



Centralized Internship Support System for Greek Higher Education Students

Host Company's Registration User Guide

If you want to register in the program “Atlas” as an Internship Host Company you should first create an account in the register/login page [here](#). In the register tab select “Register as Internship Host” button in case your company location is not in Greece or Cyprus.


The screenshot shows the user interface of the Atlas system. At the top left is the ATLAS logo. The main heading is 'Centralized Internship Support System for Greek Higher Education Students'. Below this is a navigation bar with 'Home Page' and a language dropdown set to 'Ελληνικά'. The main content area is titled 'Welcome' and contains two panels. The 'Register' panel has a key icon and a button 'Register as Internship Host'. The 'Login' panel has a padlock icon and a button 'Internship Host'. A 'Helpdesk' link is also visible in the login panel.

Afterwards, you should fill in the registration form that appears, with information concerning the following:

- Account information: username and password with which you can access application, as well as the email address of your account.
- Host Company: Host category, field of activity, Host Company's name, VAT number, Telephone number and e-mail, as well as the number of employees.

- Address of Host Company's location.
- Host Company's Legal Representative: full name, contact information and certification document (ID card or passport) information.
- Host Company's Contact Person: full name and contact information.

Note: Required fields have bold font labels.



Centralized Internship Support System for Greek Higher Education Students

[Home Page](#)
[Manual](#)

Ελληνικά

» Account information

Username:	<input type="text"/>
Password:	<input type="password"/>
Password Confirmation:	<input type="password"/>
E-mail:	<input type="text"/>
E-mail Confirmation:	<input type="text"/>

» Host company's information

Host category:	-- choose Host category --
Field of activity:	-- choose field of activity --
Name:	<input type="text"/>
Brand name:	<input type="text"/>
VAT Number:	<input type="text"/>
Telephone number:	<input type="text"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>
Website:	<input type="text"/>
Number Of Employees:	<input type="text"/>

» Host Company's Address Information

Country:	-- choose country --
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» Host company's legal representative's information



In case you want to provide a Deputy Contact Person for Host Company, you can click the link “In order to set an addition Contact person please click here” in order to appear the relative form.

» Contact Information of Host Company's Contact Person for "Atlas" program	
Name - Surname:	<input type="text"/>
Telephone number:	<input type="text"/>
Mobile Number:	<input type="text"/>
E-mail:	<input type="text"/>

[In order to set an additional Contact Person please click here](#)

» Contact Information of Host Company's Contact Person for "Atlas" program	
Name - Surname:	<input type="text"/>
Telephone number:	<input type="text"/>
Mobile Number:	<input type="text"/>
E-mail:	<input type="text"/>

» Contact Information of Host Company's Deputy Contact Person for "Atlas" program.	
Name - Surname:	<input type="text"/>
Telephone number:	<input type="text"/>
Mobile Number:	<input type="text"/>
Deputy contact person's email:	<input type="text"/>

After you have filled in the fields, you should read and agree to the Terms and Conditions for participation in order to proceed to “Create Account”.

I have read and agree to the [the Terms](#) of Centralized Internship Support system for Greek Higher Education Students

Type the characters displayed on picture



[Create Account](#)

 ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
Υπουργείο Πολιτισμού, Παιδείας & Θρησκευμάτων

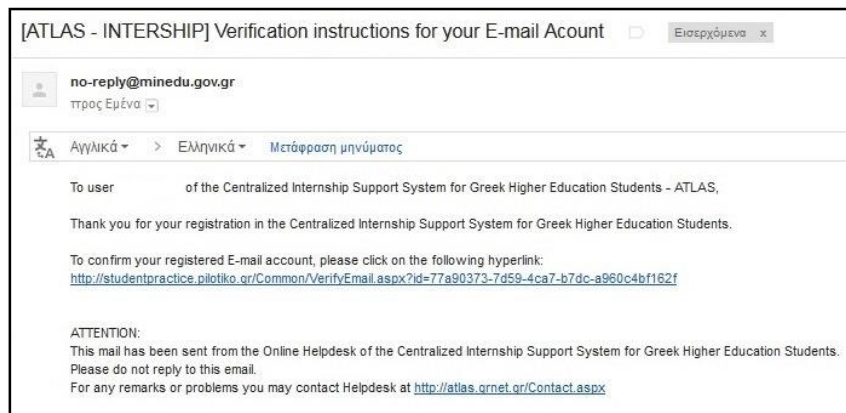
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Διασυνδέοντας την Έρευνα και την Εκπαίδευση

 Ευρωπαϊκή Ένωση
Ευρωπαϊκό Κοινωνικό Ταμείο

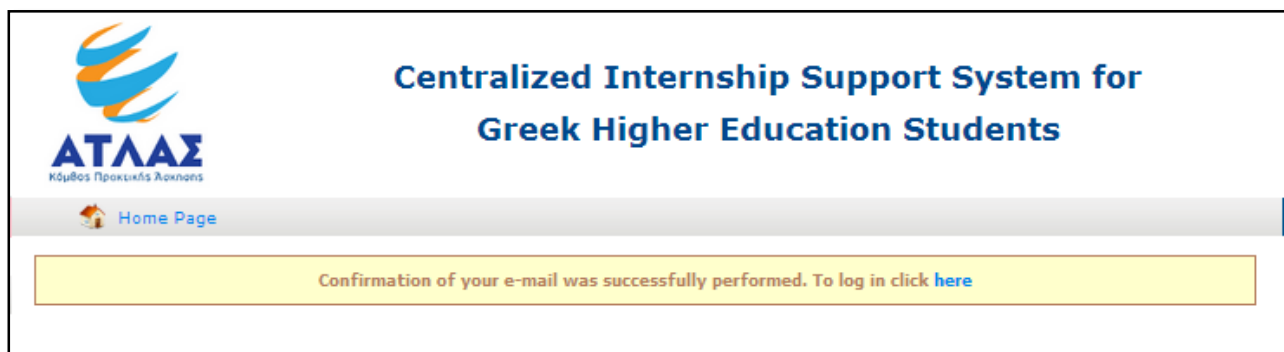
 ΕΠΙΧΕΙΡΗΣΙΑΚΟ ΠΡΟΓΡΑΜΜΑ
ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΔΙΑ ΒΙΟΥ ΜΑΘΗΣΗ
ανάπτυξη των ικανοτήτων της γνώσης
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ
ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗΣ
Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης

 ΕΣΠΑ
2007-2013
Ευρωπαϊκό Κοινωνικό Ταμείο

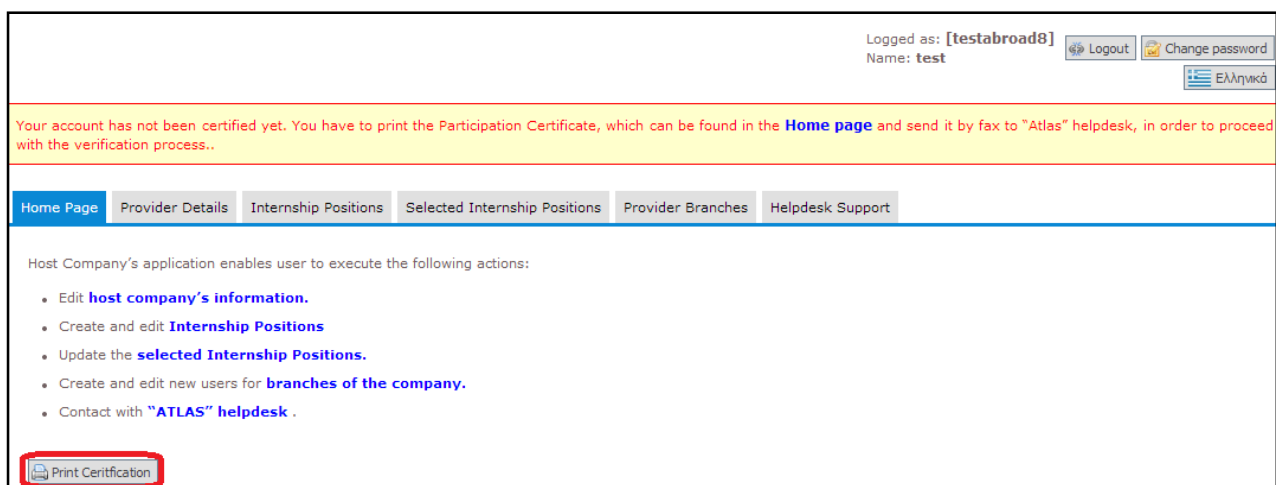
Afterwards, you will receive an automatically e-mail with a hyperlink to the e-mail address of your account. By selecting the hyperlink, your account e-mail will be verified and a new page will be showed.



To log in to the system, click the link in the page that is showed.



Once you login, you can go to “Home Page” tab and select “Print Certification”. The participation’s certificate should be signed by Host Company’s Legal Representative, stamped by the company’s seal and sent by fax to +302152157859. Moreover, you need to attach a copy of Legal Representative’s ID Card or Passport to authenticate your account.



In case that any of the information in participation's certificate is wrong you can go to the tab "Provider Details", modify these fields and select "Update Host Company's information" button. After that, visit the "Home Page" tab and select once again "Print Certification".

Home Page **Provider Details** Internship Positions Selected Internship Positions Provider Branches Helpdesk Support

Host company information **User's Details**

Host company's information

Host category:	Public Carrier
Field of activity:	Art/Museum
Name:	test
Brand name:	
VAT Number:	334334
Telephone number:	334334
Fax:	
E-mail:	maef@defdef.gr
Website:	
Number Of Employees:	1

Host Company's Address Information

Country:	Belgium
Street - Number:	TEST
Zip code:	33433
City:	TEST

Host company's legal representative's information

Name - Surname:	TEST
Telephone number:	334334
E-mail:	maef@defdef.gr
Type of Certification Document:	<input type="radio"/> ID Card <input type="radio"/> Passport
ID Number:	334334
Issuance Authority:	test
Issuance Date:	01/25/2014

Contact Information of Host Company's Contact Person for "Atlas" program

Name - Surname:	TEST
Telephone number:	334334
Mobile Number:	334334
E-mail:	maef@defdef.gr

[In order to set an additional Contact Person please click here](#)

Update host company's information

Once the account that you created as Internship Host in the program "Atlas" has been certified, you are ready to provide internship positions by logging into the application from [here](#). In the login page, select "Internship Host", provide your credentials (username and password) and then, press the "Log in" button.

Detailed instructions for use of host company's application you can find [here](#).