Online portal for OeAD scholarship holders – step to step guide

1 Introduction .................................................................................................................................................. 2
2 How to register and overview entry page .................................................................................................. 3
   2.1 Registration ........................................................................................................................................... 3
   2.2 The entry page (overview) ................................................................................................................... 4
3 Before and during your scholarship stay (left side of the screen) .............................................................. 6
   3.1 My Personal Data ................................................................................................................................... 6
   3.2 My documents ......................................................................................................................................... 8
   3.3 Change password .................................................................................................................................. 8
4 Necessary steps .......................................................................................................................................... 9
   4.1 Follow-up Contact Data ....................................................................................................................... 9
   4.2 Complete, print and upload scientific report ......................................................................................... 10
      4.2.1 For Incoming scholars of most programs .................................................................................... 10
      4.2.2 For APPEAR scholarship holders ............................................................................................... 12
      4.2.3 For CEEPUS scholarship holders (Incoming) ............................................................................... 12
   4.3 Print and upload scientific report (Incoming) ....................................................................................... 13
5 Optional steps ......................................................................................................................................... 14
   5.1 Edit personal data ................................................................................................................................. 14
   5.2 Take your portrait photo ....................................................................................................................... 17
   5.3 Fill out personal reflection .................................................................................................................. 19
   5.4 Update keywords ................................................................................................................................. 20
6 Approvals ............................................................................................................................................... 21
7 Contact for further questions ................................................................................................................... 21
1 Introduction

Dear scholarship holders,

With this tutorial we want to inform you about how to use our Online Portal.

We will explain the **necessary steps** you need to fulfill before you can receive your last scholarship rate.

Additionally, we will show you the **optional steps**, where you can enter or update information or data (including a portrait photo) in order to have your profile on our future **oead.map** or to share your personal reflection about your scholarship supported stay.

Please note that you can continuously update your data and your photo and so take care that your current study/employment are up to date.

Kind regards

Your OeAD team
2 How to register and overview entry page

2.1 Registration

With your letter of award you receive the link to the online platform. The portal can be accessed at: https://asp.sop.co.at/stipendium/LoginServlet
Please click on the link and fill in your birth date and select a user name and password. Then click on the “Register” Button.

If you have forgotten your password please access the entry page at https://asp.sop.co.at/stipendium/LoginServlet and click on the “Forgot password” button on the right side of the screen.
2.2 The entry page (overview)

This is the entry page of our Online Portal:

On the **left side** of the screen you can access different menus to:
- check your data
- print your scholarship award
- and change your password

The **right side** of the screen shows the necessary and optional steps you can do in our Online Portal! ↓

Please note that for the **CEEPUS scholarship holders** the first chapter “necessary steps” looks a little different.
The upper menu “NECESSARY steps” contains all the obligatory steps to be taken at the end of your scholarship stay:

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation for Follow-Up</td>
<td>✔</td>
<td>12/09/2018</td>
<td>Mustermannmaxima</td>
<td>Fill out</td>
</tr>
<tr>
<td>Complete scientific report</td>
<td>✔</td>
<td>12/09/2018</td>
<td>Mustermannmaxima</td>
<td>Complete</td>
</tr>
<tr>
<td>Print scientific report</td>
<td>✔</td>
<td>12/09/2018</td>
<td>Mustermannmaxima</td>
<td>Print</td>
</tr>
<tr>
<td>Upload scientific report</td>
<td>✔</td>
<td>12.09.2018</td>
<td>Mustermannmaxima</td>
<td>Upload</td>
</tr>
</tbody>
</table>

The lower menu “OPTIONAL steps” can be used at any time. Here you can update your personal data (employment, home institution), add keywords, fill out a short personal reflection and take a portrait photo. But this is not obligatory.

At the end of the page you can find a list of approvals for the publication on our websites and on the future oead.map:

**Approvals**

I understand that I can give or withdraw my consent to follow-up purposes at any time. We will then start or stop publishing and forwarding your data accordingly.

1. withdraw consent.
2. change the data accordingly.
3. consent again.

Only if you follow these steps can we ensure that your current data is published. I understand that by giving consent, I agree that my personal data given above may be published by the OeAD.

Withdrawal of consent:

I understand that by clicking the button “withdraw consent” I can withdraw my consent at any time. We will then stop publishing and forwarding your data.

**Confirmations**
3 Before and during your scholarship stay (left side of the screen)

Before and during your scholarship stay you cannot change any personal data but only look at the data entries in our database:

3.1 My Personal Data

Here you can see your data (postal address, e-mail address, birth date) from your scholarship application.
In case you find any mistake or if any correction is needed please contact your responsible programme officer (see your letter of award) or your OeAD Regional Office via e-mail. We will then correct the data as soon as possible. Please note that in this section you can only check but not change any data.
3.2 My documents

In this section you can download your scholarship awards again. Select “awards of scholarship” in the listbox “Description of Upload”.

3.3 Change password

Here you can change your password if necessary.
4 Necessary steps

4.1 Follow-up Contact Data

Here, you can choose whether you would like to keep getting information about networking and events from us even after your scholarship has ended. If you agree, please enter the e-mail address under which you want to receive this information. Please note that your data might also be forwarded to the Austrian institutions listed here for networking and follow-up purposes.

Please finalize this step with clicking on the “Store entry” button.
4.2 Complete, print and upload scientific report

4.2.1 For Incoming scholars of most programs

For filling in the scientific report the following steps have to be taken:

➢ Enter the dates of your scholarship.
➢ Select the scientific disciplines of your research topic on the three different levels. You may select more than one.
➢ Please list your scientific or study activities: in case of complete studies in Austria: insert the abstract of your thesis.
➢ Keywords: you may add up to five keywords describing your research interests.

Press the “store entry” button in order to finalize this step. Please note that later changes are not possible in this section!
Scientific report
4.2.2 For APPEAR scholarship holders

Please note that the word document which shows up when you select “print scientific report” contains additional fields, which you have to fill out. Apart from the scientific report/abstract of your thesis you have to

- select to which thematic priorities of the Austrian Development Cooperation your research refers to
- describe the relevance of the project for the development of the home institution and country of origin

4.2.3 For CEEPUS incoming scholarship holders

Please login at the Ceepus website https://ceepus.info/login and fill in the CEEPUS mobility report and the letter of confirmation. Have them signed and stamped by your supervisor and upload them both at the CEEPUS platform at and in the online portal. If you still cannot fill in or access the necessary documents on the Ceepus platform please write to silvia.riegler@oead.at.

Please upload both documents and preferably name the documents as follows: YYYYMMDD_SURNAME_Name_documentname

- Example for Mobility report: 20180917_MUSTERMANN_Maxima_mob_report.pdf
- Example for Letter of confirmation: 20180917_MUSTERMANN_Maxima_LoC.pdf
Scan the completed and signed documents and upload them under the section “upload scientific report”. After your OeAD Regional Office has been notified about the upload by the system, but at the earliest on the 16th of your last scholarship month, you will be able to pick up your last scholarship rate personally at your Regional Office.

4.3 Print and upload scientific report (for all programs)

As soon as you have completed the scientific report you return to the main page. This is how the first two lines should look now with the two checked boxes under “Done”.

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation for Follow-Up</td>
<td></td>
<td>13/09/2018</td>
<td>Mustermannmaxima</td>
<td>Fill out</td>
</tr>
<tr>
<td>Complete scientific report</td>
<td>✔</td>
<td>17/09/2018</td>
<td>Mustermannmaxima</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Now please continue with the next steps and click on the word “print” on the right side.

Print and sign the report and have your academic supervisor sign the document, too. Scan the document as PDF and store it on your PC.

Preferable store it in the following format: YYYYMMDD_SURNAME_Name. (eg: 20180917_MUSTERMANN_Maxima.pdf)

Then click on the word “Upload” and upload it in the Online portal.

Now all necessary steps are completed.
5 Optional steps

All the steps described below are optional and not obligatory. You can do them at any time during and after your scholarship stay.

<table>
<thead>
<tr>
<th>Optionally steps</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit personal data</td>
<td>☐</td>
<td></td>
<td></td>
<td>Complete</td>
</tr>
<tr>
<td>Take portrait photo</td>
<td>☐</td>
<td></td>
<td></td>
<td>Take photo</td>
</tr>
<tr>
<td>Fill out personal reflection</td>
<td>☐</td>
<td></td>
<td></td>
<td>Fill out</td>
</tr>
<tr>
<td>Update keywords</td>
<td>☐</td>
<td></td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>

5.1 Edit personal data

All the data you fill in here will be linked to another system (where geodata are included), and will be published on the future oead.map, if you check off the approvals on the entry page.

➔ If you are employed/attached to an institution:
   a. Select continent and country then
   b. select the name of your home institution if available in the listbox
      (as the OeAD Map will be in English only)
      If you do NOT find the name of your institution in the listbox please write the name in the line below. Take care that the name of the Institution is written in ENGLISH if you want add the name of the department of the respective institution in the line below if required
   c. Add your job position
   d. Complete contact details (e-mail address, social media contact, etc.) under “Personal contact data”.
      Please note that if you fill in these contact details here, they will be published on the oead.map if you check off the approvals on the entry page.
If you are not employed at the moment

a. Fill in the country you are living in. Your profile will then appear on the countries level.

b. Complete contact details (e-mail address, social media contact, etc.) under “Personal contact data”

Please note that if you fill in these contact details here, they will be published on the oead.map if you agree.

Please note that your profile will be shown at this place after your scholarship has ended, if you have given your consent. During your scholarship supported stay your profile will be shown at the location of your host institution.

Kindly note that all channels of communication you fill in here (e-mail address, social media contact, etc.) will be published on the oead.map.
If you are employed: Add **current institution** here and **social media contact data** below (in English)

If you are NOT employed: Add **country where you live in** and **social media contact data**
5.2 Take your portrait photo

You may only use this function if you have a webcam on your computer. Through clicking on the camera symbol in the center of the screen the photo function is activated and the photo is taken. You can adapt the size of the photo. Then select the ✓ symbol to store the photo.
If you do not like the photo, please select the symbol and start again.

If you want another photo to be published on the future oead.map or on our website (together with your personal reflection) please send it including valid photo credits to alumni@oead.at
5.3 Fill out personal reflection

In this section you have the possibility to reflect on your scholarship supported stay and give consent for publication. **Please note that you may update and change your answers at any time.**

Apart from a personal motto you can answer the following questions:

Our recommendation:
Maybe it is easier to answer some of the questions a few months after returning home. For this reason you can **update your reflection at any time.** Please be aware that it is necessary to withdraw all approvals on the entry page before you can change your answers in this section. After updating your answers please give consent again. We would be glad if you could share your experience with future scholarship holders!
5.4 Update keywords

In this section you can select your **scientific disciplines** and **update keywords specifying your research interests**. Through these elements you can be found on the *oead.map* with more specific research interests. Please note that you may select various disciplines on each level (e.g., Humanities AND Natural Sciences). If you do not find a suitable key word in the list, please write it in the line below. You may add maximum five keywords and update them at any time.

![Update keywords interface](Image)
6 Approvals

With confirming each approval at the end of the entry page you give consent for publication on the future oead.map for Mobility and Projects. Please check off the confirmations and click the “Confirm approval” Button.

As soon as you have given consent the green checkmark appears on the entry page:

As soon as you click on the “withdraw consent” button you can start to change the entries of the optional steps (photo, personal reflection, keywords)

7 Contact for further questions

For questions concerning the necessary steps please contact your OeAD Regional Office.
For questions concerning the optional steps please contact alumni@oea.at.

Kind regards, Your OeAD Team