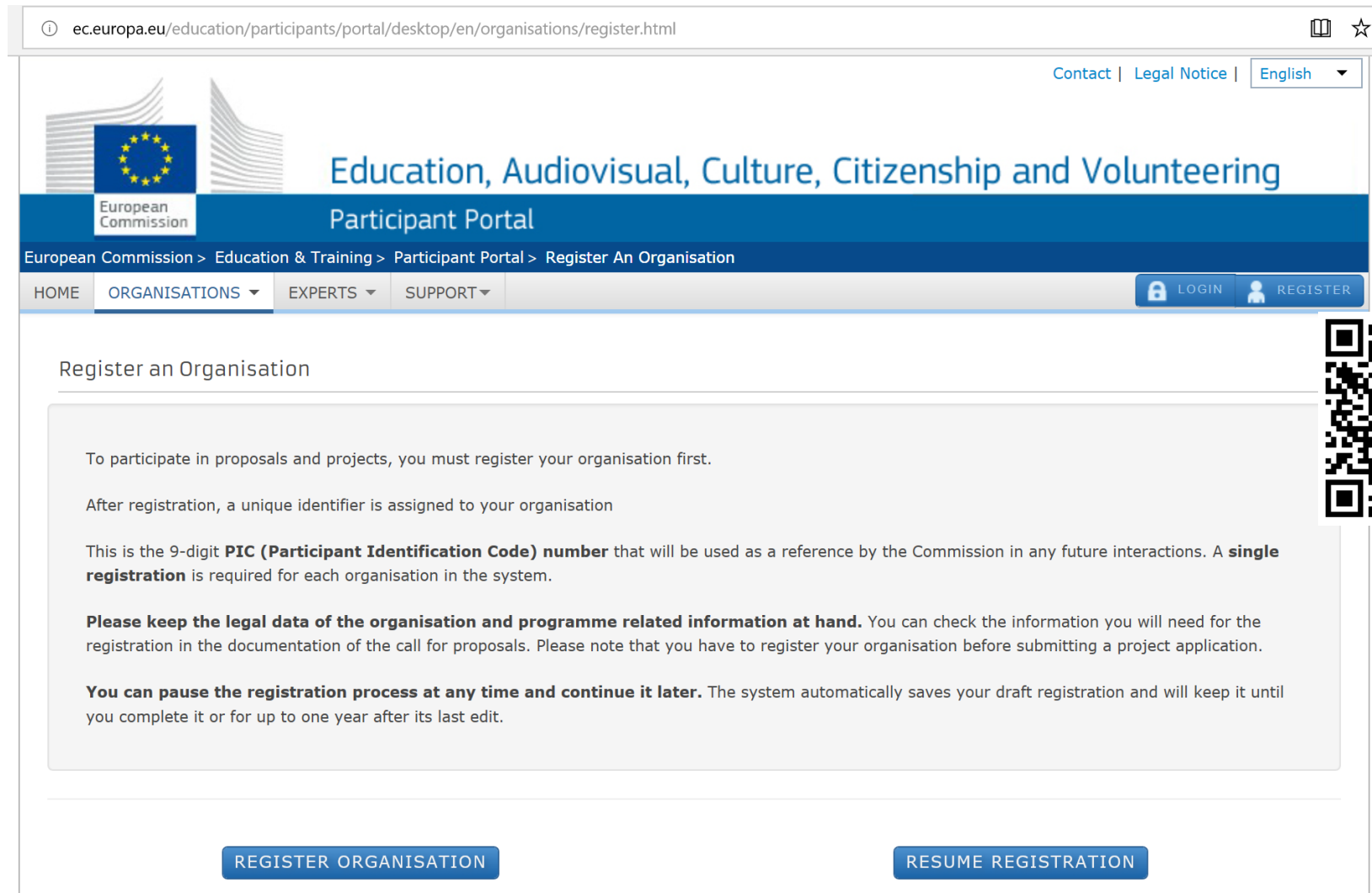


Handouts #7

Practical training “Registration of organization at EU Participant Portal”

EU participants portal user Guide -

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



The screenshot shows the 'Register an Organisation' page on the EU Participant Portal. The browser address bar displays the URL: ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html. The page header includes the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. A navigation menu contains 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. A 'REGISTER' button is visible in the top right. 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' and 'RESUME REGISTRATION'. A QR code is located on the right side of the page.

EU Login account for many EU services user Guide –

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One account, many EU services

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