



MANTRA - MANagement of TRaining

INSTRUCTIONS FOR ON LINE APPLICATIONS

Steps to be followed:

- **IF IT IS THE FIRST TIME YOU APPLY ON LINE:**

1. select the location where you wish to attend the training and click on “APPLY”. You will access the web application “MANTRA”.
2. register, by entering your “Username”, your “e-mail address” and “password”, click on register and follow the instructions. The system will send you a message to the email address you have provided to activate your account.

Click on the link shown in the e-mail and activate your access to Mantra within 48 hours. When you login in for the first time the system requires some additional profile information to allow you to continue.

Please note, that the number of the Framework Partnership Agreement (FPA) signed by your Organization with the DG ECHO is required. If case you are a UN Agency, please enter the word “FAFA”. The “working station” refers to the Country where you are working at the date of the registration.

3. select a location by clicking on ‘apply now’ in the web-page you will be automatically directed that lists all the locations where trainings are scheduled.
4. fill in the information in the application form.

- **IF YOU ARE ALREADY REGISTERED IN MANTRA:**

1. enter your “username” or “email address” and your password.
2. select a location by clicking on ‘apply now’ in the web-page you will be automatically directed that lists all the locations where trainings are scheduled.
3. fill in the information in the application form.
