Qualifications Dataset Register
User Manual: Registration
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Introduction
Welcome to the user guide for the Qualifications Dataset Register (QDR) platform. In this manual, you will learn how to create an account for your organisation, how to log in, and how to edit your details. In short, this manual takes you through the first steps. After you completed your registration, you can visit the user manual on the publishing workflow, and continue your journey from there.

Initial steps before the registration
Once you access the platform you will be presented with the following screen:

![Figure 1: Homepage QDR](image-url)
In order to access the platform for the first time you will have to follow several initial steps which grant you the correct access rights from EU login (ECAS) platform.

1. When you click ‘login/register’ you will be redirected to the EU login website and asked to log in on this platform.
   a. If you do not have an EU account yet, you will need to create one.
2. Once you have logged in you will be redirected to the QDR.
3. There, you will now be presented with the following screen:

   ![Image](image.png)

   **Figure 2: Final page before your rights are granted**

   This screen indicates that your login with EU login was successful, but that your EU login account does not have the correct rights related with the QDR. In order to get these rights you will have to contact the administrators of the system who will assign them to you.

   Once you have the correct rights you will be prompted to fill in the rest of the data about your organisation, i.e. to register.
Registration of your organisation

To create an account for your organisation, follow these steps:

1. After you have obtained your rights to log in (see “Initial steps before the registration”), you can click the 'login/register' button, and start creating your organisation’s profile. You will see this screen:

![Figure 3: Filling out your organisation's details](image)

- **Organization**
  - Name
  - Type
  - Homepage
  - Country
  - Address

- **Administrator of the organisation**
  - Name
  - Last name
  - Login email
  - Phone number
  - Position in the Organization

- **Backup person**
  - First name
  - Last name
  - Email
  - Phone number
2. In the first section, fill out the details of your organisation.
   a. Fill in the **name** of the organisation.
   b. Click the drop-down menu to select the **type** of your organisation.
   c. Insert the **link to the webpage** of your organisation.
   d. Click the drop-down menu to select the **country** your organisation is based in.
   e. Fill in the **address** of your organisation.

3. In the second section, fill out your information as the person responsible for publishing the qualification data of your organisation.
   a. Provide your first name
   b. Provide your surname
   c. Provide the e-mail you wish to use to log in on the platform
   d. Provide your phone number
   e. Provide your position in the organisation

4. In the third section, fill out the information of a second person in your organisation we can be in touch with if necessary about the qualification data.
   a. Provide their first and last name, e-mail, and phone number

5. Publishing agreement: this confirms that your datasets will be published publicly and that the European Commission has the right to republish your data. If you agree, and wish to complete the registration procedure, make sure the **yes** is indicated.

![Publishing Agreement](image)

**Figure 4: Publishing Agreement**

6. Click ‘Register’ to complete your registration.
Logging in

Once you have created a profile for your organisation, you can start publishing your data.

On the home page, click 'Login/Register', and you will be logged in using your EU login credentials. Then, you will see your organisation's profile page where you can edit your information and publish your data. To find out how, please visit the user manual on the publishing workflow.

Editing your organisation’s profile

On your organisation’s page, you will be able to find the details of your organisation, the datasets you have published, and the possibility to create new datasets. The screen looks like this:

![Figure 5: Overview of your organisation's page](image)

...
In order to view and edit your details, click on ‘Show/Edit data’ [1]. Then you will see the following:

![Figure 6: Editing your organisation's details](image)

In case you want to edit the information, you can click the edit icon [2] on the top right.

**Other functions**

To log out and exit the platform, click the yellow log-out button at the top right of each page, you will be automatically logged out from both the QDR and your EU login session.

Congratulations! You have successfully created your profile. Now you can begin working on publishing your data. Please visit the user manual on the publishing workflow to continue.