

Registering/Creating a project (Proposal or Project)

If you **already have an account**, simply log in and go to *myEMDESK > Create new project*. On the project creation page, please fill in the required information and click on **Register the project now**. The new project will be linked to your EMDESK account with *Coordinator Rights* by default. **If you don't have an account**, you'll need to register the project and the first user of the project registration page using the instructions below.

If you **do not have an EMDESK account** please go to:

<https://emdesk.eu/cms/?s=221>

Or click on **Register** at the bottom of the [EMDESK login page](#).

Follow these steps to register a project proposal as first time user:

- 1. Enter the Project or Proposal Acronym and Title.** If necessary, you can to change the title later at *Proposal > Project > General Information*.
- 2. Select the correct Funding Scheme**
EMDESK will auto-load a default project structure (e.g. activity areas, organisation types, cost Categories, funding rules, methods of calculating indirect costs and the Part B structure) based on your type of funding scheme. If necessary, you can change the funding scheme later at *Proposal > Project > General Information*.
- 3. Add the first partner and the Project Coordinator**
These users receive *Coordinator Rights* by default. You must enter the information for the mandatory fields (name, address, number, etc). This information can be changed after registration at *myEMDESK > Account Settings > User Profile*.
- 4. Create your user account:** add your contact details and choose a username and password
The email address you enter will be the one the system uses to send you communications, e.g. project notifications or messages. Please select a username and password that you can remember easily, as you'll need these to access the system at <https://emdesk.eu/>. Note that you must select a password consisting of at least six characters, one lowercase and one uppercase letter, one number and one symbol.
- 5. Choose the option that best describes how you heard about EMDESK.**
- 6. Accept the license agreement and complete the registration**
Once you've read the license agreement, click the check box to confirm you'd like to use EMDESK, and then click on **Register project proposal**.
- 7. Verify your email address:**
Once you've completed the registration, EMDESK will send you a confirmation email to the email address you registered with us. Simply click on the activation link and you'll be directed to our email confirmation web page. Please note that the activation link is personal and expires after use or a certain time. Once your email is confirmed the project will become active.
- 8. Click Continue to log in or type in your web browser <https://emdesk.eu/> to access the login page.**

EMDESK allows users to be a member of multiple projects. As such, one user account can be used to contribute to a number of projects with different rights levels to any project in Proposal or Implementation stage.

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