

## EUROSYS Registration Process

- On entering the Registration section a list of organisations that have already completed the registration process should be displayed. If the name of your organisation is contained within the list, you should contact any other colleagues who may have already completed this process (in order to be added as a User).
- If your organisation is not listed, please follow the instructions on the screen to begin the registration process.
- Please note: Organisations which have experienced a change of name since submitting the application should contact the IAB to confirm what is required
- Complete the information relating to Organisation address, Organisation type etc (please note - these details should match the information provided during the manual Registration Process completed in 2007).
- Please note: the name field on the form refers to Organisation Name, not user name
- Supporting Documents: the documents listed should have been provided during the original Registration process. Projects should simply tick those boxes which relate to documents already supplied to the IAB.
- Gatekeeper Details: The initial Gatekeeper should be a person in the organisation who will have responsibility for managing access to the EUROSYS site within their organisation. Additional Gatekeepers can be added once the Registration Process is complete.
- Username/Passwords: These should be unique and in addition, the password must contain at least 8 characters (including at least 1 symbol, 1 uppercase letter and 1 number).
- Certifying Officer: This should be a senior person in the organisation who will have responsibility for signing claims, applications etc.
- Declaration: In order to fully complete the registration process it is important that the disclaimer statement is viewed and accepted.
- Once the form is complete, please recheck all details, in particular the email address as this will be used to confirm the Registration.
- When you are happy the form has been completed, please press the [Submit](#) button and an email will be sent to the IAB highlighting the submission of a completed Registration form.
- A printable version of the form will be displayed on the next page – project sponsors can print this for information purposes, however the IAB **does not** require you to send a signed copy as directed (the original Manual form is sufficient).
- Clicking [Back](#) will take the User back to the EUROSYS home page.
- The Gatekeeper should receive an email from EUROSYS confirming whether the organisation is eligible or ineligible for Structural Funds support. On receipt of this email, the Gatekeeper can now access EUROSYS following the instructions provided. Please note that you will be asked to select a new password the first you use EUROSYS
- The initial Gatekeeper should now add all other likely EUROSYS users within the organisation and give them appropriate status as Gatekeeper, Application Owner, Application Editor, Progress Report Editor or Viewer
- Following this, applicants should wait to be informed when to upload the First Stage Application and Second Stage Application, and following this Progress Reports