



# MANTRA - MANAgement of TRAIning

## INSTRUCTIONS FOR ON LINE APPLICATIONS

Steps to be followed:

- **IF YOU ARE ALREADY REGISTERED IN MANTRA:**

1. enter your username and your password and choose the Mantra section you are interested in (training or distance learning)

- **IF IT IS THE FIRST TIME YOU ENTER MANTRA:**

1. To access the web application “MANTRA:
  - a) enter <http://mantra.puntosud.org/> or
  - b) select the location/course you wish to attend from the calendar (training or distance learning) and click on “APPLY NOW”.
2. Register, by entering your “username”, your “e-mail address” and “password”, click on “register” and follow the instructions. The system will send you a message to the email address you have provided to activate your account. If you do not receive the message, check the spam section.

Click on the link shown in the e-mail and activate your access to Mantra within 48 hours. When you login in for the first time the system requires some additional profile information to allow you to continue.

Please check carefully the name of your organisation with the correct HQ Country (i.e. FONDAZIONE PUNTO.SUD-IT)

The “working station” refers to the Country where you are working at the date of the registration.

3. Selection:
  - a) in Mantra’s section “**Training**” you have two possibilities: apply for a location to indicate your preferred course(s) [not applicable in 2013] or apply for an upcoming course(s).
  - b) in Mantra’s section “**Distance Learning**”, you may apply for a distance learning course by clicking on ‘apply now’
4. Fill in the information in the on-line application form.

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