



Most important at a glance

- **Any school wishing to participate in Erasmus+ must be registered in ORS**
 - **This document outlines all the steps required for registration**
 - **It provides instructions on how to use two-factor authentication**
-

Every school wishing to participate in an Erasmus+ project must register in the EU [Organization Registration System \(ORS\)](#). This applies regardless of whether the interested school intends to conduct its own project or participate in an existing Erasmus+ project, such as the ISB mobility consortium ([Erasmus@ISB](#)). This guide describes the steps for registration. The Organization ID (OID) assigned there only needs to be applied for once and is valid for all future EU-funded projects.

If you have technical problems with the portal, please contact your National Agency ([PAD](#) / [NA BiBB](#)) directly, as the ISB has no access to the databases or the backend of the EU website.

If **entries in the ORS database are** obviously **incorrect** or out of date, please read the **last chapter** on ' **Troubleshooting** '.

If the system prompts you to **adjust the login mechanism** (e.g., two-factor authentication – 2FA), please read the section at the end of this information sheet.

The time required to create an account is approximately 20 minutes if all documents are available.

To provide you with additional support, we've also created an [explanatory video about the ORS Portal](#), which further illustrates the information presented in this fact sheet. It includes a chapter marker for the second part of the video, which demonstrates how to maintain information on the ORS Portal.

We wish you much success on your Erasmus+ experience!

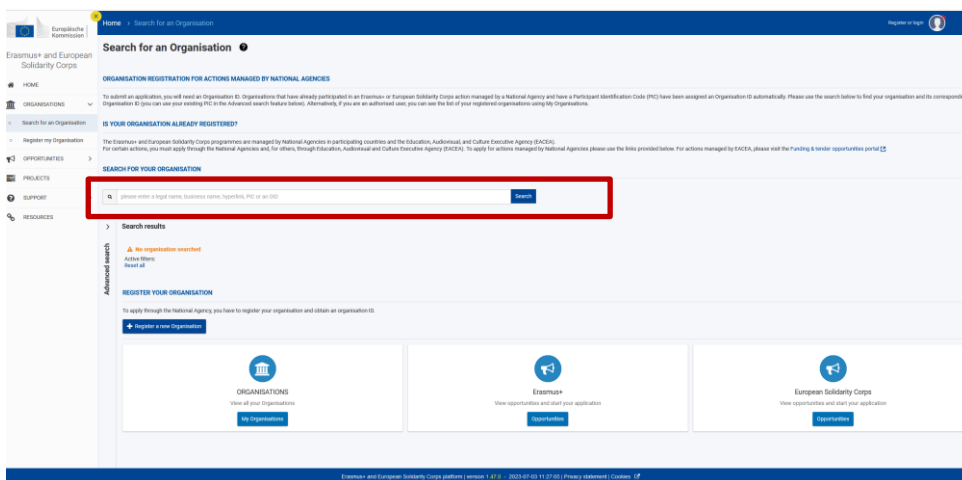
Disclaimer: Please note that the author(s) of this document can not be held legal for any disadvantages that occur due to information presented which does not match the criteria for applying for any kind of funding in your country.



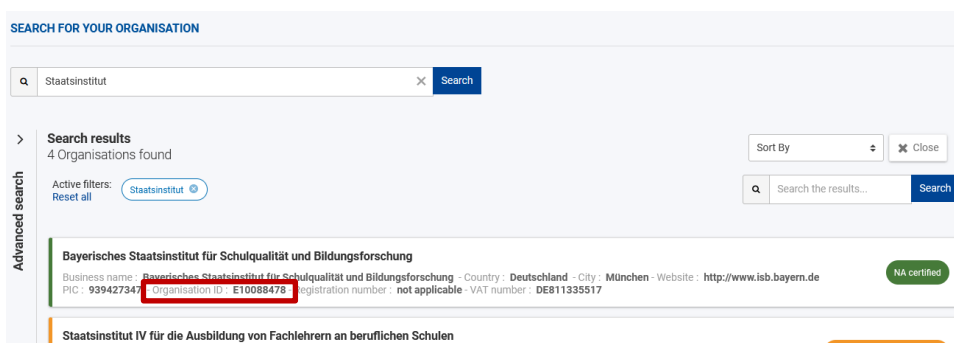
Check for existing OID

Your school may have already been registered in the EU system in the past. Therefore, it is advisable to first check whether your school is already listed in the system. Please also pay attention to possible spelling variations ("Staatliche" - "Staatl.") or renaming of your school.

To do so, please visit the following link:
[Organization Registration System \(ORS\)](#)



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





Create new OID

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

1. You register as a user of the EU portals with your EU login
2. You register your school in [the Organization Registration System \(ORS\)](#)

Hinweis:

Wie empfehlen Ihnen die Nutzung einer **funktionsbezogenen E-Mail-Adresse**, wie z.B. erasmus@ihre-schule.de.

Das erleichtert die Verteilung der Aufgaben und evtl. spätere Übergaben.

EU Login

To access the EU portals, first create an EU login using the following link: [Create an account \(europa.eu\)](#)

The screenshot shows the 'EU Login' interface with the 'Create an account' form. The form has the following fields: 'First name', 'Last name', 'Email', 'Confirm e-mail', and 'Email language' (a dropdown menu currently showing 'English (en)'). At the bottom of the form, there is a checkbox for 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. Below the form are two buttons: 'Create an account' and 'Cancel'. In the top right corner of the page, there is a language selector dropdown set to 'English (en)', with the 'Create an account' and 'Login' buttons highlighted by a red rectangle.

By clicking on the selection in the top right you can change the language to German.

Then enter your name, email address, and your preferred (primary) language. Accept the privacy policy and click " Create an account ."

After registering, you will immediately receive an email from the system containing your username and a link to enter your password. **Please note: You have 1.5 hours to click on this link and create your password.** Therefore, please allow yourself some time to complete the registration process in one step, if possible.

Enter and confirm your password. Your password must be at least 10 characters long and should contain both uppercase and lowercase letters, as well as special characters. You will be asked to change your password approximately every six months.

This registration is only necessary once and is also required for any implementation of EU-funded measures.



registration

You can register your organization using the following link:

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

Then, run the organization search again to make sure your school isn't already registered. In the next step, click "Register a new organization."

I COULDN'T FIND MY ORGANISATION

If, however, you cannot find your organisation in the search results, please register it by clicking here. [+ Register a new Organisation](#)

In the next two dialog boxes, log in with your EU login ID and password.

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

PIC ⓘ	<input type="text" value="#####"/>
Legal name * ⓘ	<input type="text" value="Staatliche Schule Musterort"/>
Business name ⓘ	<input type="text" value="Schule Musterort"/>
Legal status ⓘ	<input type="checkbox"/> International organisation <input type="radio"/> a natural person <input checked="" type="radio"/> a legal person <input type="radio"/> private entity <input checked="" type="radio"/> public body <input checked="" type="radio"/> non-profit <input type="radio"/> for profit <input type="checkbox"/> sme
Official language * ⓘ	<input type="text" value="German"/>
Establishment/registration country * ⓘ	<input type="text" value="Germany"/>
Region ⓘ	<input type="text" value="BAYERN"/>
Legal form * ⓘ	<input type="text" value="UNKNOWN"/>
	<input checked="" type="checkbox"/> VAT number not applicable

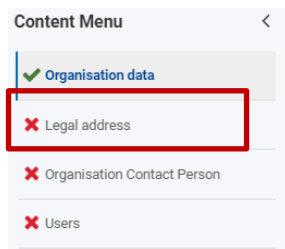
If all required fields are filled in, you will see a green check mark in the top left corner of the sidebar.

Content Menu <

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



Click on “Legal address ” in the page list to go to the next screen.



The address details of the institution must be entered here:

Street name and number *	<input type="text" value="Musterstraße 123"/>	104
City *	<input type="text" value="Musterort"/>	91
P.O. Box	<input type="text" value="P.O. Box"/>	100
Postal code *	<input type="text" value="88888"/>	95
Main phone *	<input type="text" value="+4989123456789"/>	36
Fax	<input type="text" value="Fax"/>	50
Secondary phone	<input type="text" value="Secondary phone"/>	50
Website	<input type="text" value="Website"/>	500

By clicking on “Organisation Contact Person” you will be taken to the next screen:

Content Menu

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

Organisation Contact Person

Title	<input type="text" value="Title"/>	100
First name *	<input type="text" value="Max"/>	97
Last name *	<input type="text" value="Mustermann"/>	90
Department	<input type="text" value="Department"/>	200
Position in the organisation	<input type="text" value="Erasmus Koordinator"/>	181
Professional e-mail *	<input type="text" value="max.mustermann@sz-musterort.de"/>	70
Use organisation phones?	<input type="checkbox"/>	
Main phone *	<input type="text" value="+4989123456789"/>	36
Use organisation address?	<input checked="" type="checkbox"/>	

Your details will be stored here as the responsible contact person for all project matters.



In the mask titled “Users” simply click on “Copy contact person details “

The screenshot shows the 'Users' mask in the ORS Portal. On the left, a 'Content Menu' lists 'Organisation data', 'Legal address', 'Organisation Contact Person', and 'Users' (which is currently selected with a red 'X'). The main area is titled 'Users' and contains a section for 'Authorised Users'. Below this, there are input fields for 'Title' and 'First name *'. A blue button labeled 'Copy contact person details' is highlighted with a red rectangular box.

You can then submit your registration via “Submit” and receive your OID.

The screenshot shows the 'Register My Organisation' mask. At the top, it says 'Register My Organisation' and 'Your form is complete, you can submit your organisation.' A blue button labeled 'Submit' is highlighted with a red rectangular box. Below this, the 'Content Menu' shows 'Organisation data', 'Legal address', 'Organisation Contact Person', and 'Users' (which is now selected with a green checkmark). The main area is titled 'Users' and contains a section for 'Authorised Users'. Below this, there are input fields for 'Title' and 'First name *'. A blue button labeled 'Clear contact person details' is visible.

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

The screenshot shows a portion of the navigation bar on the left side of the interface. It contains two entries: 'Accreditations' and 'Documents', both with green checkmarks next to them.

Upload the necessary documents

The mask titled “ Documents ” still needs to be filled in the last step.

To do this, you will need the following documents, some of which must be signed and uploaded as PDFs:

- [Form Legally responsible public institutions](#) (completed and signed by school management)
- [School search of the State Ministry of Education](#) (proof of establishment of the institution – screenshot of your institution – URL or address bar of the browser must be visible!)
- [Financial information form](#) (signed by school administration)
- [Confirmation letter for the financial information form](#) – upload this as a PDF

Below you will find a detailed explanation of the background of the documents; please follow them carefully.



Form for legal entity public institution:

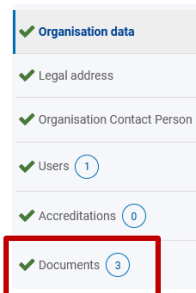
First, please download the “ [Formblatt Rechts st trägerer pub lic Einrichtungen](#) ”.

For legal form, enter "State School" (or municipal school). The fields "Place of registration in the register," "Date of registration," and "Registration number" can be left blank. Please complete the remaining fields and enter the name of the head teacher below. Please have this form signed. This person must also sign it. If the document is stamped, please scan it and upload it.

Evidence of the establishment of the institution via KM school search:

As proof that your school is a state (or municipal) school, please access the [school search function of the State Ministry of Education and Cultural Affairs](#) . Search for your institution and take a screenshot of the page with your school in the results list. Upload this screenshot along with the form created above.

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



There, click on " Add Document " in the top right corner . Clicking this will open the form for selecting documents. Within the form, click the button labeled "Browse . "

Now select the location on your PC where the documents are saved. You must upload each document individually. For the "Legal Entity Form," select "Legal Entity" under " Document Type ." For the "Legal Entity Form" (= screenshot of the school search), select "Registration Document . "

Financial information form:

Erasmus@ISB, for example), you must also upload the "Financial Information Form" in the " Documents " section. You can find this [form fully pre-filled](#) in the ISB [Document Center](#) . **No entries** are required in **field (3)** . The head teacher signs as the account holder.

When uploading, select “Document Type” Select the description "Financial ID form-Bank Account ." Please remember to click "Update" in the top right corner afterward!

Confirmation letter for the financial information form:

Finally, please upload the [confirmation letter for the financial information form](#) (Annex 3 to [KMS VIII.5-BL0121.7.3/16/7](#) dated April 4, 2025) as a registration document.

The upload of the documents is only complete when you click the “Update” button in the top right corner ; otherwise the documents will not be saved permanently.

You have now successfully registered your institution on the portal!



Troubleshooting or updating information in the ORS Portal

Updating information in the ORS Portal

If the contact person at the school has changed or you would like to update information, please note the following:

1. You need the **correct login in the EU portal**, which also allows you **to register** your own **institution made been is**.
2. the **correct login** by the fact that your organization appears under (1) '**My Organizations**' and the organization's name is displayed in (2) **blue font** and has a **link to another page**. If the organization doesn't appear and/or the font is n't highlighted in blue, you're using the wrong login.

The screenshot shows the 'ORGANISATIONS' section of the ORS Portal. On the left, a menu lists 'Search for an Organisation', 'Register my Organisation', and 'My Organisations'. A red arrow labeled '1' points to 'My Organisations'. The main content area shows a search bar and a list of organizations. One organization, 'Bayerisches Staatsinstitut für Schulqualität und Bildungsforschung', is highlighted in blue font and has a red box around it, with a red arrow labeled '2' pointing to it. Below the name, details are provided: Business name, Website (http://www.isb.bayern.de), Country (Germany), City (München), PIC (939427347), Organisation ID (E10088478), Registration number (not applicable), and VAT number (DE811335517). A green 'NA certified' badge is also present.

3. If you no longer have the correct login, please contact your contact person at the national agency ([PAD](#) / [NA BIBB](#)):
4. They can usually provide you with the name and email address of the person originally responsible for the project, and you can then attempt to reset the EU login password yourself.
5. If this doesn't work, contact the National Agency ([PAD](#) / [NA BiBB](#)) again and request that a new, valid project coordinator be appointed. Since this requires coordination with Brussels, this may take a few days.

Change of school management

If there is a change, for example in the school administration, the following procedure has proven effective for updating the data in the ORS:

1. Most importantly, you must inform your National Agency of the change of headmaster directly. You will need the following information: surname, first name, rank, position title (e.g., authorized signatory), and the school principal's official email address.
2. The letter should be signed by the new authorized signatory/school administration and stamped with the school's stamp.
3. Please send this letter scanned by email to your respective contact person at the national agency ([PAD](#) / [NA BiBB](#))
4. The National Agency will then update the ORS Portal and inform you of the changes.



Adjustment of the authentication method (2FA) for the EU login

EU login is required to access the ORS portal and other EU portals. This login is secured by default with **two-factor authentication (2FA)** and must be configured accordingly.

When logging in, always make sure to select the correct authentication method, as it is often set to the wrong method by default:



We strongly recommend using the **EU Login app** to confirm your registration, as experience has shown that this method is the most stable and user-friendly.

Download the EU Login app:

- **App Store (iOS):** <https://apps.apple.com/de/app/eu-login/id1056119441>
- **Google Play Store (Android):** <https://play.google.com/store/apps/details?id=eu.europa.ec.ecas>

Advantages of using the app:

- Fast confirmation via smartphone, without receiving an additional code via SMS or email.
- Also works when abroad without SMS roaming.
- High security through biometric authorization (fingerprint/Face ID).

After installing the app, you can activate it in your **EU login account** under "Two-factor authentication settings."



To do this, go to “ [Manage my Account](#) ” and make the appropriate settings there.

It may be necessary to identify yourself online. You can find more information on this on the [Federal eID information page](#) .

Please understand that we cannot provide support for federal services. If you have any questions, please contact the relevant departments – thank you very much!

contact person

The ISB Erasmus+ team will be happy to help you – please contact us with any questions!

For school education: Bernd Schwarz & Kathrin Vogt
erasmusplus-schulbildung@isb.bayern.de , (089) 2170 – 2244 or -2466

For vocational training: Robert Stolzenberg & Andreas Heidenreich
erasmusplus-berufsbildung@isb.bayern.de , (089) 2170 – 2220 or -2376

Further information

Below you will find the links for a more intensive introduction to the topic of Erasmus+

1. The ISB's Erasmus+ information portal gives you an initial introduction to the possibilities of Erasmus+

<https://www.erasmusplus.bayern.de/erasmus-schulbildung/>

