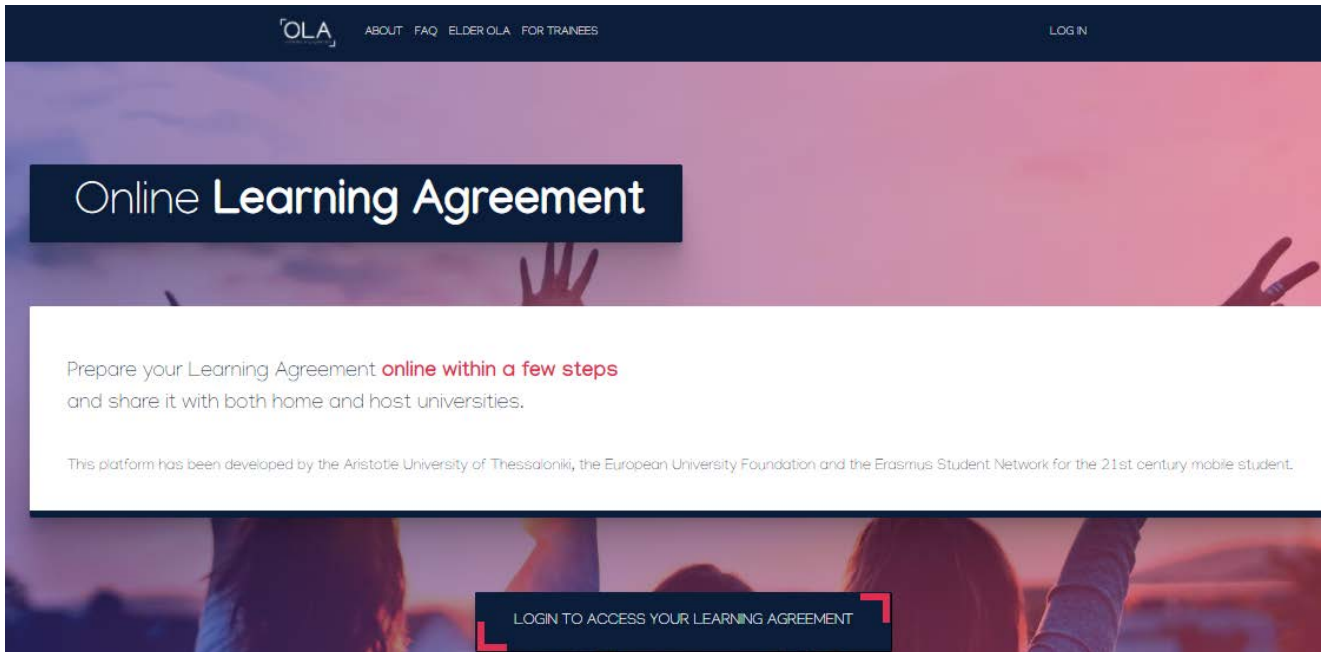


YOUR LEARNING AGREEMENT - STEP 1, CREATING YOUR ACCOUNT

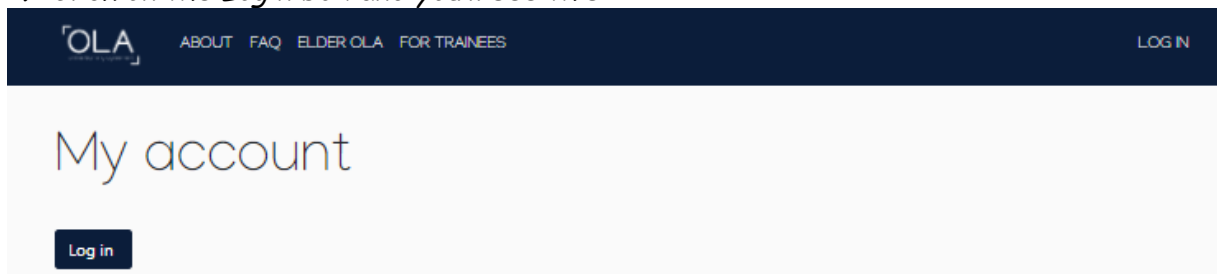
Please note that data entry will be much easier if you use a laptop or desktop computer rather than your phone. We also recommend that you use Chrome or Firefox, not IE.

1. Go to <https://www.learning-agreement.eu/> to login.



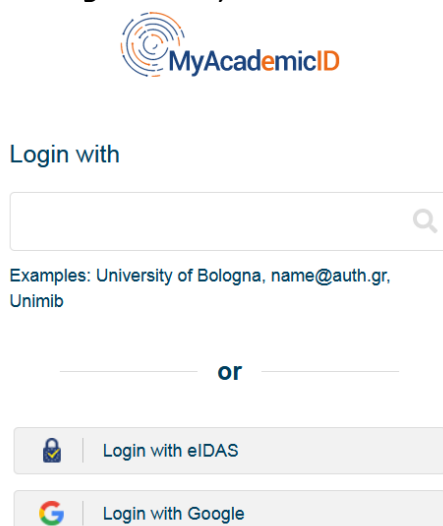
The screenshot shows the homepage of the Online Learning Agreement (OLA) website. The header includes the OLA logo and navigation links: ABOUT, FAQ, ELDER OLA, FOR TRAINEES, and LOG IN. The main content area features a large heading "Online Learning Agreement" and a sub-heading "Prepare your Learning Agreement online within a few steps and share it with both home and host universities." Below this, a small text block states: "This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student." A prominent button at the bottom of the main content area reads "LOGIN TO ACCESS YOUR LEARNING AGREEMENT".

2. Click on the Login box and you'll see this:



The screenshot shows the "My account" page on the OLA website. The header is identical to the previous screenshot. The main content area features the heading "My account" and a "Log in" button.

3. Hit "Log in", and you'll see this screen:



The screenshot shows the MyAcademicID login screen. It features the MyAcademicID logo at the top. Below the logo, the text "Login with" is followed by a search input field with a magnifying glass icon. Below the input field, examples are provided: "Examples: University of Bologna, name@auth.gr, Unimib". Below the examples, the word "or" is centered. At the bottom, there are two login options: "Login with eIDAS" (with a lock icon) and "Login with Google" (with the Google logo).

4. Enter your @nuigalway.ie e-mail address, as in this example. You'll see that the e-mail address is recognised as belonging to National University of Ireland, Galway.



When you hit "enter" after typing your address, the university name will be highlighted in orange, and you simply click on it.

Login with

Examples: University of Bologna, name@auth.gr, Unimib

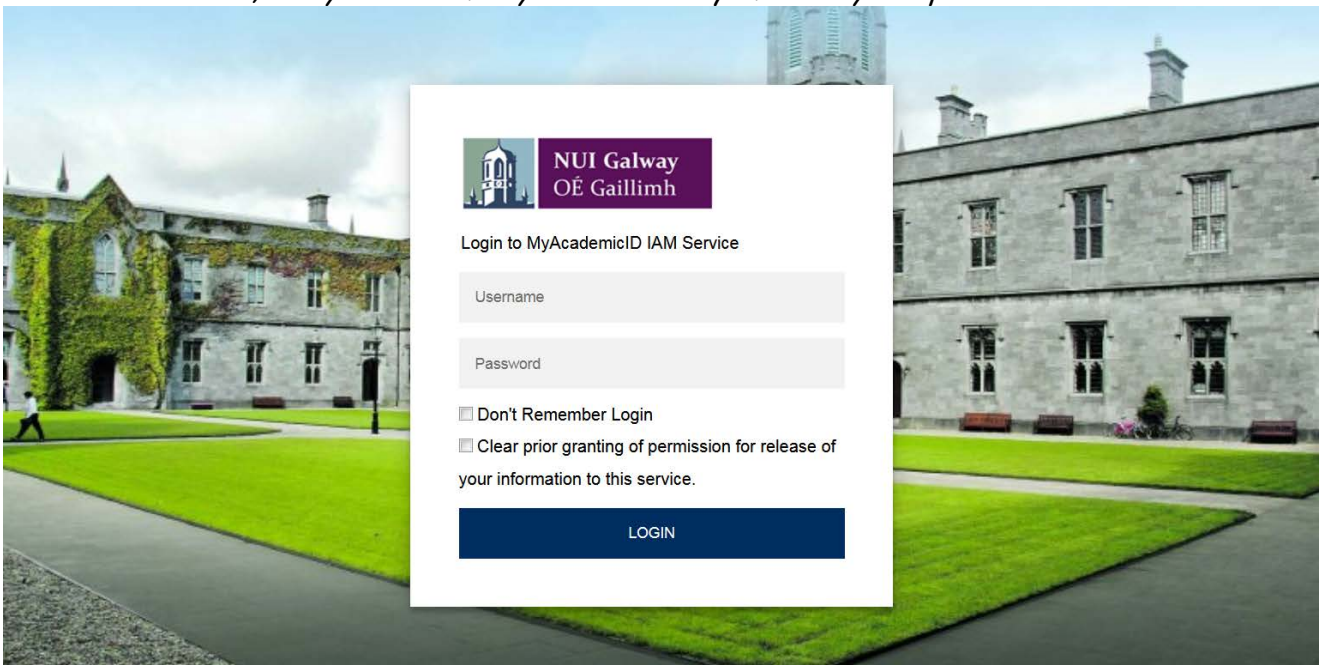
National University of Ireland, Galway
nuigalway.ie

or


 Login with eIDAS

 Login with Google

5. You are now brought to this screen, where you can input your normal University of Galway login credentials, like you would for your University of Galway campus account.



6. When you log in, you see this. You just choose your preferences and click "Accept".



You are about to access the service:
MyAcademicID IAM Service of GEANT

Description as provided by this service:
The MyAcademicID IAM Service provides Identity and Federated access management for the services of the European Student Card Initiative and the services directly supporting the digitisation of Erasmus+. The MyAcademicID IAM Service is provided by GÉANT using the eduTEAMS service.

[Additional information about the service](#)

Information to be Provided to Service	
Scoped affiliation	Student@nuigalway.ie
Opaque per-service identifier eduPersonTargetedID	[REDACTED]
persistentId	[REDACTED]
Institution Domain	nuigalway.ie

[Data privacy information of the service](#)

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

Ask me again at next login

- I agree to send my information this time.

Ask me again if information to be provided to this service changes

- I agree that the same information will be sent automatically to this service in the future.

Do not ask me again

- I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.


7. Next you see this, so just click "proceed to register":



You tried to access (a service via) MyAcademicID IAM Service, but we couldn't find a registration. Let's fix that!

[Proceed to register on the MyAcademicID IAM Service service](#)

8. Fill in your details here: your name, your @nuigalway.ie e-mail address, and a username that must be 4-16 characters long and can contain only lowercase letters (and/or numbers, or '_' or '-').

 Registrar

MyAcademicID Registration

Name*

E-mail*

Username*
A username that will be provided to services.


[MyAcademicID Acceptable Use Policy](#)

I have read and agreed with the MyAcademicID Acceptable Use Policy* Confirm

[> Submit](#)

Then click the Confirm box to verify that you have read the Acceptable Use Policy, hit Submit, and check your e-mail for a message from support@eduteams.org. You will be asked to verify your e-mail address by clicking on a link.

9. The last step is to put in your personal information. Please read the notes on the next page before you begin.

 ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Student

First name(s) * **Last name(s) ***

Email *

Date of birth * **Gender *** **Nationality ***

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education * **Field of Education Comment** **Study cycle ***

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

In the "Date of birth" field, when you click on the month, you'll be able to scroll easily through years and months if you are using a laptop. This will not be possible if you are using a phone to create your account.

In the "Nationality" field, type the country, e.g. "Ireland", not "Irish".

Field of Education. You can use the ISCED subject code. You will find a list of common subject codes below, and if none of those seems to match yours, go to [this website](#).

Alternatively, you can start typing the name of your subject, but make sure that the red text you select is the correct subject area.

0188	Inter-disciplinary programmes and qualifications involving education (CHILDREN'S STUDIES)	041	Business and administration (BComm International & BComm Global) (select this even if you are studying a language)
0211	Audio-visual techniques and media production (FILM STUDIES)	0411	Accounting and taxation
0215	Music & Performing Arts (MUSIC or DRAMA)	0421	Law (select this even if you are studying a language)
0222	History & Archaeology (If you are going on Erasmus via a link "owned" by the Disciplines of History or Archaeology, select this.)	048	Inter-disciplinary programmes involving business, administration and law
0223	Philosophy (see instruction under 0222)	0510	Biological & related sciences
022	Other Humanities areas (Excluding languages! Languages are 023)	0511	Biology
023	Languages (BA) (but not Law or Business)	0512	Biochemistry
030	Social Sciences (broadly defined)	0521	Environmental Science
0311	Economics	0541	Maths
0312	Political sciences and civics	061	Information & Communications Technologies
0313	Psychology (Denominated)	071	Engineering
0314	Sociology and cultural studies	0912	Medicine
0321	Journalism and reporting	0913	Nursing & Midwifery
		0915	Therapy & Rehabilitation (OT)

For your **Study Cycle**, type "Bachelor" or "Master". As you start to type, you will see these appear in a menu so that you can select the correct one.

Tick the box to indicate that you agree to the Terms and Conditions and Privacy Policy.

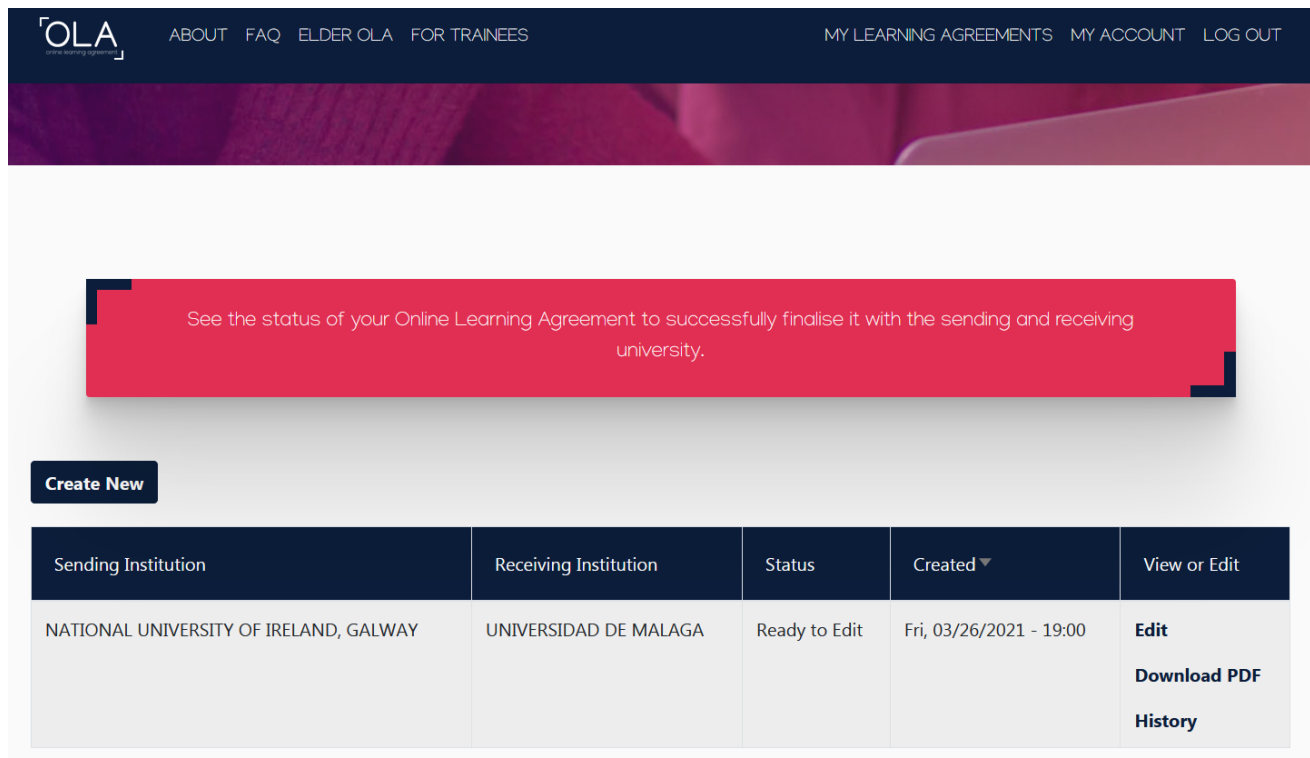
Click **SAVE**.

You are now ready to create your Learning Agreement!

Click on "Create New".

See separate document for detailed instructions on **How to Complete the Learning Agreement**.

Note that you can log in at any time to view or amend your Learning Agreement. The login credentials will always be the same as for your regular University of Galway campus account.



OLA
ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Sending Institution	Receiving Institution	Status	Created ▾	View or Edit
NATIONAL UNIVERSITY OF IRELAND, GALWAY	UNIVERSIDAD DE MALAGA	Ready to Edit	Fri, 03/26/2021 - 19:00	Edit Download PDF History



*International Office
University of Galway
March, 2023*