



USER GUIDE

SYSPER POST ACTIVITY

HOW TO CREATE AN EDUCATION DECLARATION?

PMO IT

September 2023

HOW TO CREATE AN EDUCATION DECLARATION?

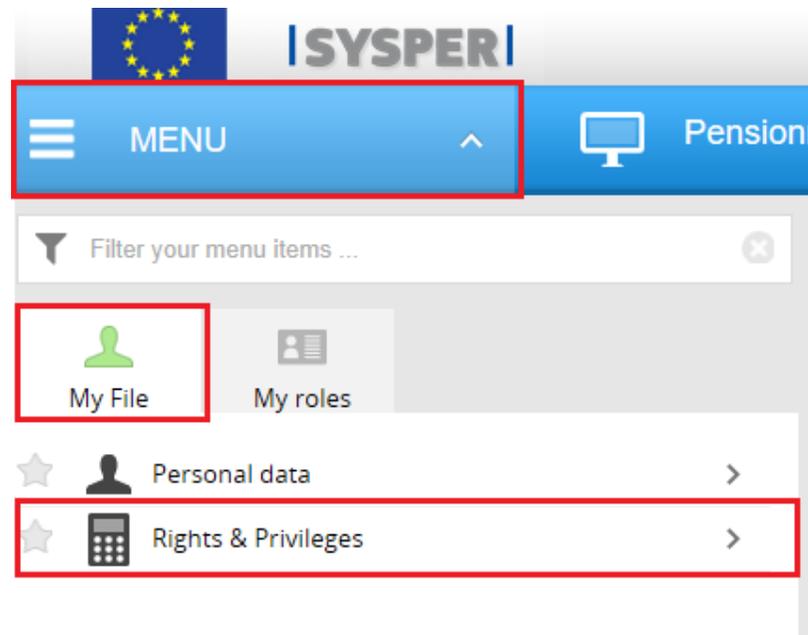
1.	How to reach my file?	3
1.1	Click on «MENU» and «RIGHTS & PRIVILEGES».....	3
1.1.1	Click on «DECLARATIONS (Schooling, family...)».....	4
1.1.2	«Education → New Education Declaration/End of Studies Declaration (+)»	5
2.	The «Education» declaration sequence	5
2.1	Several types of education declarations are possible	6
3.	Create a declaration based on the previous one	7
3.1	Create a new «Education declaration»	9
4.	How to complete the declaration in the best order?	10
4.1	Select an existing education establishment or create a new one?	12
5.	Supporting documents	17
6.	Processus status of your declaration – «workflow»	20
7.	«Summary» tab	20
8.	Send your declaration	21
9.	Whom to contact?	21

HOW TO CREATE AN EDUCATION DECLARATION?

1. How to reach my file?

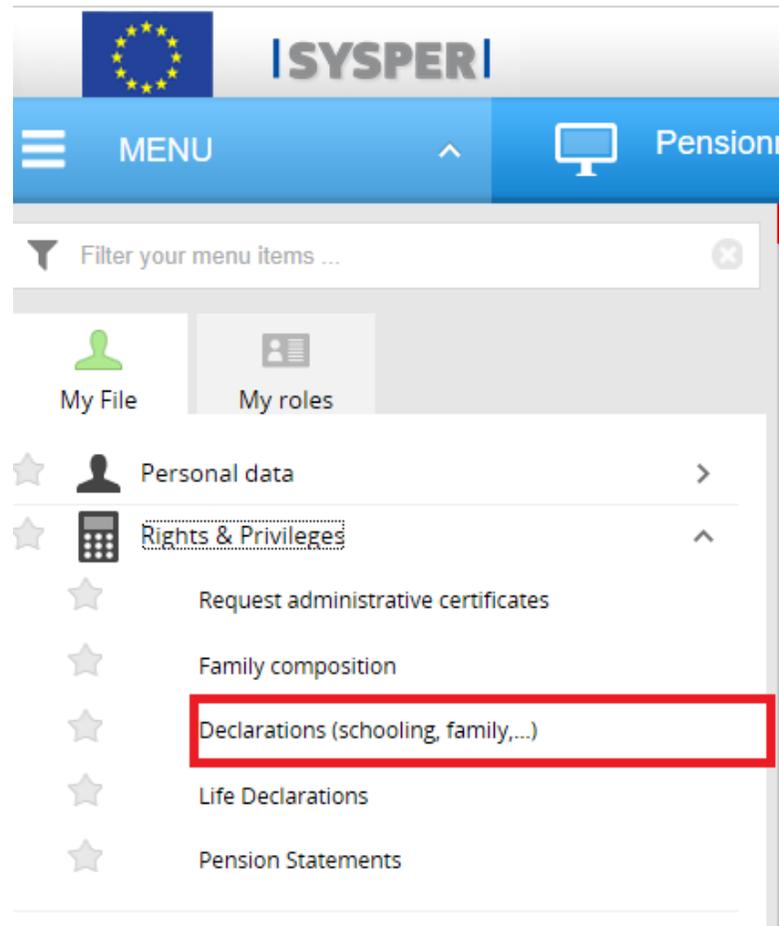
- To start SYSPER Post-Activity, use the link <https://myremote.ec.europa.eu/> and authenticate with your EU Login account and a second factor of your choice.
- Open Menu → My file → Rights & Privileges → Declarations

1.1 Click on: «MENU» and «Rights & Privileges»



HOW TO CREATE AN EDUCATION DECLARATION?

1.1.1 Click on: «Declaration (schooling, family...)»



HOW TO CREATE AN EDUCATION DECLARATION?

1.1.2 «Education → New Education Declaration/End of Studies Declaration (+)»

After clicking on 'Declarations', search for “Education” declaration entitled tab, then click on “Education” declaration on the s "+" sign on the right-hand side.

The screenshot displays a user interface with a top navigation bar containing tabs: Personal data, Contact details, Job Assignment, and Attestation & Certification. Below this is a secondary navigation bar with tabs: Identity, Languages, Addresses, Family composition, Declarations, Certificates (HRMForms), Documents, and Personal File. The 'Declarations' tab is active and highlighted with a red box. Underneath, the 'Family' section is visible, containing an 'Education' sub-section. This sub-section has a search form with 'Period between' dates '01/01/2017' and '31/12/2020', and a 'Search' button. To the right of the search form, a red box highlights a button labeled 'New Education Declaration/End of Studies Declaration +' with a plus sign icon. Below the 'Education' section is the 'Child(ren)' section, which displays the message 'There is no child declaration.' and a button labeled 'New child declaration +' with a plus sign icon. The text 'How to declare?' is visible above both the 'New Education Declaration' and 'New child declaration' buttons.

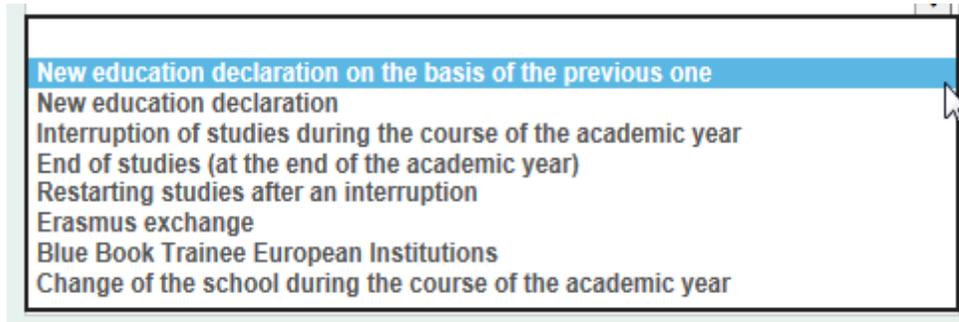
2. The «Education» declaration sequence

All your education declarations will follow the same workflow:

- You create and save the education declaration
- You fill in all the tabs with the necessary information
- You attach the requested supporting documents
- You 'Sign & Submit' the declaration

HOW TO CREATE AN EDUCATION DECLARATION?

2.1 Several types of education declarations are possible



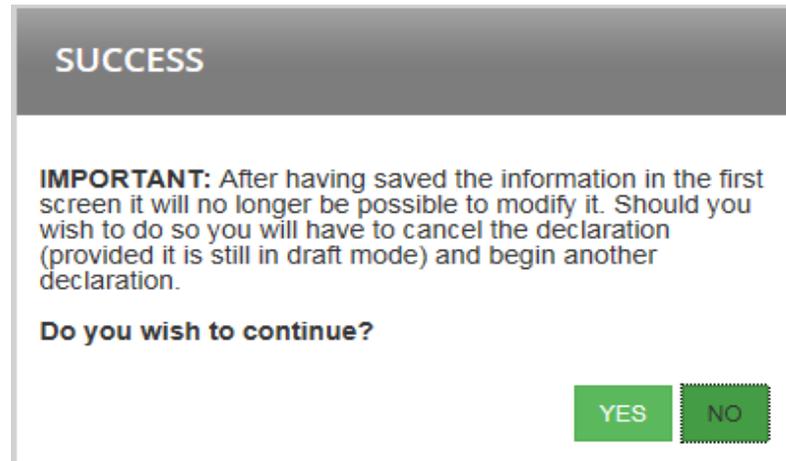
Important notice

The type 'New education declaration based on the previous one'

- a. This function has been implemented to speed up the declaration process.
- b. You can use it only if you had submitted a 'New education declaration' in SYSPER in the previous year.
If this was not the case, please choose the type 'New Education Declaration/End of Studies Declaration', as described below (section 3.2).
- c. If you never made an education declaration, please use one of the other types (see above)

HOW TO CREATE AN EDUCATION DECLARATION?

As for any other SYSPER declarations, once you create your type of declaration, you need to confirm this before the system enables you to finalize the declaration:



3. Create a new education declaration based on the previous one

Possible only if you had already submitted an education declaration in the previous year for your child! Once you have created the declaration, fill in the fields:

- Create the declaration via SYSPER
- Select the child
- Select the type of declaration as below:

HOW TO CREATE AN EDUCATION DECLARATION?

The screenshot shows the top part of a web form titled "Education declaration". The "Child:" field is empty. The "Type of declaration:" dropdown menu is open, showing the selected option "New education declaration on the basis of the previous one".

SYSPER has prefilled in the fields for the education level, the reference of the previous declaration, the country of studies. You cannot update those fields.

The screenshot shows the full "Education declaration" form. The "Child:" field is empty. The "Type of declaration:" dropdown is open, showing "New education declaration on the basis of the previous one". The "Education level:" dropdown is open, showing "Secondary level (lower/upper)". The "Previous declaration:" dropdown is open, showing "02/09/2014 - 01/02/2015 New education declaration". The "Country of the study of the child:" dropdown is open, showing "Belgium". The "Date from:" field is pre-filled with "02/09/2015" and the "Date to:" field is pre-filled with "01/02/2016". A red box highlights the dropdown menus, and a red arrow points to the "MANDATORY INFO" label. A blue arrow points to the "PREFILLED INFO" label.

- Confirm the type of declaration you created

HOW TO CREATE AN EDUCATION DECLARATION?

IMPORTANT NOTICE

After having saved and confirmed the information in the first screen, it will no longer be possible to modify it. Should you wish to do so, you will have to cancel the declaration (provided it is still in Draft mode) and create another one.

As for the 'stages' and 'financial assistance tabs: they always require updating (stage: place...date...; study grant: amount...).

3.1 Create a new 'Education declaration'

- Create the declaration via SYSPER
- On the 'Education declaration' screen, insert the principal elements of your declaration:
 - the child to whom the declaration relates,
 - the type of declaration,
 - the level of studies,
 - the country in which the child is studying,
 - the start date of study of the current academic year,
 - the end date of study of the current academic year.

HOW TO CREATE AN EDUCATION DECLARATION?

- Click on  (bottom right-hand side of the page)
- Confirm the type of declaration you created (see screen in page 3)
- Following confirmation, the 'Education situation' tab will be activated.

IMPORTANT NOTICE

After having saved and confirmed the information in the first screen, it will no longer be possible to modify it. Should you wish to do so, you will have to delete the declaration (provided it is still in Draft mode) and create another one.

4. How to complete the declaration in the best order?

Once an education declaration is created, SYSPER will propose a series of tabs to be completed depending on the type of declaration you are introducing.

HOW TO CREATE AN EDUCATION DECLARATION?

Tabs which are not relevant to your declaration will not be visible. For instance, if you are declaring a higher level education, SYSPER will not propose tabs relating to 'Transport' or 'Accommodation' as a flat-rate education allowance is granted for this level of studies and no account is taken of transport or accommodation costs.

Example of tabs for Higher education level studies:



Example of tabs for other primary and secondary level



Example of tabs for 'End of studies' declaration



- You can fill in the tabs in any order. However, it will not be possible to submit the declaration before it is complete and before you have attached scanned copies of all compulsory supporting documents. We suggest you follow the order of the tabs as they are presented.
- The  button exists on every screen where you are required to enter specific information.

HOW TO CREATE AN EDUCATION DECLARATION?

- On the 'Education situation' tab, click on the EDIT button to enter data:



4.1 Select an existing education establishment or create a new one?

In the 'Education situation' tab, you identify the education establishment attended, as well as its address. We strongly recommend proceeding in the following order:

Once you have filled in the education information, you will have to select one of the three options:

Establishment

- Non fee-paying school
- Fee-paying school = a school where a registration fee is paid
- European school

HOW TO CREATE AN EDUCATION DECLARATION?

Whatever choice you make, the next step is to identify the establishment attended:

The screenshot shows the 'Establishment' form with the following fields and options:

- Non fee-paying school** (radio button, unselected)
- Fee-paying school** (radio button, selected)
- Name:** * Search a «Fee-paying school» (text input field)
- Search** (button with magnifying glass icon)
- Street:** (text input field)
- City / Postal code:** * (text input field)
- Country:** * **Belgium** (dropdown menu)
- Total annual registration fees / Currency:** * (text input field) / **EUR** (dropdown menu)

SYSPER already contains a list with a high number of schools/universities/etc. So, please first check if the establishment attended by your child figures in the list.

(1) To check if the establishment already exists in the proposed list:

- Click on the 'Search' button to open a new window:

The screenshot shows the search window for an existing school with the following fields and options:

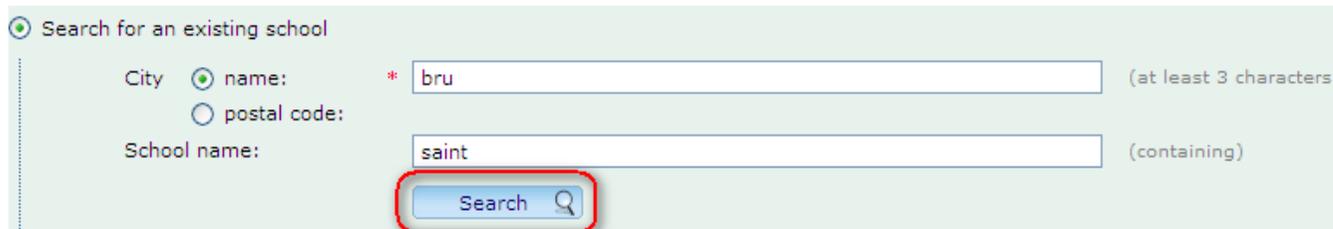
- Country:** * **Belgium** (dropdown menu)
- Search for an existing school** (radio button, selected)
- City** (radio button, selected):
 - name:** * (text input field)
 - postal code:** (text input field)
- School name:** (text input field)
- Search** (button with magnifying glass icon)
- Schools found:** (empty text area)
- Declare a new school (if not found)** (radio button, unselected)
- Save** (button)
- Cancel** (button)

HOW TO CREATE AN EDUCATION DECLARATION?

PLEASE NOTE:

- ✓ SYSPER has pre-filled the country based on the data you entered when you created the declaration.
- ✓ You can search either from the name of the school (need at least 3 letters),

- Select search by 'name'



Search for an existing school

City name: * bru (at least 3 characters)

postal code:

School name: saint (containing)

Search

- or by post code of the school



Search for an existing school:

City name:

postal code: * (should be exact)

- To select the establishment, simply click on the name in the proposed list and save.

Tip: 'BRU' gives you all the establishments in Brussels (19 communes).

HOW TO CREATE AN EDUCATION DECLARATION?

→ **Establishment**

Country: * **Belgium**

Search for an existing school

City name: * **bru**
 postal code:

School name: **saint**

Schools found:

- Centre Scolaire Saint Michel [Etterbeek (Brussels) / 1040]
- Collège Saint-Pierre [Uccle (Brussels) / 1180]**
- Ecole Notre-Dame Sainte-Espérance [Ixelles (Brussels) / 1050]
- Facultés universitaires Saint-Louis [Brussels / 1000]
- Institut Saint-Vincent-De-Paul [Uccle (Brussels) / 1180]
- SAINT-ADRIEN [Ixelles (Brussels) / 1050]
- Universite de Saint Louis [Brussels / 1000]

Declare a new school (if not found)

- If necessary, enter an address.

* **Collège Saint-Hubert**

Avenue Charle-Albert, 9...

* **Watermael-Boitsfort (Brussels)** / **1170**

* **Belgique**

HOW TO CREATE AN EDUCATION DECLARATION?

(2) If you did not find the establishment in the proposed list, you need to create it. The school will then be registered in your declaration only.

Search for an existing school

City name: *

postal code:

School name:

Schools found:

Declare a new school (if not found)

Simply fill in de required fields, and 'Save' your data:

Establishment

Country:

Search for an existing school

Declare a new school (if not found)

Name:

City / Postal code:

Please note: SYSPER has again pre-filled the country based on the data you entered when you created the declaration.

HOW TO CREATE AN EDUCATION DECLARATION?

5. Supporting documents

IMPORTANT NOTICE

The original documents have no longer to be sent. Nevertheless you have the obligation to keep them for 5 years for control purposes.

The 'Supporting documents' tab indicates the type of documents required, and enables you to upload scanned copies in your declaration. Without the scanned copies of the required documents, your declaration cannot be processed.

SUPPORTING DOCUMENTS	
Certificate of attendance	Add scanned document
Copy of invoice of boarding school costs or Document proving the annual accomodation costs	Add scanned document
Proof of payment of boarding costs	Add scanned document

- Click on 'Add scanned document' to attach a supporting document



= the supporting document is compulsory. You will not be able to send your declaration without having attached the required document.



= you will be able to submit your declaration, but you must attach the scanned copy of this document at a later date.

HOW TO CREATE AN EDUCATION DECLARATION?



= the document has been successfully attached. N.B. The colour of the star(s) will not change.

- To add a supporting document, click on 'Add scanned document':

Supporting documents			
	DEADLINE	SUPPORTING DOCUMENTS	
★		Certificate of attendance	Add scanned document
★		Copy of invoice of school fees	Add scanned document

IMPORTANT NOTICE

It is possible to upload several scanned copies for one type of requested document: simply click again on 'Add scanned document' after you have uploaded the previous one.

HOW TO CREATE AN EDUCATION DECLARATION?

If you want to delete one uploaded document, simply click on the 'X' besides the name of the document.

ATTACHED FILES		
planning_25062014_140114.jpg	28/07/2014 11:20:58	
SP2R_SC_oj_20140626.pdf	28/07/2014 11:20:46	

If a Certificate of attendance is required, such a document, must:

- indicating the full name and date of birth of the child and the academic year
- be issued by the education establishment attended.
- Alternatively, a template to be completed by the education establishment is available on My IntraComm via the following link (see 'The procedure' – 'Templates'):

<https://myintracomm.ec.europa.eu/staff/FR/family/benefits/Pages/education-allowance.aspx>

In the case of internships or scholarships, you have the option to mention in the respective tabs that they will be declared by you at a later stage. With a view to ensuring the proper handling of files, thank you for introducing and submitting your declaration as soon as you are in the possession of a school certificate. After treatment, it will be returned to you with the status "waiting for supporting documents" to allow you to complete your file and to finalize its treatment.

HOW TO CREATE AN EDUCATION DECLARATION?

6. Process status of your declaration – «workflow»

Draft	As long as you work on your declaration, it remains in “draft” allowing you to modify data (except for general data).
Submitted	After the <Sign and Submit> , your declaration will go into "Submitted" status. If you want to change it, you can <Retract> . The Status will then return to "Draft" , and you will still be able to modify your declaration (except the general data "Declaration of Schooling") before <Sign and Submit> again.
Under processing	Your declaration has been sent to the PMO. At this stage, only the PMO office (see section 10 "Whom to contact?") can reset the status of your declaration in order to give you access for correction.
Processed	PMO officer took over the declaration. The declaration can still be sent back to you if a problem has been found.

HOW TO CREATE AN EDUCATION DECLARATION?

7. 'Summary' tab

This tab gives you an overview of your declaration: it displays on the same screen all the information you have entered in every tab. You can go back to the 'Summary' tab at any time to check if your declaration is complete before submitting it.

8. Send your declaration

New education declaration N° [Secondary level (lower/upper)] - State **Draft**
Child [🎁] perId - Agent perId

From the “Summary “ tab, before signing and submitting your file for validation, you can verify the consistency of data by pressing the “Check before submitting” button.

Check before submitting

Sign and submit

Delete

Once all the tabs of your declaration have been completed, you must 'Sign and submit' your file. Your declaration is now in “Submitted” status. It is now up to PMO to check and validate your file.

HOW TO CREATE AN EDUCATION DECLARATION?

9. Whom to Contact?

- For all your **questions**, please address them via Staff Matters:
 - *While still in active service:* [Staff Matters \(europa.eu\)](#);
 - *After your active service,* you can access **Staff Matters** via [MyRemote](#).

- For **IT-related issues** as accessibility problems, EU Login or any issue in one of the IT applications, please use:
 - *While still in active service:* [Staff Matters \(europa.eu\)](#) or the [PMO IT Forms in My IT Support](#) (only EC staff);
 - *After retirement/end-of-contract,* you can use:
 - **Staff Matters** via [MyRemote](#) if you have an EU Login account;
 - E-mail: PMO-IT-APPLICATIONS@ec.europa.eu;
 - Phone : +32 229 11111 (from 9:30-12:30, from Monday to Friday).