

Activating EWP Network connection for OLA

To activate the EWP Network connection for your Higher Education Institution therefore being able to exchange Online Learning Agreements via the Network, please read our step by step guide below.

If you would like to [deactivate your connection](#), please scroll down to the last section.

Before you start, **make sure that you are the authorized person at your institution to activate the connection.**



Please note that this tutorial is **only for** those who would like to **authorise the Dashboard to represent their institution in the EWP Network** to exchange OLAs. If you have a contract with a mobility management software provider company or have your own software, we recommend you discuss this matter with them.

How to activate the EWP connection?

If you would like to use the Erasmus Dashboard to represent your Higher Education Institution in the Erasmus Without Paper Network and allow your institution to exchange and manage Online Learning Agreements and/or Inter institutional Agreements via the EWP Network please:

1. Log-in to your Erasmus Dashboard account

Dashboard β My University > General Info

My University

- General info
- Accounts and Access
- Organizational Units
- My settings
- Covid-19
- Logout

Mobilities (OLA 3.0)

- Outgoing students
- Incoming students
- Upload

Short-Term Mobilities

- Outgoing students
- Incoming students

Mobilities (OLA 2.0)

- Outgoing students
- Incoming students

European University Foundation - Brussels office

Fixed data	Description	Other general data
Country: Belgium	Fill in	www.google.com
City: Bruxelles / Brussel / Brussels		Website
Name in local character set: European University Foundation - Brussels office		Fill in
Name in Latin character set: European University Foundation - Brussels office		Course catalogues
PIC: Not specified		Fill in
Erasmus code: B TESTING99		Contact email
		Fill in
		Contact phone

2. Scroll down on the left-hand side to the "EWP" menu section and click on "Settings"

Dashboard β Ewp > Settings

Erasmus+

- Outgoing students
- Incoming students
- Requirements

IIA manager

- IIA List
- New Digital IIA
- Import IIA
- Default IIA Data
- FAQs

EWP

- Website
- Settings

Support

- FAQs
- Tutorials
- Documentation

External Services

- EGRACONS

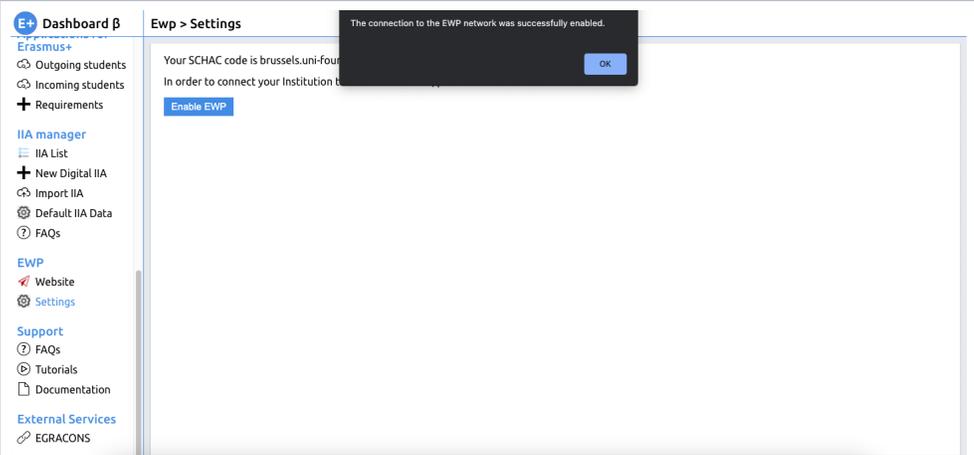
Your SCHAC code is brussels.uni-foundation.eu.

In order to connect your Institution to the EWP network, please click on "Enable EWP".

[Enable EWP](#)

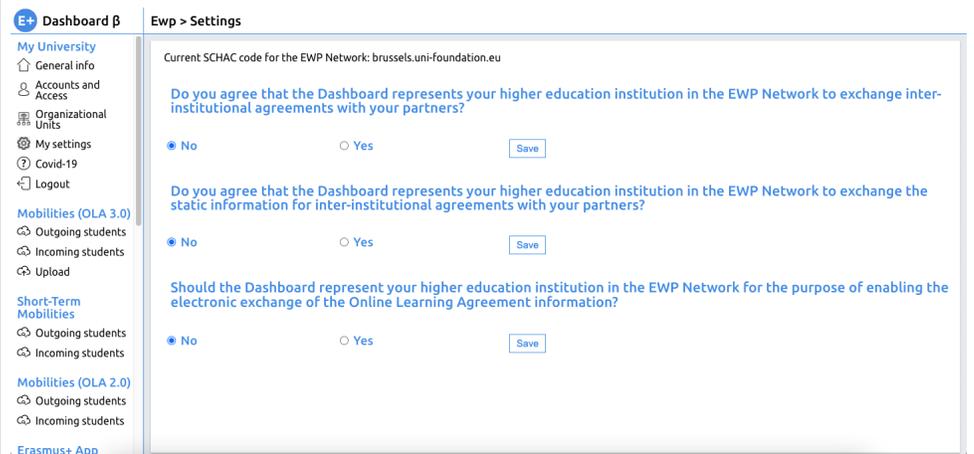
3. Click on Enable EWP.

After you click on 'Enable EWP' a pop up will appear confirming you have successfully connected to the EWP network. You will only have to do this the first time you connect your organisation to the EWP network.



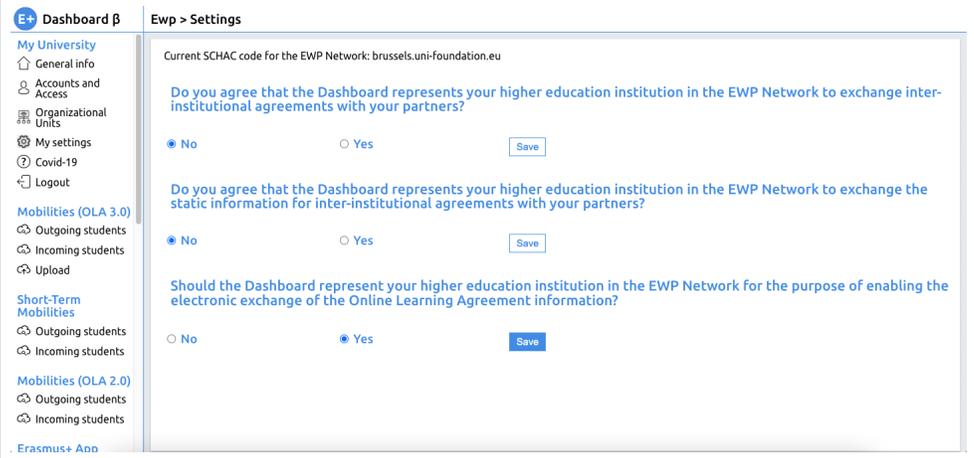
4. The EWP Settings section should now look like this.

This is the screen you will now be able to see from now on after enabling connection to the EWP network.



5. Click "Yes" to the question:

"Should the Dashboard represent your higher education institution in the EWP Network for the purpose of enabling the electronic exchange of the Online Learning Agreement information?"



6. Click "Save"

After you clicked on "Save", an **automatic pop-up** will show that you successfully changed EWP OLA API values, which **means that** now the **settings are ready** and you will be able to **see incoming and outgoing students' Online Learning Agreements on the Dashboard**.

The screenshot displays the 'Ewp > Settings' page. A notification pop-up at the top states: 'Successfully added your organisation to the EWP Network. Please wait about 15 minutes for your changes to appear in the EWP registry.' Below this, there are three questions regarding the institution's representation in the EWP Network, each with 'No' and 'Yes' radio buttons and a 'Save' button. The first question is partially obscured by the pop-up. The second question is: 'Do you agree that the Dashboard represents your higher education institution in the EWP Network to exchange the static information for inter-institutional agreements with your partners?' The third question is: 'Should the Dashboard represent your higher education institution in the EWP Network for the purpose of enabling the electronic exchange of the Online Learning Agreement information?' The sidebar on the left includes sections for 'My University', 'Migrations (OLA 3.0)', 'Short-Term Migrations', and 'Migrations (OLA 2.0)', each with sub-links for 'Outgoing students' and 'Incoming students'. At the bottom of the sidebar is an 'Erasmus+ App' link.

7. Please refresh the page,

and make sure that the settings are saved. Now, when you **click on "Settings"**, you should see that the Dashboard is representing your institution in the EWP Network for the purpose of enabling the electronic exchange of the Online Learning Agreement information (it might take a couple of minutes for the system to register the updated status).

- If this is not the case, please start the procedure from the beginning.
- If the system still does not save your settings, please **report it using the bug report page**.

How to deactivate the EWP connection?

You can deactivate the Online Learning Agreement API via the Erasmus Dashboard EWP Settings section by simply turning it off (click on "No"):

1. Please follow instructions of **step 2 and 4** of this guide above.
2. In **step five**, instead of clicking on "Yes", **click on "No" and then on "Save"**
3. **Wait** a couple of minutes while the system saves the new settings.