



GUIDANCE ON USER REGISTRATION AND SETTINGS IN JEMS

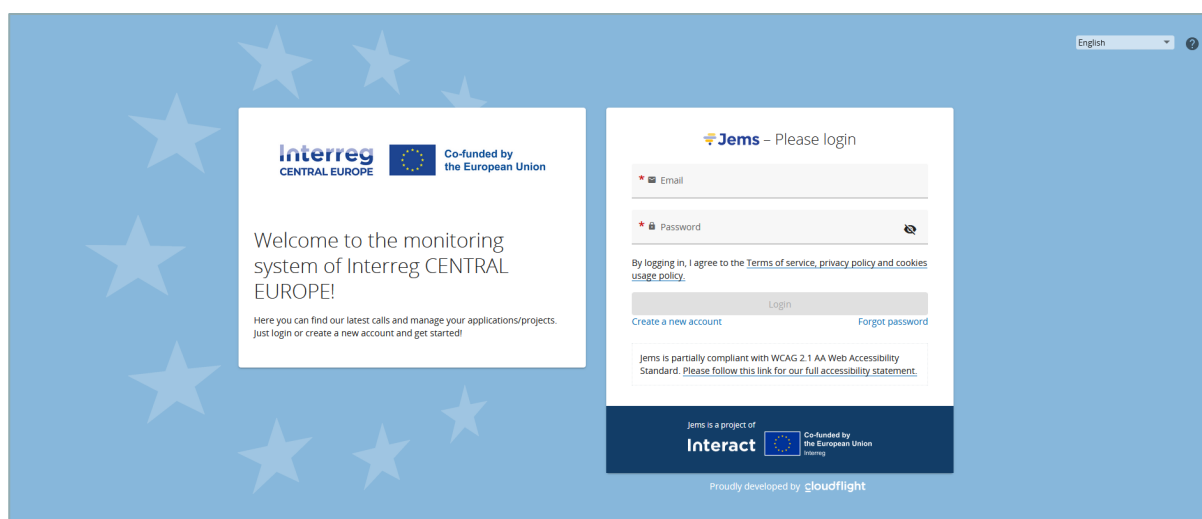
For controllers; Jems version 12

Version 2
05 2025

A. Login Page

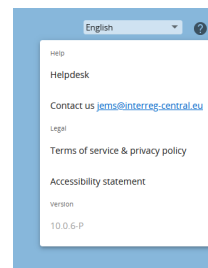
1. General Information & Support

- The URL of Interreg Central Europe Jems is <https://jems.interreg-central.eu/>
- The usage of up-to-date browsers (Google Chrome, Microsoft Edge, Mozilla Firefox) is recommended.
- Jems Interreg Central Europe runs in English language only
- The Jems Helpdesk <https://www.interreg-central.eu/jems/> contains an online Jems user manual with role specific guidance.
- The Jems guidance sheets are also available as downloads in the [library](#).
- For support contact the helpdesk jems@interreg-central.eu
- Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. Please follow the [link](#) for the full statement.



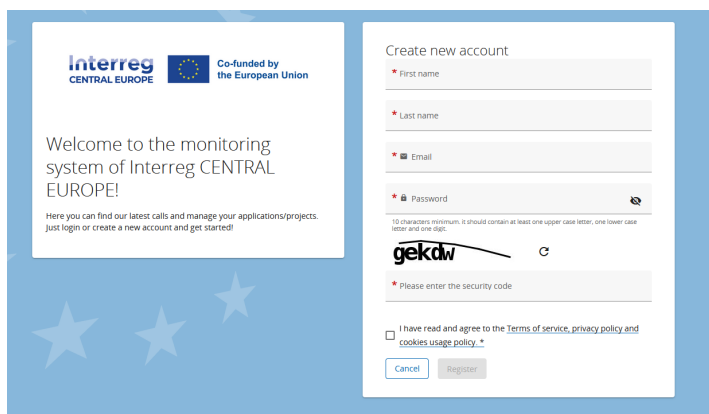


- Click on the “?” icon to get information on
 - User support (Helpdesk, contact details)
 - Applicable legal documents (terms of service, privacy policy, accessibility statement)
 - Current Jems version



2. Create an account

- The user account for controllers with respective access rights in the system is mainly created by the Joint Secretariat (JS) upon request of the national controller assigning body.
- Alternatively, the account can be created by the controller, however upon registration in Jems a user has only **basic access rights**. In order to be able to do controller work in Jems the respective access rights have to be granted by the JS.
- Click on “Create a new account” to register and get your personal account.
- Registration should be done with a **personal email address**, not a general one.
- Upon registration a confirmation email is sent to the provided email address. In case no confirmation email was received, please contact the helpdesk jems@interreg-central.eu



- Insert the required information:
 - First name
 - Last name
 - Email address
 - Password requirements
 - > 10 characters minimum
 - > at least one upper case letter
 - > one lower case letter
 - > one digit



□ Security code

- All fields marked with “*” are mandatory.
- Click the tick box for the acceptance of the Terms of service and privacy policy (*mandatory field). Click “Terms of service and privacy policy” to activate the hyperlink to the legal document.
- The “Register” button turns active only once all mandatory information is filled in.
- Click “Cancel” to return to the login page.

2.1. Email confirmation

- Upon creation of a new account, a message to check your Inbox for a confirmation email appears in green
- Click on button “Go to login” to go to the Jems login page.



B. Dashboard (controller role)

Dashboard

Welcome Controller Tester to Jems Interreg CENTRAL EUROPE!

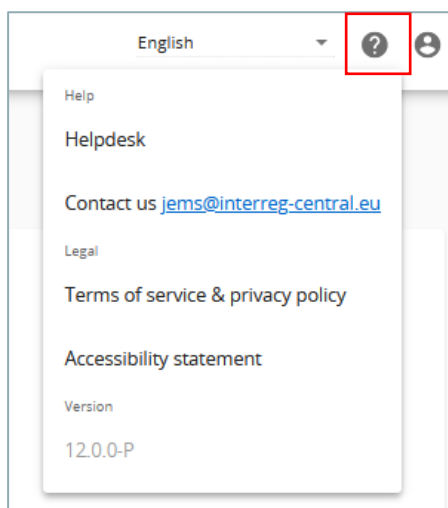
Notifications

Time	Related call	Project	Acronym	Partner	Subject
19.09.2024 15:13	1 - CE Call 1	CE0100042	GreenScape CE	PP6	CE0100042 GreenScape CE 6 City of Warsaw - Partner report Nr. 3/ period 3 file deleted in "Control communication"
19.09.2024 15:14	1 - CE Call 1	CE0100331	CE-Spaces4All	PP11	CE0100331 CE-Spaces4All 11 RRDA - Partner report number 3/ period 3 control ongoing
19.09.2024 09:51	1 - CE Call 1	CE0100042	GreenScape CE	PP6	CE0100042 GreenScape CE 6 City of Warsaw - Partner report Nr. 3/ period 3 file uploaded in "Control communication"
18.09.2024 12:47	1 - CE Call 1	CE0100114	CIRCOTRONIC	PP11	CE0100114 CIRCOTRONIC 11 EM - Partner report Nr. 3/ period 3 file uploaded in "Control communication"
18.09.2024 12:46	1 - CE Call 1	CE0100114	CIRCOTRONIC	PP11	CE0100114 CIRCOTRONIC 11 EM - Partner report Nr. 3/ period 3 file uploaded in "Control communication"

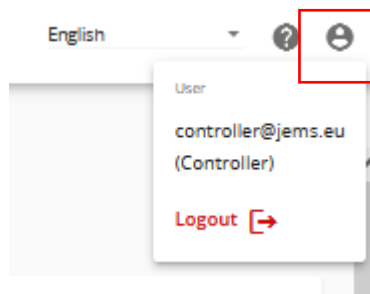
My applications

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
CE0200754	ReBioClim	17.05.2023 12:09	13.03.2024 10:09	P2	SO2.4	Contracted	2 - CE Call 2
CE0200739	INACO	17.05.2023 10:09	13.03.2024 17:07	P2	SO2.2	Contracted	2 - CE Call 2

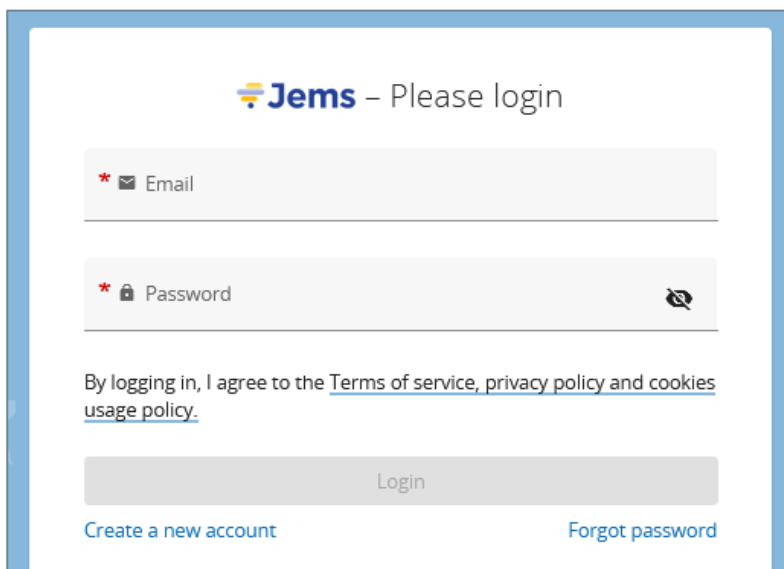
- Upon logging in the user lands on the “Dashboard” with access to
 - **Notifications:** to receive notifications for your project(s) make sure that the functionality is activated (see chapter D. User profile, Notifications, Password)
 - **My applications:** gives access to all applications created by the user.
- Click on the “?” icon to get information on user support, legal documents and Jems version (for details see chapter A.1 General Information & Support)



- Click on the person icon to get information on the user and role, to access the user profile settings and to logout.
- Upon successfully logging in, the user name appears in the top menu bar. In “()” it shows the role assigned to the user. For controllers it should be “Controller”.



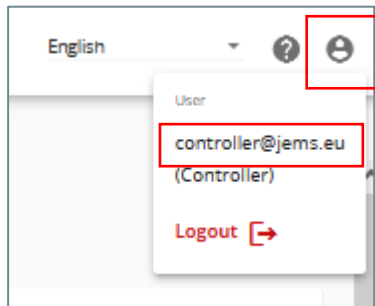
C. Forgot Password



- Click “Forgot your password” on the login page to reset your password
- or contact the Jems helpdesk jems@interreg-central.eu to get support.

D. User Profile Settings, Notifications & Password

- Once logged in, the person icon appears on the right top.
- Click on the person icon and then on the user name to access the user profile settings.



- To update the **user data**, please contact the Jems helpdesk jems@interreg-central.eu
- It is recommended to tick the **Notifications** checkbox, to receive notifications to your email account sent by Jems upon certain actions in the system (e.g. submission or re-opening of reports, approval info, upload of files).
- Click “Set new password” to reset your **Password**. For information on password requirements see chapter A.2 Create an Account.

