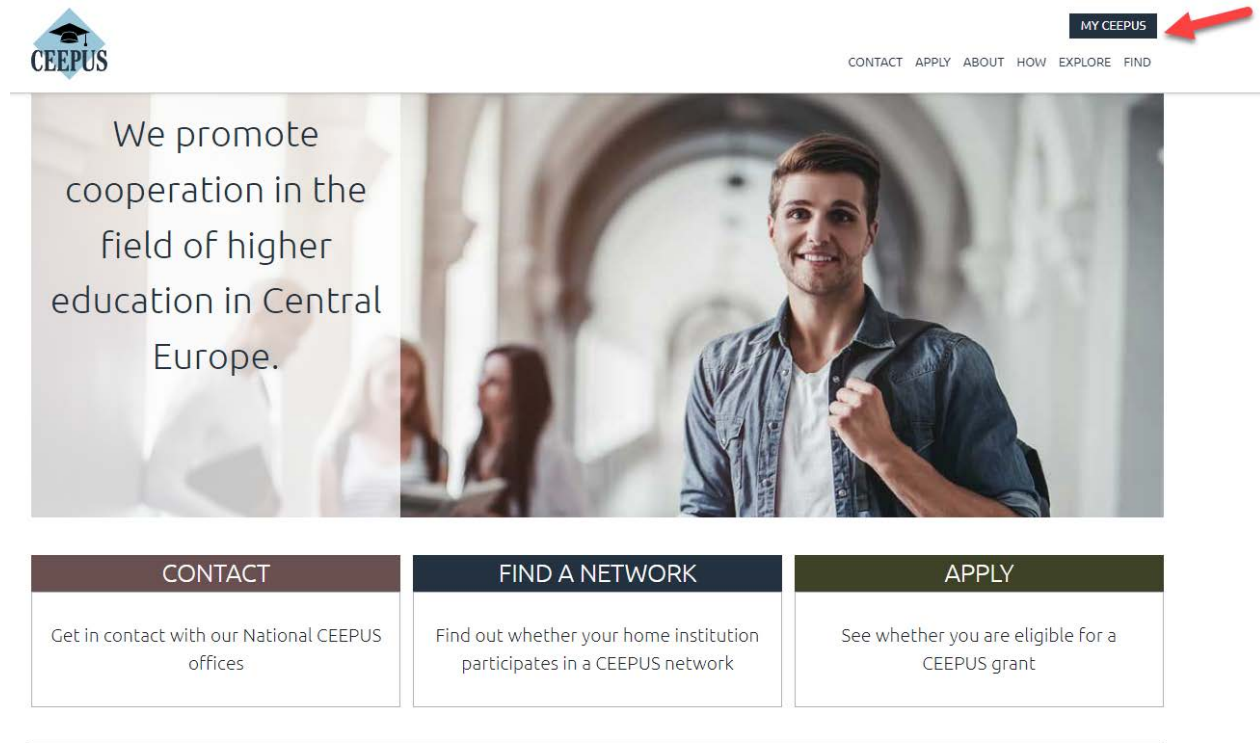


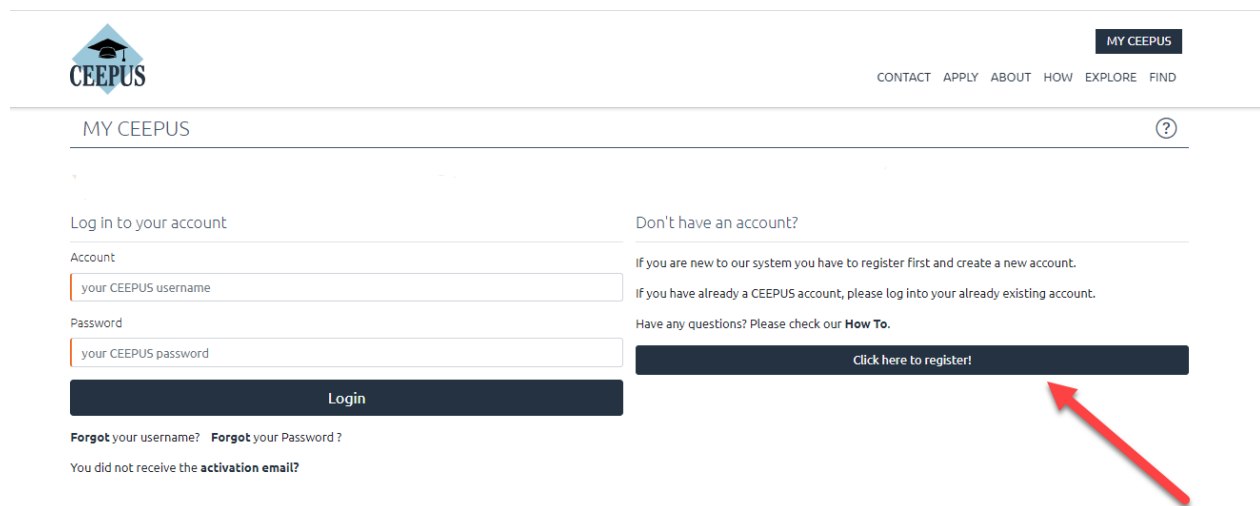
HOW TO REGISTER FOR A MOBILITY ROLE AND A NETWORK ROLE

First click on MY CEEPUS on the CEEPUS website www.ceepus.info



What our scholars have to say

Click on “Click here to register”



In the next step please fill in the required data and click on submit



MY CEEPUS

CONTACT APPLY ABOUT HOW EXPLORE FIND

Register new user ?

Firstname	Lastname
<input type="text" value="Fill in firstname"/>	<input type="text" value="Fill in lastname/familyname/surname"/>
Email address	
<input type="text"/>	
Accountname	
<input type="text" value="Fill in your desired accountname"/>	
Password	Re-enter your password
<input type="text"/>	<input type="text" value="Confirm your password"/>

The password requires at least 8 characters, 1 upper case, 1 number and 1 special character (!\$@#%^&*()+=,.-_).

Now please check your emails, also check the spam folder. Then activate your CEEPUS account.

Welcome **[Name]**, to the CEEPUS Member Area!

It is our pleasure to make applying as comfortable as possible for you.
The CEEPUS member Area allows you to access all your CEEPUS activities with only one user name and password ("Single Sign On").

Your Account Information

The following user name has been created for you:
Account: **[Account Name]**

Next Step

Before you can login, you must activate your account with the following link.

[ACTIVATE ACCOUNT](#)

If you have problems with the link, please copy the following URL into the address bar of your browser to open the activation page.
<http://www.ceepus.info/login/auth.aspx?ID=a426274b-ed90-4028-9505-cf4fb05e31d4>

After Activation

Once your account has been activated, you will be logged in automatically and be given access to the "Mobility Desktop". There you can create and submit your own mobility applications.

If you also want to coordinate a network or to be partner in a network, you will find a link to register for the "Network Desktop".
If you are an "International Relation Office (IRO)" and want to access all networks of your university, please register for the "IRO Desktop".

We Are Here To Help!

If you have questions about the CEEPUS Program please consult your National CEEPUS Office. You can find all National CEEPUS Offices on the [CEEPUS Website](#). Just click on the flag of the respective country to access all contact details.

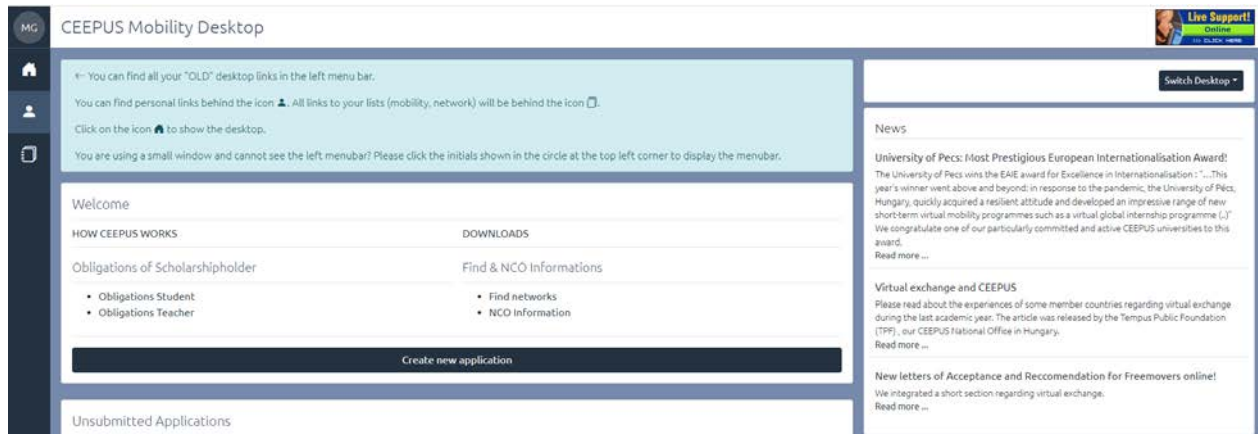
In case of technical problems contact our LiveSupport Chat Mo- Fr 9:00 – 17:00 CET. Please do not contact LiveSupport for questions that do not relate to technical issues.

Please also see our [Frequently Asked Questions \(FAQ\)](#) for further information.

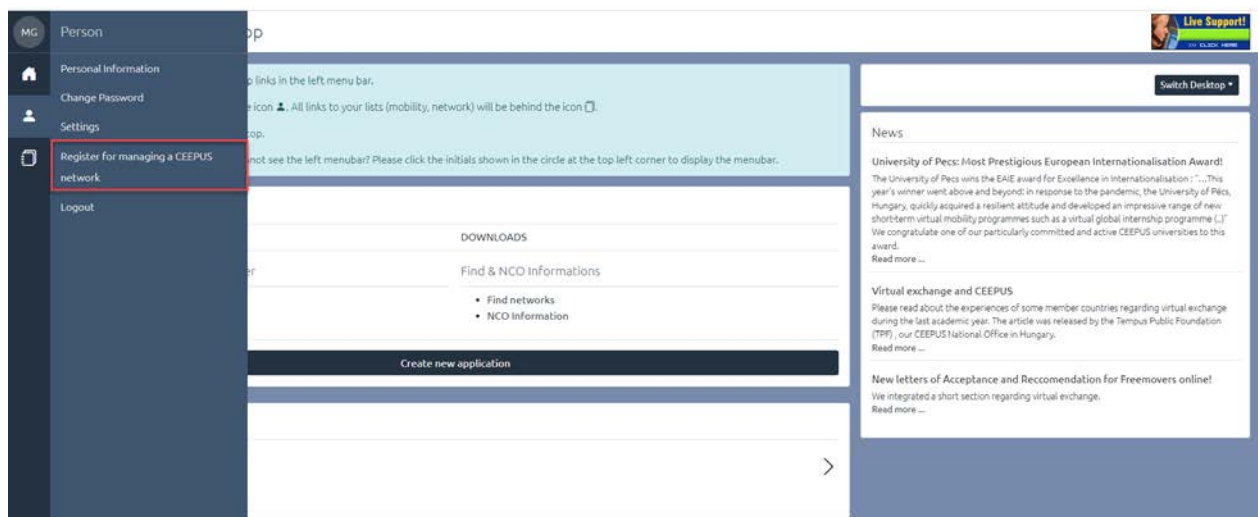
We wish you a lot of success!

Your CEEPUS Team

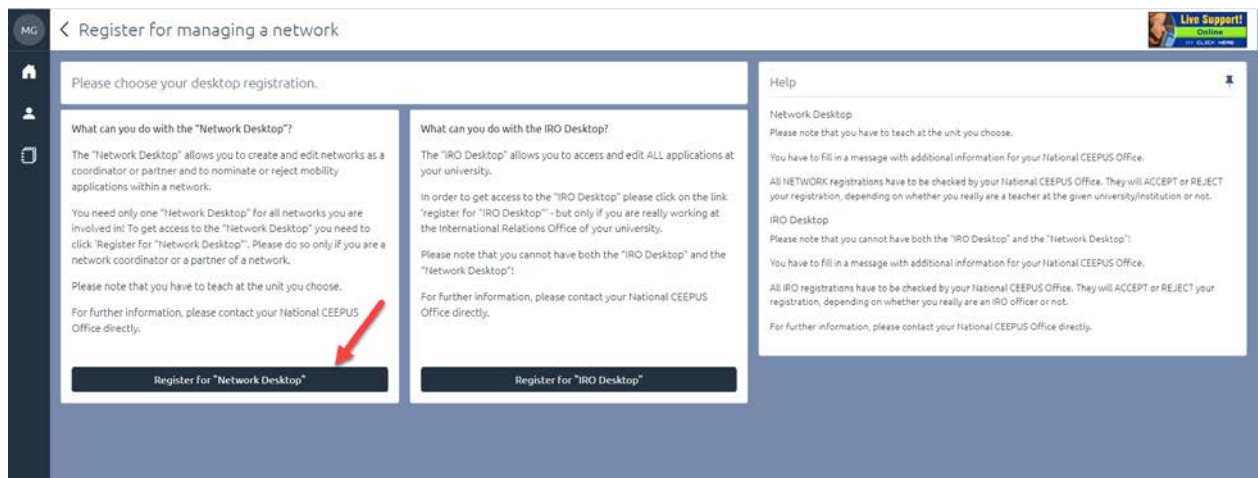
Now you have access to your Mobility Desktop, and you can apply/create new applications



If you also want to apply for a network role, that means you want to be part in an existing CEEPUS network or you want to create a new CEEPUS network, please click on "Register for managing a CEEPUS network"



Please click on "Register for "Network Desktop"



In this section, please fill in all requested information about your institution you belong to. Confirm that you are teaching, and you want to be part of a network or create a network.

Register for "Network Desktop"

Please select or fill in your unit data

Homecountry
Please choose a country

University
Please choose an eligible CEEPUS University

Participating Unit - department, institute or faculty

UNIT
Please choose an existing unit or enter a new one in the fields below

UNIT name

Street/number ZIP

City Country
Please choose a country

Reason for your registration:

Yes, I confirm that I am teaching at this university and I want to manage a network.

<< Back Send

Help

Network Desktop

Please note that you have to teach at the unit you choose

You have to fill in a message with additional information for your National CEEPUS Office.

All NETWORK registrations have to be checked by your National CEEPUS Office. They will ACCEPT or REJECT your registration, depending on whether you really are a teacher at the given university/institution or not.

IRD Desktop

Please note that you cannot have both the "IRD Desktop" and the "Network Desktop"

You have to fill in a message with additional information for your National CEEPUS Office.

All IRD registrations have to be checked by your National CEEPUS Office. They will ACCEPT or REJECT your registration, depending on whether you really are an IRD officer or not.

For further information, please contact your National CEEPUS Office directly.

After clicking on the send button, the perspective National CEEPUS Office will accept your request and the coordinator can add you to an already existing network or you can create a network.

If you have further questions please contact your [National CEEPUS Office](#) in your country or contact the [Central CEEPUS Office](#).