



# **User Manual**

## **Sesam version 6.0.0.**



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## 1. Menu

From now on, Sesam adapts its menus to the user, his/her role(s) and what s/he may access accordingly. Therefore, the user sometimes has to declare what his/her role actually is in order to access pages that wouldn't be available in another function (see FP7 forms i.e.).

## 2. User registration

1. On Sesam's Welcome page, select the link "Register as a new user" (see Figure 1):



Figure 1

2. The "Register as new user" page appears (see Figure 2):

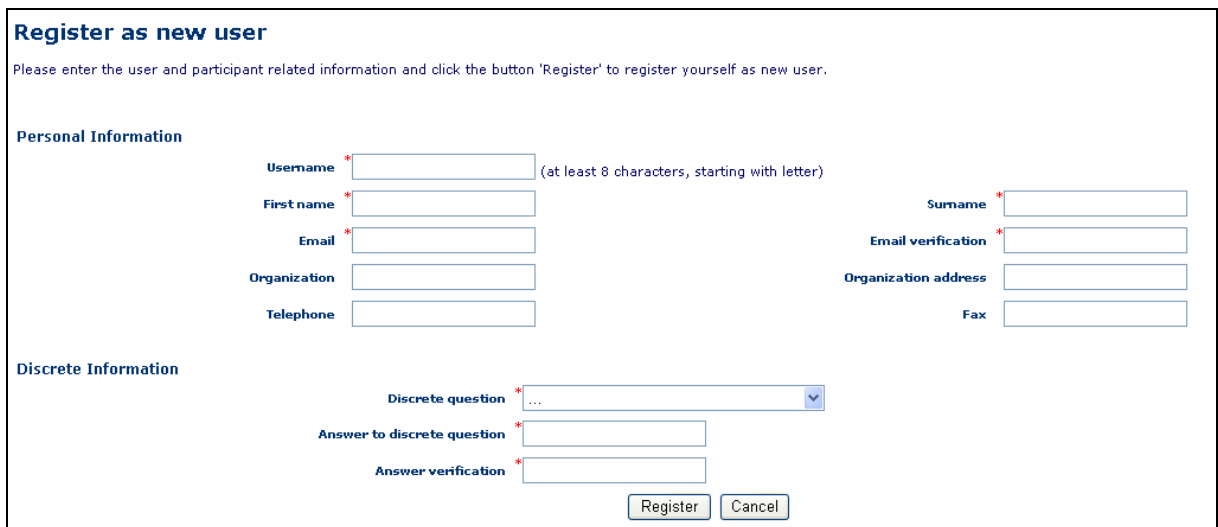


Figure 2

3. Fill in the personal information attributing to yourself a Username of at least 8 characters, starting with a letter;
4. Fill in the discrete information (see Figure 3) through
  - a. choosing a discrete question in the drop down menu;
  - b. answering to it;
  - c. repeating your answer ("Answer verification")

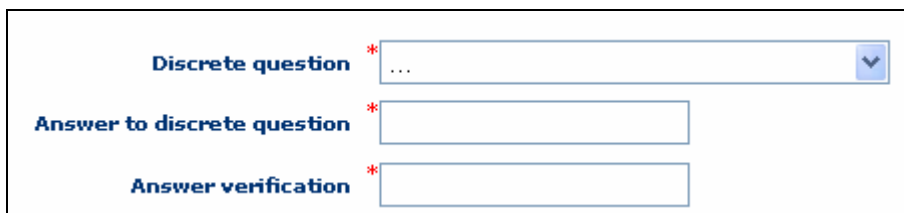


Figure 3

5. Click on the "Register" button when your data are correctly filled in or cancel your data by pressing the "Cancel" button (see Figure 4):

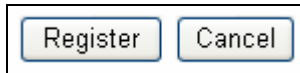


Figure 4

6. A confirmation for proceeding appears (see Figure 5):



Figure 5

7. Click on OK;

8. A confirmation window appears (see Figure 6):

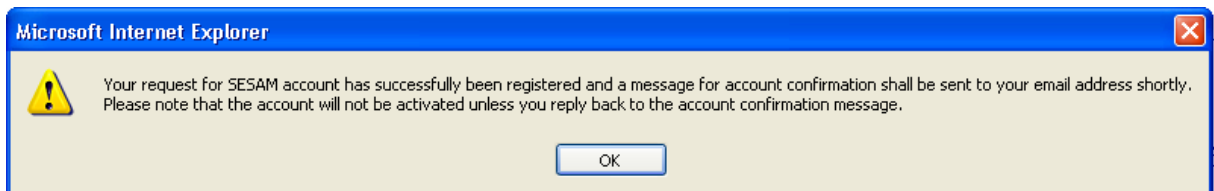


Figure 6

9. Sesam sends you an e-mail requiring to confirm your registration (see Figure 7):

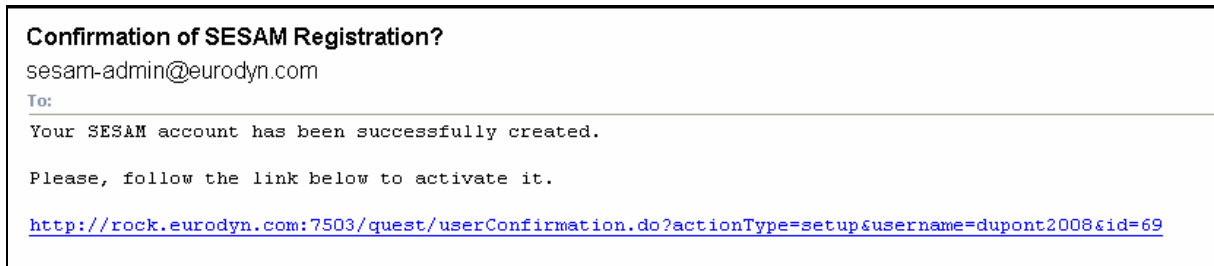
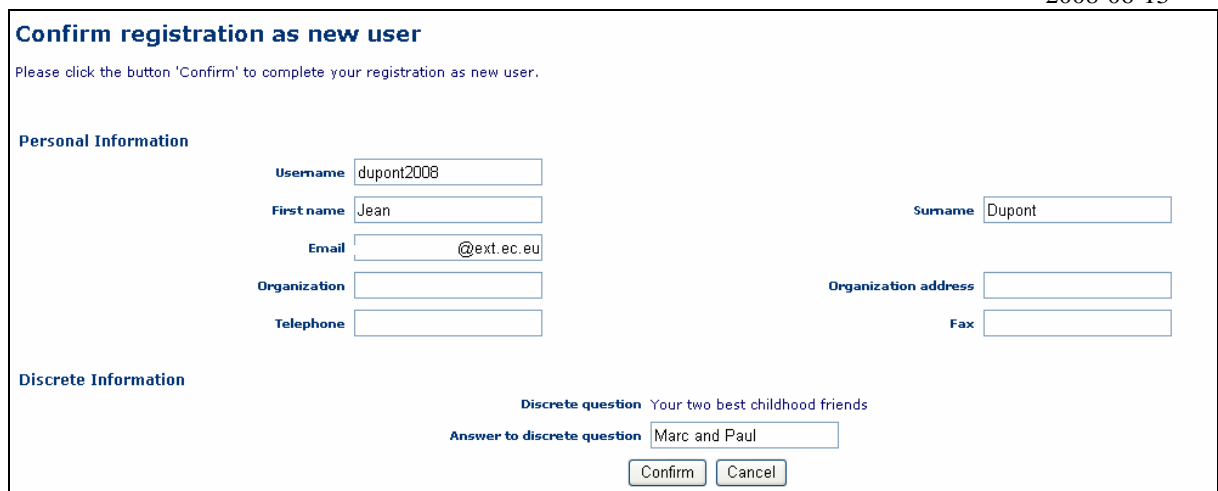


Figure 7

10. Click on the link sent in the e-mail;

11. A screen called "Confirm registration as new user" appears with all your personal and discrete information (see Figure 8):



**Confirm registration as new user**

Please click the button 'Confirm' to complete your registration as new user.

**Personal Information**

Username:

First name:  Surname:

Email:

Organization:  Organization address:

Telephone:  Fax:

**Discrete Information**

Discrete question: Your two best childhood friends

Answer to discrete question:

Figure 8

12. Click on the "Confirm" button if your data are correct;

13. A new confirmation window appears (see Figure 9):

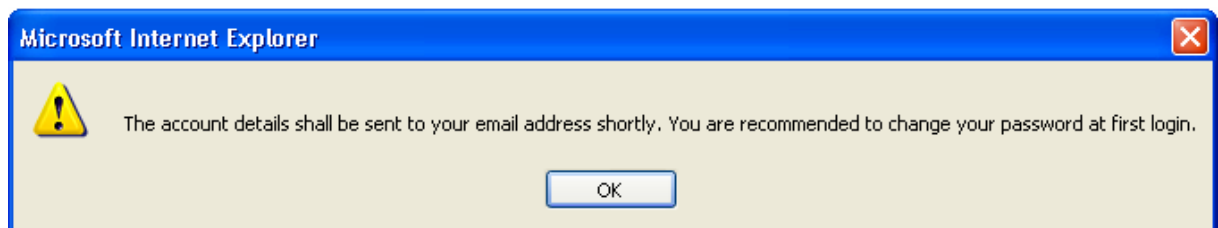


Figure 9

14. Click on OK;

15. The "Login" page appears (see Figure 11):



**Login**

Please enter your username and password and click the button 'Login' to proceed.

In case you have forgotten your password you may [reset password](#).

Username:

Password:

Figure 10

16. At the same time, Sesam sends your password by e-mail (see Figure 11) and advises you to change it as soon as possible:

**SESAM Account Information**  
sesam-admin@eurodyn.com

To:

You are successfully registered as the SESAM user. Your SESAM username, password and answer to discrete question are:

Username: dupont2008  
Password: iwxo736876  
Answer to discrete question: Marc and Paul

Please, login as soon as possible and change the password.

Figure 11

17. Enter your Username and Password and click on the "Login" button;

18. A "Select Project" page appears (see Figure 12):

Home | You are here: > [FP7 Home](#) > Project Management > Select Project > ...

My Profile | **Select Project**

Register to a Project | Please select the project you want to work with:

Logout

Project ID

Work With

Figure 12

19. First click on "My Profile";

20. The screen "Update personal information" appears (see Figure 13):

**Update personal information**

Change your [password](#).

Please edit your personal information and click the button 'Save' to save the modifications.

Username: dupont2008

First name \*  Surname \*

Email \* @ext.ec.eu

Organization  Organization address

Telephone  Fax

Discrete question \*  Answer to discrete question \*

Answer verification \*

Figure 13

21. Click on the link "password" under the title;

22. The "Change password" screen appears (see Figure 14):

### Change password

Please enter your old and new password and click the button 'Change Password' to change your password.

**Username** dupont2008

**Old password**

**New password**

**New password verification**

**Figure 14**

23. Enter your old password and twice the new one;
24. Click on the "Change Password" button;
25. A request for confirmation appears (see Figure 15):



**Figure 15**

26. Press on the "OK" button;
27. Sesam brings you back on the "Update personal information" screen (see Figure 13).

### 3. Login to Sesam

1. On Sesam's Welcome page, click on "Login" (see Figure 16):



The screenshot shows the top navigation bar of the Sesam website. It includes a breadcrumb trail: "You are here: > [FP7 Home](#) > Project Management > Welcome". Below the breadcrumb is a horizontal menu with four items: "Home", "Register as a new user", "Login", and "Questionnaires". The "Login" item is highlighted. The main content area displays the heading "Welcome" and a sub-heading "Welcome to SESAM, the European Commission online reporting and questionnaires submission."

Figure 16

2. Insert your Username and Password (see Figure 17):



The screenshot shows the login page of the Sesam website. It includes a breadcrumb trail: "You are here: > [FP7 Home](#) > Project Management > Login > ...". The main heading is "Login". Below the heading, there is a text prompt: "Please enter your username and password and click the button 'Login' to proceed." and a link: "In case you have forgotten your password you may [reset password](#)." Below the text, there are two input fields: "Username" with the value "dupont2008" and "Password" with masked characters "••••••••". Below the input fields, there are two buttons: "Clear" and "Login".

Figure 17

3. Press the "Login" button.

## 4. Registration to a project

1. Login to Sesam (see Login to Sesam);
2. The "Select Project" page appears (see Figure 12);
3. Click on the link "Register to a Project";
4. The screen "Register as new participant" appears (see Figure 18):

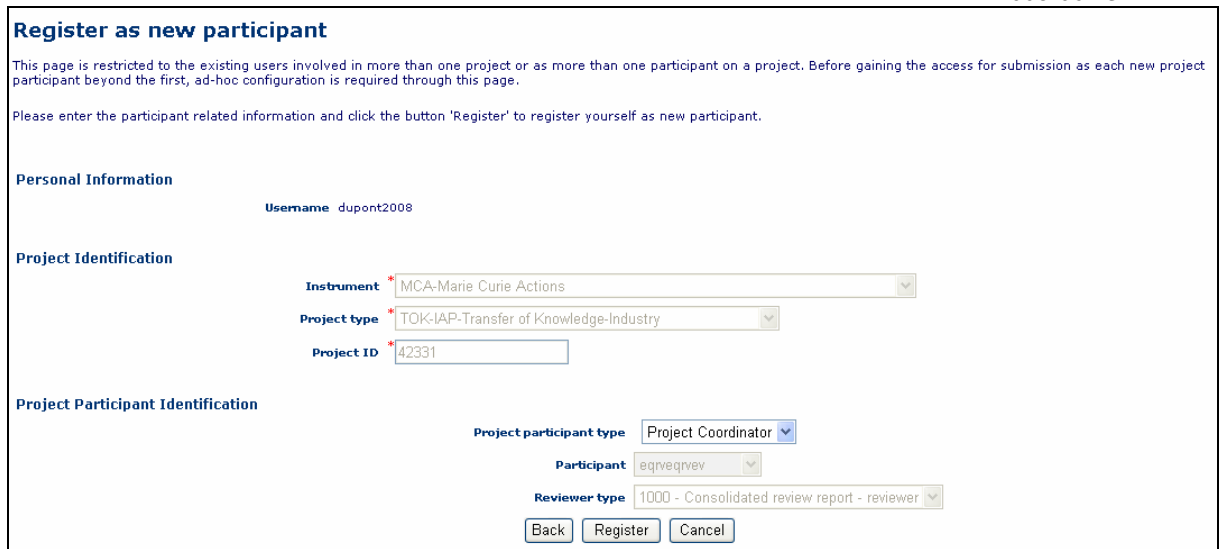


The screenshot shows a web browser window with the following content:

- Navigation path: > [FP7 Home](#) > Project Management > New Participant Registration
- Page title: **Register as new participant**
- Text: "This page is restricted to the existing users involved in more than one project or as more than one participant on a project. Before gaining the access for submission as each new project participant beyond the first, ad-hoc configuration is required through this page."
- Text: "Please enter the project related information and click the button 'Next' to proceed with registration yourself as new participant."
- Section: **Personal Information**
  - Username: dupont2008
- Section: **Project Identification**
  - Instrument: [Dropdown menu]
  - Project type: [Dropdown menu]
  - Project ID: [Text input field]
- Buttons: [Next] [Cancel]

Figure 18

5. Select an instrument name in the first drop down menu;
6. Select a project type in the second drop down menu;
7. Insert the required project ID number;
8. Press the button "Next";
9. A third part, dedicated to "Project Participant Identification", appears on the screen (see Figure 19):



**Register as new participant**

This page is restricted to the existing users involved in more than one project or as more than one participant on a project. Before gaining the access for submission as each new project participant beyond the first, ad-hoc configuration is required through this page.

Please enter the participant related information and click the button 'Register' to register yourself as new participant.

**Personal Information**  
Username dupont2008

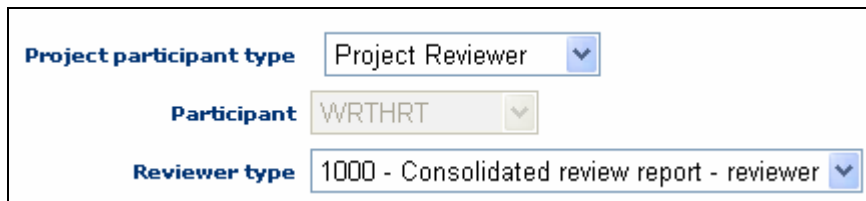
**Project Identification**  
Instrument MCA-Marie Curie Actions  
Project type TOK-IAP-Transfer of Knowledge-Industry  
Project ID 42331

**Project Participant Identification**  
Project participant type Project Coordinator  
Participant eqrveqrev  
Reviewer type 1000 - Consolidated review report - reviewer

Back Register Cancel

Figure 19

10. Select, in the drop down menu, the type of project participant you belong to;
11. According to this type, the participant or the reviewer type fields will become active (see Figure 20 and Figure 21) or both remain inactive:



**Project participant type** Project Reviewer  
**Participant** WRTHRT  
**Reviewer type** 1000 - Consolidated review report - reviewer

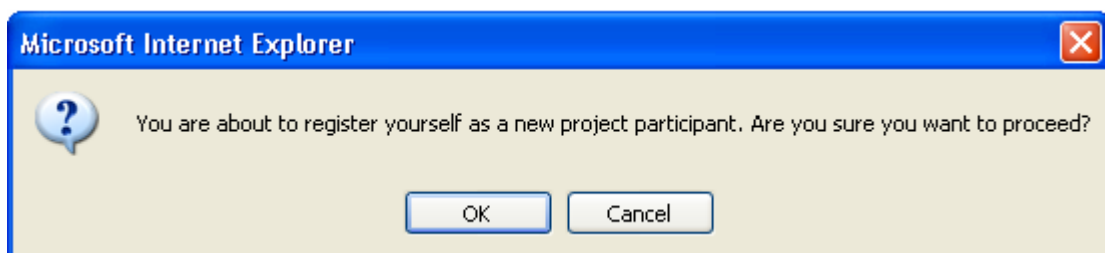
Figure 20



**Project participant type** Project Contractor  
**Participant** WRTHRT  
**Reviewer type** 1000 - Consolidated review report - reviewer

Figure 21

12. Fill them in by selecting the correct answer in the drop down menu;
13. Click on the "Register" button;
14. A confirmation window appears (see Figure 22)



**Figure 22**

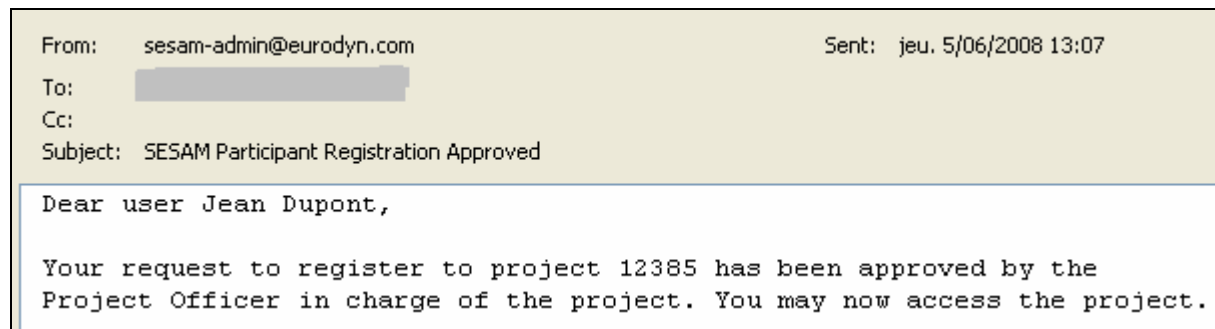
15. Click on OK;

16. The following information window appears (see Figure 23):



**Figure 23**

17. Click on "OK" while waiting for the announced e-mail (see Figure 24):

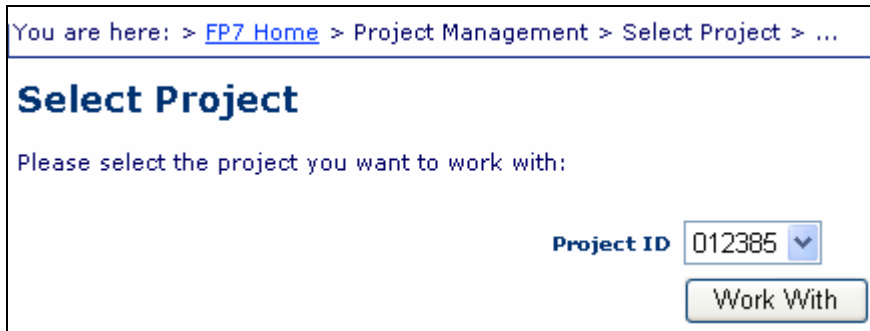


**Figure 24**

18. Log out from Sesam and log in again in order to begin your first session in your actual role.

## 5. Project retrieval

1. Login to Sesam (see Login to Sesam);
2. The "Select Project" page appears (see Figure 25):



You are here: > [FP7 Home](#) > Project Management > Select Project > ...

### Select Project

Please select the project you want to work with:

Project ID

Figure 25

3. Drop down the menu in order to see all the project IDs to which you might access;
4. Select one project ID;
5. Press the "Work with" button;
6. A menu page, called "FPX Work with a Project XYZ", gets open (see Figure 26 and Figure 27):



You are here: > [FP6 Home](#) > [Project Management](#) > FP6 Work with a Project > ...

**Home**

**Reports**

**Logout**

**Back**

### FP6 Work with a Project 42331

Please choose one of the following:

- To go to home page, select 'Home' from menu.
- To fill-in report including Form C type, select 'Reports' from menu.
- To logout from the system, select 'Logout' from menu.

Figure 26

<b>Home</b>	You are here: > <a href="#">FP7 Home</a> > Project Management > FP7 Work with a Project > ...
<b>Documents</b>	<b>FP7 Work with a Project 212683</b>
<b>Amendment Requests</b>	Please choose one of the following:
<b>Notifications</b>	
<b>Logout</b>	
<b>Back</b>	
	<ul style="list-style-type: none"><li>• To go to home page, select 'Home' from menu.</li><li>• To fill-in document request, select 'Documents' from menu.</li><li>• To fill-in amendment request, select 'Amendment Requests' from menu.</li><li>• To fill-in notification form, select 'Notifications' from menu.</li><li>• To logout from the system, select 'Logout' from menu.</li></ul>

Figure 27

7. Select the page you want to reach on the left menu.

## 6. FP7 forms

New forms are available for FP7 projects: documents, amendment requests, and notifications. All accessible from the project home page (see Figure 27).

1. Login to Sesam (see chapter Login to Sesam);
2. Select a project (see chapter Project retrieval).

### **a. Documents**

3. On the project home page, click on Documents;
4. Select the Report type in the first drop down menu;
5. Select the participant in whose name the report should be created;
6. Press the button "Create New Document" (see Figure 28):



**Select Document**

Please choose one of the following:

1. Create a new document by clicking the button 'Create New Document'.

**Instrument** MC - Support for training and career development of researchers (Marie Curie)

**Project Information** 212683

**Username** dupont2008

**Report type** MCA Host Declaration of Conformity ▼

**Participant** 4-tbrtbrwtb ▼

**Reporting Period** ▼

**Create New Document**

Figure 28

7. The document appears on the screen (see Figure 29):

You are here: > [FP7 Home](#) > Project Management > MCA Host Declaration of Conformity [Helpdesk](#)

**MCA Host Declaration of Conformity**

**DECLARATION OF CONFORMITY  
OF THE AGREEMENT BETWEEN HOST INSTITUTION AND FELLOW WITH THE PROVISION SET FORTH IN THE GRANT AGREEMENT**

The undersigned, as *legal representative* of , declares for the selection for the recruitment/secondment of (select one) , that an agreement has been entered into force between the  and researcher  and his/her terms and conditions of participation in the project are in conformity with the provisions set forth in the grant agreement signed with the Commission.

The undersigned declares that the above mentioned agreement consists of an  between the Beneficiary and the Researcher detailing all the information specified in Article III.4 of the grant agreement.

The undersigned declares that the recruited/seconded Researcher has received a copy of the grant agreement and its Annexes I, II and III, and has been informed about the existence of the following website: <http://cordis.europa.eu/fp7/people/>, where all the information related to his/her participation to a Marie-Curie project can be found.

The undersigned undertakes to register the appointment and to update the list and descriptions of vacancies available following the layout and procedures communicated by the Commission.

Personal information on researcher (NB: Personal information will be used for statistical purposes only)

1. Gender  Male  Female

2. Year of birth

3. Nationality

4. Family charges  Yes  No

5. Location of origin

6. Country of secondment/recruitment

7. Start date of fellowship

8. End date of fellowship

9. Scientific area

Figure 29

## b. Amendment Requests

1. Consult your Commission Project Officer for approval;
2. On the project home page, click on Amendment Request. The following screen appears (see Figure 30):

You are here: > [FP7 Home](#) > Project Management > Select report > ...

**Select Amendment Request**

**Reminder**  
**This amendment request may only be sent after prior consultation with the Commission Project Officer.**

Please choose one of the following:

1. Create a new amendment request by clicking the button 'Create New Amendment Request'.

**Instrument** MC - Support for training and career development of researchers (Marie Curie)

**Project Information** 212683

**Username** dupont2008

**Report type**

**Participant**

**Reporting Period**

Figure 30

3. Select in the first drop down menu, the type of report you need to amend;
4. Select the participant in whose name the report should be amended;
5. Press the button "Create New Amendment Request";

- The appropriate document for amendment appears on the screen (see Figure 31):

You are here: > [FP7 Home](#) > Project Management > MCA Host Change Coordinator Amendment

**MCA Host Change Coordinator Amendment Reminder**

**Reminder**  
**This amendment request may only be sent after prior consultation with the Commission Project Officer.**

**REGISTERED WITH ACKNOWLEDGMENT OF RECEIPT**

**Subject: Request for Amendment to Grant agreement No.  
Project "erjghg rthrt ert"**

With reference to the above noted grant agreement, I request to modify the grant agreement as follows:

**Change of coordinator**

hjryjrttrtty will no longer assume the role of coordinator of the Project and \* [ ] will assume this role as of \* [ ] .

All other provisions of the grant agreement and its annexes remain unchanged.

Figure 31

### c. Notifications

- On the project home page, click on Notifications. The following screen appears (see Figure 32):

You are here: > [FP7 Home](#) > Project Management > Select report > ...

**Select Notification**

Please choose one of the following:

- Create a new notification by clicking the button 'Create New Notification'.

**Instrument** MC - Support for training and career development of researchers (Marie Curie)

**Project Information** 212683

**Username** dupont2008

**Report type** MCA Host Change SC Notification

**Participant** 1-hjryjrttrtty

**Reporting Period** [ ]

**Submitted Notifications**

Username	Index	Form name	Attachments	Date submitted	Request Status	Comment
----------	-------	-----------	-------------	----------------	----------------	---------

Figure 32

- Select, in the first drop down menu, the notification you need;
- Select the participant in whose name the notification should be created;
- Press the button "Create New Notification". The notification appears on the screen (see Figure 33):

You are here: > [FP7 Home](#) > Project Management > MCA Host Start Date Notification [Helpdesk](#)

**MCA Host Start Date Notification**

**NOTIFICATION  
OF THE EFFECTIVE STARTING DATE OF THE PROJECT**

**Identification**

Funding Scheme (Action)	FP7-MC-ITN
Grant Agreement number	
Name of Coordinator	hjryjrtrrtty
Starting date of the project	*

**Declaration**

The undersigned, as legal representative of the Coordinator, declares that the project referred to in Article 2 of the above mentioned grant agreement signed between the Commission and the Coordinator, effectively started on the above mentioned starting date.

**Figure 33**

## 7. Period selection for production of reports

1. Login to Sesam (see chapter Login to Sesam);
2. Select a project (see chapter Project retrieval). The menu for FP6 and FP7 projects differs; therefore, they are treated separately.

### *a. FP6 projects*

3. Select "Reports" in the left menu. The "Select Report" page gets open (see Figure 34):

**Select Report**

Please choose one of the following:

1. Create a new report by clicking the button 'Create New Report'.
2. Continue editing an existing report by clicking the link in the column 'Form name' of the table 'Intermediate Reports' table for target Report.
3. Delete an existing report by clicking the link in the column 'Delete' of the table 'Intermediate Reports' table for target Report.

**Instrument** MCA - Marie Curie Actions

**Project Information** 42331

**Username** dupont2008

**Report type** MCA Final Management Report

**Participant** 5-ADFBADFBD

**Intermediate Reports**

Username	Index	Form name	Period	Date created	Date last updated	Status	Delete	Print
<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <span>Reporting Period</span> <span>1</span> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Create New Report"/> </div>								

**Submitted Reports**

**Report status** Submitted

Username	Index	Form name	Attachments	Period	Date submitted	Date replicated	Status				
<p><b>Count of Questionnaires</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Questionnaire type</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>								Questionnaire type	Count		
Questionnaire type	Count										

Figure 34

4. Choose, in the first drop down menu, the type of report you want to produce;
5. Select, in the second drop down menu, the number and name of the participant in the project - yourself or another participant - in the name of who the report will be written;
6. According to the kind of report you opted for previously, a third drop down menu for the selection of the reporting period, might get open. Select the appropriate period;
7. Press then the "Create New Report" button;
8. Sesam produces a report.

### *b. FP7 projects*

This part will be explained later.