

Interreg V B Adriatic Ionian Programme - ADRION
Joint Secretariat Communication Officer and Web Content Manager

ANNEX 2

How to register and submit candidatures
with ADRION eMS system

1. Purpose

This guidance contains technical information on the registration for the electronic monitoring system of the Interreg ADRION Programme (eMS).

2. Technical information and system requirements

The eMS is a web application which can be accessed with **last or last but one** version of most common browsers (Firefox, Chrome, Internet Explorer, Safari).



Firefox/Chrome are strongly recommended.

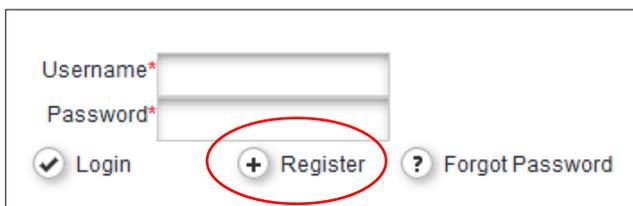
The functionality of the system follows the common standards of web applications for entering and submitting data.

When working with Internet Explorer, the option “display intranet sites in compatibility view” should be de-selected in the compatibility view settings of the browser (access Internet Explorer settings and then compatibility view).

3. Access and registration

eMS can be accessed directly to the following link: <https://ems.regione.emilia-romagna.it>

Applicants must first register by clicking on “Register” on the homepage and providing a set of credentials.



Username*
Password*
 Login

In the registration form, the following Applicant's information is to be provided:

Registration

Please, insert at least mandatory fields (*):

Username

Email *

Password *

Password Again *

Firstname *

Lastname *

Title

Language EN

Solve: 5 + 24 =

The registration must be filled in according to the following guidance:

Username	<p>Define your username to log into the eMS.</p> <p>If you use "copy" and "paste", do not leave empty spaces in the username box.</p>
Email	<p>Signing up with your personal email address.</p> <p>This email will be used by ERVET to inform you on the outcomes of Step 2 of the selection process.</p>
Password / Password again	<p>Insert your personal password to access into eMS.</p> <p>If you use "copy" and "paste" don't leave empty spaces in the password box.</p> <p>Password cannot be written all CAP (example: PASSWORD – wrong. PasSwOrd - correct).</p>
First name / Last name / Title	<p>Personal information of the Applicant.</p>
Language	<p>English, the working language of the ADRION programme, is pre-defined and cannot be changed.</p>
Solve	<p>Do not forget to solve the sum proposed for security reason.</p>

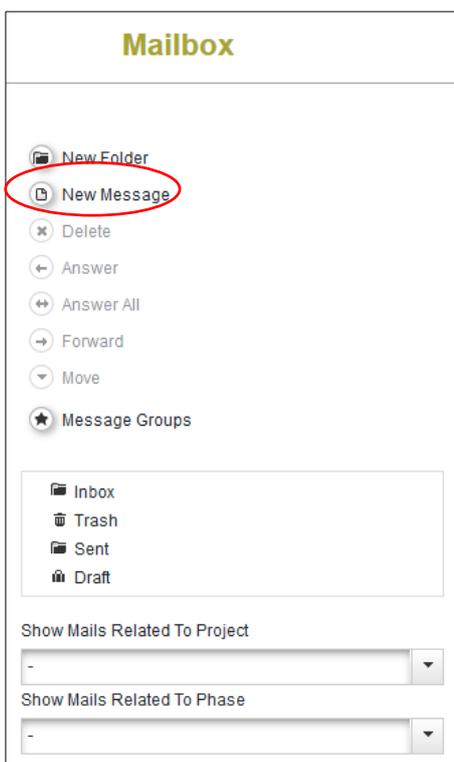
Following the registration, a confirmation email is automatically sent to the email address indicated in the registration form. Only after confirmation (click just once on the link), you will be able to login to eMS, if you do not receive any email, please check also in your junk email box.

4. How to manage mailbox section

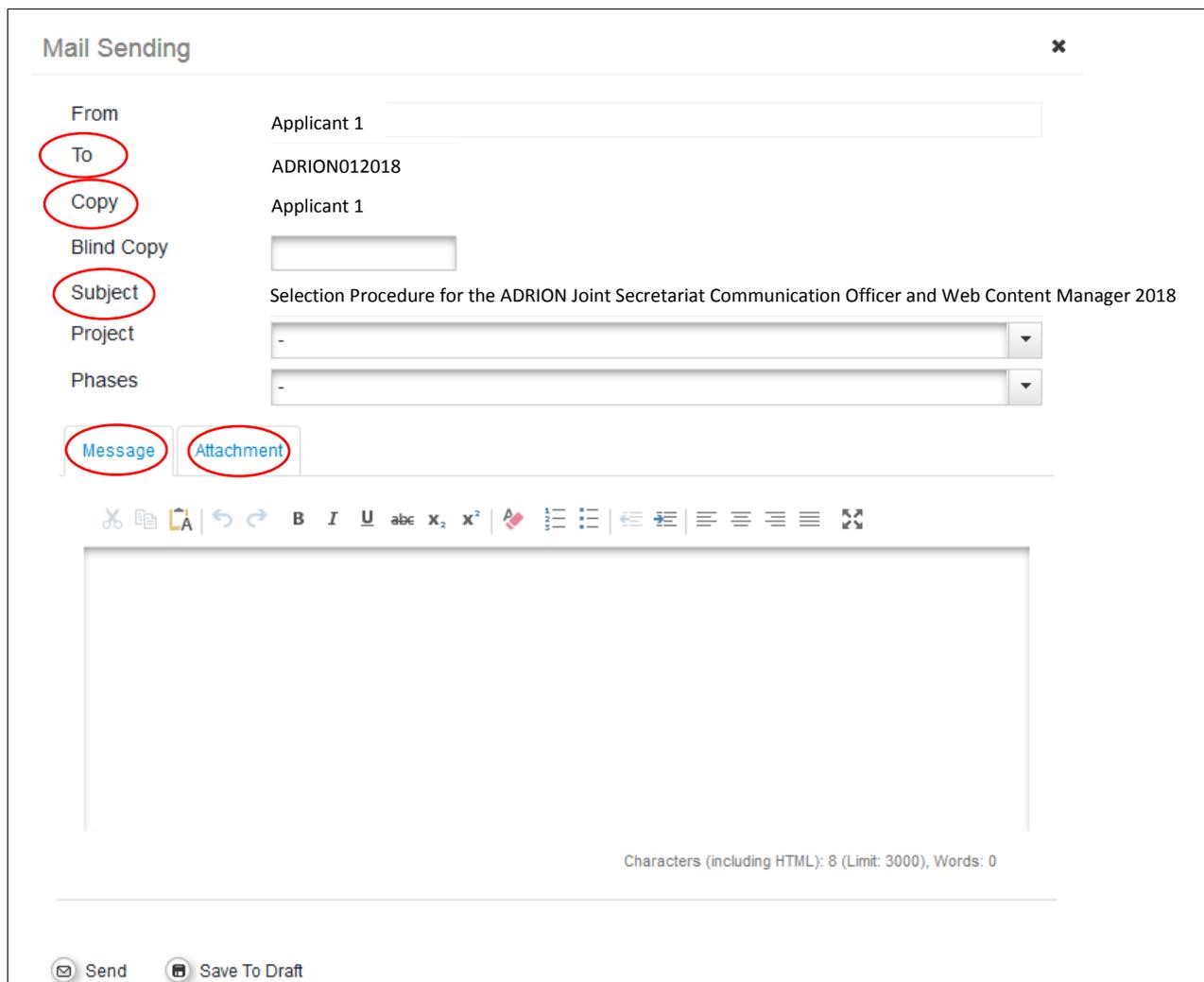
After login with your credentials to eMS, click on “Mailbox” on the left menu.



Click on “New message” to create a new email.



A pop-up window will be open to create a new email:



The email must be drafted according to the following guidance:

From	Your username appears automatically
To	In this box you must insert the following accredited account username: ADRION012018
Copy	In this box you must insert your username (e.g. Applicant1)
Blind Copy	Leave it blank
Subject	In this box you must insert the following text: Selection Procedure for the ADRION Joint Secretariat Communication Officer and Web Content Manager 2018
Project /	Leave it blank

Phases	
Message	Section for inserting email text
Attachment	In this section it is possible to upload all documents required by the vacancy notice

 Attention! Please check the correctness of the account username inserted in the box "To":

ADRION012018

Attachment section:

Message
Attachment

+ Upload

Uploaded	Upload Date	Uploaded By	
CV-applicant1.pdf	27.11.2017 13:06:35	Applicant 1	

 Send
 Save To Draft

When all email fields have been correctly filled in and all documents have been uploaded, you can send the email.

All candidates shall receive an automatic **reply by the system**. Candidates are invited to print it.

 **VERY IMPORTANT: In order to be admitted to the eligibility assessment, the full application package must be sent in only one email.**

All candidates will be informed of the outcomes of Step 2 of the selection process by ERVET, using the email addressed you have used to register into ADRION eMS system.

5. eMS Help desk

eMS Help desk:

email: info@interregadrion.eu

Phone +39 051 5275165 (from Monday to Thursday, 9.00 – 13.00 CET time).