

Jornadas técnicas de formación en Erasmus+ 2015

Madrid, 18 de febrero de 2015



Formación Profesional Convocatoria 2015

Pasos previos y necesarios para poder presentar una solicitud:

Apertura de una cuenta en ECAS

Alta de la institución en el URF → Obtención de PIC

ECAS = European Commission Authentication System (Sistema de autenticación del usuario de la Comisión Europea)

URF = Unique Registration Facility (Servicio de registro único)

PIC = Participant Identification Code (Código de identificación del participante)

Apertura de una cuenta en ECAS:

Primer paso necesario para obtener el PIC de la institución solicitante.
Se

recomienda tener una única cuenta ECAS por institución.


Si la institución ya dispone de una cuenta en ECAS no es necesario crear una nueva cuenta. Se recomienda hacer uso del correo electrónico institucional intentando que sea el mismo para la creación de la cuenta ECAS, la gestión del PIC y de la Mobility Tool.

Manual de ECAS disponible en:

http://www.oapee.es/dctm/weboapee/erasmus/formularios/2015/manual_usuario-ecas.pdf?documentId=0901e72b81c5d671

Enlace para abrir la cuenta: <https://webgate.ec.europa.eu/cas>

Contact | Privacy Statement | English (en) ▼




EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)



(authenticates your identity on European Commission websites)

Login [Not registered yet](#)

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

Username or e-mail address *

Password *




► [More options...](#)

- Remember my username
- Warn me each time an application asks for my identity
- View my ECAS account details after logging me in


[Login!](#) [Lost your password?](#)

* Required fields

Or log in with your

 [Mobile phone](#)  [Token](#)  [eID](#)






EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Successful login

[Logout](#) [Change password](#) [Account information](#) [Help](#)

Manuel ARROYAS FERRER ([narrmanu](#)) | External



(authenticates your identity on European Commission websites)

Successful login

You are now logged in to ECAS.

To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

Registro en el URF y obtención del PIC:

Es necesario disponer de una cuenta ECAS

Manuales de URF disponibles en:

Manual resumido en español:

<http://www.oapee.es/dctm/weboapee/erasmus/e-info/codigo-pic-guia-rapida-general190220141505.pdf?documentId=0901e72b818959da>

Manual completo en inglés con capturas de pantalla:

<http://www.oapee.es/dctm/weboapee/erasmus/e-info/manualurfen.pdf?documentId=0901e72b818a09cf>

Enlace para darse de alta:


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

Si la Institución tiene ya un código PIC por haber participado en otras acciones no necesita obtener uno nuevo.

Las instituciones de Educación Superior tienen que comunicar el PIC a la EACEA para poder finalizar el proceso de obtención de la Carta Erasmus

<http://ec.europa.eu/en/yourvoice/ipm7forms7dispatch?form=ErasmusCharter>

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?


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MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE



Erasmus+

HOME ORGANISATIONS ▾ PROJECTS ▾ EXPERTS ▾ SUPPORT ▾  MANUEL ARROYAS FERRER ▾

Register an Organisation

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.

[REGISTER ORGANISATION](#) [RESUME REGISTRATION](#)

How to update your organisation data?

[Modify registered data](#) [Upload supporting documents](#) [Modify validated data](#)



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Registro en el URF y obtención del PIC

Procedimiento:

Hay que cumplimentar obligatoriamente todos los campos marcados con asterisco:

Introducción del NIF/CIF de la institución (VAT Number)

Centros docentes: Introducción del código que figura en el Registro Estatal de Centros Docentes no Universitarios

<https://www.educacion.gob.es/centros/home.do>

Instituciones privadas: Nº de Registro de Sociedades

La información del campo %Business name+no es obligatoria pero el omitirla puede generar problemas con el formulario posteriormente.

- Se recomienda poner la misma información que en el campo %Legal name+y no traducir al inglés el nombre de la institución

Registro en el URF y obtención del PIC

Procedimiento:

Introducción de información de la institución (naturaleza, fecha de creación, datos de contacto, etc.):

Naturaleza de la Institución: es conveniente revisar las páginas 22 y 23 de la guía de usuario donde se incluyen aclaraciones al respecto

En la fecha de registro se deberá indicar la fecha de creación de la institución de acuerdo con la disposición legal o reglamentaria correspondiente.

Para cumplimentar el dato %NACE code+ seleccionar %Education+ de las opciones que aparecen en el desplegable.

Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/education/welcome.do

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?

E FORMACIÓN PROFESIONAL

Spain (ES)



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Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/education/welcome.do

English(en)

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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

English(en) [v]

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Enter information about your organisation

Are you registering on behalf of another organisation? No Yes

Is the organisation a Legal Person? Yes No, I'm a natural person.

Is it a non-profit organisation? Yes No

Is it a public body? Yes No

Is it a NGO? Yes No

Business Name

Business Registration Number

Registration Date *

Registration Authority *

Establishment/Registration Country * [v]

Region/County [v]

Legal Name *

Official Language * [v]

[Close](#) [Save Draft](#) [Delete Draft](#) [Next >](#)

Registration of an organisation - Internet Explorer
 https://ec.europa.eu/research/participants/urf/secure/education/address.do

English(en) ▼

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County

Country *

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/education/address.do

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Please amend the following

The Fax Phone number you entered is not in a valid format. Examples of valid phone numbers are:
+349512345678,
+349413456789x123

The Main Phone number you entered is not in a valid format. Examples of valid phone numbers are:
+349512345678,
+349413456789x123.

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County

Country *

Phones

Main Phone *

Fax X

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

Close Save Draft Delete Draft < Back Next >

Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/education/contact.do

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: Mr

Position in the organisation: Coordinator

Department:

Professional E-mail *: manuel.arroyas@oapee.es

Gender *: Male Female

Last Name *: ARROYAS FERRER

First Name *: Manuel

[Change personal information](#)

Address

Use the existing Legal Person's address? Yes No

Street Name and Number *: C/ San Ginés, 25

P.O. Box:

Postal Code: 53012

CEDEX (France only):

Close Save Draft Delete Draft < Back **Next >**

Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/education/program.do#

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:
- provide SME data, or
- finish your registration.

Programme-Specific Information
Before finishing your registration, you can still provide information regarding your SME status.

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

Finish your registration

< Back Save Draft Delete Draft Close

User manual



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Registration summary - Internet Explorer
 https://ec.europa.eu/research/participants/urf/secure/education/registrationSummary.do

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Summary:

Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

Review the organisation information you entered

[Organisation](#)
[Address](#)
[Contact](#)
[Specific programs](#)

| Organisation information | |
|--------------------------------------|---------------------------------|
| Establishment/Registration Country * | Spain |
| Legal Name * | CENTRO DE FORMACIÓN PROFESIONAL |
| Official Language * | Spanish |
| Business Name | CENTRO DE FORMACIÓN PROFESIONAL |
| Business Registration Number | 284536789 |
| VAT number | ESQ7656784R |
| NACE code | |
| Registration Date * | 2011-01-17 |
| Registration Authority * | MECD |
| Legal Form * | AGRUPACION DE INTERES ECONOMICO |
| Legal Address information | |
| Street Name and Number * | C/ San Ginés, 25 |
| P.O. Box | |

[Print](#)
[Save Draft](#)
[Delete Draft](#)
[Confirm](#)



Erasmus+

Registration complete - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/education/registrationFinished.do

English(en)

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Next steps
You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.
You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

| | |
|------------------------------|---|
| Legal Name | CENTRO DE FORMACIÓN PROFESIONAL... |
| Legal Address | , C/ San Ginés, 25, Almodóvar de la Sierra, Spain |
| VAT | ESQ7656784R |
| Business Registration Number | 284536789 |

PIC number: 931834381

Thank you for using the Participant Portal

Print Close

Muchas gracias por su atención

Unidad de Formación Profesional

movilidad.fp@sepie.es

@sepiegob

www.sepie.es

OAPEE: Gustavo Fernández Balbuena, 13 . 28002 Madrid