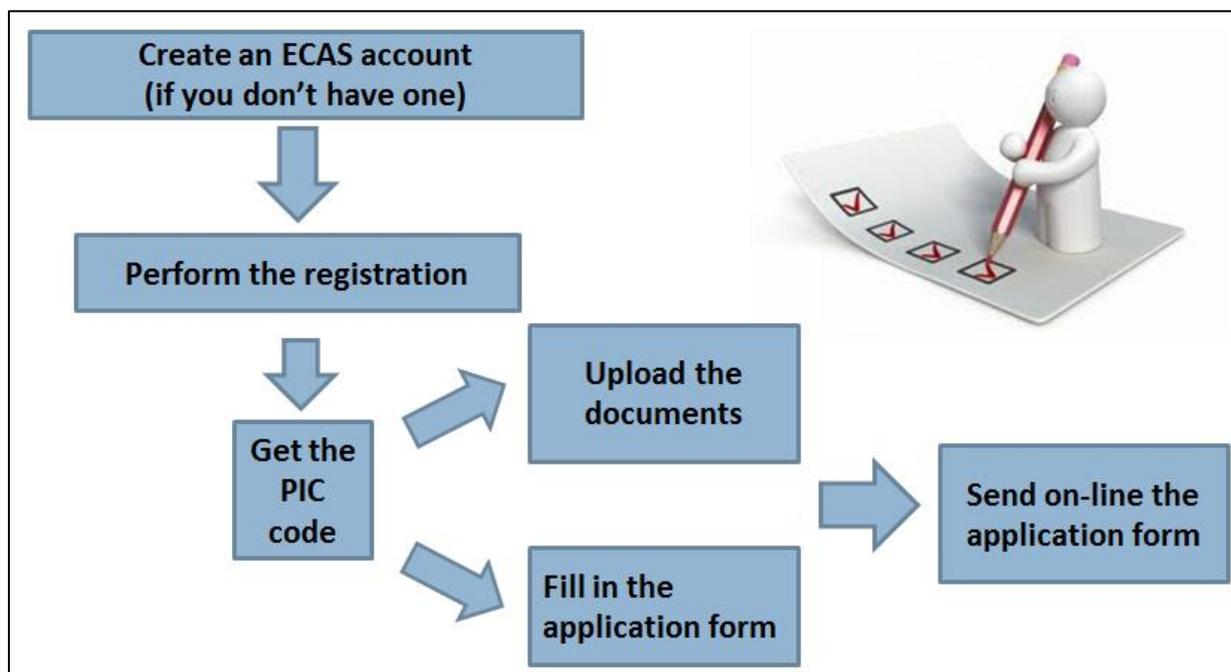


Registration process mini guide Participant Portal (URF – Unique Registration Facility)

✚ Registration issues:

WHEN?	Before filling in the application form
WHERE?	Participant Portal: http://bit.ly/urf2014
WHO?	Sending and receiving institutions or consortium partners
WHO CAN PERFORM?	An employee of the organization (coordinator recommended)
HOW MANY TIMES?	Only once during the Erasmus+ program

✚ The process:



Only ECAS account user can register the institution on Participant Portal. On the ECAS surface you must be registered as a natural person with your name and valid e-mail address. Note that if you are registering other institutions, you must mark as a contact person an employee of the registered institution. More information about the registration you can find on your National Agency webpage.