

# URF - How to add/remove Self-Registrants (SR) to an Organisation

The self registrant role is automatically assigned to the person who logs in via EU Login to URF to register the organisation. When registering your organisation, you will add a contact for the organisation. The contact person may be different from the self-registrant (the person registering the details). The self-registrant roles can be viewed and edited from the page "Manage Roles".

**Manage Roles** allows for up to 10 additional users to be added who will be assigned to the self registrant role. Each user will then have access to modify the organisation details and manage roles.

- Add a Self-Registrant (SR) to your organisation
  - Find your organisation
  - Add other Self Registrants to your organisation
  - Add the SR details
- Remove an SR from your organisation
  - Find your organisation
  - Select the SR
  - Confirm removal

## Add a Self-Registrant (SR) to your organisation

### Find your organisation

After your organisation is registered, you can modify the organisation's details at any stage. Login to the **Participant's Portal** homepage.

Click on **My Organisations** in the **ORGANISATIONS** drop-down menu.

The **My organisations** screen will open. Here you can View (**VO**) and Modify (**MO**) your organisation and also Manage Roles (**MR**).

Click the **MR** (Manage Roles) button next to your organisation info to add additional **Self- Registrant (SR)** to your organisation.

Contact | Legal Notice | English

European Commission  
Education, Audiovisual, Culture, Citizenship and Volunteering  
Participant Portal

European Commission > Education & Training > Participant Portal > My Organisations

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT JAMES MILLER

### My organisations

LEGEND VO View Organisations MO Modify Organisations OR View Roles MR Manage Roles

Show 10 entries Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
B-CO	923056948	12345678	DECLARED	VO MO MR

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

## Add other Self Registrants to your organisation

A new window will open. You can see all already registered SRs of your organisation.

To add another SR to your organisation, click on **ADD ROLES**.

This can be done for up to 10 SRs in total.



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### Participant Portal

Roles for the Organisation : B-CO PIC : 923056948

Street Mainstreet	House Number
PoBox	City Gent
Postal Code 9000	Country BE

Show 10 entries

ROLE	FULL NAME	EMAIL	PROGRAM	PROJECT
<input type="checkbox"/> Self Registrant	Mary Smith	mary.smith@bco.co.uk		
<input type="checkbox"/> Self Registrant	James Miller	James.Miller@bco.co.uk		
<input type="checkbox"/> Self Registrant	Jane Dune	jane.dune@domain.com		
<input type="checkbox"/> Self Registrant	Andrea Aerts	Andrea.Aerts@bco.be		
<input type="checkbox"/> Self Registrant	Ben Develter	Ben.Develter@bco.be		

Showing 1 to 5 of 5 entries ← PREVIOUS 1 NEXT →

**ADD ROLES** REVOKE

## Add the SR details

Enter all the required fields with the SR information.

Click on **OK**.



Roles for the Organisation : B-CO PIC : 923056948

Street Mainstreet	House Number
PoBox	City Gent
Postal Code 9000	Country BE

Please enter the contact name and details

Role : \*

First Name : \*

Last Name : \*

Email : \*

\* required field

The newly created SR will appear in the **Roles for the organisation** overview.



Roles for the Organisation : B-CO PIC : 923056948

Street Mainstreet	House Number
PoBox	City Gent
Postal Code 9000	Country BE

Show  entries Search

ROLE	FULL NAME	EMAIL	PROGRAM	PROJECT
<input type="checkbox"/> Self Registrant	Mary Smith	mary.smith@bco.co.uk		
<input type="checkbox"/> Self Registrant	James Miller	James.Miller@bco.co.uk		
<input type="checkbox"/> Self Registrant	John McGrath	john.mcgrath@bco.co.uk		
<input type="checkbox"/> Self Registrant	Jane Dune	jane.dune@domain.com		
<input type="checkbox"/> Self Registrant	Andrea Aerts	Andrea.Aerts@bco.be		
<input type="checkbox"/> Self Registrant	Ben Develter	Ben.Develter@bco.be		

Showing 1 to 6 of 6 entries ← PREVIOUS 1 NEXT →

Once all SRs are added, you can close the window.

A notification e-mail will be sent to you and the added SR.

### Remove an SR from your organisation

## Find your organisation

Login to the **Participant's Portal** homepage. Click on **My Organisations** in the **ORGANISATIONS** drop-down menu.

The **My organisations** screen will open. Here you can View (**VO**) and Modify (**MO**) your organisation and also Manage Roles (**MR**).

Click on the **MR** (Manage Roles) button next to your organisation info to remove SRs from your organisation.

Contact | Legal Notice | English

European Commission  
Education, Audiovisual, Culture, Citizenship and Volunteering  
Participant Portal

European Commission > Education & Training > Participant Portal > My Organisations

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT JAMES MILLER

### My organisations

**LEGEND** VO View Organisations MO Modify Organisations OR View Roles MR Manage Roles

Show 10 entries Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
B-CO	923056948	12345678	DECLARED	VO MO MR

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

## Select the SR

A new window will pop up, displaying all existing SRs for your organisation.

To remove a SR from your organisation, select the correct SR and click on **REVOKE**.



## RESEARCH & INNOVATION

### Participant Portal

Roles for the Organisation : B-CO PIC : 923056948

Street Mainstreet	House Number
PoBox	City Gent
Postal Code 9000	Country BE

Show 10  entries Search

ROLE	FULL NAME	EMAIL	PROGRAM	PROJECT
<input type="checkbox"/> Self Registrant	Mary Smith	mary.smith@bco.co.uk		
<input type="checkbox"/> Self Registrant	James Miller	James.Miller@bco.co.uk		
<input type="checkbox"/> Self Registrant	John McGrath	john.mcgrath@bco.co.uk		
<input checked="" type="checkbox"/> Self Registrant	Jane Dune	jane.dune@domain.com		
<input type="checkbox"/> Self Registrant	Andrea Aerts	Andrea.Aerts@bco.be		
<input type="checkbox"/> Self Registrant	Ben Develter	Ben.Develter@bco.be		

Showing 1 to 6 of 6 entries ← PREVIOUS 1 NEXT →

## Confirm removal

A new window will open. Confirm the removal of the SR by clicking **OK**.



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Participant Portal

Roles for the Organisation : B-CO PIC : 923056948

Street Mainstreet	House Number
PoBox	City Gent
Postal Code 9000	Country BE

The operation cannot be undone. Proceed?

Role	First Name	Last Name	Email
Self Registrant	Jane	Dune	jane.dune@domain.com

The operation cannot be undone. Proceed?

A notification e-mail with details of the revocation will be sent.

## Related articles

- [Registration of organisations](#)
- [Change Contact person - Declared PIC](#)
- [Give Access to Documents - Declared PIC](#)
- [URF - Modify Organisation](#)
- [Modify Organisation - URF Centrally validated PIC](#)
- [URF - How to register an organisation](#)
- [URF - What to do if a similar organisation is found](#)
- [Case - LEAR documentation requested](#)
- [URF - How to add/remove Self-Registrants \(SR\) to an Organisation](#)
- [Participant Portal Guide](#)
- [URF - How to add a document](#)
- [Change Organisation status - with HEI Accreditation](#)
- [Change Organisation due to regrouping, splitting or absorption - Without Accreditation](#)