

Taking part in an Erasmus+ international project or partnership? How to get your organisation registered in the system

First Step – Create and EU Login Account

- Open <https://webgate.ec.europa.eu/cas/> to get started.
- Click on **CREATE AN ACCOUNT**.
You need to provide your **first name, last name, work e-mail address and a security code**.
- You will receive an e-mail to confirm and complete the registration process. Click on the link.
- Choose a password to set up your account.
- For help, please refer to the Help Section for EU Login on the webpage.

The EU Login is a personalised account. If you change employer, please introduce a colleague to the process and ask them to set up a new account for future use. **Do not share your credentials!**

Second Step – OID or PIC?

Join the **International Credit Mobility (ICM)** action¹ (de-centrally managed by E+ National Agencies)

To get started with **ICM**, new organisations from non-associated countries need to get an **Organisation ID (OID)**:

1. Open the [Organisation Registration Website](#) to get registered.

The Organisation ID is mandatory for applicants and every organisation involved in an ICM application, including non-academic organisations.

2. Before starting your registration, **check if your organisation is already registered**.
Go to **REGISTER MY ORGANISATION > CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM**.
3. If your institution is not yet registered, click on **REGISTER A NEW ORGANISATION** below the search result. Then log in with your EU Login (see above).
4. Start your registration by chronologically completing the sections **ORGANISATION DATA**, **LEGAL ADDRESS**, **ORGANISATION CONTACT PERSON** and **USERS**.
5. All required fields are marked in blue and need to be completed to finish.

Join any of the **actions centrally managed by the European Education and Culture Executive Agency (EACEA)**:

- Capacity Building in Higher Education, Vocational Education and Training, Youth, Sport
- Erasmus Mundus Design Measures & EM Joint Masters
- Jean Monnet Actions
- Virtual Exchange in Higher Education and Youth

To get started with the centrally managed **actions**, new organisations need to get a **Participant Identification Code (PIC)**²:

1. Open the [Portal Participant Register](#)³ to get registered. The REGISTRATION WIZARD will help you through the process.
2. To register your organisation, **you need to provide basic administrative and legal information**. Make sure that you have the relevant documents at hand.

Before starting your registration, check if your organisation is already registered.

Go to **HOW TO PARTICIPATE > PARTICIPANT REGISTER > SEARCH A PIC (2x)** and type in your organisation data.

3. Start your registration by going to **HOW TO PARTICIPATE > PARTICIPANT REGISTER > REGISTER YOUR ORGANISATION**. Please find detailed information [here](#).

¹ The registration steps (→ OID) are essentially based on the guidelines published [here](#).

² The registration steps (→ PIC) are essentially based on the guidelines published [here](#).

³ The Portal is primarily designed for the registration of organisations. If you register as an individual, only use those parts that apply to you as an individual.

6. The Erasmus+ National Agency certifies the new organisations by checking if the data registered in the system corresponds to the organisation's legal data in their supporting documents. [optional for participation in ICM projects]

After completing the new registration, you will receive the **Organisation ID**. It is an 8-digit unique identifier preceded by the letter E.

Congratulations! You are done. The Applicant Higher Education institution located in EU27/ E+ Associated countries will now be able to include your organisation in its application form.

Please note: If your OID status remains "Under validation", your registration is still valid.

For ICM applications, the NA may certify your OID, but this is not a mandatory step. A certified OID is mandatory only for participation in Cooperation Partnerships in higher education (KA220-HED).

ADDITIONAL RESOURCES

For decentralised actions managed by the National Agencies (NAs)

- [Erasmus+ and European Solidarity Corps platform \(europa.eu\)](#)
- [Organisation ID - Erasmus+ & European Solidarity Corps guides - EC Public Wiki \(europa.eu\)](#)
- [How to use the Erasmus and European Solidarity Corps platform - Erasmus+ & European Solidarity Corps guides - EC Public Wiki \(europa.eu\)](#)
- [Erasmus+ and European Solidarity Corps guides - Erasmus+ & European Solidarity Corps guides - EC Public Wiki \(europa.eu\)](#)

4. You do not have to complete the registration process in one session. You can enter some information, save it and continue later on. To resume your registration, go to [MY ORGANISATIONS > CONTINUE REGISTRATION](#).

After completing the new registration, you will receive the 9-digit **Participant Identification Code (PIC)**.

Congratulations! This unique identifier will be used as a reference by the Executive Agency in any interaction.

Please note: Newly created PIC will be provisional until it they are formally validated at a later stage. The CENTRAL VALIDATION SERVICE will contact you for further steps.

Update of details: If at some point in the future you need to update the details provided upon registration, open the participant portal and go to [MY ORGANISATIONS > ACTIONS > MODIFY ORGANISATION](#).

ADDITIONAL RESOURCES

PIC | For actions managed centrally by the European Education and Culture Executive Agency (EACEA)

- [Your key to EU grants and tenders: the Participant Identification Code \(PIC\) - YouTube](#)
- [Registration and validation of your organisation - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)