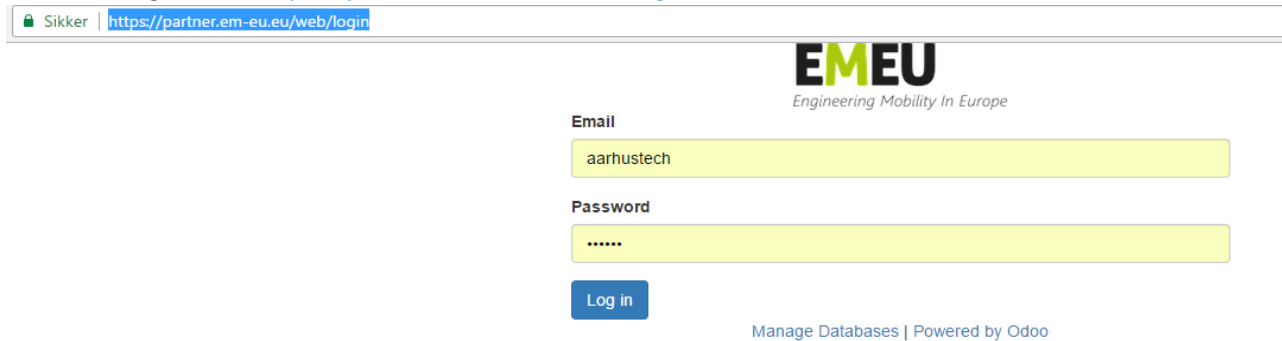


**STEP 1**

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

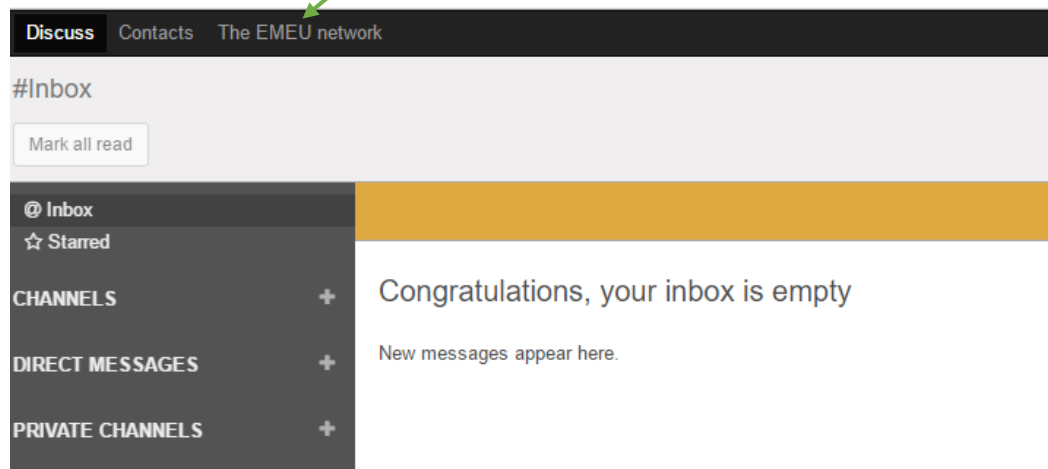


The screenshot shows the login page for EMEU. At the top, there is a browser address bar with the URL <https://partner.em-eu.eu/web/login>. The page features the EMEU logo and the tagline "Engineering Mobility In Europe". Below the logo, there are two input fields: "Email" with the text "aarhustech" and "Password" with masked characters "\*\*\*\*\*". A blue "Log in" button is positioned below the password field. At the bottom right, there is a link that says "Manage Databases | Powered by Odoo".

Put in your log in information – the college name or agreed abbreviation of your college name + the code.  
If you don't have these information ask your international coordinator.

**STEP 2**

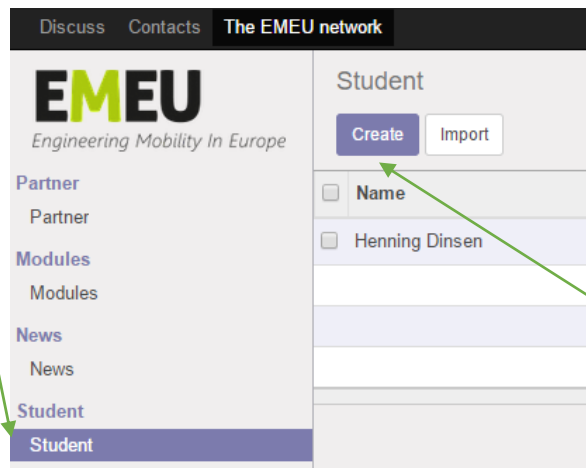
Select 'The EMEU network'



The screenshot shows a web interface with a dark navigation bar at the top containing the links "Discuss", "Contacts", and "The EMEU network". A green arrow points to "The EMEU network". Below the navigation bar, the main content area is titled "#Inbox" and includes a "Mark all read" button. On the left side, there is a sidebar with a list of items: "@ Inbox", "☆ Starred", "CHANNELS", "DIRECT MESSAGES", and "PRIVATE CHANNELS", each followed by a plus sign. The main content area displays the message "Congratulations, your inbox is empty" and "New messages appear here."

### STEP 3

Select **student** in the left menu



Hereafter, select **Create**

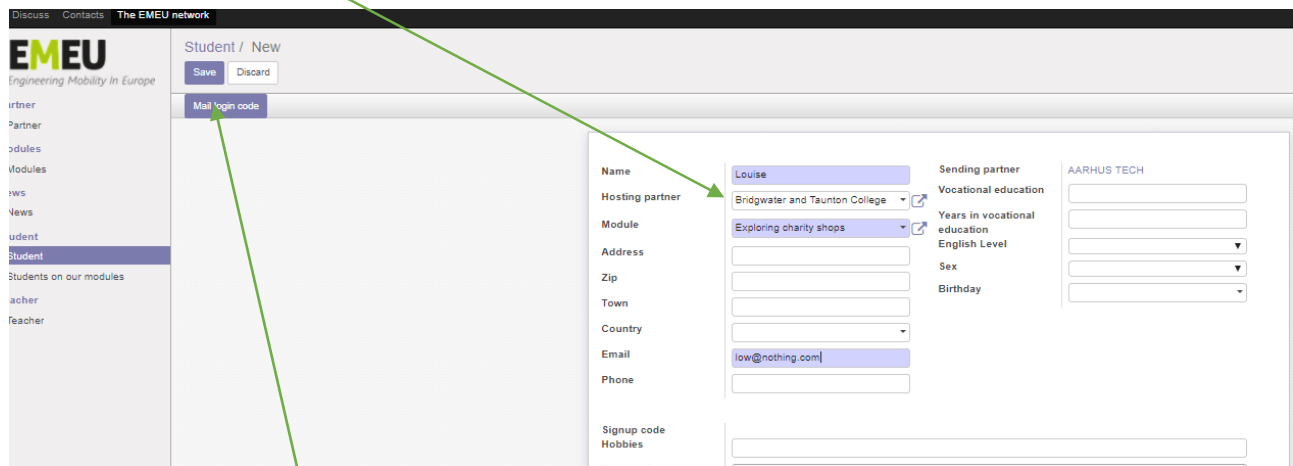
### STEP 4

**A. Fill out the name and email of the student.**

**B Select the hosting partner**

**C. Select the module the students is to participate in.**

If the name of the hosting partner does not come up on the list, push search and you will get all partners on a list. The same for selecting the correct module.



**D. Then push *save* + *Mail login code***

The student should now receive an email with a link to the registration and the code to enter.

You can also retrieve the code in the systems registration.

Name	Donald Duck	College	
Module	The Restaurant	Vocational education	
Address		Years in vocational education	
Zip		English Level	
Town		Sex	Male
Country		Birthday	
Email	donaldduck@aarhus-tech.dk		
Phone			
Signup code	BA9W1L		
Uebkies			