

Editing an EMEU Partner.

Step 1.

Go to the login site: <https://partner.em-eu.eu/web/login>

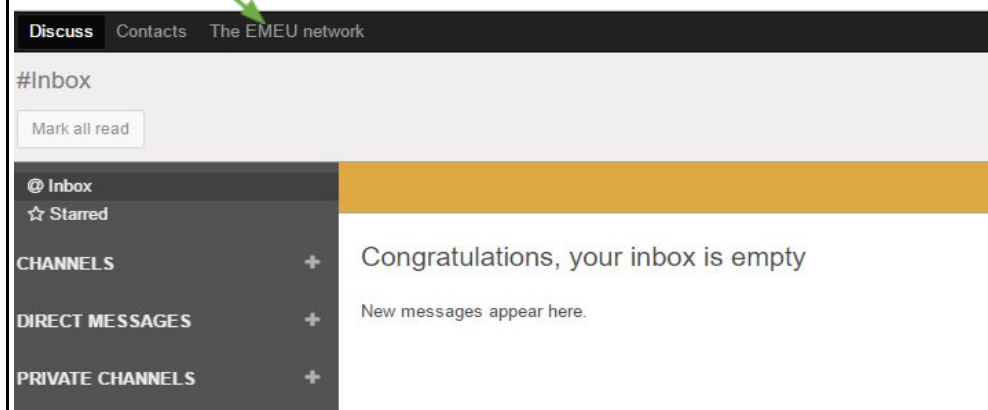


The login form features the EMEU logo at the top. Below it are two input fields: 'Email' and 'Password'. The 'Password' field is highlighted in yellow and contains six dots. A blue 'Log in' button is positioned below the password field.

Type in your login information – the college name or agreed abbreviation of your college name + password. If you don't have these informations, please ask your international coordinator.

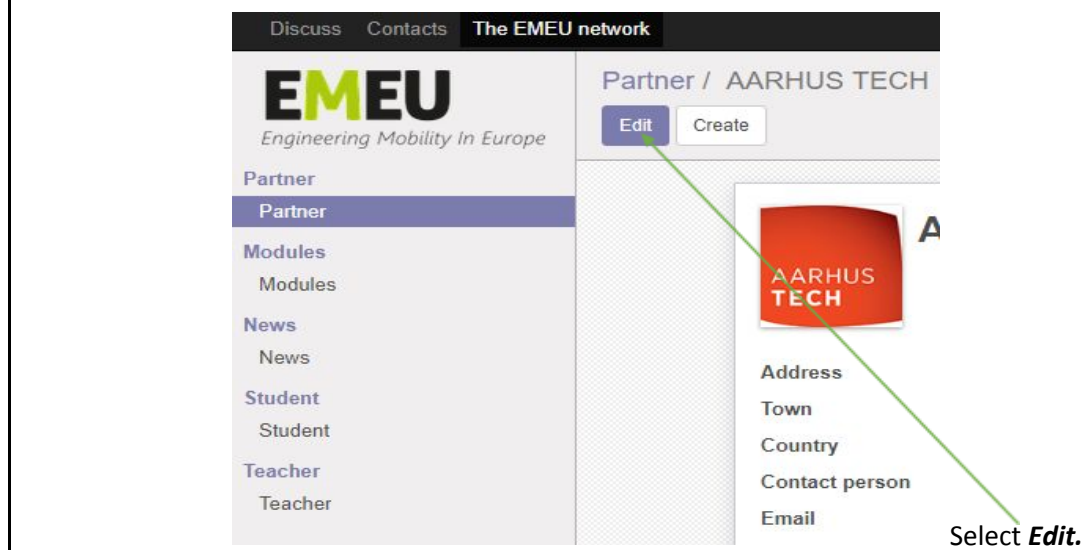
Step 2.

Select 'The EMEU network'.



Step 3.

Select **Partner** in the left menu.




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Step 4.

Make the necessary changes to correct the information about your school.

Partner / AARHUS TECH




AARHUS TECH

Address	<input type="text" value="Halmstadgade 6"/>
Town	<input type="text" value="8200 Aarhus"/>
Country	<input type="text" value="Denmark"/> 
Contact person	<input type="text" value="Louise Okon Willie"/>
Email	<input type="text" value="low@aarhustech.dk"/>
Phone	<input type="text" value="+45 22234170"/>

Select the **Camera/Picture** button to change the picture on the Partner.

Partner / AARHUS TECH



Address
Town
Country
Contact person
Email
Phone

Change/Update the information that needs updating in the Partner: **Description**, **About us** and **Meet us**.

Then select **Save**.

You can only save when the basic information are inserted.

Step 5.

When you have saved the Partner, you can always use the **Edit** button to make changes.