



# Web Application Tutorial: Talented Europe for Educational Institutions

## Educational Institutions

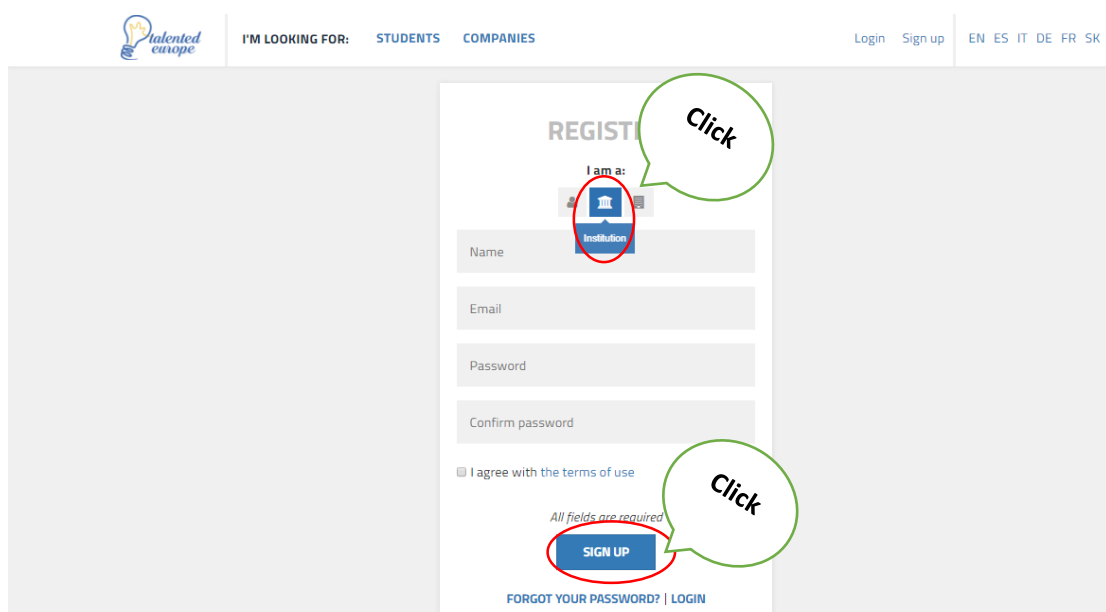
This document explains the use of the web application [talentedeuropa.eu](https://talentedeuropa.eu) from the point of view of educational institutions.

## Registration

The first step to register an educational institution in the Talented Europe application is to click on the [Sign up](#) button.



Afterwards, you need to select an icon corresponding to institutions.



Next, you have to provide the name of the educational institution, an email and a password (with its subsequent confirmation). [Terms of use](#) have to be accepted.

Pressing the [Sign up](#) button, the initial registration process ends.



### Thank You for Signing Up!

You will receive an email with instructions about how to confirm your account in a few minutes.

Your confirmation email may take a few minutes to arrive, make sure you also check out your spam folder

[GO BACK TO HOME](#)

In a short time you will receive an email.



Hello!

Thank you for signing up on Talented Europe.

Please verify Your Email Address by clicking the link

[Confirm my account](#)

Click

Thank you for using our application

When you click on the [Confirm my account](#) button, a screen will be displayed where you have to confirm that the activation of the account was correct and that it is possible to log in to the Talented Europe.



Account activation was successful, you may log in now



LOGIN

@

.....

☒ Remember Me

LOGIN

[FORGOT YOUR PASSWORD?](#) | [SIGN UP](#)

Click

In order to log in you have to enter email and password used during the registration. Upon the first login the following screen will appear in which it is stated that you have to complete your profile filling in the mandatory fields, which enables you to add email addresses of the referees (professors, teachers) at your educational institution (university, school), who can then validate their talented students. To do this, press the [Set up my profile](#) button.



### REFEREES

You'll need to fix the following errors or your referees won't be able to validate profiles:

- The city field is required.
- The country field is required.
- The Legal representative (person in charge) field is required.
- The Institution type field is required.
- The Fiscal ID or company registration number field is required.
- The Certificate of authentication field is required.

Please click the following fields.

[Set up my profile](#)

No referees

### Add a new referee

Email (Required)

[Send invitation to referee](#)

### Invites pending

Email	Date sent
Note: invites are only valid 14 days after being sent, and they will disappear from this list afterwards	

### MY PROFILE

Profile | Contact person | Change your password

About

- Institution type - (Required)

Name of the Educational Institution

@

Phone

Legal representative (person in charge)

Fiscal ID or company registration number

PIC

Logo

Choose File | No file has been chosen

Certificate of authentication

Choose File | No file has been chosen

[Download template](#)

- You will see the data corresponding to the **Profile** tab. First, you have to choose the type of institution, such as:
- Secondary school
  - Vocational training
  - University/College
- The name and the email of the institution are already filled out as they have been entered during the registration. The following information has to be completed:
- Telephone number
  - Legal representative of the institution
  - Tax identification number
  - PIC (Participant Identification Code). Number identifying the institution when submitting applications for the Erasmus+ project.
- The **logo** of the institution should be uploaded in the *jpg* or *png* format. Doing this is important because it will allow the educational institution to be visible on the platform.
- In order to obtain a sufficient level of certainty that the educational institution indeed is as claimed, a signed certificate has to be submitted and, if possible, stamped by the



legal representative. The template of this document can be downloaded at the indicated link.

Continuing with the completion of the profile, the following fields appear:

Address, postal code of the institution, city and country are required fields, which need to be filled.

Whenever a modification is made to the profile, you have to click on the [Update settings](#) button. Otherwise, the changes will not be saved.

You can also delete the institution's account by clicking on [Delete account](#).

If you click on the [Contact Person](#) tab, you can enter a name and an email of the user responsible for receiving notifications from the Talented Europe platform.

Again, it is important to press the [Update settings](#) button. Otherwise, the changes will not be saved.

Finally, in the [Change your password](#) tab, you can change the password of the account associated with the educational institution.



**MY PROFILE**

Profile Contact person **Change your password**

Change your password

New password (Required)

Repeat new password (Required)

**Save new password**

Click

It is important to press the [Save new password](#) button for the changes to take effect.

At any time you can change the profile of your educational institution by clicking on the upper right area, where it says the name of your educational institution and select the [settings](#) option.

Name of the Educational Institution

Referees

**Settings**

Logout

Click

Once the educational institution's profile has been completed, the next step would be to add referees to your educational institution so that the students can be correctly validated, and thus achieve an adequate visibility on the Talented Europe platform.

No referees

Add a new referee

Invites pending

Email (Required)

Date sent

**Send invitation to referee**

Click

Invites are only valid 14 days after being sent, and they will disappear from this page after 14 days.

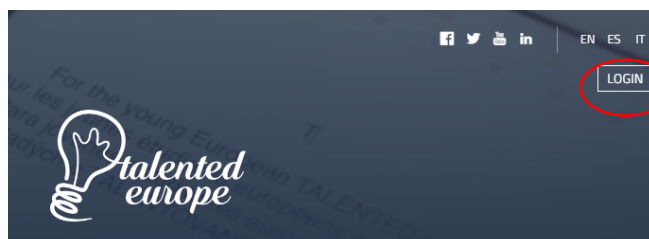
## Login

To log in to the Talented Europe platform, access the <https://www.talentedeuropa.eu/> and click on [Login](#):



Cofinanciado por el  
programa Erasmus+  
de la Unión Europea

*talentedeuropa.eu*



The following form will appear, where you have to enter email and password used upon the institution's registration or the information of the person who is authorized to receive notifications:

LOGIN

Email

Password

☐ Remember Me

LOGIN

[FORGOT YOUR PASSWORD?](#) | [SIGN UP](#)