**HOW TO REGISTER FOR A MOBILITY Application**

**HOW TO REGISTER FOR A NETWORK Application**

For all CEEPUS applications: You have to register and create an account under My CEEPUS first.

All registered persons automatically obtain the desktop “mobility” and therewith can apply for mobilities.

If you also want to create a new network, take part as contact person for your institutions in an existing CEEPUS network, you need to additionally be registered for managing a CEEPUS network.

You will then obtain the desktop “network” and have access to your participating units and the respective mobility applications, or can apply as contact person for your institution.

1. **How to register in the CEEPUS software.**

First click on MY CEEPUS on the CEEPUS website www.ceepus.info

Graphical user interface, website

Description automatically generated

Click on “Click here to register”

Graphical user interface, application

Description automatically generated

In the next step please fill in the required data and click on submit

Graphical user interface, text, application

Description automatically generated

Now please check your emails, also check the spam folder. Then activate your CEEPUS account.

Graphical user interface, text, application, email

Description automatically generated

Now you have access to your CEEPUS Mobility Desktop, and you can apply/create new mobility applications.

A screenshot of a computer

Description automatically generated

1. **How to register for managing a CEEPUS network, for network applications**

You must apply for a network desktop:

* If you want to take part in an existing CEEPUS network as contact person for your institution
* if you want to create a new CEEPUS network, as coordinator of the network

Sign into “My CEEPUS”

Click on “Register for managing a CEEPUS network” under your personal settings

A screenshot of a computer

Description automatically generated with medium confidence

Please click on “Register for “Network Desktop”:

Graphical user interface, application

Description automatically generated

In this section, please fill in all requested information about your institution you belong to. Confirm that you are teacher, and you want to be part of a network or create a network.

Graphical user interface, text, application

Description automatically generated

After clicking on the send button, the respective National CEEPUS Office has to accept your request and the coordinator can add you to an already existing network or you can create a network.

If you have further questions please contact your [National CEEPUS Office](https://www.ceepus.info/content/contact) in your country or contact the [Central CEEPUS Office](https://www.ceepus.info/content/contact).