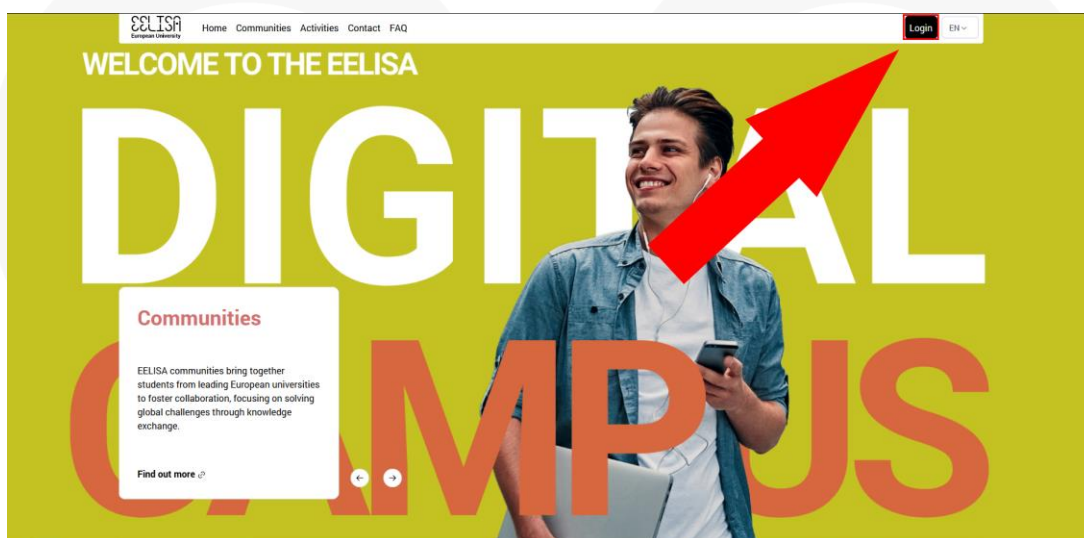


EELISA Digital Campus guide

Draft version 0.2 – September 2025

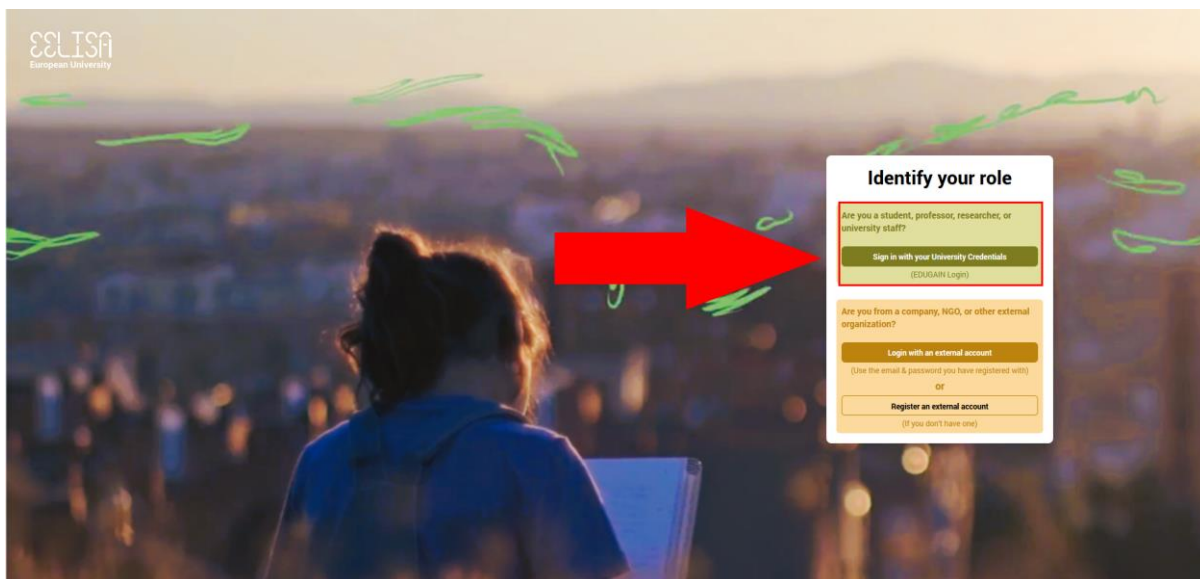
Register/Login

Click the **"Login"** button in the top-right corner of the EELISA Digital Campus homepage to access the login and registration page.



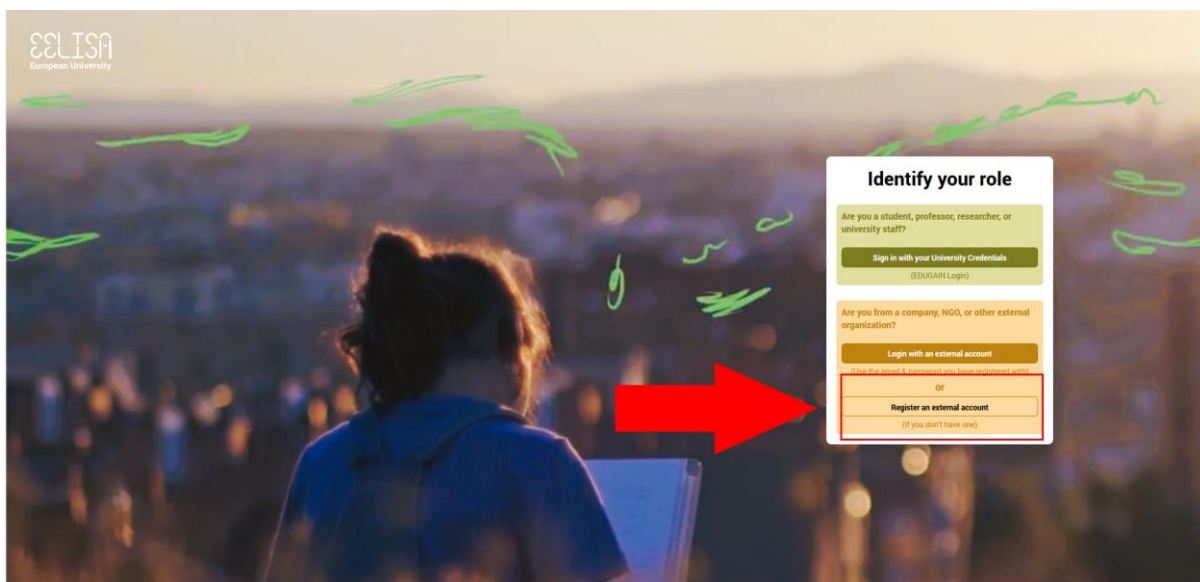
Login using eduGAIN

Click **"Sign in with your University Credentials"** to log in using your university's authentication system via eduGAIN.



Register/Login using an external account

Click "**Register an external account**" if you are not affiliated with a participating university. You will be directed to a registration form where you must provide your details to create an account.



Register

Name

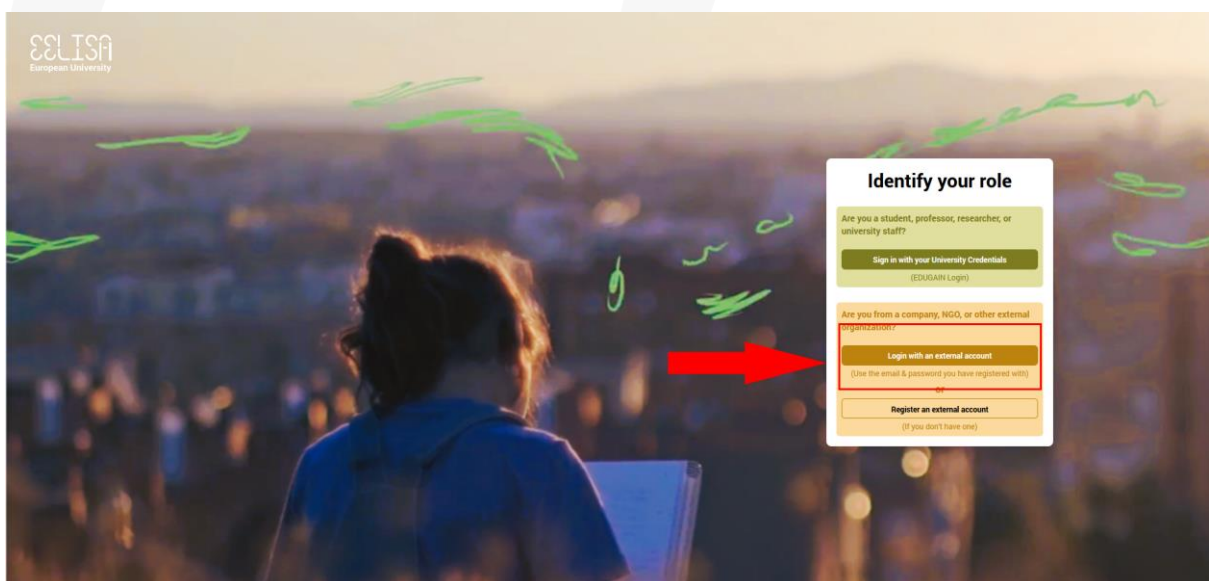
Surname

Email

Password

Confirm Password

After registering an external account, click **"Login with an external account"** and enter your credentials to access the platform.



Login

Email

Password

Cancel

Submit

[Forgot Password](#)

In case you forgot your password, click the “**Forgot Password**” button and fill the form to receive a reset password email.

Forgot Password

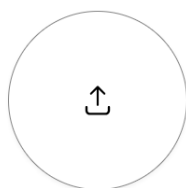
Enter your email address and we'll send you a link to reset your password.

E-mail

Return Submit

Editing the profile

After creating an account, users must fill out their profile with essential details such as personal information (name, email, phone), a profile picture, a short bio, country of origin, date of birth, area of interest (e.g., Computer Science), and an optional CV URL. They can also add relevant keywords based on their interests. Once all the required fields are completed, clicking “**Submit**” will save the profile.



Manage Roles

Firstname *

John

Lastname *

Smith

Email *

jsmith@test.com

Phone

0741234567

Description *

A test account

Country of origin *

Romania

Date of birth *

01/04/2001

Gender *

Male

Area of interest

Computer Science

CV URL



Keywords

Sustainability x IT x

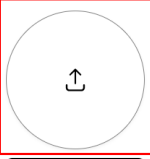


Cancel

Submit

Adding a profile picture

To add a profile picture, click on the circular profile picture upload area at the top left of the profile form.



Manage Roles

Firstname *

Lastname *

Email *

Phone

Description *

Country of origin *

Date of birth *

Gender *

Area of interest

CV URL

Keywords

Sustainability

IT

Cancel

Submit

A file selection window will open. Choose an image from your device.



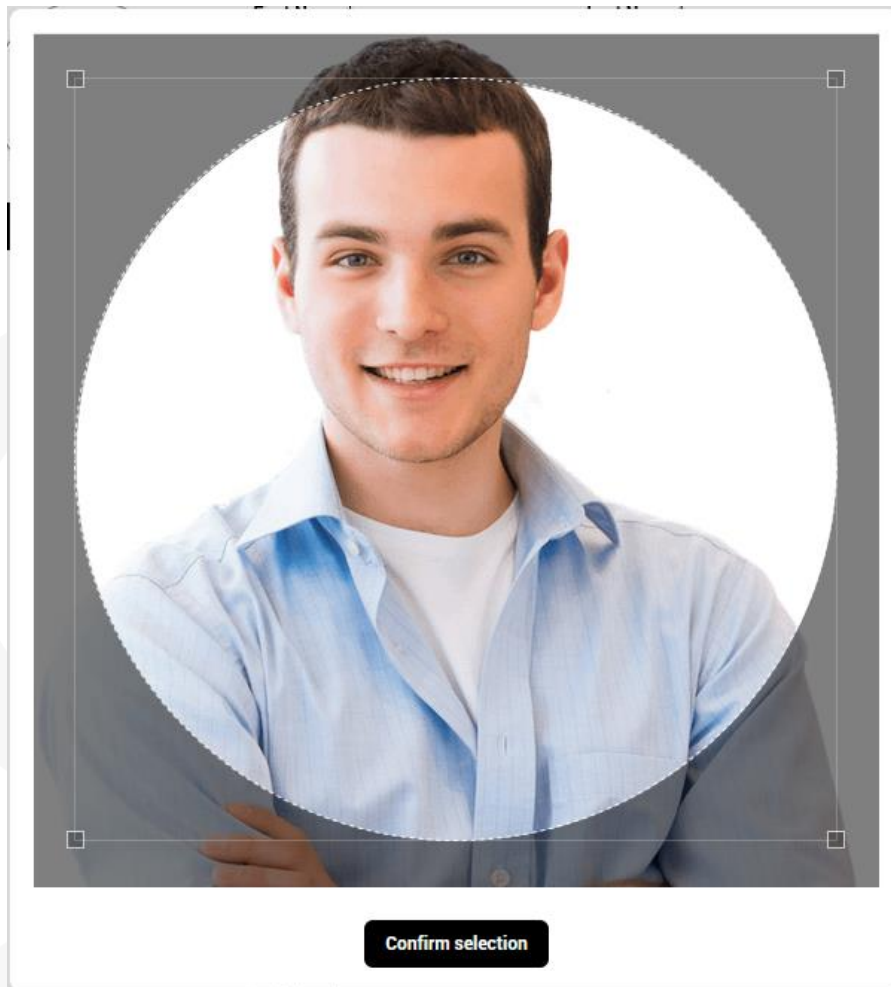
profile.png

Image Files (*.jpg;*.jpeg;*.png;*.gif)

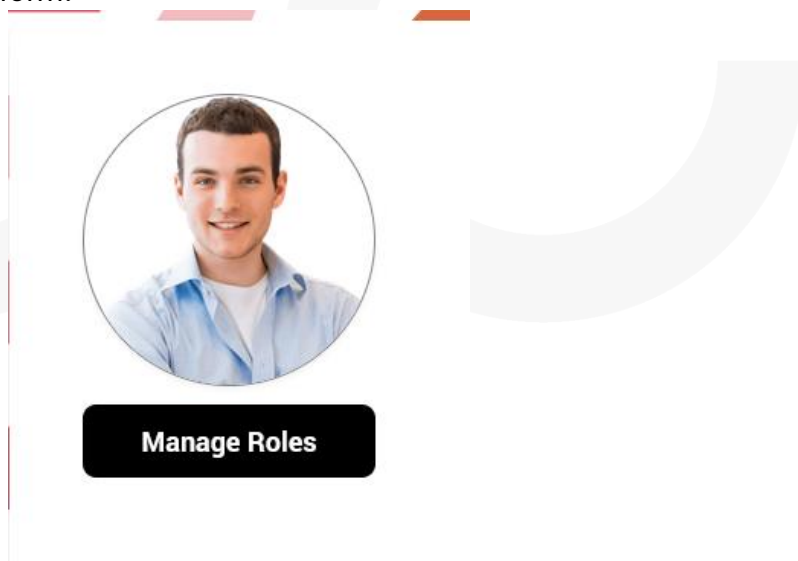
Open

Cancel

Once selected, a cropping tool will appear, allowing you to adjust the image within the circular frame. Adjust the cropping area to position the image correctly.

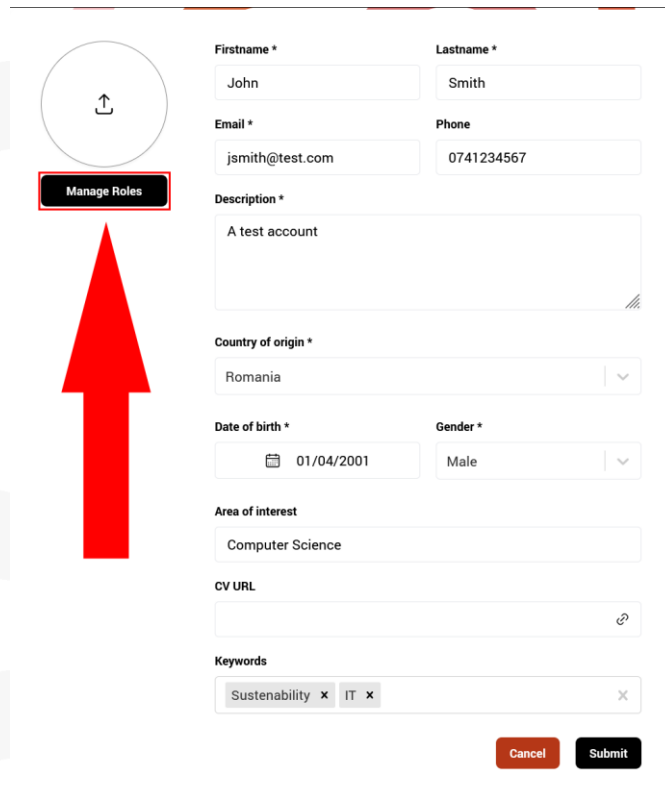


Click the "**Confirm selection**" button to save the cropped image. Then click "**Submit**" on the profile form.



Requesting a role

Click the **"Manage Roles"** button located under the profile picture on the account management page.



The screenshot shows a user profile form with the following fields:

- Profile picture:** A circular icon with an upload arrow. Below it is a button labeled **Manage Roles**, which is highlighted with a red box and a red arrow.
- Personal information:**
 - Firstname *: John
 - Lastname *: Smith
 - Email *: jsmith@test.com
 - Phone: 0741234567
- Description *:** A text area containing "A test account".
- Country of origin *:** A dropdown menu showing "Romania".
- Date of birth *:** A date picker showing "01/04/2001".
- Gender *:** A dropdown menu showing "Male".
- Area of interest:** A text field containing "Computer Science".
- CV URL:** A text field with a link icon.
- Keywords:** A list of tags including "Sustainability" and "IT".
- Buttons:** "Cancel" and "Submit" buttons at the bottom right.

A pop-up appears showing the list of currently assigned roles along with their approval status. In the "Add role" dropdown, select the role you want to request (e.g., "Community coordinator"). Click the **"Submit"** button to send the request.

Date of birth * Gender *

Manage Roles

Role	Approved
Community coordinator	No
Global activity coordinator	No
Global activity approver	No
Local admin	No
Admin	No

Add role
Community coordinator
Global activity coordinator
Global activity approver
Local admin
Admin

Submit
Close

The newly requested role appears in the list with an "Approved" status set to "No" until an admin or local admin reviews and approves it. If necessary, roles can also be removed using the trash icon.

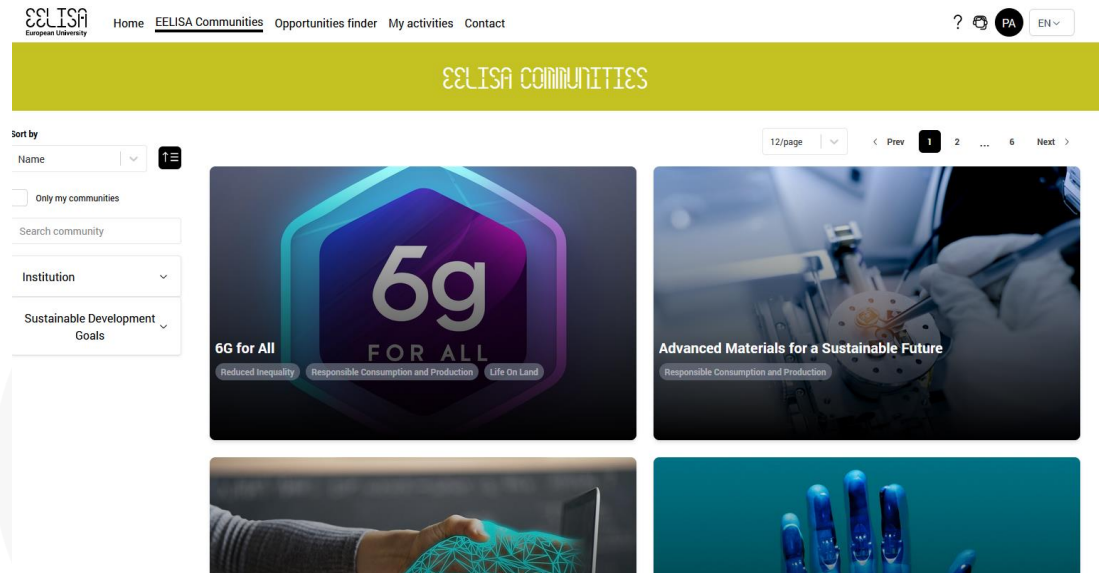
Manage Roles

Role	Approved
Global activity coordinator	No

Add role
Community coordinator

Submit
Close

Communities



This page is the "**Communities**" section of the EELISA European University platform. This page allows users to discover, filter, and engage with different communities within the EELISA network based on their interests and sustainability goals. The key elements on the page are:

Search and Filter Panel (Left Sidebar):

- A **search bar** for looking up specific communities.
- "**Only my communities**" checkbox to show only communities the user is already a member of.
- A list of **Institutions** to filter communities based on affiliated institutions.
- A list of **SDGs** categories to filter communities based on their focus areas

Sorting and Pagination (Above the Grid):

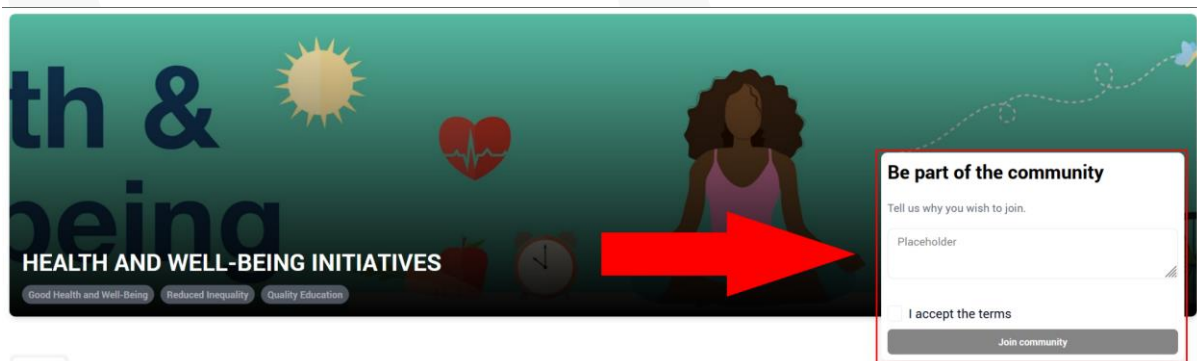
- A **sort dropdown menu** (currently set to "Name") to organize the list based on different criteria.
- A **pagination control** at the top-right corner, allowing users to navigate through multiple pages of communities.

Community Cards (Main Content):

- A grid layout displaying various **community cards**, each representing a different community.
- Each card contains:
 - **Community Name**
 - **Thumbnail Image** representing the community.
 - **Tags** indicating related SDGs (e.g., "Climate Action," "Quality Education").

Joining a community

To join a community, you will need to provide a motivation for joining and to accept the community terms. Depending on the community settings, you will need to wait for approval.



Community activities

Community activities are shown in the lower part of the page. By clicking the card you will be redirected to the activity page. You can search these activities by name, type, start date and status (All, Upcoming, Passed).

Archaeology and Architecture's activities

Search by name

Activity type

Activity start

Activity status



Archaeology&Architecture Summer School



Archaeology&Architecture - Methodology and Perspectives on Mediterranean Cultural Heritage: Field Activity

Community forum

Depending on the community settings, there will be a forum section on the community page. It will allow users to create posts and add comments to them

05/02/2025

Details Forum

Sort by

Dați publicare



Add post

10/page

< Prev

1

Next >

Welcome post

05.02.2025

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent elit lacus, blandit quis lacus sit amet, finibus ornare lacus. Duis sit amet mollis nunc. Praesent pellentesque turpis vel justo volutpat, ut sagittis dolor auctor. Nulla ac leo et massa commodo aliquet porttitor id enim. Nulla pellentesque viverra sem sit amet vulputate. Phasellus consectetur, eros nec efficitur ultrices, ante augue lacinia lacus, s

8

Leave a comment



24.02.2025

Hello, nice post



13.02.2025

test



05.02.2025

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text.

Contact Form

On the community page, you will also find a contact form. Your message will be sent to the community coordinators as an email. If logged-in, the email and name fields are automatically filled in.

Be part of the community

Tell us why you wish to join.

☐ I accept the terms

Join community

E-mail

jsmith@test.com

Name

John Smith

Subject

Message

Submit

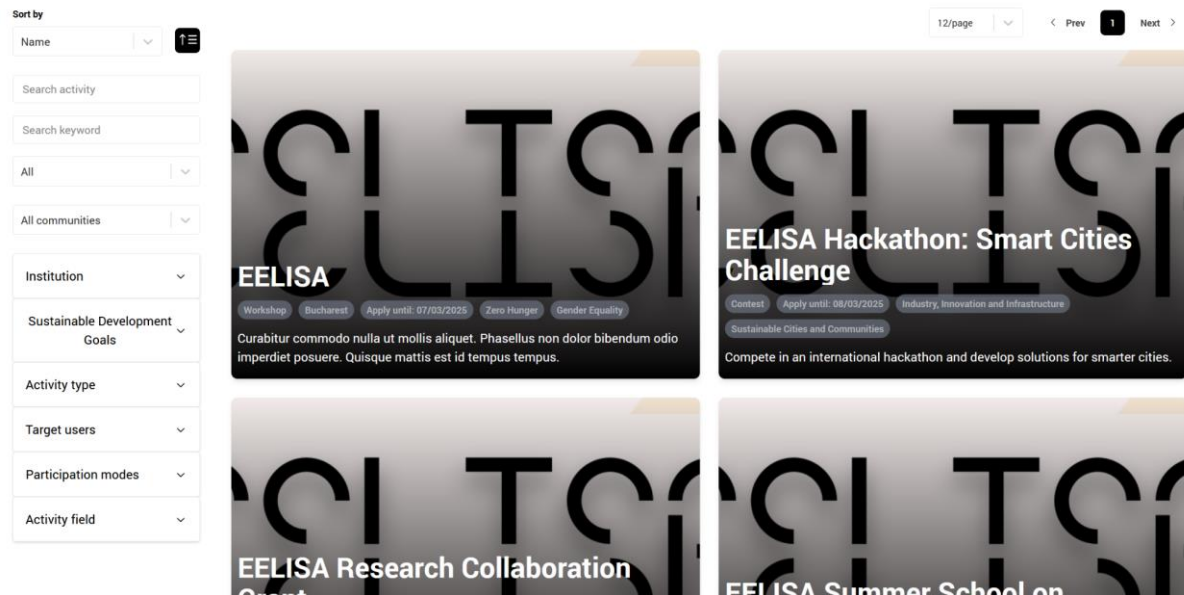
ALLIANCE MEMBERS



IN ASSOCIATION WITH

Activities

This page is the **"Activites"** section of the EELISA European University platform. This page allows users to discover, filter, and engage with different activities.



Search and Filter Panel (Left Sidebar):

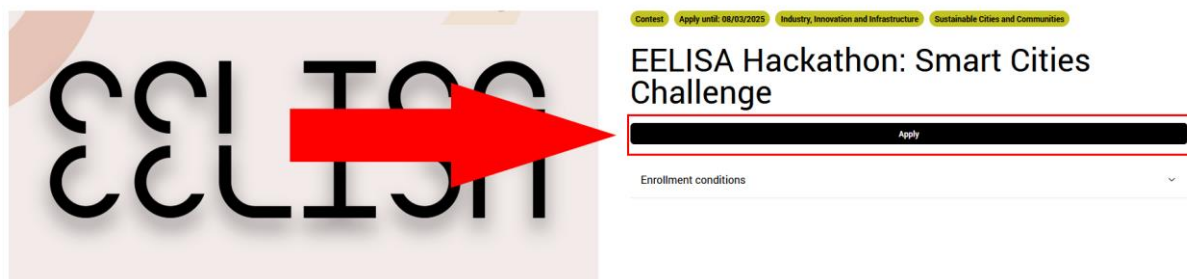
- A **search bar** for looking up specific activities.
- A **search bar** for looking up specific keywords.
- An activity status select (All, Upcoming, Passed)
- A community filtering select (All, My communities, Global community)
- A list of **Institutions** to filter communities based on affiliated institutions.
- A list of **SDGs** categories to filter communities based on their focus areas
- A list of **Activity types** such as Course, Workshop, Talk, etc.
- A list of **Target users** such as Bachelor Student, Researcher, etc.
- A list of **Participation modes** (Remote, In person, Hybrid)
- A list of **Activity fields** such as Arts, Finance, Law, etc.

Sorting and Pagination (Above the Grid):

- A **sort dropdown menu** (currently set to "Name") to organize the list based on different criteria.
- A **pagination control** at the top-right corner, allowing users to navigate through multiple pages of communities.

Joining an activity

To apply to an activity, click the apply button.



Depending on the activity, you may need to provide a reason for your application. If instructed as such, you will need to also submit a ZIP file containing additional files, such as a CV or portfolio.

Extra info

Tell us why you wish to apply *

Upload ZIP file (maximum 10Mb) ⓘ

Drag and drop a ZIP file here, or click to select one

☐ I accept the terms

Submit

After you apply, you may need to be approved, and then may need to accept the enrollment into the activity, depending on the selected enrollment mode.

Contest Apply until: 08/03/2025 Industry, Innovation and Infrastructure Sustainable Cities and Communities

EELISA Hackathon: Smart Cities Challenge

✓ Accept offer

✗ Reject offer

Enrollment conditions

Contact form

Under the partners section, a button opening the activity contact form is located.

Contact form

Your message will be sent to the activity coordinator as an email. If logged-in, the email and name fields are automatically filled in.

Contact form

E-mail

jsmith@test.com

Name

John Smith

Subject

Message

Submit

ALLIANCE MEMBERS

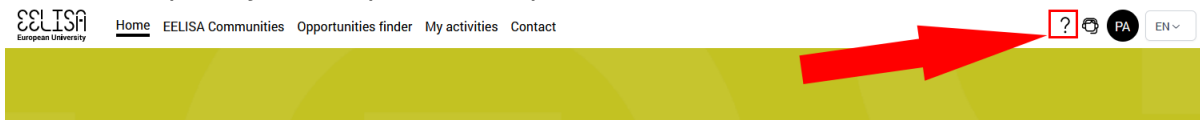


IN ASSOCIATION WITH



Frequently asked questions

A link to frequently asked questions is provided in the header of the website.



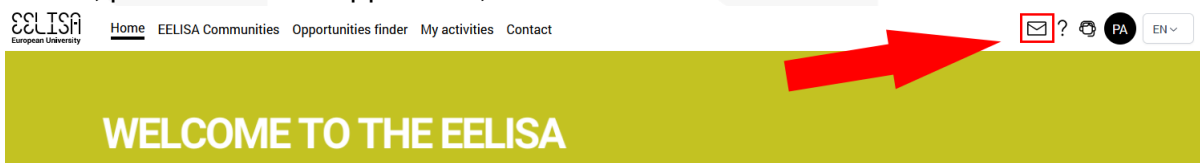
Support

For any advanced support needs, a link is provided in the header of the website.



Contact form

A contact form button is provided in the header of the website. For any technical issues, please use the support link, not this form.



Your message will be sent to the EELISA Digital Campus team as an email. If logged-in, the email and name fields are automatically filled in.

Contact form

E-mail

jsmith@test.com

Name

John Smith

Subject

Message

Submit

EELISA Digital campus Dashboard guide

Roles

Currently, these roles are available:

- Admin: Has access to the management of the whole platform. Can approve all role requests
- Local admin: Has access to the management of their institution and related communities, activities and users. Can approve role requests from their institution
- Community coordinator: Can create communities and manage them
- Global activity coordinator: Can create global activities and manage their applicants
- Global activity approver: Can approve all global activities
- Local activity approver: Can approve global activities created by their institution
- Communication admin: Can send global newsletters

Role approval

Role approval is available in the dashboard to Admins and Local admins. The table shown in the image will contain all role requests that the user can approve, the requested role, and the approve/reject buttons.

Dashboard / User roles

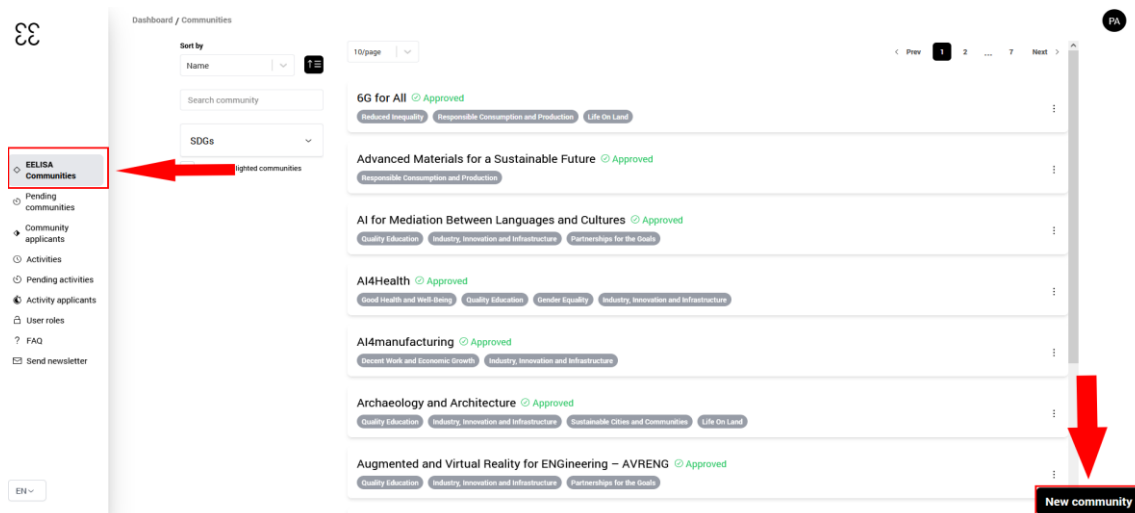
Name	E-mail	Institution	Role	Actions
		Universitatea Politehnica din Bucuresti	Global activity coordinator	✓ X
		Universitatea Politehnica din Bucuresti	Local activity approver	✓ X
		Universitatea Politehnica din Bucuresti	Global activity approver	✓ X
		Universitatea Politehnica din Bucuresti	Communication admin	✓ X

Left sidebar menu:

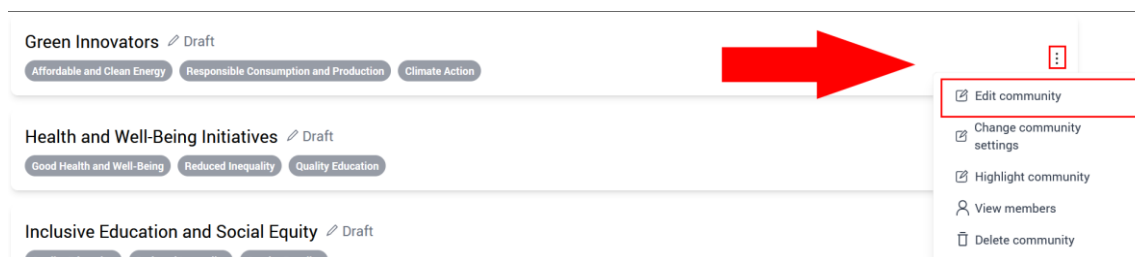
- EELISA
- Communities
- Pending communities
- Community applicants
- Activities
- Pending activities
- Activity applicants
- User roles**
- FAQ
- Send newsletter

Communities

Select "**Communities**" to access the main Communities management page. Here you will find all communities where you have management roles. To create a new community click the lower right "**New community**" button.



To edit a community, access the actions menu, and click "**Edit Community**".



Community approval

When you are done editing the community, you can send it for approval by clicking the "**Submit for approval**" checkmark on the add/edit community page.

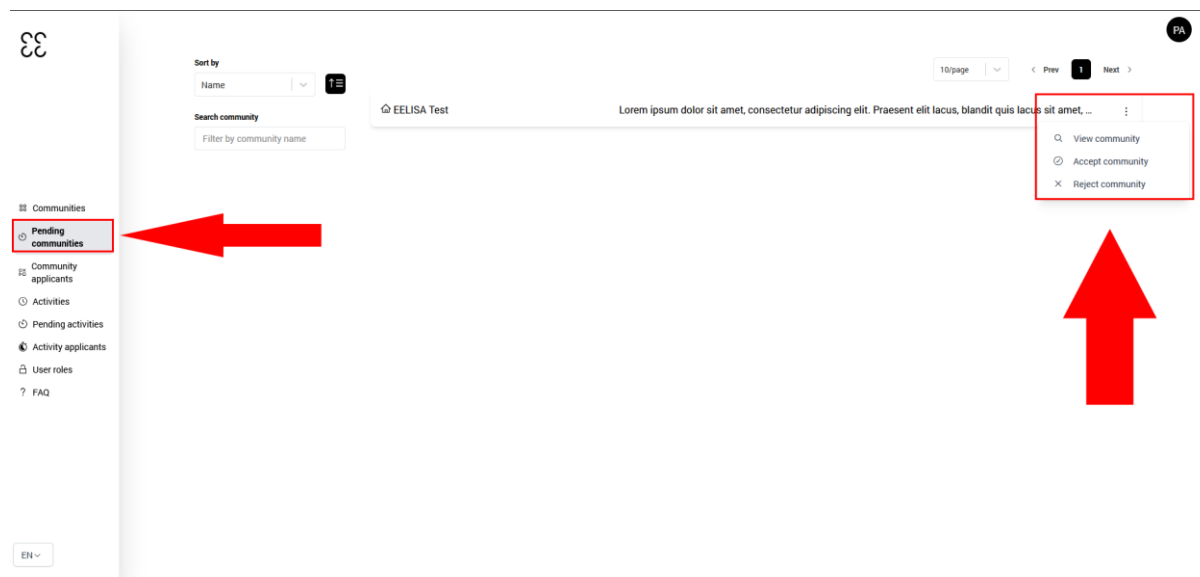
Short description

☒ Submit for approval

Cancel

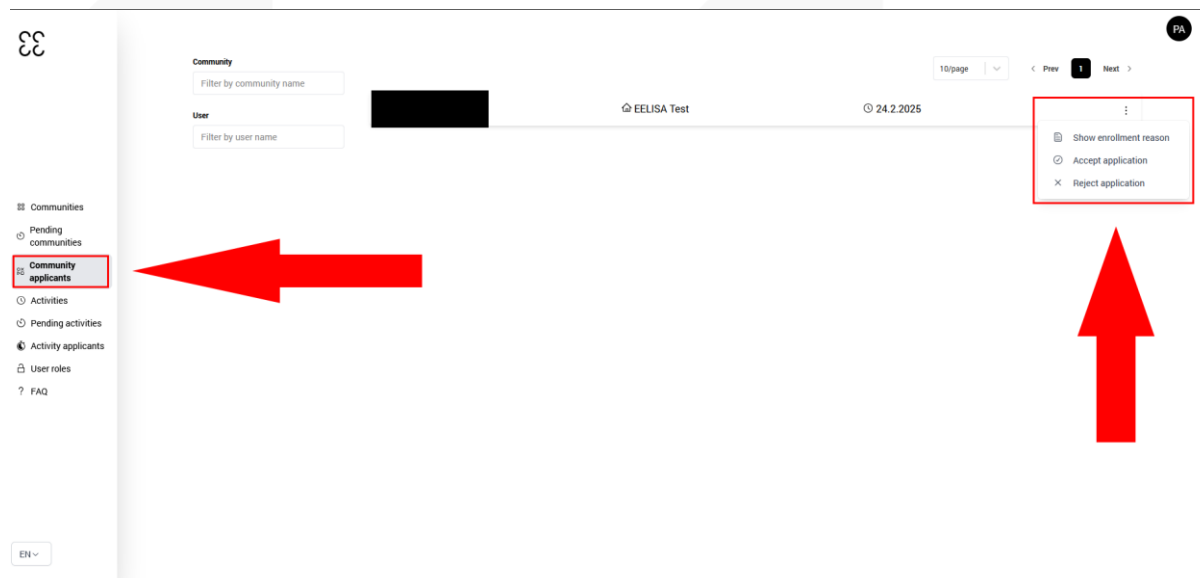
Submit

The community will then appear in the “**Pending communities**” section, where an Admin or Local admin will approve or reject it.



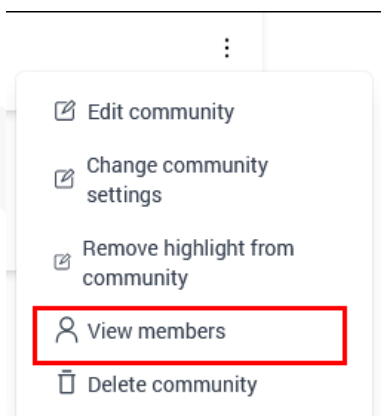
Community applicants

After a user has applied to a community that requires join validation, they will appear in the “**Community applicants**” section, where they can be approved or rejected by a community owner.



Community members

You can access the approved members list of a community by clicking the “**View members**” button in the community menu.



Community roles

To change the roles of a community member, click the “**Assign roles**” button and select the desired assigned roles.

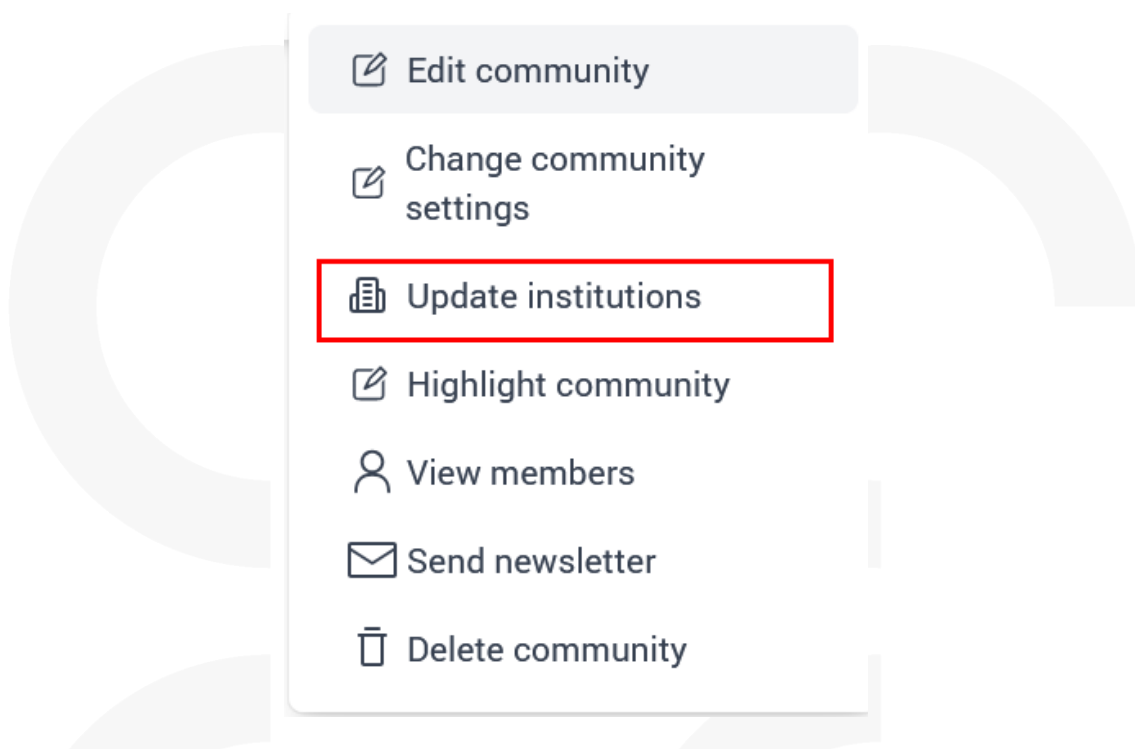
View members

Search by name

Name	Institution	Member since	Roles	Actions
Alexandra-Monica HARITON undefined	Universitatea Politehnica din București	05/02/2025	Activity owner Moderator	⋮ Assign roles Remove user from community
Paul-Eduard MELINTE undefined	Universitatea Politehnica din București	05/02/2025	Owner Global activity approver	⋮
Maria-Luissa CHIRITA	Universitatea Politehnica din București	05/02/2025	Owner Activity owner Moderator Global activity approver	⋮
string string	Université Paris Sciences et Lettres	10/02/2025		⋮
MARÍA JESÚS VÁZQUEZ-GALLO	Universidad Politécnica de Madrid	24/02/2025		⋮
Bogdan Georgescu	Universitatea Politehnica din București	05/02/2025	Owner Activity owner Moderator Global activity approver	⋮

Update community institutions

The institutions related to a community are determined by the community coordinators. If you wish to keep someone as a coordinator, but to not have his institution be related to the community, you can remove any institution from the list.



Update institutions

Select the coordinating institutions for this community.

Zürcher Hochschule für Angewandte Wissenschaften x

x

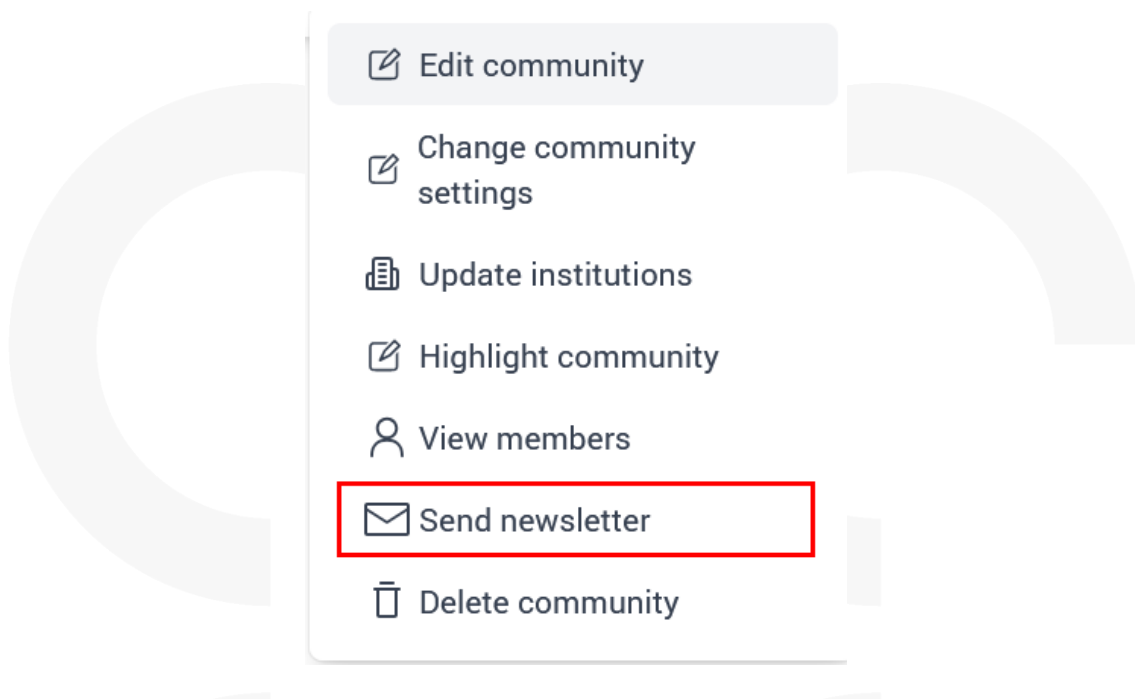
v

Cancel

Update institutions

Newsletter

Community coordinators and moderators may send mass emails to the community members.



Send newsletter

Subject

Message

Submit

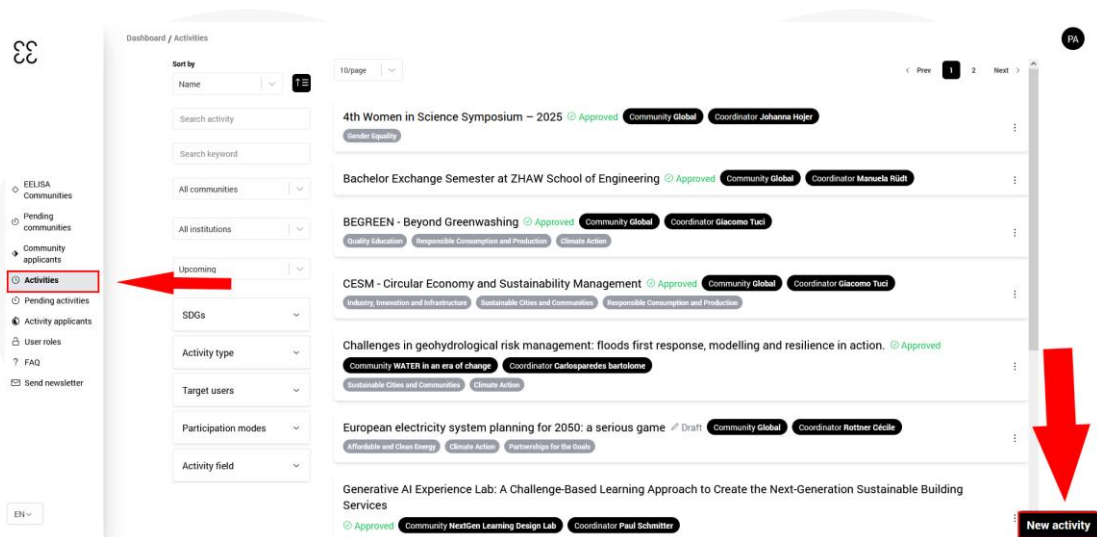
ALLIANCE MEMBERS



IN ASSOCIATION WITH

Activities

Select **"Activities"** to access the main activities management page. Here you will find all activities you can manage. To create a new activity click the lower right **"New community"** button.



Creating an activity

To create a new activity, you must select which community it belongs to. Only communities in which you can create activities will appear in the list. Global activities belong to the "Global" community, in which all users are enrolled then creating their account.

CREATE ACTIVITY

Community

Global

Global

Green Innovators

Tech for Good

Health and Well-Being Initiatives

Renewable Energy and Sustainable Technology

Inclusive Education and Social Equity

Tech Diplomacy & International Cooperation

Select image

Title

When the community is ready for approval, check the “**Submit for approval**” checkmark.

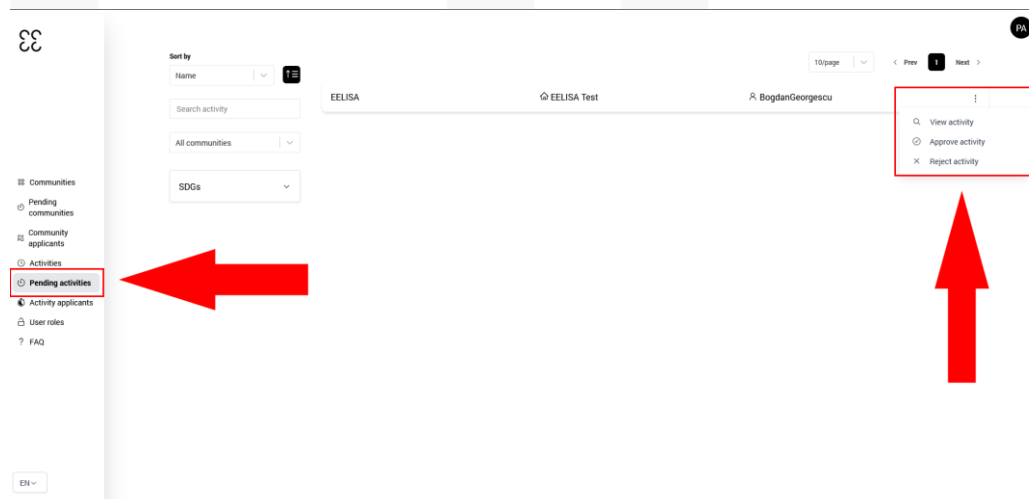
☒ Submit for approval (activity cannot be edited after submission)

Cancel

Submit

Activity approval

All activities that you can approve will appear in the “**Pending activities**” section.

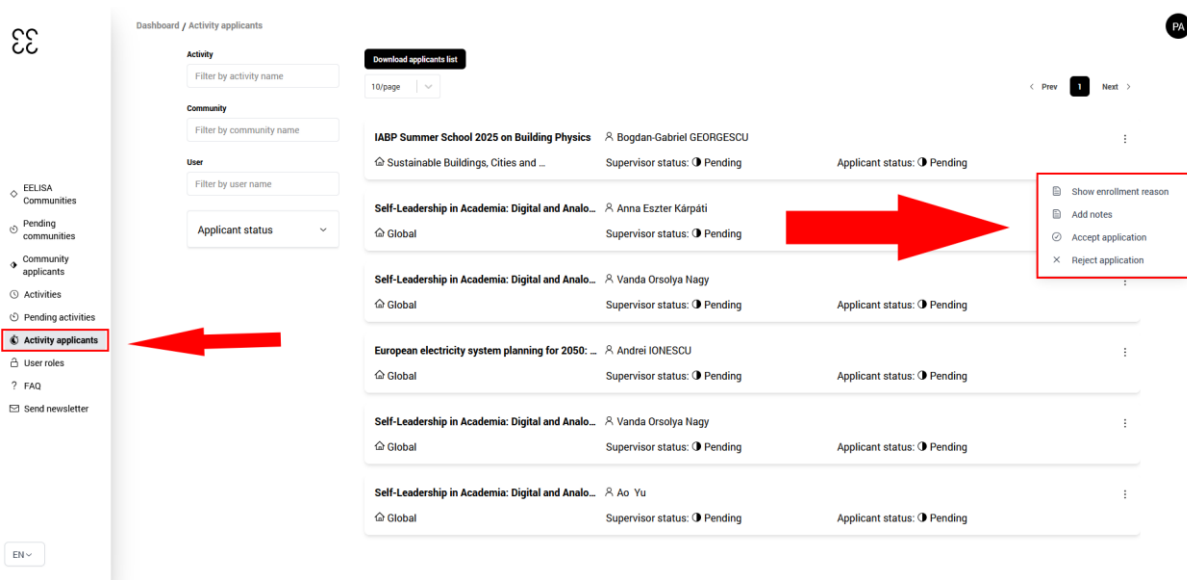


Updating after approval

After the activity has been approved, some fields will remain editable: The description and short description, the partner institutions, the maximum number of enrollments (can only be increased), and the application period.

Activity applicants

Users that have applied to an activity will appear in the “**Activity applicants**” section. Here activity owners can accept or reject applicants, read the enrollment reason, and add notes to the user’s enrollment.



Dashboard / Activity applicants

Activity: Filter by activity name

Community: Filter by community name

User: Filter by user name

Applicant status: [v]

Download applicants list

10/page

< Prev 1 Next >

Activity	Coordinator	Supervisor status	Applicant status	Actions
IABP Summer School 2025 on Building Physics	Bogdan-Gabriel GEORGESCU	Pending	Pending	⋮
Sustainable Buildings, Cities and ...				
Self-Leadership in Academia: Digital and Anal...	Anna Eszter Kárpáti	Pending	Pending	⋮
Global				
Self-Leadership in Academia: Digital and Anal...	Vanda Orsolya Nagy	Pending	Pending	⋮
Global				
European electricity system planning for 2050: ...	Andrei IONESCU	Pending	Pending	⋮
Global				
Self-Leadership in Academia: Digital and Anal...	Vanda Orsolya Nagy	Pending	Pending	⋮
Global				
Self-Leadership in Academia: Digital and Anal...	Ao Yu	Pending	Pending	⋮
Global				

EN

Activity enrollments

In the activity menu, you can check the enrolled users to your activity, read any notes attached to the enrollment, and confirm their participation.

 Edit activity

 Change coordinator

 View enrollments

 Send newsletter

 Delete activity

View enrollments

Name	Status	Actions
Paul-Eduard Melinte	Approved	✓ Confirm participation ✗ Confirm absence Add notes

Changing the activity coordinator

The option to change the activity coordinator is available in case it is needed. A searchable list of available coordinators will appear. Select the new coordinator and confirm.

 Edit activity

 Change coordinator

 View enrollments

 Send newsletter

 Delete activity

Change coordinator

Select a new coordinator for this activity.

Select a new coordinator



Cancel

Confirm

Newsletter

Activity coordinators may send mass emails to either all enrolled users or all applicants to their activity.

 Edit activity

 Change coordinator

 View enrollments

 Send newsletter

 Delete activity

Send newsletter

User scope filter

Enrolled



Subject

Message

Submit

Global Newsletter

All global admins, local admins and communication admins can send global emails. User filtering can be done by institution. Local admins can only send newsletters to their institution.

