

Step-by-Step Guide: Creating an Account and Submitting the Form Online

Instructions

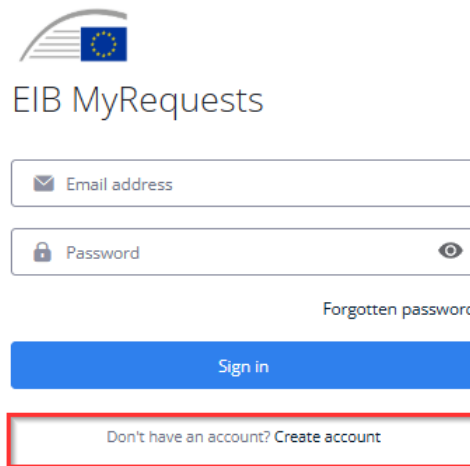
This guide provides clear instructions on how to create an account, select and complete the **Call for Interest form** under the programme **Empowering Equity Academy Partner University**, upload supporting documents, submit the form, and consult the submission. Please follow each step carefully to ensure successful completion.

Step 1: Accessing the Website

Visit the website using the provided access link: <https://eib-dwpext.onbmc.com/>

Step 2: Creating an Account

Click on the **Create Account** option.



EIB MyRequests

Email address

Password

Forgotten password

Sign in

Don't have an account? Create account

Enter the required information, such as your name, email address, and a secure password.



EIB MyRequests

New Account

Create a new account below.

First name

Last name

Enter your email address

Enter a password

Hint: Use at least one uppercase letter, one lowercase letter, one number, one special character (~!@#\$\$%^&*~).

Cancel

Sign up

Follow the prompts to complete the registration process and confirm with **Sign up**.



EIB MyRequests

New Account

Create a new account below.

First name

Last name

Enter your email address

Enter a password

Password strength: Strong

Hint: Use at least one uppercase letter, one lowercase letter, one number, one special character (~!@#\$\$%^&*~).

Cancel

Sign up

To confirm the email address, you will require to use the code that has been sent to the email address you used for registration. Please verify the Junk or Spam folders also.



EIB MyRequests



Almost there!

Check your email for the confirmation code.

You may need to check your spam folder. [Resend code](#)

Confirmation code:

Submit

An account is required to proceed.

Step 3: Logging In

Once your account is set up, log in with your registered email address and password.



EIB MyRequests

[Forgot password](#)

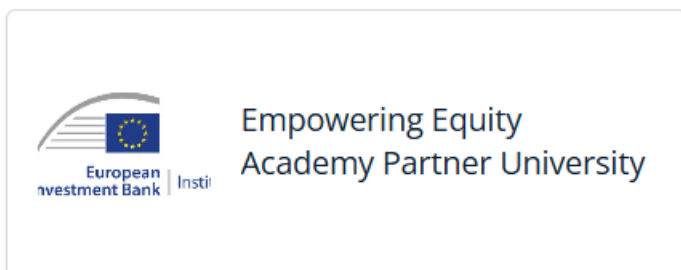
Sign in

Don't have an account? [Create account](#)

Step 4: Selecting the Appropriate Form

After logging in, you will be landing on the forms page. Please scroll down the page until you find the EIB Institute form:

EIB Institute



Step 5: Completing Mandatory Information

Fill in all required fields marked as mandatory. You need to complete each section before moving to the next one. Ensure that your information is accurate and complete.

Step 6: Uploading Supporting Documents or Approvals

The form requires supporting documents or approvals (formal endorsement by senior university leadership (letter or official email). Please use the upload function to attach the necessary files. Maximum file size: 5.00 MB.

Step 7: Submitting the Form

Review your entries and uploaded documents. When ready, click the **'Submit request'** button on the right side of the page.

Empowering Equity Academy Partner University

Request for
 Christian Culture

Submit request

Save and close

Description

1 - Institutional Identity & Location

2 - Institutional Size & Profile

3 - Strategic Alignment with Empowering Equity Academy

4 - Point of Contact

5 - Governance, Capacity & Commitment

6 - Documents to Upload

7 - Declarations

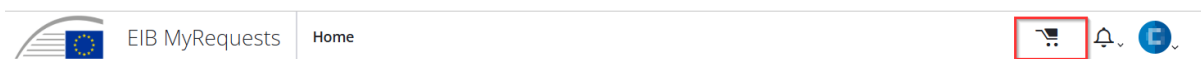
Data protection consent GDPR (required)
 Please note that by submitting this form you acknowledge the Data Protection Statement - Privacy statement for EIB Institute programmes and events

I acknowledge the EIB's data protection statement

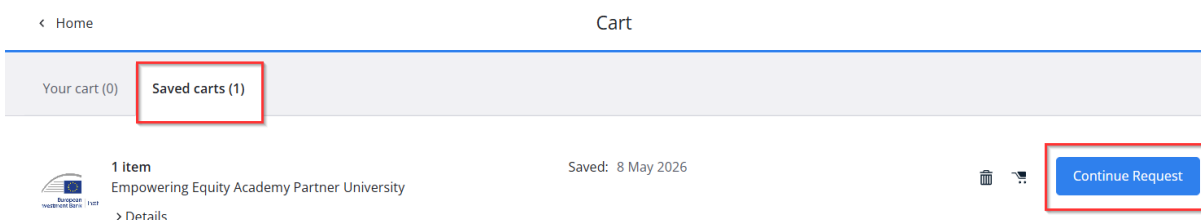
Accuracy declaration (required)
 Information provided is accurate and complete

You will receive an automatic confirmation of receipt of your application within 24 to 48 hours of submission

If you prefer to complete your form request in stages, you can use the **'Save and close'** option. This allows you to save your progress and return to the form later. The saved form will be accessible in your cart:



The saved form can be continued as needed before submitting.



Please note that once submitted, the form cannot be modified.

Step 8: Consulting the Submitted Form

To review your submission, use the '**Details**' button available on your account dashboard to view the details. Once submitted, the form cannot be modified.

Step 9: Email Confirmation

An email confirmation from **eea@eib.org** will be sent to the submitter of the form, as well as to the primary and secondary contacts. You should expect to receive this confirmation within 24 to 48 hours following your submission.

Important Notes

- Only one form can be submitted per account. Ensure all information and documents are correct before submitting.
- After submission, you may consult your form but cannot make changes.
- If you forgot your password, you could use the **Forgot password** option to receive a new one:



EIB MyRequests

Forgot password

Sign in

Don't have an account? [Create account](#)