

Background

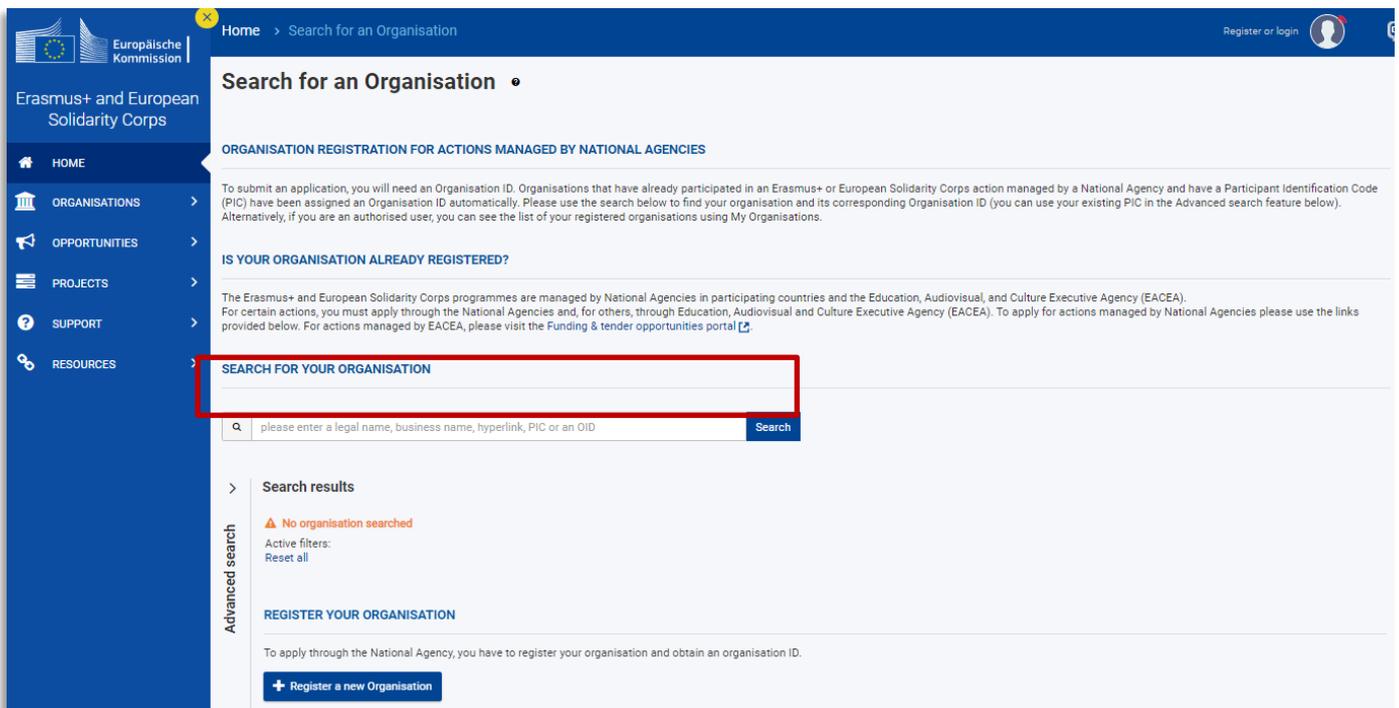
Any school wishing to participate in an Erasmus+ project needs to register in the EU Participant Portal. It does not matter whether the interested school wants to run its own project or participate in an existing Erasmus+ project, e.g. with a German partner school. These instructions describe the steps for registration. Registration is helpful to make it easier for partners to administrate the funding processes, but it is also helpful to have for all future EU-funded projects. It can easily be done in around 20 minutes and is for free.

Check for an already existing ORS ID

It is possible that your school has already been registered in the EU system in the past. It is therefore advisable to first check whether your school has already been created in the system.

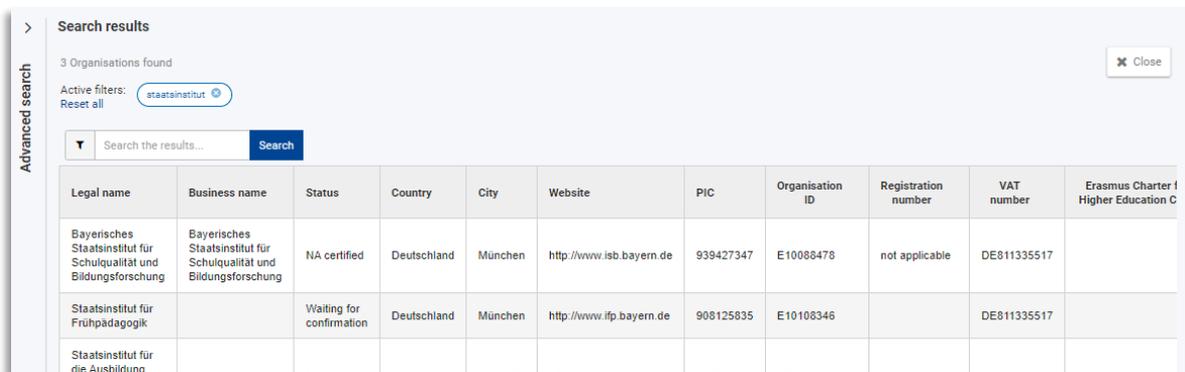
To do this, call up the following link:

[Search for an Organisation | Erasmus+ and European Solidarity Corps programmes \(europa.eu\)](#)



The screenshot shows the 'Search for an Organisation' page. The page title is 'Search for an Organisation'. Below the title, there is a section titled 'ORGANISATION REGISTRATION FOR ACTIONS MANAGED BY NATIONAL AGENCIES'. This section contains text explaining that to submit an application, an Organisation ID is needed. It also mentions that organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically. Below this text, there is a section titled 'IS YOUR ORGANISATION ALREADY REGISTERED?'. This section contains text explaining that the Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA). Below this text, there is a search input field with the placeholder text 'please enter a legal name, business name, hyperlink, PIC or an OID'. The search input field is highlighted with a red box. To the right of the search input field is a 'Search' button. Below the search input field, there is a section titled 'Search results'. This section contains a warning icon and the text 'No organisation searched'. Below this text, there is a section titled 'REGISTER YOUR ORGANISATION'. This section contains text explaining that to apply through the National Agency, you have to register your organisation and obtain an organisation ID. Below this text, there is a '+ Register a new Organisation' button.

In the search field, you can search for the name of your school or the name of the town and the list of results will be displayed below:



Advanced search

Search results

3 Organisations found

Active filters: [staatsinstitut](#)
Reset all

Search the results...

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education C
Bayerisches Staatsinstitut für Schulqualität und Bildungsforschung	Bayerisches Staatsinstitut für Schulqualität und Bildungsforschung	NA certified	Deutschland	München	http://www.isb.bayern.de	939427347	E10088478	not applicable	DE811335517	
Staatsinstitut für Frühpädagogik		Waiting for confirmation	Deutschland	München	http://www.ifp.bayern.de	908125835	E10108346		DE811335517	
Staatsinstitut für die Ausbildung		NA certified	Deutschland	Düsseldorf	http://www.fachhochschule-duesseldorf.de	939427347	E10088478			

In this case as shown above, as an example, the organization is already registered and the ID outlined in red is the so-called OID, which is necessary for further participation in Erasmus+.

Register a new OID

If no OID is displayed for your school yet, then a two-part registration is necessary:

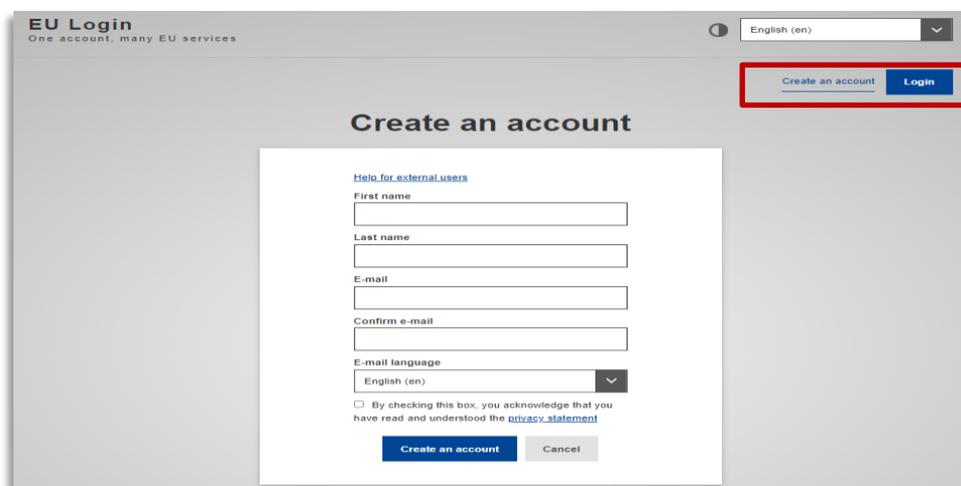
1. you register as a user of the EU portals with your EU login.
2. register your school in the Organization Registration System (ORS)

Getting a new EU Login

To access the EU portals, first create an EU login via the following link:

[Create an account \(europa.eu\)](#)

Click on the selection at the top right to change the language to a suitable language.



EU Login
One account, many EU services

English (en)

Create an account Login

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en)

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

Create an account Cancel

Then enter your name, e-mail address and your desired language. Accept the data protection regulations and click on "Create an account".

Once you have registered, you will immediately receive an e-mail from the system containing your username and a link to enter your password.

Attention: You have 1.5 hours to use this link and create your password. Therefore, take some time to register and do it in one step if possible.

Enter and confirm your password. Your password must be at least 10 characters long and should contain upper and lower case letters as well as special characters. You will be asked to renew your password approximately every 6 months.

This registration is only necessary once and is also required for any EU-funded measures you may carry out yourself!

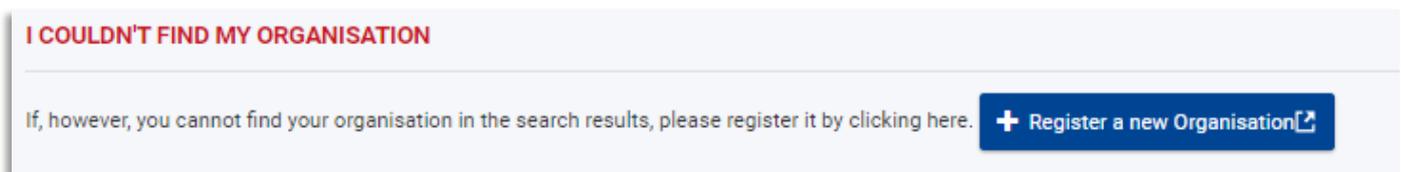
Also, it **helps your partners**, who are already accredited, **as they have much more work to do in the so-called Beneficiary Module, where will have to type in all your institutions' credentials manually, if you don't provide them with an OID of your school.**

Registration of your institution

You can register your organization via the following link:

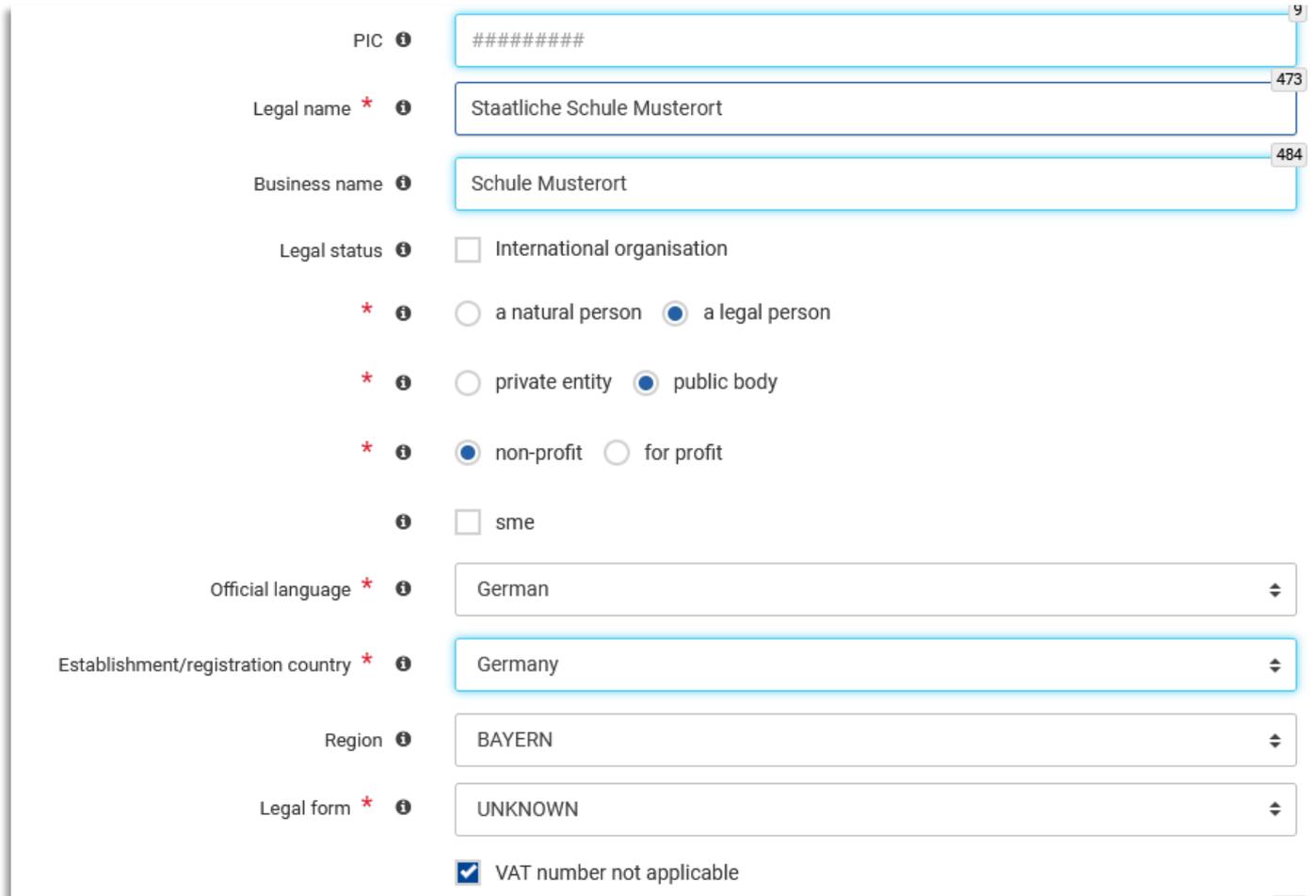
[Prerequisites for organisation registration | Erasmus+ and European Solidarity Corps programs \(europa.eu\)](#)

Then go through the organization search again to make sure your school is not already registered. In the next step, click on "Register a new Organization".



In the next two dialogue masks, log in with your EU login ID and password.

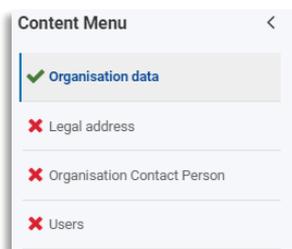
Then fill in the mandatory fields of the first screen according to the following example:



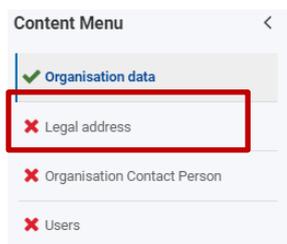
The registration form contains the following fields and options:

- PIC**: Input field containing "#####"
- Legal name ***: Input field containing "Staatliche Schule Musterort"
- Business name**: Input field containing "Schule Musterort"
- Legal status**: Radio button options:
 - International organisation
 - a natural person
 - a legal person
 - private entity
 - public body
 - non-profit
 - for profit
 - sme
- Official language ***: Dropdown menu with "German" selected
- Establishment/registration country ***: Dropdown menu with "Germany" selected
- Region**: Dropdown menu with "BAYERN" selected
- Legal form ***: Dropdown menu with "UNKNOWN" selected
- VAT number not applicable

If all mandatory fields have been filled in, you will see a green tick at the top left of the sidebar.



Clicking on "Legal address" in the page list will take you to the next screen.



The full address data of the institution must be entered here. These entries then will be filled into the blank spaces when your partners enter the corresponding OID of your institution in their Beneficiary Module.

Street name and number *	Musterstraße 123	100
City *	Musterort	91
P.O. Box	P.O. Box	100
Postal code *	88888	95
Main phone *	+4989123456789	36
Fax	Fax	50
Secondary phone	Secondary phone	50
Website	Website	500

Clicking on "Organization Contact Person" takes you to the next screen:

Content Menu

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✗ Users

Organisation Contact Person

Title: Title

First name *: Max

Last name *: Mustermann

Department: Department

Position in the organisation: Erasmus Koordinator

Professional e-mail *: max.mustermann@sz-musterort.de

Use organisation phones?

Main phone *: +4989123456789

Use organisation address?

Your data as the responsible contact person for all project matters is stored here.

In the mask with the title "Users", simply click on "Copy contact person details".

Content Menu

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✗ Users

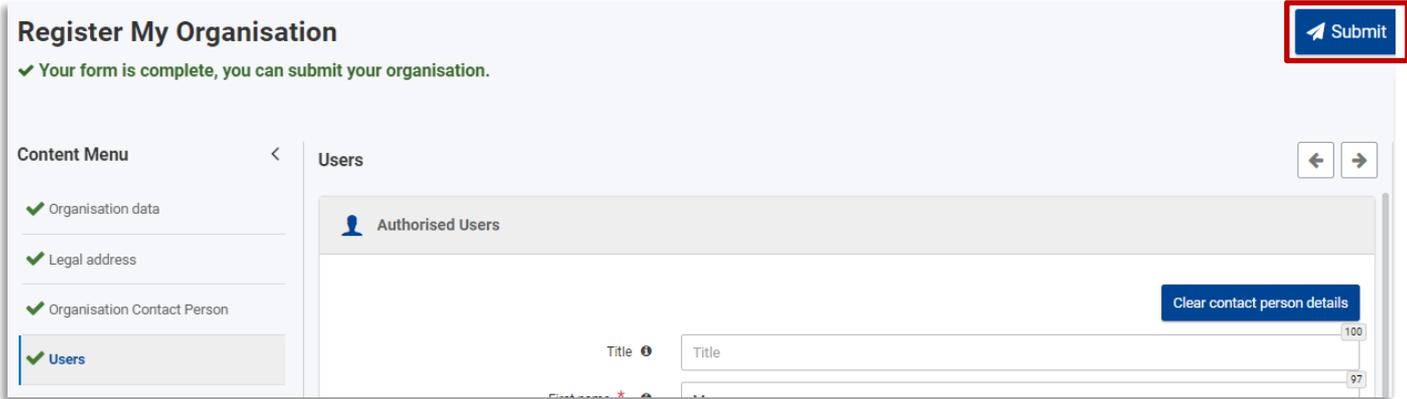
Users

Authorised Users

Copy contact person details

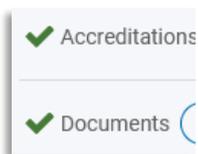
Title: Title

First name *: First name



You can then submit your registration via "Submit" and will be assigned your OID.

When you receive your OID, you will also receive two new entries in the navigation bar on the left:



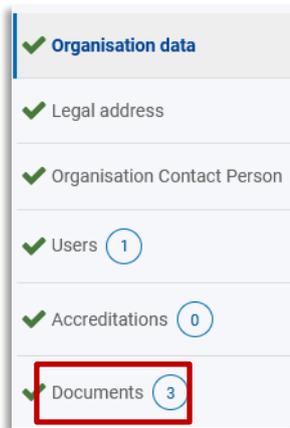
The last step is to fill in the form with the title "Documents".

NOTE: These steps are specific for German institutions. The process and type of documents you need for your registration might be different. Please read the regulations of your NA carefully or ask a representative who knows about the regulations. No responsibility can be taken for information, that does not apply to your case and the consequences out of that misinformation!

To do this, please download the "Legal Entity Public Institutions".

For the legal form, enter "State school" (or municipal school). The fields "Place of entry in the register", "Entry date" and "Register no." can be left blank (This might be different in your country!). Please fill in the remaining fields and enter the name of the headmaster or headmistress below. Please have this person sign the form as well. If the document is stamped, please scan it and upload it.

As proof that your school is a state (or municipal) school, please call up the school search of the State Ministry of Education and Cultural Affairs. (This might be different in your country!) Search for your institution and take a screenshot of the page with your school in the hit list. Upload this screenshot together with the form you created above.



To do this, click on "Documents" in the navigation area:

NOTE: These steps are specific for German institutions. The process and type of documents you need for your registration might be different. Please read the regulations of your NA carefully or ask a representative who knows about the regulations. No responsibility can be taken for information, that does not apply to your case and the consequences out of that misinformation!

Click on "Add document" in the top right-hand corner. Click on it to open the mask for selecting the documents. Please click on the button with the title "Browse" within the mask. Now select the location on your PC where the documents are stored. You must upload each document individually. For the document "Legal Entity Form", select the description "Legal Entity" under "Document Type", for the "Proof of Legal Entity" (= screenshot of the school search) select the description "Registration Document".

The upload of the documents is only completed when you click on the "Update" button at the top right, otherwise the documents will not be saved permanently!

Financial Information Form

If you are planning your own project (and are not participating in the Erasmus+ project of a partner school, for example), you must also upload the "Financial Information Form" in the "Documents" section. You might find this form on the website of your NA or ministry of education. No entry is necessary in field (3). (Might be different in your country!) The headmaster or headmistress signs as the account holder.

When uploading, select the description "Financial ID form-Bank Account" for the selection "Document Type". Afterwards, please remember to click on "Update" at the top right!

You have now successfully registered your institution in the ORS portal!

Now you can help your partners by giving them your OID, so that they can enter that information in the Beneficiary Module. Through that you have saved them a lot of work.

Thank you & good luck for your new project!

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