



## User Guidelines for completing and issuing Europass Mobility documents in Europass Mobility database

Europass Mobility documents can be completed and issued in the Mobility Database:  
<http://mobilitet.europass.dk/>.

The screenshot shows the Europass website interface. At the top, there is a banner with the Europass logo and a photo of three people. Below the banner, the text reads "Europass Mobilletsbevis / Europass Mobility". The main content area is divided into two columns. The left column contains a "Language:" section with flags for Denmark and the UK, a "Home About EuroPass" section, an "E-mail:" field, a "Password:" field, a "Login" button, and "Forgotten password" and "Request for login" links. The right column is titled "About Europass" and contains the following text: "Europass consists of five documents that describe your qualifications, skills, and competencies. You can make use of Europass during your learning period or after having completed your education." It then explains that Europass helps convey skills and qualifications in a clear and professional way. Below this, it says "Assemble your own Europass" and "You can fill out two of the Europass documents by yourself:" followed by a list of two documents: "Europass CV" and "Europass Language Passport". It then states "The other three documents are filled in and issued by organisations:" followed by a list of three documents: "Europass Mobility", "Diploma Supplement", and "Europass Qualification Pass".

### New in 2016

Users will discover new functionalities/features in the Mobility Database starting from January 25<sup>th</sup>, 2016.

The work flow for both you (as a user) and for us at the national Europass center (Europass Danmark), has been simplified. We have also corrected some of the errors found in the system.

The new functionalities/features mean that the users will not need for projects and Europass Mobility documents to be approved by Europass Danmark. From now on, the Europass Centre will solely approve registrations and requests for login for new users. When you're registered as a user, you can then create/register as many projects as you may require, and thereby also as many Europass Mobility documents as you may need. You only need to follow the guidelines for creating/registering new projects and Mobility documents. Users, who are already registered in the Mobility Database, do not need to request a new log-



in. They can continue creating/registering new projects and issuing Mobility documents in the new database. Please notice, that you can no longer order Europass folders through the database. Contact us via e-mail or by phone. You can order additional folders in advance according to your needs.

The new procedure for using the database should shorten the waiting time for approval of documents, and thereby also simplify the administration of documents.

Do not hesitate to contact Europass Danmark, if you have forgotten your password, would like to erase Mobility documents, or have trouble with the database. You can call us on +45 7231 7800 or send us an e-mail at: [europass@uds.dk](mailto:europass@uds.dk).

## REGISTRATION AND LOGIN

*Remember to save every 45 minutes or you will lose your data input.*

You should request a login the first time you visit the Mobility Database: <http://mobilitet.europass.dk/>.

If you already are registered as a user, you can log in by writing your username and password and click on 'Login'.

If you have forgotten your password, you can get a new one by choosing 'Forgotten password' and writing down your e-mail address, so the password can be sent to you.

Europass Mobilitetsbevis / Europass Mobility	
<b>Language:</b>  	<b>Home</b>  Europass Mobility is a personal document which describes the content of any <u>organised</u> period of time that a person spends in another country for the purpose of learning or training. The document describes the skills and competences acquired during the stay abroad.  If an educational institution, a company, or an <u>organisation</u> is sending students or employees abroad for the purpose of learning or training, the responsible person or coordinator can create a profile and request for access to fill in one or more Europass Mobility documents.  Host institutions can also create a profile and can gain access to fill out Europass Mobility documents.  <a href="#">Open the user guidelines here</a>  If you have any questions, please contact the Danish Europass Center ( <u>Europass Danmark</u> ) by phone +45 72 31 78 00 or by e-mail <a href="mailto:europass@uds.dk">europass@uds.dk</a> .  Read more about Europass Mobility at <a href="http://www.europass.dk">www.europass.dk</a> .
<b>Home</b> <b>About EuroPass</b>	
E-mail: <input type="text"/>	
Password: <input type="password"/>	
<input type="button" value="Login"/>	
<b>Forgotten password</b>	
<b>Request for login</b>	

If it is your first time visiting the database and you would like to register as a user, you should do the following:

1. Click 'Request for login' and fill out the form with your information (see picture below). When you have created your profile, you will receive an e-mail with a link to click on to confirm your e-mail address.
2. You will then receive a password in your e-mail inbox, so you can log into the database.
3. When you are logged in, you can change your password by clicking 'Edit Profile' on the left side menu.

**Europass Mobilfetsbevis / Europass Mobility**

**Language:**



**Home**  
**About EuroPass**

E-mail:

Password:

**Forgotten password**  
**Request for login**

Firstname\*

Surname(s)\*

Title/position\*

Organization\*

Telephone\*

E-mail\*

Confirm e-mail\*

Address\*

Postcode\*

City\*

Country\*



All fields included \* Must be filled in!

## CREATING/REGISTERING A PROJECT

To be able to issue a Europass Mobility document, you need to create/register the project this document belongs to.

As a user of the database, you can create/register as many projects as you need. To do this, you have to:

1. Choose 'Projects' on the left side menu to create/register new projects or see a list of the projects you already have registered.
2. Click on 'New project':

**Europass Mobilfetsbevis / Europass Mobility**

**Projects**

Choose a project you want to open or create a new project.

Project name:	Amount:	Start date:	End date:
Comenius assistant	1	09/01/2011 12:00:00 AM	12/22/2011 12:00:00 AM
Comenius assistant in DK (Merve)	1	09/25/2011 12:00:00 AM	05/01/2012 12:00:00 AM
Example for europass.dk	1	08/01/2013 12:00:00 AM	08/22/2013 12:00:00 AM
test 7	7	11/23/2013 12:00:00 AM	11/23/2013 12:00:00 AM
Testprojekt	2	12/01/2015 12:00:00 AM	12/08/2015 12:00:00 AM

Mobility documents in which you have permission to fill in data:  
You have no documents.

Templates you can use when you create or edit documents:

Name of template:
landbrugselever
Alive Landbased education
Berlin snedker
ungarnsk gartner
tysktamrer
Forsøg1
Forsøg2
Forsøg3
Dalum Landbrugsskole
Dalum Landbrugsskole
SMILE
Comenius assistants
Dorthe's private
Grundtvig
Udenlandsk vært
testing
test

- Describe and name the project. Please be aware that if the project takes place in more than one country and different time periods you should create/register a new project for each country/time period.
- Press 'Create project' hereafter:

**Europass Mobilfetsbevis / Europass Mobility**

**Create new project**

Name of project: \*

Short description of the experience: \*

Number of documents: \*

Starting date (mm-dd-yyyy): \*

End date (mm-dd-yyyy): \*

Program: \*

Other:

Host country: \*

All fields included \* must be filled in!

## ISSUING EUROPASS MOBILITY DOCUMENTS

A Europass Mobility Document can be issued in Danish or in English. You can choose the language you would like to use by clicking one of the flags on the left side menu.

When you are ready to issue the Mobility Document, you should do the following:

- Go to 'Projects' and find the your newly created project or another project from your list:

**Europass Mobilfetsbevis / Europass Mobility**

**Projects**

Choose a project you want to open or create a new project.

Project name:	Amount:	Start date:	End date:
Comenius assistant	1	09/01/2011 12:00:00 AM	12/22/2011 12:00:00 AM
Comenius assistant in DK (Merve)	1	09/25/2011 12:00:00 AM	05/01/2012 12:00:00 AM
Example for europass.dk	1	08/01/2013 12:00:00 AM	08/22/2013 12:00:00 AM
test 7	7	11/23/2013 12:00:00 AM	11/23/2013 12:00:00 AM
Testprojekt	2	12/01/2015 12:00:00 AM	12/08/2015 12:00:00 AM
<b>Test 2016</b>	1	01/15/2016 12:00:00 AM	04/20/2016 12:00:00 AM

Mobility documents in which you have permission to fill in data:  
You have no documents.

- Click on 'New Mobility Document':

**Europass Mobiliteitsbevis / Europass Mobility**

**Project name:** Test 2016

**Starting date:** 01/15/2016 **End date:** 04/20/2016 **Program:** Leonardo mobilitet **Number:** 0/1

Choose the document you wish to work with:

You have no documents.

- Fill out the form with the recipient of the Mobility Document's data and click 'Create':

**Europass Mobiliteitsbevis / Europass Mobility**

**New mobility document**

**1. This Europass Mobility document is awarded to**

<b>1. Surname(s) *</b>	<b>2. Firstname(s) *</b>	<b>4. Photograph</b>
<input type="text"/>	<input type="text"/>	
<b>3. Address *</b>		<input type="text"/>
Zip *	City *	
Country * --		
<b>5. Date of birth *</b>	<b>6. Nationality *</b>	<b>7. Gender *</b>
<input type="text"/>	--	Male
<b>9. E-mail</b>	<b>10. Destination *</b>	<b>8. Signature</b>
<input type="text"/>	Germany	<input type="text"/>

- Click again on the Mobility Document to open it and to fill out all the mandatory fields (marked with a \*).

**Please beware that the format for two dates is: 12-31-2009 (the month comes first).**

- All the data about your institution that you have previously registered will be transferred automatically to Section 2.
- If you have created a template (see the yellow text box on 'The use of templates'), you must do the following:
  - Click on 'Copy template'.
  - Choose the template you would like to use. Sections 3, 4 and 5 will be copied to the Mobility Document. You can then edit the Mobility Document as you wish, without altering the template.
- You can issue the Mobility Document when all the mandatory fields are filled out.

Please notice that the host institution can also fill out the Mobility Document. You must first add the host institution in Section 3 to give them editing rights:

- Click on 'Select profile' in Section 3 and use the search function.



- b. If you can't find the host by searching for them, click on 'Create' and fill out the form with the host institution's data. The host will receive an e-mail shortly after, where they will be asked to confirm their email address. After that, the host institution can log into the database, and edit the Mobility Document you have given them access to.
- c. The host institution can also issue the Mobility Document upon agreement with you.

Before issuing the Mobility Document, you should press 'Download Mobility Document' in order to check that there are no errors in the data. Then click on 'Issue Mobility Document'.

### **The use of templates**

If you need to issue more than one Mobility Document, it will be a good idea to use a template. This is how you create a template:

1. Choose 'Projects' from the left side menu.
2. You can choose 'New template' at the bottom of the page, and give the template a name, so that you can find it easily again.
3. Then click on 'Create new template'.
4. Open the template you just created. For the Mobility Documents where you have used a template, the information in Section 3, 4 and 5 will be the same. You can always go back and edit each Mobility Document afterwards.