How do I acquire the staff account in Erasmus Dashboard

If you want to work with the Erasmus Dashboard, you need to create a staff account. Staff accounts must be created by either:

1. The **main institutional account holder** at the Higher Education Institution
2. Any of the staff members who have access to the Accounts and Access section and **permission to manage the staff accounts** (particularly the **Creating accounts** permission)

When you need your account, you must **ask your main International Relations Office to create it**. Once they do it, you will then receive an email invitation to set-up your password, activate the account and be able to access the Erasmus Dashboard.

You can go here for more information on staff accounts.