

**New CEEPUS Network Desktop**

**First steps**

**Get used to the new design of the CEEPUS network application software**

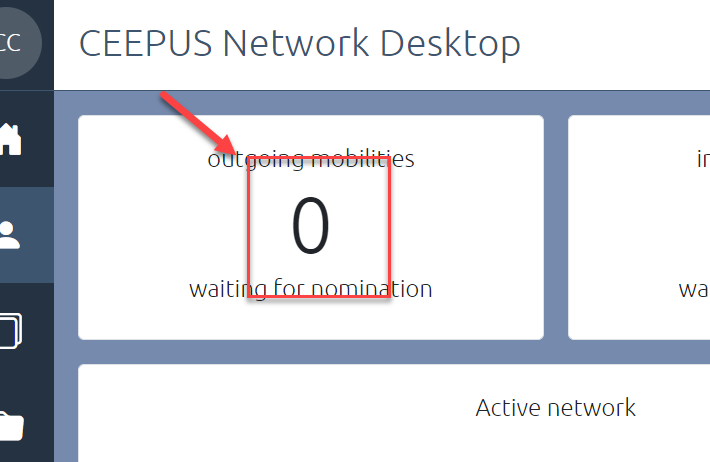
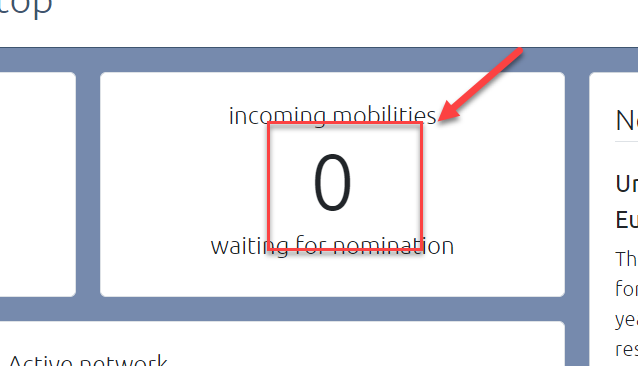
Please allow some time to get used to the new design of our software. The basic features stayed the same.

On the left side you will now find the navigation bar to access all features for your “network” role. On the main desktop you will find the most important tasks for you as quick links.

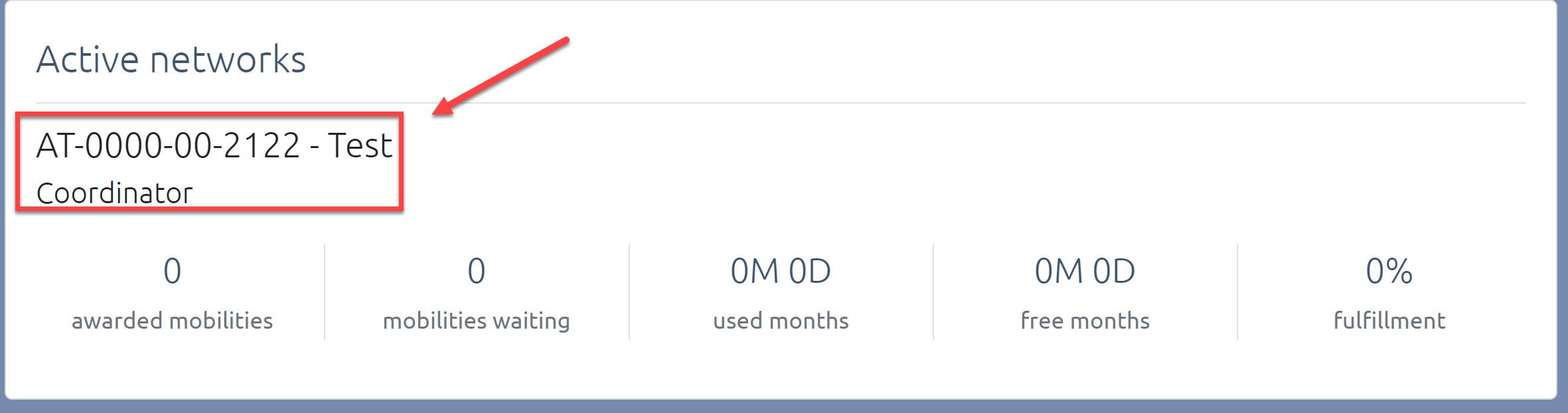
Graphical user interface, website

Description automatically generated

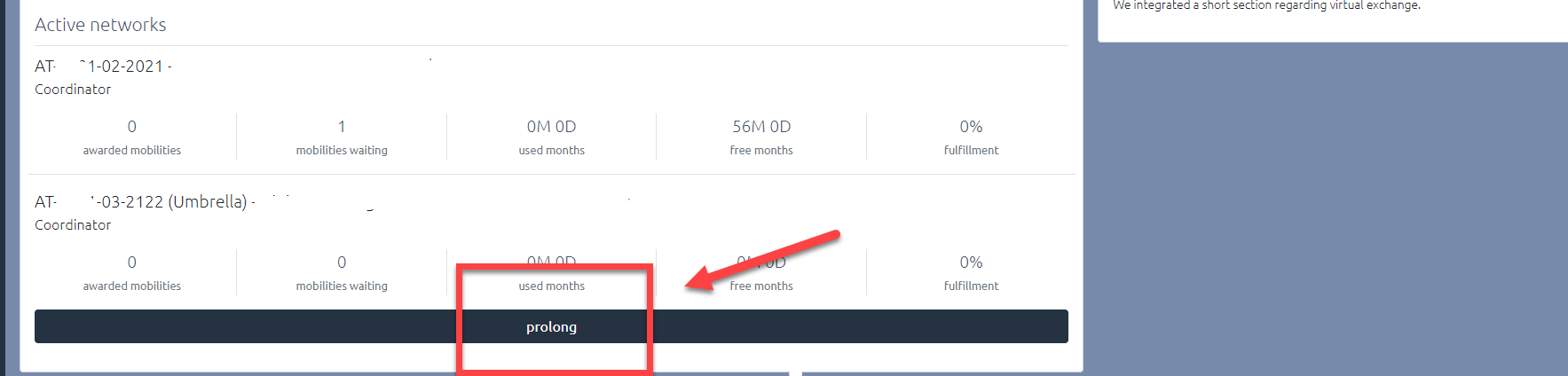
1. **Quick links:**



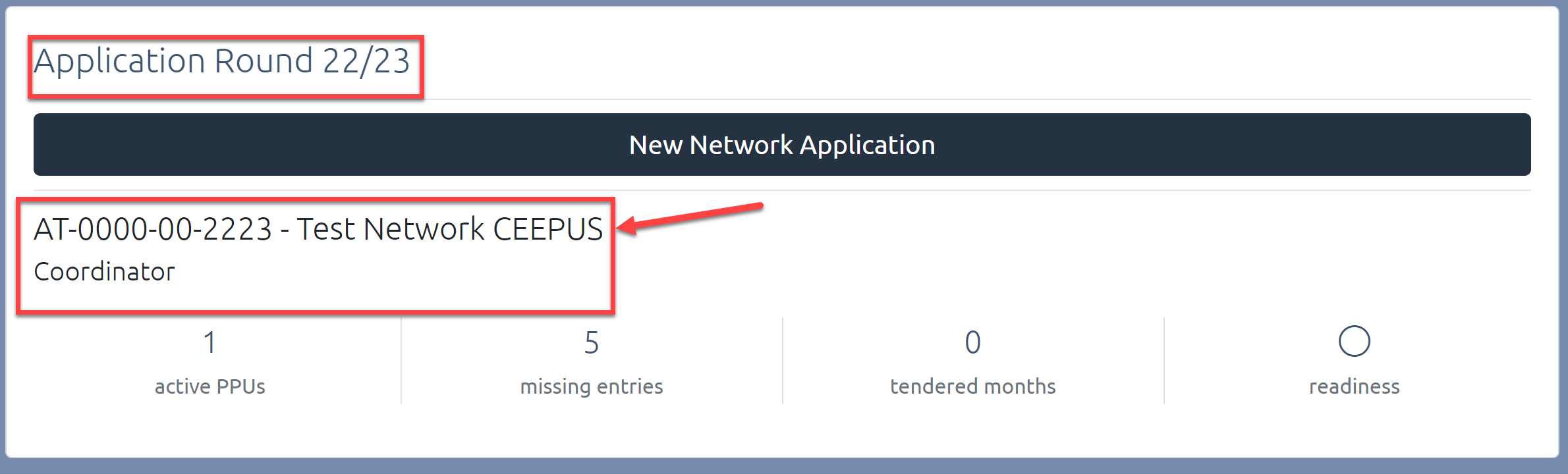
Mobilities: View and access the outgoing mobilities for your participating unit and the incoming mobilities waiting for nomination directly!



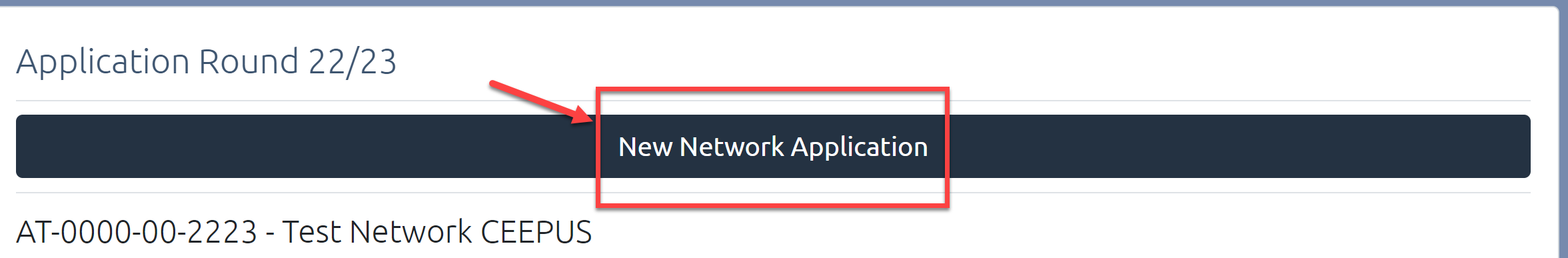
Access your active and running network in the academic year 2021/22 or in 2020/21



Prolong your network from 2021/22 to 2022/23.



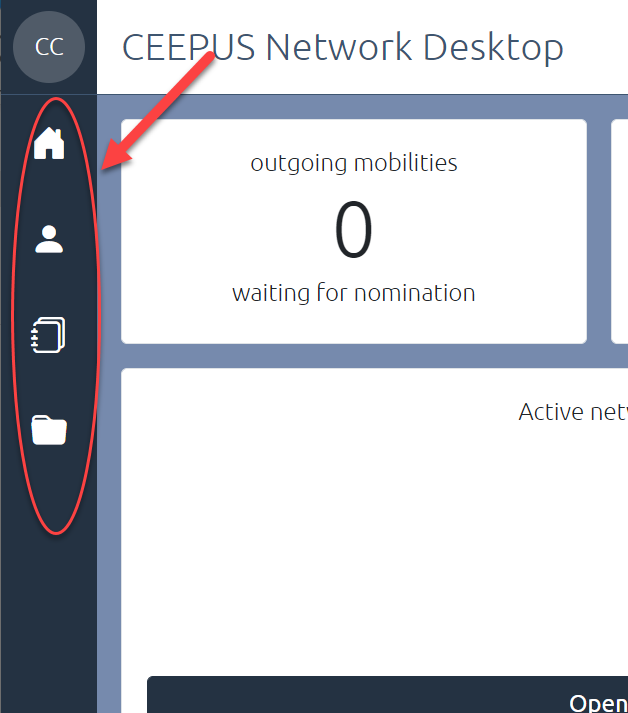
Access your new network application for 2022/23 after the prolongation.



Caution: If you press New Network Application, you will start a brand-new application.

1. **Navigation Bar:**

You will find the **navigation bar** on the left side of your desktop



Icon

Description automatically generated

**Home** button: return to your Desktop.

Graphical user interface, application, Teams

Description automatically generated

**Person** button: view and change your personal settings

A picture containing graphical user interface

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**Application Data** button: Manage your mobility and network applications

Graphical user interface, application

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**Basedata** button: Edit your participating unit data

1. **Live support:**

During your online application you will have access to our help section and the technical live support by clicking the question mark.

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Automatisch generierte Beschreibung

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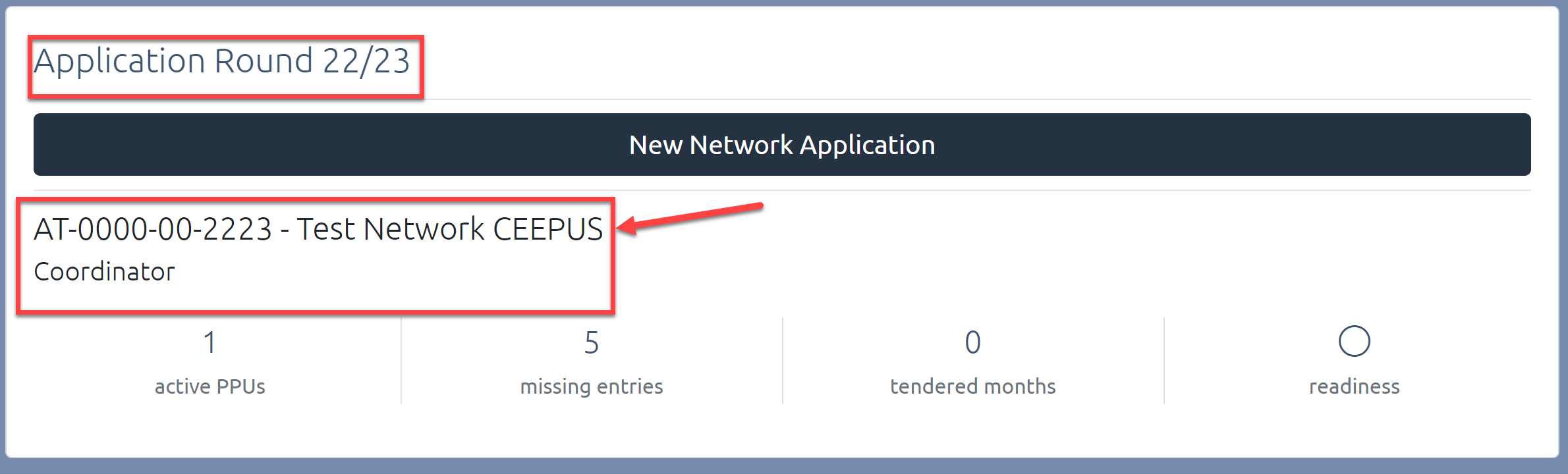
Automatisch generierte Beschreibung

If you **pin the Help, it will remain on the right hand side of your desktop** during the process of your application.

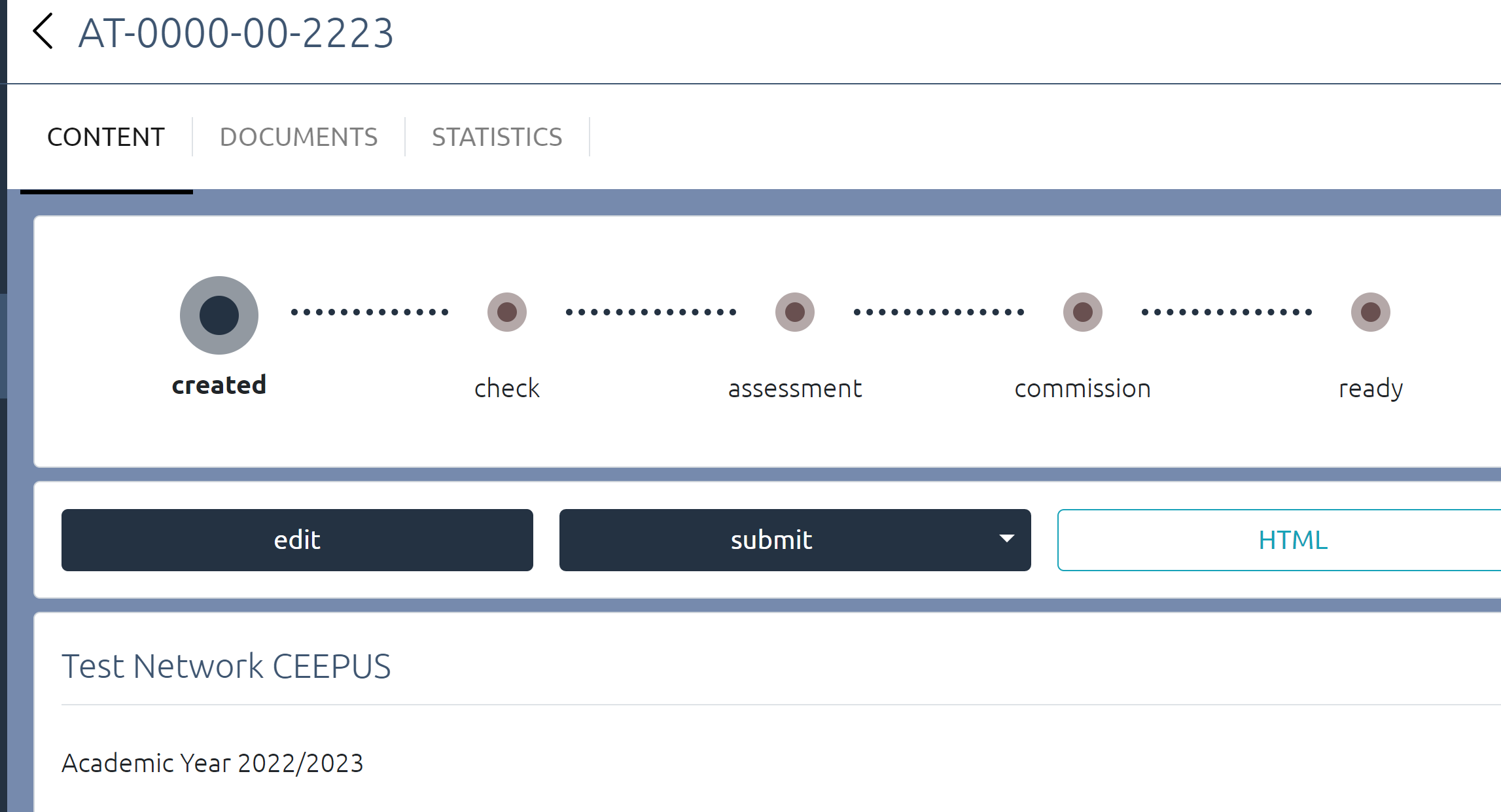
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Automatisch generierte Beschreibung

1. **First steps for network application round 2022/23**
2. Access your unfinished network application for 22/23 **after prolongation** at any time directly on your Network Desktop:



1. You will access the main page of your application:



1. Use the “HTML” button for print out:

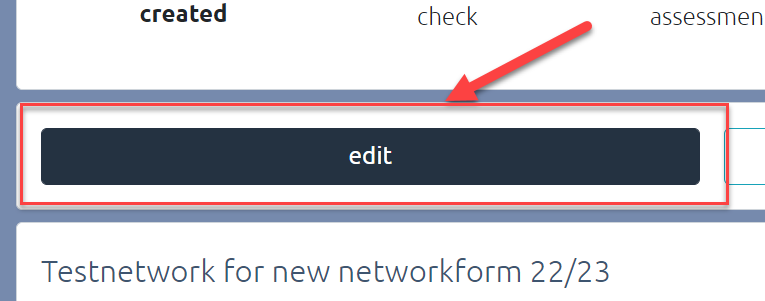


1. Press “Documents" for an overview of your documents etc.

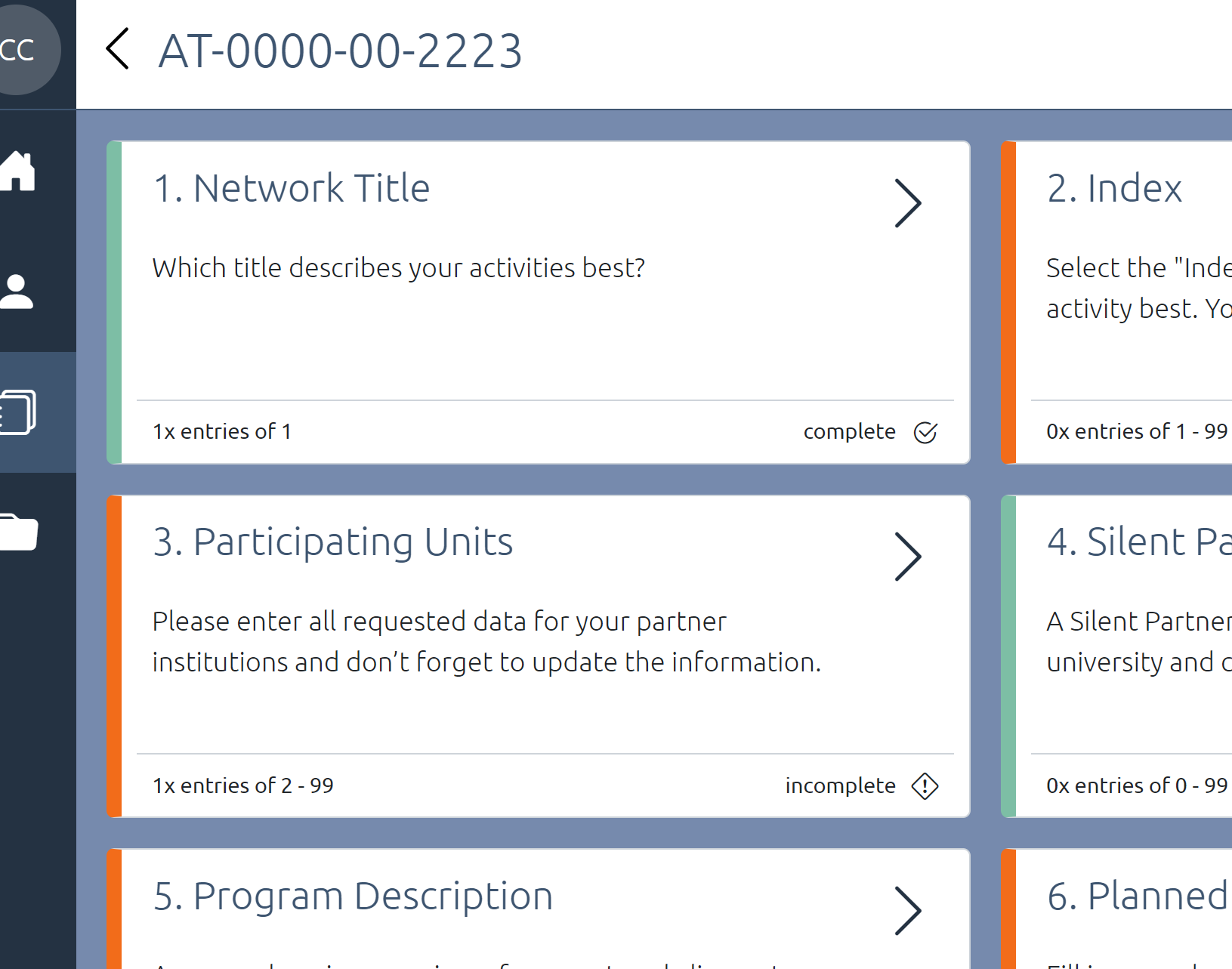
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Automatisch generierte Beschreibung

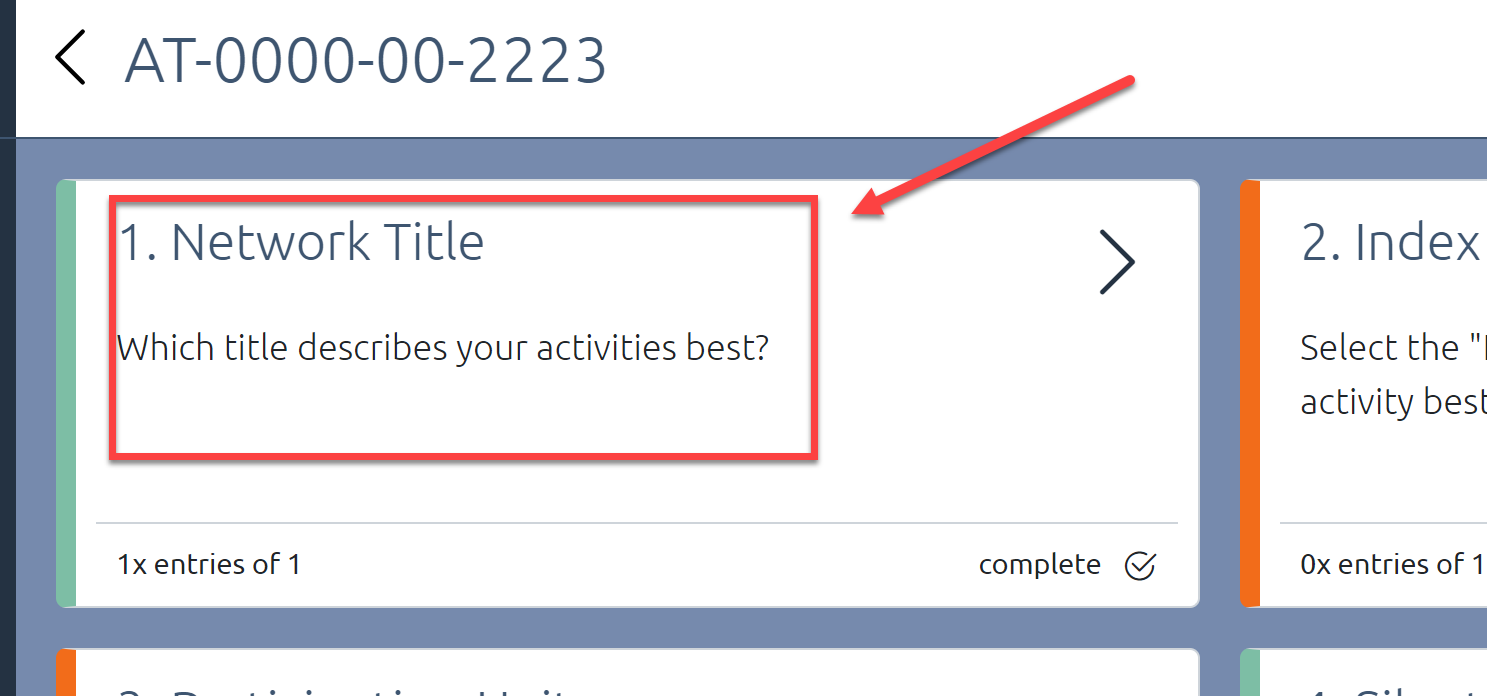
1. Press the “Edit” button to excess your network application:



1. You will now see the overview of your application:



1. Press on the respective section to open and edit the different sections of the application

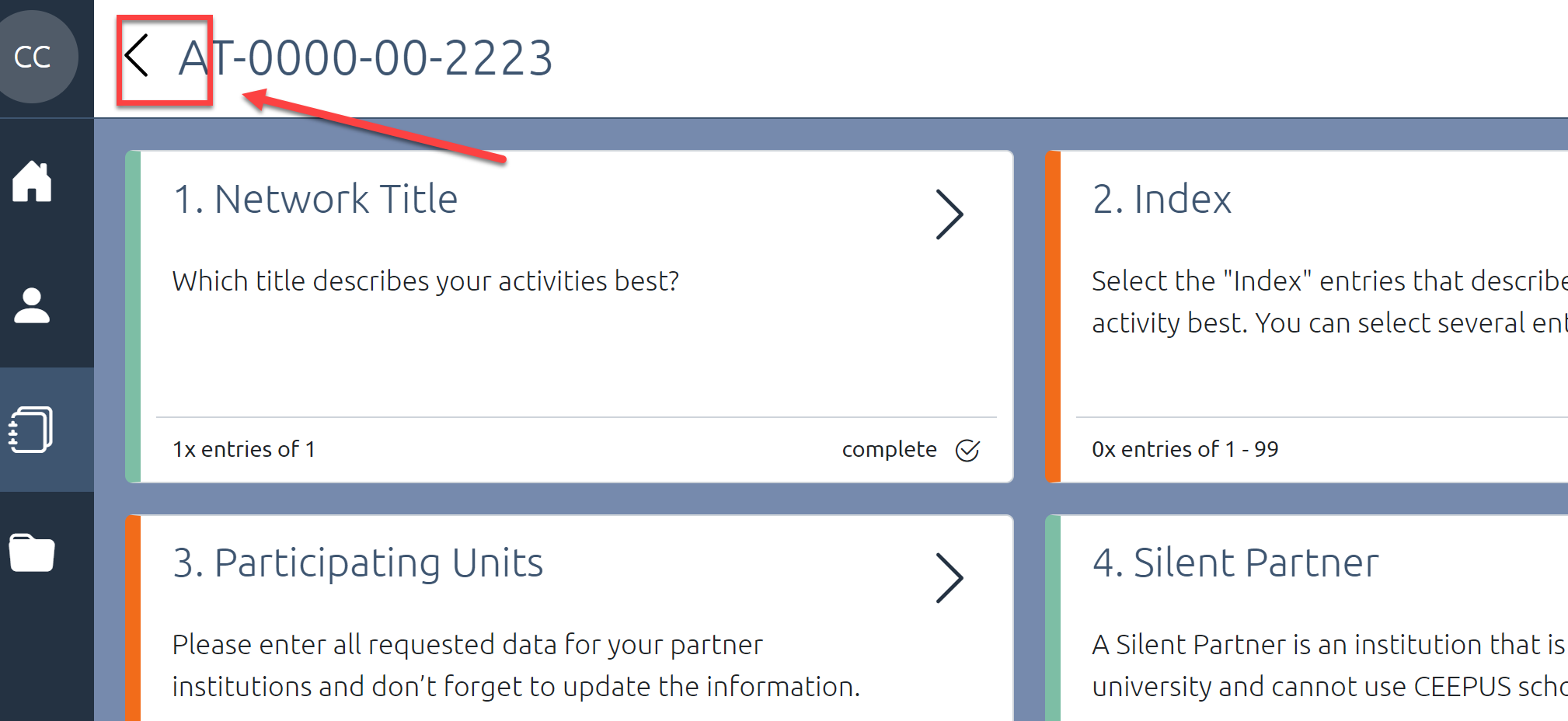


1. Please be aware, that not all sections are copied this year during prolongation
2. A green bar indicates a completed section

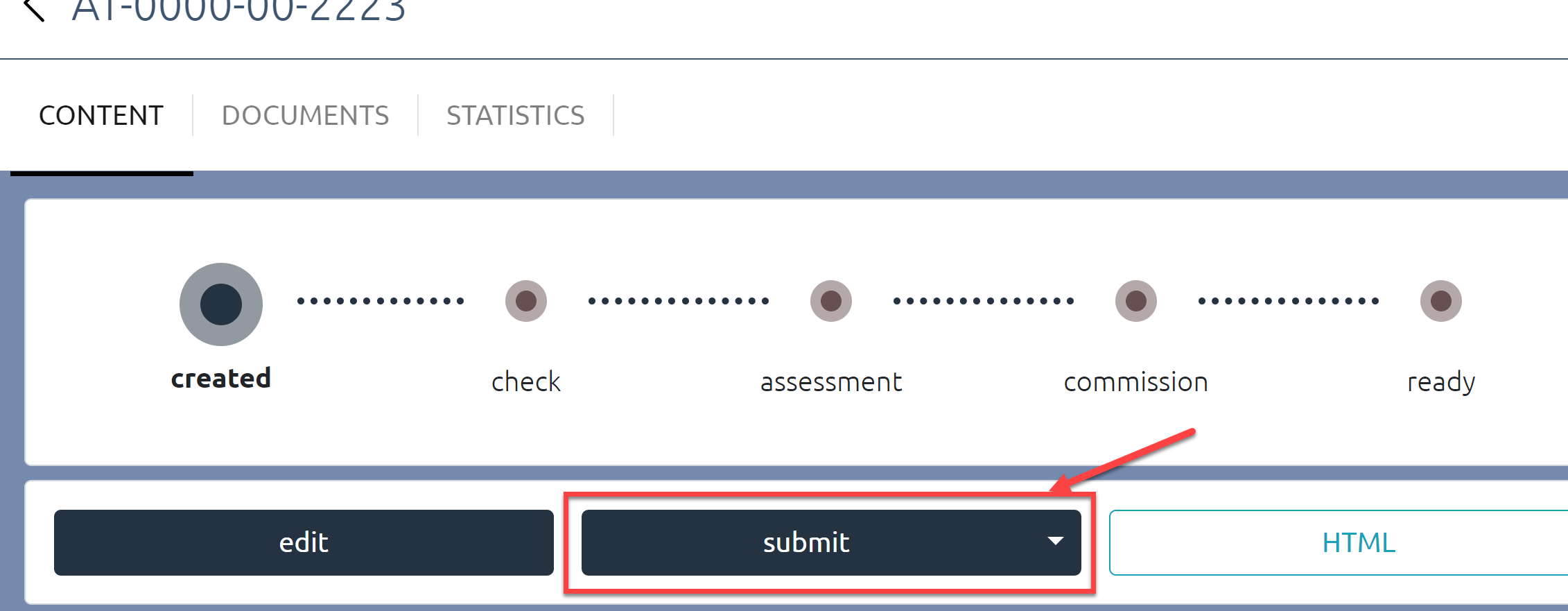
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Automatisch generierte Beschreibung

1. Navigate back to your network overview



1. Don’t forget to submit your application (after you are finished):



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1. For technical help get in contact with support@ceepus.info