



Qualification Dataset Register User Manual: Registration

Contents

Introduction	3
Before you register	3
Create an EU account (ECAS)	3
Login.....	4
Logout.....	4
Registration of your organisation	5
Create your organisation profile.....	5
Start publishing your data	7
Editing your organisation's profile	7

Introduction

Welcome to the user registration guide for the **Qualifications Dataset Registration (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 initial steps that are needed before using the platform. After you complete your registration, you can visit the manual on the publishing Qualifications/Learning Opportunities and continue your journey from there.

Before you register

Once you access the platform you will be presented with the following screen:

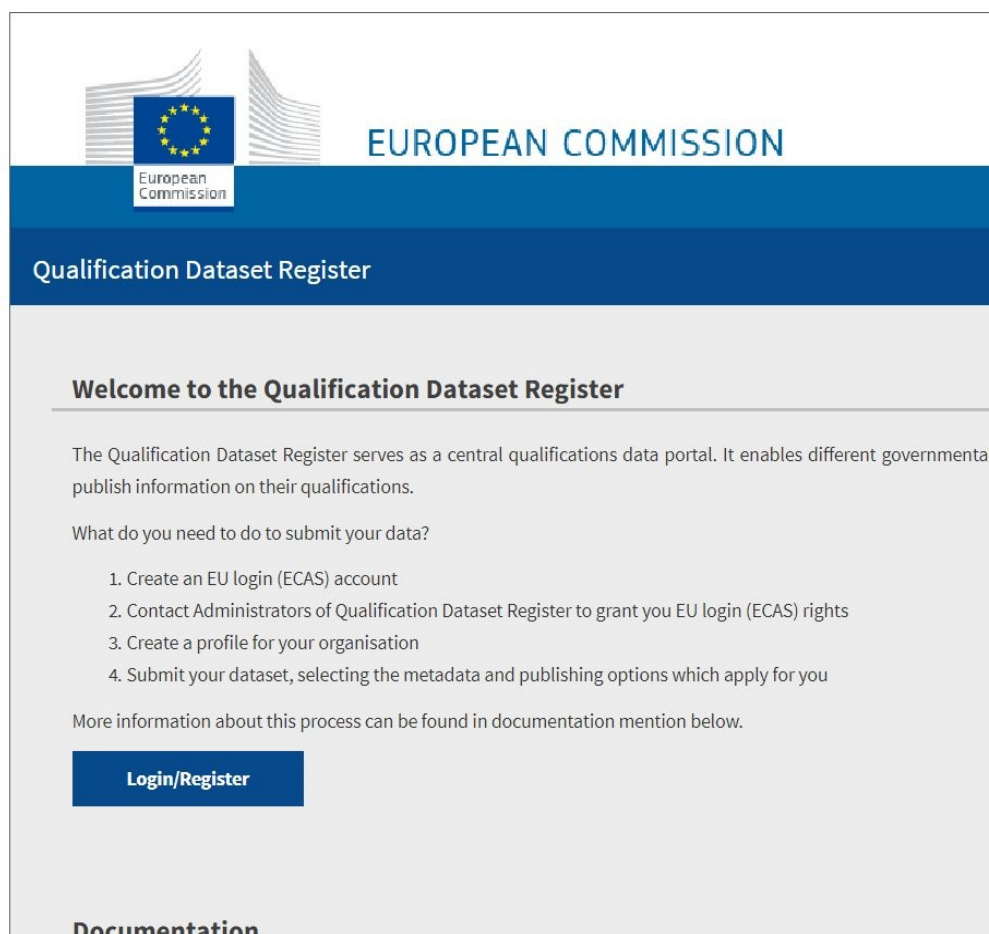


Figure 1: Homepage QDR

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.

Create an EU account (ECAS)

1. First step is to create an EU account, if you do not have one. Please follow the following steps to create an account.
 - a. go to <https://webgate.ec.europa.eu/cas/>
 - b. Click '**Create an account**' link and fill in the required fields.

- c. Review the Privacy Policy, tick the check box then click "**Create an account**" button.
2. You should receive an email with the confirmation of the successful registration.

Login

1. When you click '**login/register**' you will be redirected to the EU login website and asked to log in on this platform.
 - a. Login with your EU account.
2. Once you have logged in you will be redirected to the QDR.
3. There, you will now be presented with the following screen:

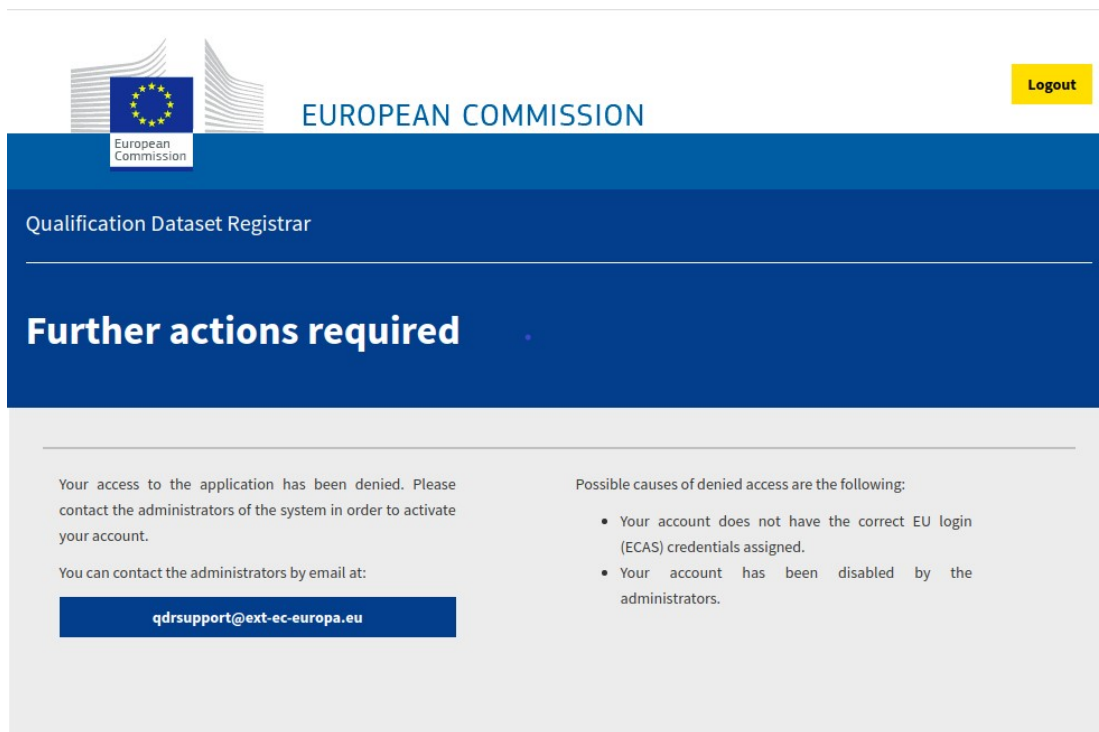


Figure 2: Final page before your rights are granted

This screen indicates that your login with EU account was successful, but your EU login account does not have the correct rights yet to access 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.

Logout

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

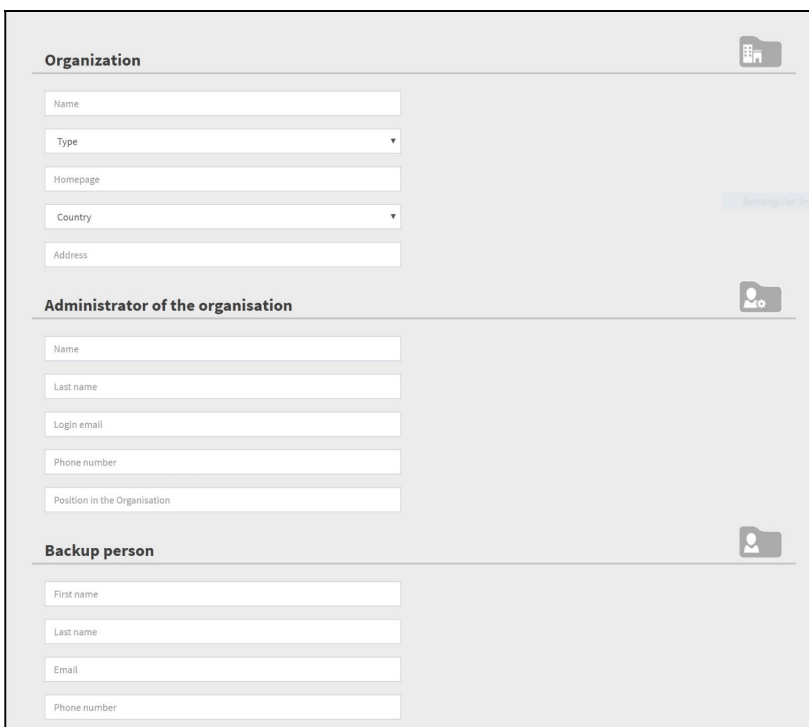
Registration of your organisation

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

1. After you have obtained your rights to log in (see [Before you register](#)), you can click the **'login/register'** button
2. Start creating your organisation's profile as shown in the following section.

Create your organisation profile

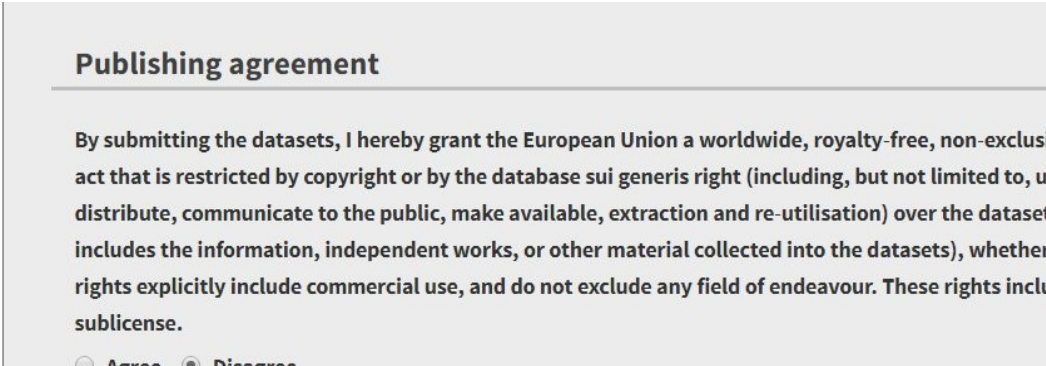
You will see this screen:



The screenshot shows a registration form with three main sections: Organization, Administrator of the organisation, and Backup person. Each section has a folder icon in the top right corner. The Organization section includes fields for Name, Type (dropdown), Homepage, Country (dropdown), and Address. The Administrator of the organisation section includes fields for Name, Last name, Login email, Phone number, and Position in the Organisation. The Backup person section includes fields for First name, Last name, Email, and Phone number. A 'Back to regular Site' link is visible on the right side of the Organization section.

Figure 3: Filling out your organisation's details

1. In the first section, fill in the details of your organisation.
 - a. Fill out 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 out the **address** of your organisation.
2. 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
3. In the third section, fill out the information of a second person in your organisation we can be in touch with about the qualification data.
 - a. Provide their first & last name, e-mail, and phone number
4. Publishing agreement: this is to confirm 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 **Agree** is indicated.



Publishing agreement

By submitting the datasets, I hereby grant the European Union a worldwide, royalty-free, non-exclusive act that is restricted by copyright or by the database sui generis right (including, but not limited to, to distribute, communicate to the public, make available, extraction and re-utilisation) over the dataset includes the information, independent works, or other material collected into the datasets), whether rights explicitly include commercial use, and do not exclude any field of endeavour. These rights include sublicense.

Agree Disagree

Figure 4: Publishing Agreement

5. Click '**Register**' to complete your registration.

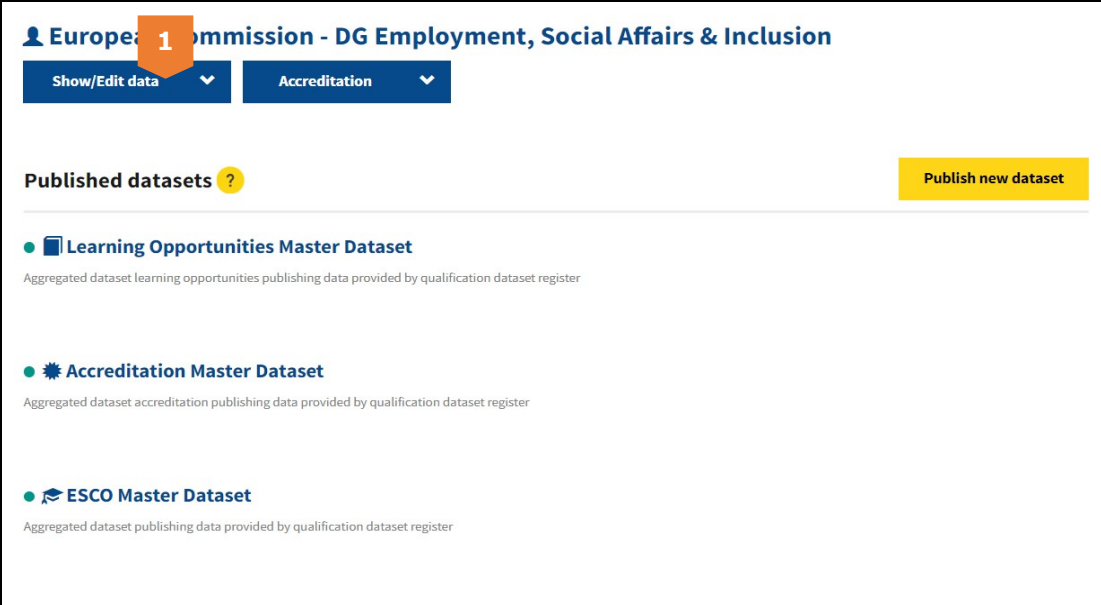
Start publishing your data

Once you have created a profile for your organisation, you need to wait for approval from the administrator before you can start publishing your data. You will be notified via an email that your organisation status has been changed to **'approved'** from **'To be approved'**

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 organisation's information and publish your data. To find out how, please visit the user on the publishing Qualifications/Learning Opportunities.

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:





The screenshot shows the user profile page for 'European Commission - DG Employment, Social Affairs & Inclusion'. At the top, there is a user icon and the text 'European Commission - DG Employment, Social Affairs & Inclusion'. Below this, there are two buttons: 'Show/Edit data' and 'Accreditation', both with dropdown arrows. A red callout box with the number '1' points to the 'Show/Edit data' button. Below the buttons, there is a section titled 'Published datasets' with a question mark icon. To the right of this section is a yellow button labeled 'Publish new dataset'. Underneath, there are three listed datasets, each with a blue dot icon and a title: 'Learning Opportunities Master Dataset', 'Accreditation Master Dataset', and 'ESCO Master Dataset'. Each dataset title is followed by a smaller text description: 'Aggregated dataset learning opportunities publishing data provided by qualification dataset register', 'Aggregated dataset accreditation publishing data provided by qualification dataset register', and 'Aggregated dataset publishing data provided by qualification dataset register'.

Figure 5: Overview of your organisation's page

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

Instytut Badań Edukacyjnych

Hide data 

2 

Personal Information	Organisation Information
First Name Rafał	Name Instytut Badań Edukacyjnych
Surname Bany	Type A government agency
Registration email rafal.bany@bprog.pl	Address ul. Górczewska 8 01-180 Warszawa
Contact phone number 	Country POLSKA
Position in your Organisation Software Developer	Website

Registration time: 25/10/2019

Figure 6: Editing your organisation's details

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

Congratulations! You have successfully created your organisation's profile. Now you can start publishing your data. Please find the manual on the publishing Qualifications/Learning Opportunities. We hope you enjoy working with the QDR!