



Call Erasmus+ and Bilateral Agreements: Instructions for online applying

The online application works correctly with Mozilla Firefox and Google Chrome. If you use one of these browsers, please ignore any messages that warn you of an incompatibility. Other browsers do not guarantee that the online application will work properly.

If you have already participated in last year's call, you must skip steps 1 to 4 of the list below (registration and activation of an account) and go directly to step 5. You can directly fill in your application by [logging in](#) with your unibz e-mail and the password you set last year. If you do not remember your password, you can enter a new one by clicking on the link "forgot your password?".

If you have not already participated in a call, please follow the steps below.

1. Click on this [link](#) for accessing the registration portal.
Under the menu "Registration" enter your name, surname and your institutional unibz student complete email address.
In case of doubt, the correct format of the address to be used can be found here: <https://cockpit.scientificnet.org/pages/settings/common/profile.aspx>
Please note: Registrations completed with other email addresses will be deleted.
2. Once you have entered the requested data correctly, the following message will appear: *"A confirmation email has been sent to this address. Please click on the link in that email in order to activate your account."*
3. You will receive an automatic confirmation email (please check that it has not landed in the junk mail): click on the link in that email and follow the instructions (if it doesn't work please copy the URL in your browser).
4. You will be asked to generate a personal password with at least one special character (for example _ , * , /).
5. You can fill in your application – you will find several filled already filled in with your data – in several stages, by saving it from time to time. Also please remember to always tick "Mark page as complete" at the bottom of each page when you have finished filling in each section. You can log in again via the initial [link](#).
6. Once you have completed all parts of the application, click on "submit". After

a few minutes, a pdf summary of your application will be generated, which you can either print or save. You will also receive a confirmation e-mail.

Please be aware that you can submit the application form only once and you will not be able to edit it at a later stage. For this reason, please make sure that you have completed it correctly before clicking on "submit".

Applications that will show a status other than SUBMITTED, i.e. that were not officially submitted, at the set deadline of the call, will be excluded from the selection procedure.