



Izglītības iestāžu reģistrācija dalībai Erasmus+ programmā



VALSTS IZGLĪTĪBAS ATTĪSTĪBAS AĢENTŪRA

KAS JĀDARA, LAI IESNIEGTU PROJEKTA PIETEIKUMU?

- Organizācijai **jāreģistrējas** URF portālā (organizācija iegūst unikālu 9 ciparu PIC kodu)
- Jāpārbauda **atbilstība** programmas noteikumiem un finanšu noteikumi
- Jāaizpilda un jāiesniedz projekta **pieteikuma veidlapa**



- Reģistrēties URF un iegūt PIC kodu nepieciešams **visām** organizācijām, kas vēlas piedalīties Erasmus+ programmā – gan projektu pieteicējiem, gan partneriem

ORGANIZĀCIJAS REĢISTRĀCIJA DALĪBAI ERASMUS +

Reģistrēšanās notiek EK dalībnieku portālā (URF sistēmā):

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

URF/Dalībnieku portālā var:

- reģistrēt organizāciju (pārstāvēto organizāciju vai citas organizācijas vārdā veikt tās reģistrāciju)
- atjaunināt informāciju jau par reģistrēto organizāciju
- ! Priekšnosacījums: lai reģistrētos URF portālā ir jābūt ECAS lietotājevārdam un parolei

ORGANIZĀCIJAS REĢISTRĀCIJA DALĪBAI ERASMUS +

- Iegūt ECAS lietotājvārdu un paroli, kā arī veikt organizācijas reģistrāciju URF var izmantojot vienu linku:


<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

1. SOLIS: ECAS (European Commission's user Authentication Service) konta reģistrācija (1)

- ECAS ir Eiropas Komisijas lietotāju autentifikācijas pakalpojums. Tas ļauj autorizētiem lietotājiem piekļūt dažādām Komisijas informācijas sistēmām
- ECAS kontā skolas pārstāvis reģistrē sevi kā privātpersonu
- Reģistrējoties Jums lūdz norādīt, ko Jūs pārstāvat (Where are you from?), izvēlaties - **“external”**
- Pēc reģistrācijas uz norādīto e-pastu saņemsiet apstiprinājumu, kas ļaus pabeigt reģistrāciju.

1. SOLIS (2):

Contact | Legal Notice | English



Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.


Are you a new user?

Do you already have an ECAS account?

© European Communities

1. SOLIS (3):

Contact | Privacy Statement | English (en) ▼



EUROPEAN COMMISSION AUTHENTICATION SERVICE
(ECAS)

External

EUROPA > Authentication Service > Sign Up

Login New password **Sign Up** Help

! Is the selected domain correct? External [Change it](#)

Sign Up

[Help for external users](#)

Choose a username




First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *



Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

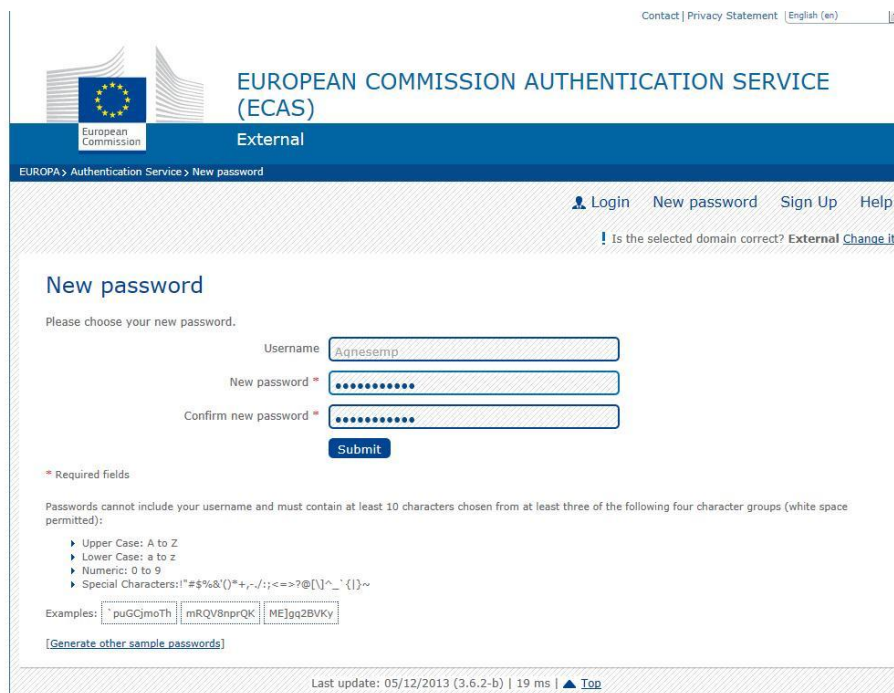
Sign up

* Required fields

1. SOLIS (4):

ECAS konta reģistrācijas noslēgums:

- Apstiprinājuma e-pastā tiks norādīts Jūsu lietotājevārds un saite, kuru atverot, jums būs jāizveido parole.
- Sekojiet paroles veidošanas nosacījumiem!



The screenshot shows the 'New password' page of the European Commission Authentication Service (ECAS). The page header includes the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. The breadcrumb trail reads 'EUROPA > Authentication Service > New password'. Navigation links for 'Login', 'New password', 'Sign Up', and 'Help' are present, along with a warning: '! Is the selected domain correct? External [Change It](#)'. The main form area is titled 'New password' and contains the instruction 'Please choose your new password.' It features three input fields: 'Username' (containing 'aqhesemp'), 'New password *', and 'Confirm new password *'. A 'Submit' button is located below the password fields. A section titled '* Required fields:' provides password requirements: 'Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):' followed by a list of groups: 'Upper Case: A to Z', 'Lower Case: a to z', 'Numeric: 0 to 9', and 'Special Characters: !"#%&'()*+,-./:;<=>@[_`~{|}~'. Examples of passwords are shown in a table: 'puGCjmoTh', 'mRQV8nprQK', and 'ME]gqzBVky'. A link for 'Generate other sample passwords' is provided. The footer indicates 'Last update: 05/12/2013 (3.6.2-b) | 19 ms | [Top](#)'.

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ (1)

Organizācijas reģistrēšana un PIC (Participant Identification Code) koda iegūšana:

Autorizējoties
izmantojiet
ECAS lietotājvārdu
un paroli!

Contact | Legal Notice | English ▾

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

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Are you a new user?

Do you already have an ECAS account?

© European Communities

2. SOLIS (2):

Organizācijas reģistrācijas un PIC koda iegūšanas rokasgrāmata atrodama VIAA mājas lapā:

http://www.viaa.gov.lv/lat/muzizglitibas_programma/erasmus_plus/par_macibu_mobilitatem/?tl_id=21447&tls_id=1304

(4. punkts. Vadlīnijas organizāciju reģistrācijai URF sistēmā)

The screenshot displays the 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. The navigation menu includes 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. The 'ORGANISATIONS' menu item is circled in red. The main content area is titled 'Register an Organisation' and contains the following text:

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation.

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

At the bottom of the page, there are two buttons: 'REGISTER ORGANISATION' (circled in red) and 'RESUME REGISTRATION'.

Below the buttons, there is a section titled 'How to update your organisation data?' with three columns:

- Modify registered data**: If the Validation Services have not started the validation of your data yet: To modify the data of your organisation, click the **My Organisations** option in the Organisations menu, then click the **ED button** next to the name of your organisation.
- Upload supporting documents**: If the Validation Services have already started the validation process: You are able to **upload additional documents up to 10 MB**. Once uploaded, these documents may not be withdrawn or modified.
- Modify validated data**: If your data has been validated by the Validation Services: Only the **Legal Entity Appointed Representative (LEAR)** (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the **My Organisations** option in the Organisations menu.

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2. SOLIS (3):

- Organizācijas reģistrācijas process – soli pa solim aizpildīt prasīto informāciju par organizāciju – nosaukums, reģistrācijas numurs, adrese, kontaktinformācija. Informācija jāievada latviešu valodā nelietojot garumzīmes un mīkstinājuma zīmes.
- Pēc reģistrācijas un PIC koda iegūšanas, URF sistēmā jāpievieno arī organizācijas juridiskā statusa veidlapa un finanšu identifikācijas veidlapa -
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#lv (Publisko tiesību subj.)
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#lv (Finanšu identifikācijas veidlapa)

2. SOLIS (4):

English(en) ▾

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation. Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number? Yes No

Does it have a Business Registration Number? Yes No

Does it have a website? Yes No

Reģistrācijas sākumā sistēma pārbaudīs vai organizācija, ko vēlaties reģistrēt, jau nav reģistrēta, parādot organizācijas ar līdzīgiem nosaukumiem:

- ja savu organizāciju neatrodāt, turpiniet reģistrāciju,
- ja atrodat savu organizāciju, spiediet “more details” un kontaktējaties ar norādīto kontaktpersonu.

2. SOLIS (5):

English(en)

WELCOME ORGANISATION ADDRESS **CONTACT** PROGRAMME SUBMIT DONE

Contact data
During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Enter contact information

Contact

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

Last Name *

First Name *

Address
Use the existing Legal Person's address?

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Sadaļā Contact automātiski parādīsies persona, kura reģistrē organizāciju (ECAS lietotājs). Taču, ja šī persona nav šīs organizācijas darbinieks, tad šajā sadaļā kā kontaktpersona jānorāda persona, kas šajā iestādē oficiāli strādā.

2. SOLIS (6):

The screenshot displays a registration process with a progress bar at the top containing steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME, SUBMIT, and DONE. The 'PROGRAMME' step is currently active. A language dropdown menu is set to 'English(en)'. On the left, a blue sidebar titled 'Programme-specific data' provides instructions. The main content area, titled 'Programme-Specific Information', contains a 'Finish your registration' button and a dropdown menu for selecting a programme, which is circled in red. At the bottom, there are navigation buttons: '< Back', 'Save Draft', 'Delete Draft', and 'Close'.

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Programme-specific data
Thank you for completing the first step in registering your organisation.
Now you can either:
- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information
You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.
[Finish your registration](#)
You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.
Programme :

< Back Save Draft Delete Draft Close

! Pirms reģistrācijas pabeigšanas (“Finish your registration”) jāizvēlas programma - “Erasmus+”

2. SOLIS (7):

English(en) ▼

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

EAC
Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.
Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €.
- A year turnover of less than 43M €.

EAC

Organisation type: Youth associations ▼

Is your organisation a small/medium-sized enterprise (SME)? Yes No

Organisation description: 2 persons business with outsourced manufacturing etc; ⋮

Close < Back Save Draft Save and Return

- ! Izvēloties programmu “Erasmus+” parādīsies logs, kurā jāievada organizācijas veids:
- norādiet organizācijas veidu
 - spiediet “Save and return”, lai pabeigtu reģistrāciju

DOKUMENTU PIEVIENOŠANA URF

- Pievienot dokumentus var tikai pēc reģistrācijas beigām, autorizējoties URF sistēmā
- Pievienojot dokumentu, aprakstā jānorāda, kas tas ir par dokumentu
- Pievienotos dokumentus nav iespējams izdzēst
- Līdz projektu pieteikumu iesniegšanas termiņam URF sistēmā jāpievieno (aizpilda, izprintē, paraksta, ieskanē) organizācijas juridiskā statusa veidlapa un finanšu

identifikācijas veidlapa -

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#lv (Publisko tiesību subj.)

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#lv (Finanšu identifikācijas veidlapa)

DOKUMENTU PIEVIENOŠANA URF

Messages Documents Organisation Legal Address Contact Person LEAR

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

No documents have been submitted for this organisation yet.



To add a supporting document, click the 'Add new document' button above.

Choose your Framework Program

Update your data

Reset filter

Quit

DOKUMENTU PIEVIENOŠANA URF

Messages Documents Organisation Legal Address Contact Person LEAR

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit' button.

Disclaimer: Supporting documents must be submitted in PDF format to ensure their quality. Scanned documents may potentially contain viruses or other malware. It is recommended to scan PDF files for the following: Form (Legal extract, VAT Registration registration)

Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

File **Browse...**

Document Type Archive

description

Original Language

Submit for processing

Choose your Framework Program **Update your data** **Reset filter** **Quit**

File Upload

URF Documents

Search URF Documents

Organize New folder

Name	Date modified	Type
Financial Statement.doc	26/11/2013 12:05	Microsoft
Legal identity verification.doc	26/11/2013 12:04	Microsoft

File name: All Files (*.*)

Open Cancel