

Activating EWP Network connection

Video Tutorial

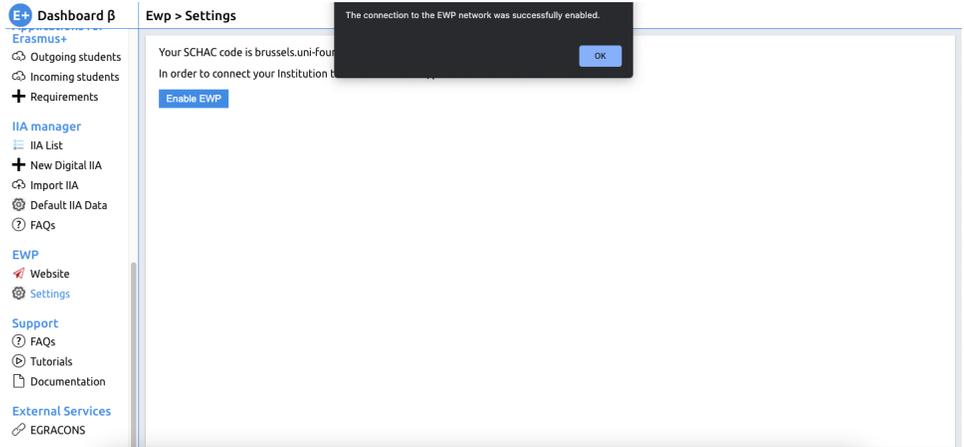


Activating connection

<p>1. Log-in to your Erasmus Dashboard account</p>	<p>Dashboard β My University > General Info</p> <p>My University</p> <ul style="list-style-type: none">General infoAccounts and AccessOrganizational UnitsMy settingsCovid-19Logout <p>Mobilities (OLA 3.0)</p> <ul style="list-style-type: none">Outgoing studentsIncoming studentsUpload <p>Short-Term Mobilities</p> <ul style="list-style-type: none">Outgoing studentsIncoming students <p>Mobilities (OLA 2.0)</p> <ul style="list-style-type: none">Outgoing studentsIncoming students
<p>2. Scroll down on the left-hand side to the “EWP” menu section and click on “Settings”</p>	<p>Dashboard β Ewp > Settings</p> <p>Erasmus</p> <ul style="list-style-type: none">Outgoing studentsIncoming studentsRequirements <p>IIA manager</p> <ul style="list-style-type: none">IIA ListNew Digital IIAImport IIADefault IIA DataFAQs <p>EWP</p> <ul style="list-style-type: none">WebsiteSettings <p>Support</p> <ul style="list-style-type: none">FAQsTutorialsDocumentation <p>External Services</p> <ul style="list-style-type: none">EGRACONS

3. Click on Enable EWP.

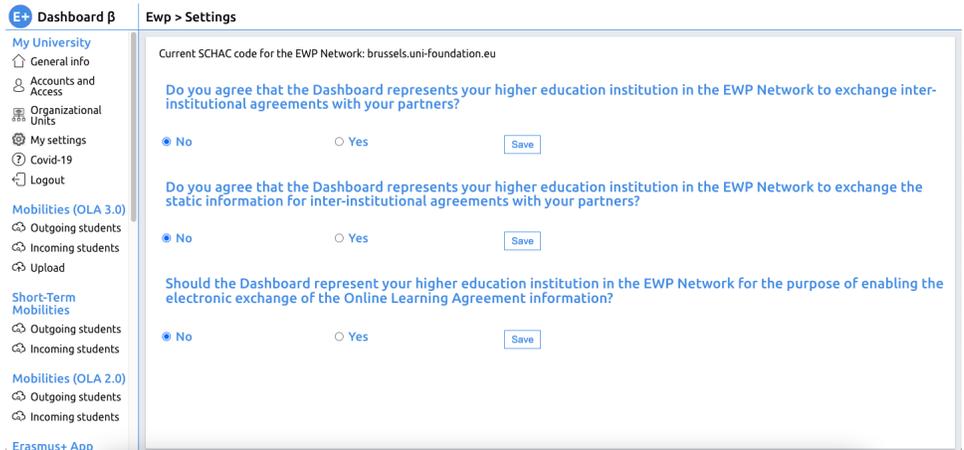
After you click on 'Enable EWP' a pop up will appear confirming you have successfully connected to the EWP network. You will only have to do this the first time you connect your organisation to the EWP network.



The screenshot shows the 'Ewp > Settings' page. On the left is a navigation menu with categories: Erasmus+, IIA manager, EWP, Support, and External Services. The 'EWP' section is expanded, showing 'Website' and 'Settings'. The main content area displays the current SCHAC code (brussels.uni-foundation.eu) and an 'Enable EWP' button. A dark pop-up message at the top right states: 'The connection to the EWP network was successfully enabled.' with an 'OK' button.

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

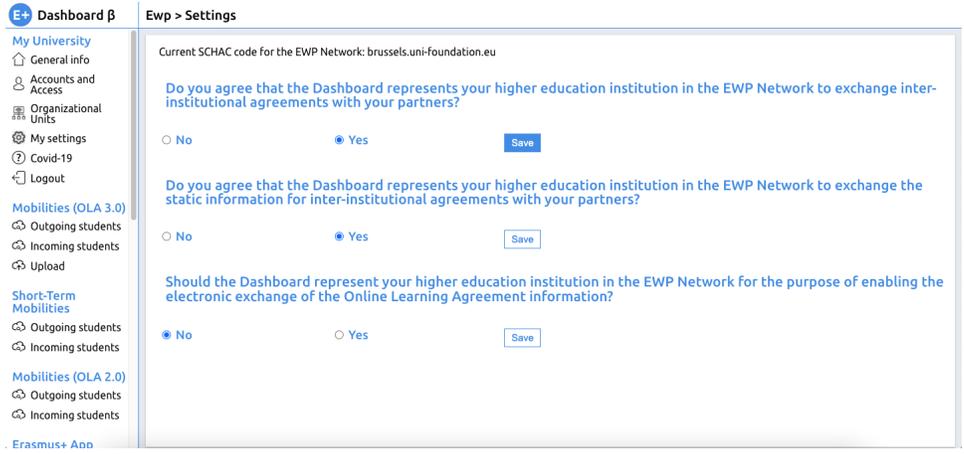
This is the screen you will now be able to see from now on after enabling connection to the EWP network.



The screenshot shows the 'Ewp > Settings' page with the 'Enable EWP' button replaced by three agreement questions. Each question has radio buttons for 'No' (selected) and 'Yes', and a 'Save' button. The questions are: 1. 'Do you agree that the Dashboard represents your higher education institution in the EWP Network to exchange inter-institutional agreements with your partners?' 2. '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?' 3. '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?'

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?



The screenshot shows the 'Ewp > Settings' page with the same three agreement questions. In this view, the 'Yes' radio button is selected for the first two questions, and the 'No' radio button is selected for the third question. Each question still has a 'Save' button.

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.

The screenshot shows the Erasmus+ Dashboard EWP Settings page. The sidebar on the left contains the following menu items: Erasmus+, Outgoing students, Incoming students, Requirements, IIA manager (with sub-items: IIA List, New Digital IIA, Import IIA, Default IIA Data, FAQs), EWP (with sub-items: Website, Settings), Support (with sub-items: FAQs, Tutorials, Documentation), and External Services (with sub-item: EGRACONS). The main content area is titled 'Ewp > Settings' and displays the current SCHAC code for the EWP Network. Below this, there are three questions with radio buttons for 'No' and 'Yes', and a 'Save' button for each. A black pop-up message at the top center reads: 'Successfully added your organisation to the EWP Network. Please wait about 15 minutes for your changes to appear in the EWP registry.' with an 'OK' button.

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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