# Qualification Dataset Register
## User Manual: Registration

## Contents

# 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

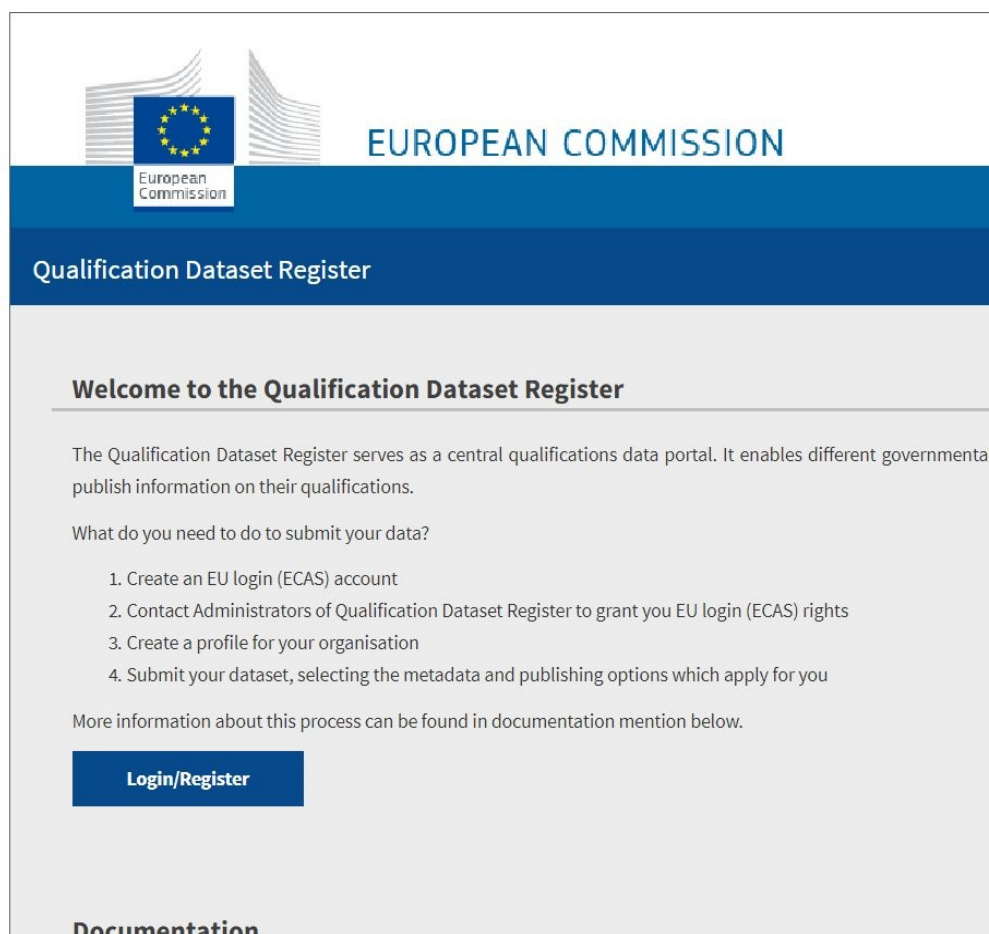Once you access the platform you will be presented with the following screen:



**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.
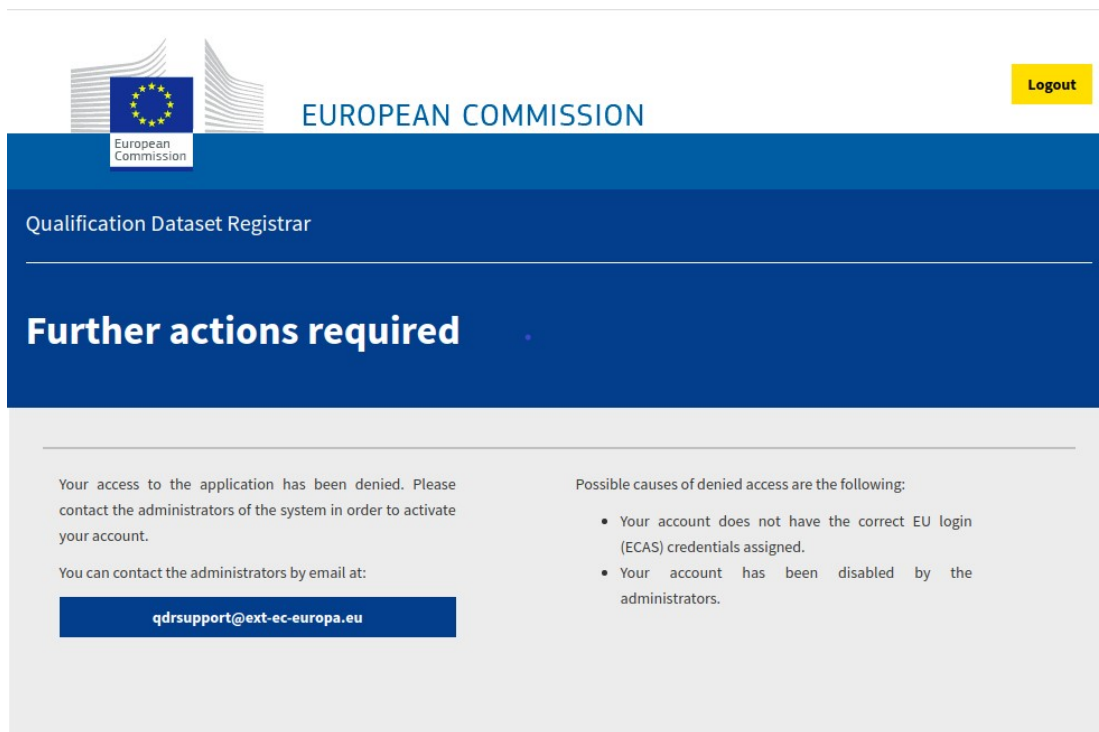3. There, you will now be presented with the following screen:



**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.
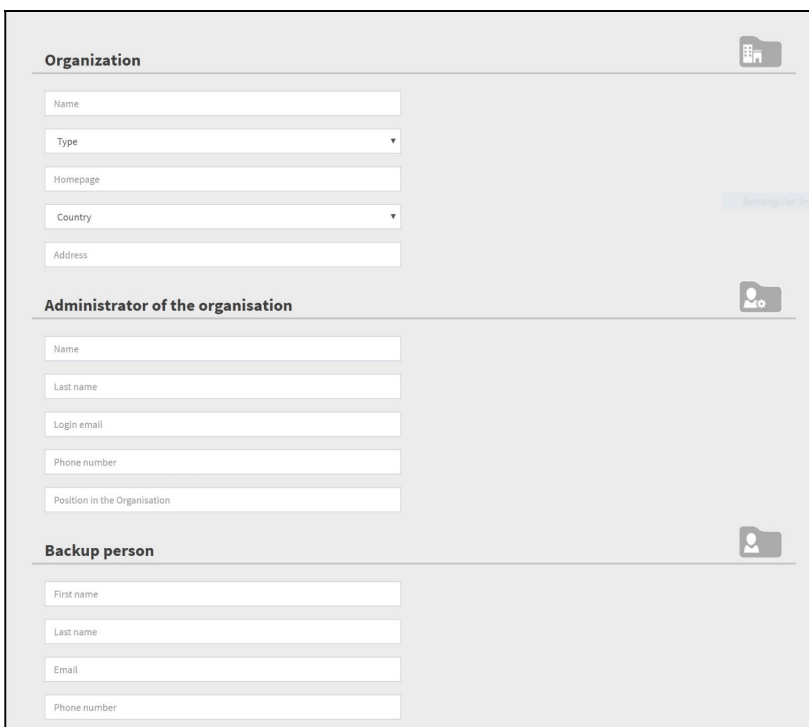
# Registration of your organisation

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.
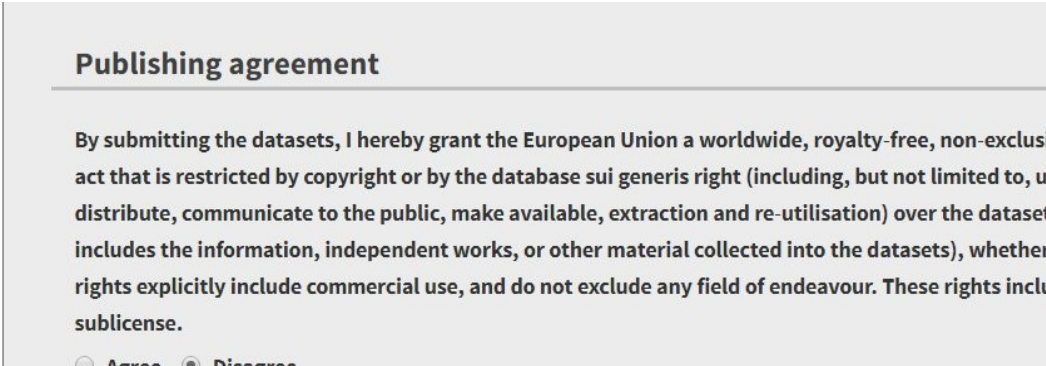
## Create your organisation profile

You will see this screen:



**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.



**Figure 4: Publishing Agreement**

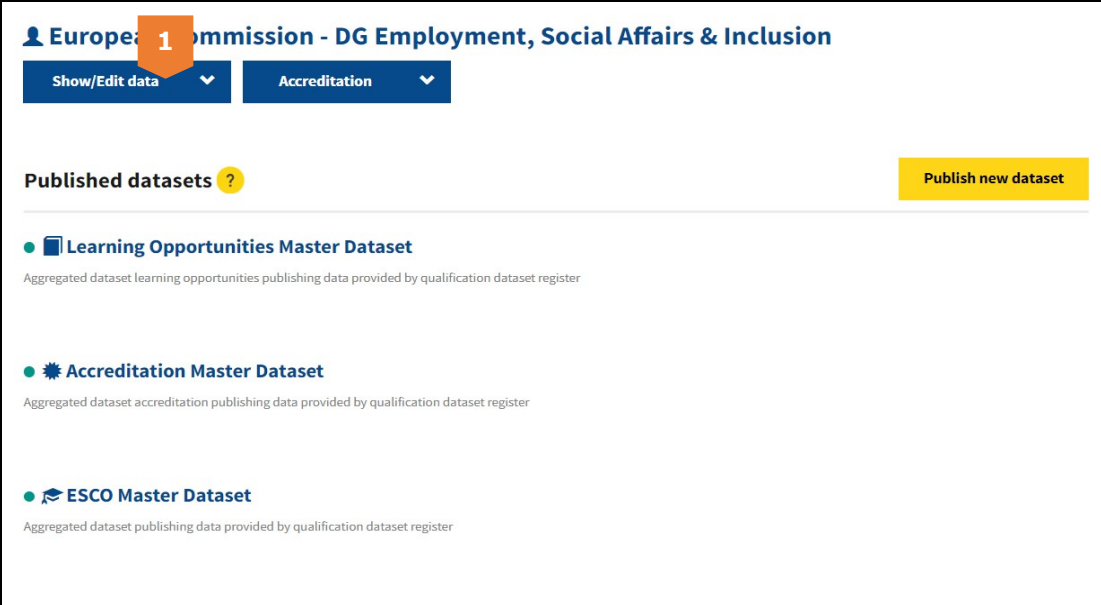5. Click '**Register**' to complete your registration.

# 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:



**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:



**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!**