



16/February/2016

Dear Colleagues,

SAPIR Team is happy to welcome you with a new “User-Account” for “**DARE Portal**”.

<u>Your current login information is:</u>	
DOIT Portal -login:	http://dare.erasmus-plus.org.il/
Personal username:	Your Personal eMail Address
Temporary password:	welcome1

Please change your password at your first login.

We will follow the above with suitable training during our meeting session on the 17-February-2016, and with special support services during our 3-year program.

Yours sincerely,

SAPIR Development “DARE-Portal” Team

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**YOU DREAM,
YOU DARE
AND YOU FLY.....**



Top 5 Common Practices for Using DARE Portal

1. Login to DARE- Portal

- Link: <http://dare.erasmus-plus.org.il/login/index.php>
- Tick "Remember Username" to ease your next login.

Login into your account

Username Password Log in

Forgotten your username or password? Remember username

2. DARE News & Announcements

- Add a new message or announcement in the portal.
- Respond to messages you got to your eMail by simple "click-on-link" technology.



3. My Work Area/Private Menu

- The Private Area was built especially for the partners It's the area to share information, upload important documents and track the progress of the project. This area is comprised of 4 circles.
- **[How to upload a new report?](#)**
Upload yours finance or project reports to the special circle.



1. Click on "Financial Summary/ Implementation Report" at the relevant section.
2. Click on "Add Entry" button.
3. Click on the submission box and choose a file or you can easily drag the file into the box.
4. Click on "Save and view" button.

4. Public Menu

- The public menu's purpose is to insure the project visibility.
- In this public area you will find the following functionality.



5. How can Sapir Team help?

- Whenever you have any issues operating the portal, please click on the link "Support" from the above, and request a "service ticket" from the SAPIR team.