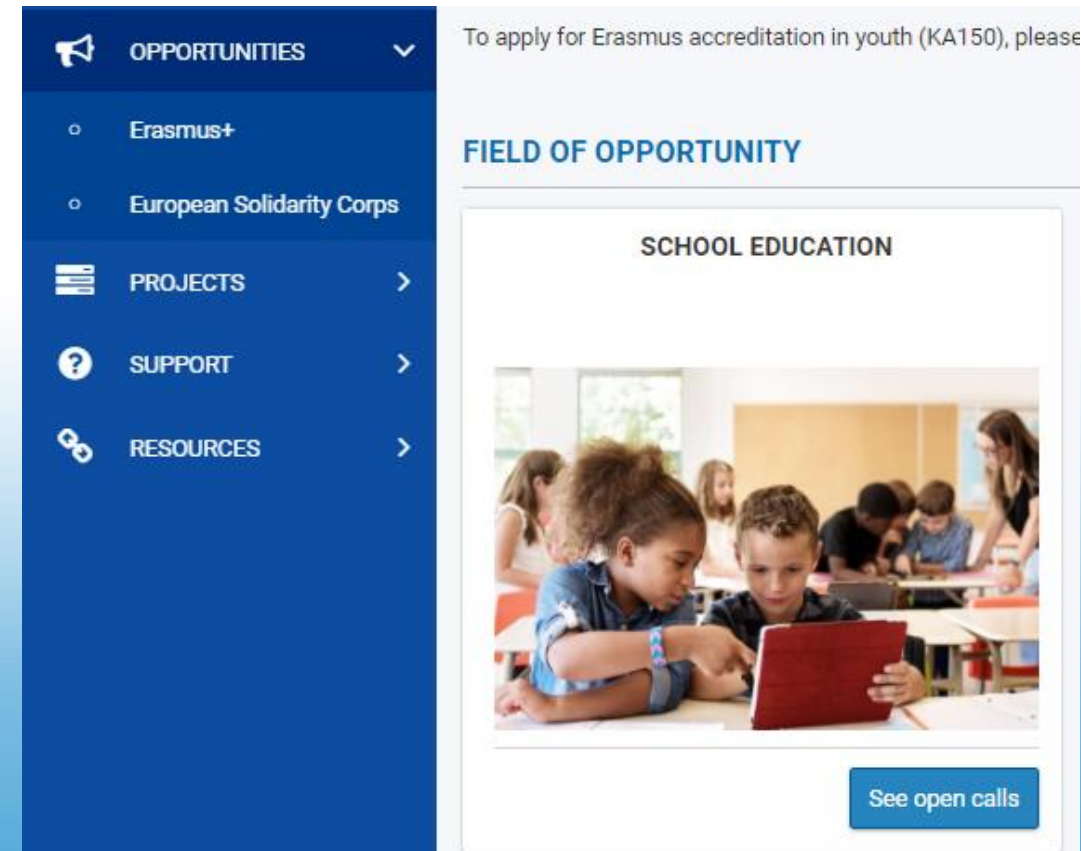
you would choose the following application forms:

KA120-SCH (Accreditations)

KA121-SCH (Accredited projects)

KA122-SCH (Short-term projects)

It is advised to subscribe to newsletters of your National Agency in order to learn quickly about open Calls for proposals.



Erasmus+ and European Solidarity Corps platform

Applications

The application form is designed to be user-friendly, auto-saving environment with helpful tooltips. It is to be completed online, but offers a PDF version for download as a reference.

The sections to be completed depend on the specific application form.

KA121-SCH

Content menu	
✓ Accreditation	i
✓ Participating Organisations	i
✓ Erasmus Plan	i
✓ Activities	i
✓ Annexes 1	i
✓ Checklist	i

KA120-SCH

Content menu	
✓ Context	i
✓ Applicant organisation	i
✓ Background	i
✓ Erasmus Plan: Objectives	i
✓ Erasmus Plan: Activities	i
✓ Erasmus quality standards	i
✓ Erasmus Plan: Management	i
✓ Annexes 3	i
✓ Checklist	i

KA122-SCH

Content menu	
✓ Context	i
✓ Participating Organisations	i
✓ Background	i
✓ Project objectives	i
✓ Activities	i
✓ Quality Standards	i
✓ Follow-up	i
✓ Project Summary	i
✓ Annexes 1	i
✓ Checklist	i

Erasmus+ and European Solidarity Corps platform Applications

How does EU Login and OID relate to the Application form?

1. Application Owner is the person, who has created / submitted the Application from their EU Login account.

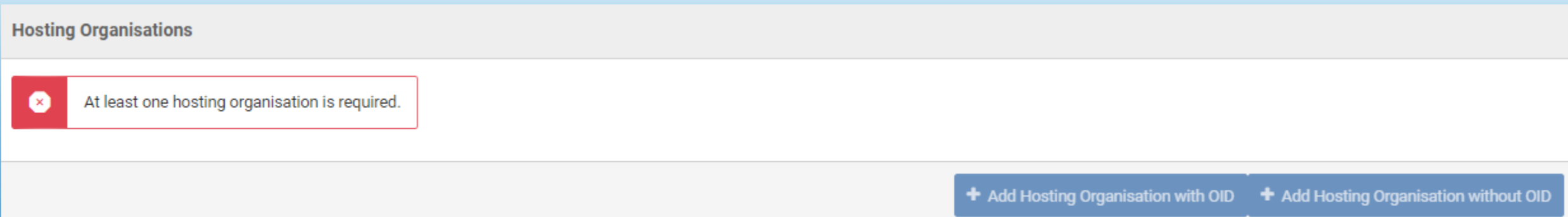
2. OID is a crucial part in the Application section “Participating Organisations”.

Application cannot be fully completed without filling-in the field “Organisation ID” with your OID:



The screenshot shows a form section titled "Applicant organisation". Below the title is a label "Organisation ID" and a text input field containing the value "E10078288".

It is also useful to provide OID of the Hosting Organisation, but not compulsory:



The screenshot shows a form section titled "Hosting Organisations". Below the title is a red error message box with a close button (x) and the text "At least one hosting organisation is required." At the bottom right of the section are two buttons: "+ Add Hosting Organisation with OID" and "+ Add Hosting Organisation without OID".

Evaluation of Applications

All applications received by the National Agencies undergo an evaluation procedure. Project proposals are assessed by the Agency receiving the application, on the basis of the criteria described in the Programme Guide.

The logo for the Erasmus+ Programme Guide is displayed within a blue rectangular box. It features the word "Erasmus+" in a large, bold, white sans-serif font, with the words "Programme Guide" in a smaller, italicized, white sans-serif font positioned directly below it.

Erasmus+
Programme Guide

At the end of the evaluation procedure, the National Agency decides on the projects to be granted. Once the selection process is complete, the NA will contact the organisation or individual in regards to the outcome of the selection process.

Evaluation criteria

Technical aspects

Eligibility check will be performed on all submitted applications and it is important to remember the following:

- ✓ Timely submission
- ✓ Application submitted to the correct National Agency
- ✓ Supportive documents / attachments enclosed (if relevant)
- ✓ Compliance with the rules in the Programme Guide in regards to minimum requirements for participating organisations and maximum number of concurrent participations
- ✓ The application form completed using one of the official languages of the EU

For in-depth information about Eligibility criteria, Exclusion criteria and Selection criteria please refer to the Programme Guide

Evaluation criteria

Quality aspects

Applications submitted for accreditation and short-term mobility projects will be assessed by assigning points based on the criteria and weightings described in the **Programme Guide under sections “Award criteria”**.

For accreditation you can additionally refer to the document “**Erasmus accreditation** in the fields of adult education, vocational education and training, and school education, Rules of application”.

The assessment of a short-term mobility project application contains 3 award criteria categories:

Relevance, Quality of project design, Quality of follow-up actions .

The assessment of an accreditation application contains 4 award criteria categories:

Relevance, Erasmus Plan: Objectives, Erasmus Plan: Activities, Erasmus Plan: Management .

Recap of modules to keep in mind / use as an applicant / beneficiary

EU Login - authentication service

ORS - to register organisations that intend to apply for accreditation and/or for a grant

OID - a unique identifier and is necessary for the submission of applications

EESC platform - the single entry point to the Erasmus+ and European Solidarity Corps programmes

Application forms - the module used for the application of accreditation and grants

Beneficiary module (BM) - will be used by the beneficiaries to register mobilities and to prepare and submit the beneficiary report.

Thank you for your attention!

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