Mobility Tool Guide for Beneficiaries

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ⓘ The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

The guide provides an explanation to beneficiary organisations on how to use the Mobility Tool for Erasmus+ and European Solidarity Corps programmes in order to manage project information, such as encoding activities and participants, request individual participants' reports and submit final reports to their National Agencies.

A PDF version of the Wiki pages for Mobility Tool+ is available here: Mobility Tool Guide for Beneficiaries - EN

What is Mobility Tool+?

Mobility Tool+ is the system that allows Erasmus+ & European Solidarity Corps beneficiary organisations to access and manage their project information, encoding activities and participants, request individual participants' reports and submit final reports to their National Agencies.

National Agencies also use Mobility Tool+ to monitor and validate information entered by beneficiary organisations at any time from anywhere.

Mobility Tool+ is designed, developed and maintained by the European Commission and is being used by beneficiary organisations and National Agencies involved in decentralised projects.

What are the different roles involved?

The management of the project and its contents is the responsibility of the Beneficiary Organisation users. Contacts defined in the electronic application form as contact persons and legal representatives for the applicant/beneficiary organisation will automatically have access to their corresponding projects in Mobility Tool+. This happens when the project's data is submitted from the NA's Project Management System. National Agency users can also have access to the Mobility Tool+ for monitoring and validation purposes.

Project Outlines

Key stages of the project development and management process vary between **Erasmus+ Key Actions and European Solidarity Corps.**

Click the images below for more information.

How to do this in Mobility Tool+?

- Mobility Tool+ Information
- MT+ Menu and Navigation
- MT+ How to get access
- MT+ EU Login for user
- MT+ List functionality
- Mobility Tool+ Guide Index
- MT + How to read the Project Dashboard (HE and VET projects only)
- MT+ Manage Organisation ID
- MT+ Update OID or confirm changed organisation details
- MT+ How to manage organisations for KA1 & KA3 projects
- MT+ How to manage organisations for KA2 projects
- MT+ How to manage contacts
- MT+ Pseudonymisation of persons
- MT+ Alerts and Notifications
- MT+ Notifications
- MT+ Project Details
- MT+ KA1 and KA2 Project Log
- MT+ Exceptional costs for expensive travel
- MT+ Exceptional costs for services and equipment
- ESC MT+ Force majeure guidance due to Coronavirus
- MT+ Force majeure guidance due to Coronavirus
- MT+ Manage Interim Report
- MT+ How to manage final beneficiary report
- MT+ Project Outline for KA1 and KA3
- MT+ Project Outline for KA2 projects
- ESC MT+ Project management overview
- EU Survey - Introduction
- MT+ Online Language Support for Beneficiaries