Activating EWP Network connection

Video Tutorial
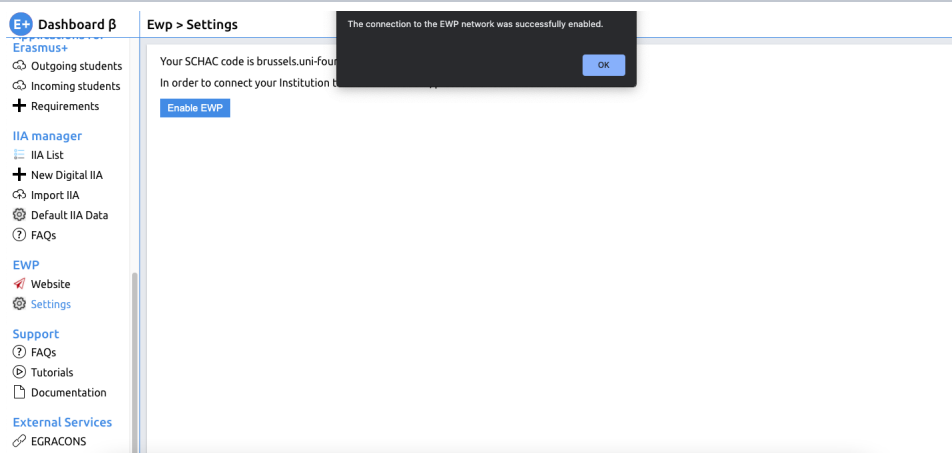

Activating connection

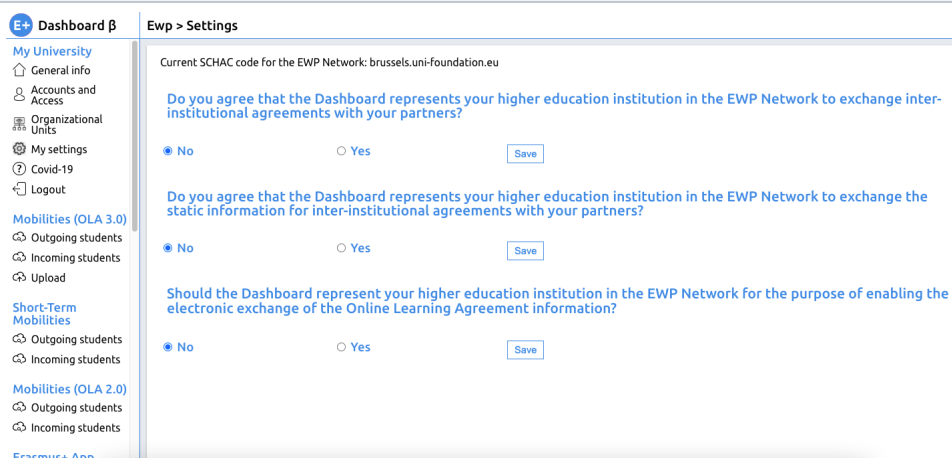|	
1. Log-in to your Erasmus Dashboard account	
2. Scroll down on the left-hand side to the "EWP" menu section and click on "Settings"	

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.

Dashboard β

Ewp > Settings

The connection to the EWP network was successfully enabled.

OK

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-fou
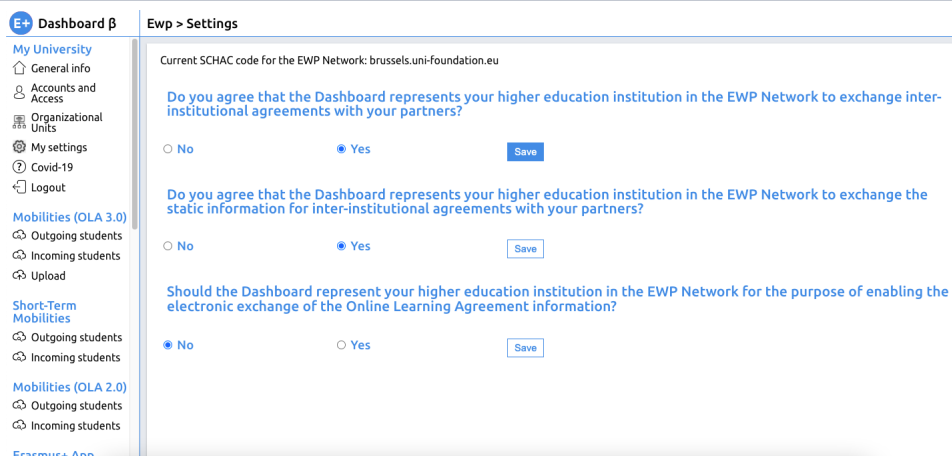In order to connect your Institution t

Enable EWP

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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.

Dashboard β

Ewp > Settings

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

Erasmus+ App

Current SCHAC code for the EWP Network: brussels.uni-foundation.eu

Do you agree that the Dashboard represents your higher education institution in the EWP Network to exchange inter-institutional agreements with your partners?

● No   ○ Yes   Save

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?

● No   ○ Yes   Save

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?

● No   ○ Yes   Save

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5. Click "Yes" individually to the questions:

- *Do you agree that the Dashboard represents your higher education institution in the EWP Network to exchange inter-institutional agreements with your partners?*
- *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?*

Dashboard β

Ewp > Settings

My University
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Erasmus+ App

Current SCHAC code for the EWP Network: brussels.uni-foundation.eu

Do you agree that the Dashboard represents your higher education institution in the EWP Network to exchange inter-institutional agreements with your partners?

○ No   ● Yes   Save

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?

○ No   ● Yes   Save

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?

● No   ○ Yes   Save

6. Click "Save"

After you clicked on "Save" each time, an **automatic pop-up** will show that you successfully changed EWP IIA API. Which means the settings are ready and you can now be able to see, create and sign IIAs on the Dashboard.

E+ Dashboard β | Ewp > Settings

Applications for Erasmus+
- ⇄ Outgoing students
- ⇄ Incoming students
- ✚ Requirements

IIA manager
- ☰ IIA List
- ✚ New Digital IIA
- ⇄ Import IIA
- ⚙ Default IIA Data
- ⑦ FAQs

EWP
- ✈ Website
- ⚙ Settings

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- ⑦ FAQs
- ▷ Tutorials
- 🗋 Documentation

External Services
- 🔗 EGRACONS

Current SCHAC code for the EWP Ne...

Successfully added your organisation to the EWP Network. Please wait about 15 minutes for your changes to appear in the EWP registry.

[OK]

Do you agree that the Dashboard represents your higher education institution in the EWP Network to exchange inter-institutional agreements with your partners?

○ No   ● Yes   [Save]

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?

○ No   ● Yes   [Save]

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?

● No   ○ Yes   [Save]

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 Inter Institutional 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**.

Deactivating connection

You can deactivate the Inter-institutional 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.

You can see the overview of the APIs activated for your HEI here: https://registry.erasmuswithoutpaper.eu/coverage as well as the party representing you in the EWP Network here: https://registry.erasmuswithoutpaper.eu/manifestsOverview - just search by your SCHAC code.

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