

PLEASE NOTE:

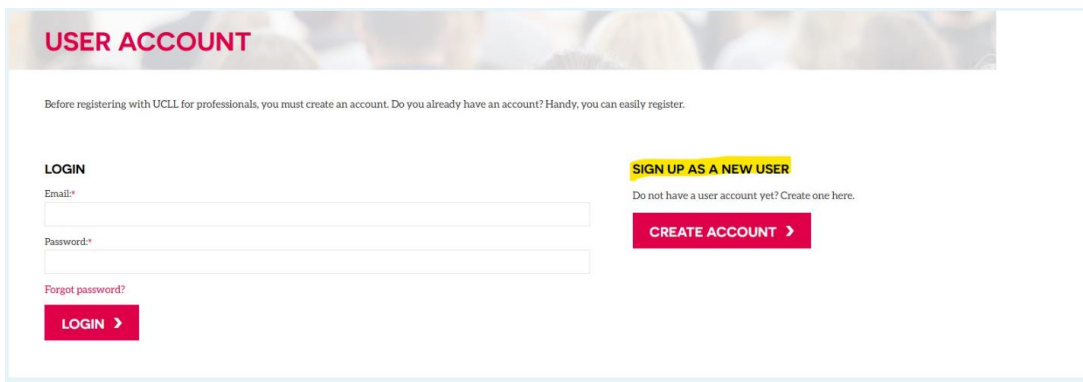
- You can only complete the actual registration for a BIP after you have created an account for your institution or university.
- If the registration process is interrupted, you can always resume it by clicking the registration link again.
- If you want to register students in different BIPs, you must first complete the school's registration, and then enroll the students using the specific registration link for each BIP.

Short Instructions:

1. **Create an account**
Sign up as a new user.
2. **Choose the third option**
"I wish to register one or multiple employees of my organization."
3. **Enter institution details**
Find my school - Fill in your name, contact information, and other required fields about your institution or University.
4. **Add participants**
Provide the details of the students you wish to register.
5. **Select your BIP**
Choose the appropriate BIP (Blended Intensive Programme) for your students.
6. **Confirm your submission**
Review all information and click **"Submit"** to finalize the registration.

Visual Instructions:

1. **Create an account**
Sign up as a new user.



The screenshot shows the 'USER ACCOUNT' registration page. At the top, there's a header with the title 'USER ACCOUNT'. Below it, a message states: 'Before registering with UCLL for professionals, you must create an account. Do you already have an account? Handy, you can easily register.' The page is divided into two main sections. On the left, under the heading 'LOGIN', there are input fields for 'Email*' and 'Password*', and a 'Forgot password?' link below them. A red 'LOGIN >' button is at the bottom of this section. On the right, under the heading 'SIGN UP AS A NEW USER' (which is highlighted in yellow), there is a message: 'Do not have a user account yet? Create one here.' Below this message is a red 'CREATE ACCOUNT >' button.

2. Choose the third option

"I wish to register one or multiple employees of my organization."

REGISTER

[← Back](#)

I WISH TO REGISTER AND HAVE THE INVOICE SENT TO ME PERSONALLY OR I WISH TO REGISTER FOR A FREE EVENT

I WISH TO REGISTER AND HAVE THE INVOICE SENT TO MY SCHOOL / ORGANIZATION / MUNICIPALITY

I WISH TO REGISTER ONE OR MULTIPLE EMPLOYEES OF MY ORGANIZATION

3. Enter institution details: Find my school:

YOUR DATA

Client

FIND MY COMPANY / ORGANIZATION

FIND MY SCHOOL

SEND >

Add an asterisk in the textbox 'Name' and click Search:

FIND MY SCHOOL

Scholen zoeken - Onderwijs Vlaanderen

Name:
*

Street: Number: City:

Search

Name	Street	Postal code	City	Level
No data to display				

Cancel Not found Select

Click "Not Found":

FIND MY SCHOOL

Scholen zoeken - Onderwijs Vlaanderen

Name:
*

Street: Number: City:

Search

Name	Street	Postal code	City	Level
GOI Basisschool De Kleurdoos Brussel	Moutstraat 24	1000	Brussel	Basisonderwijs
GOI Basisschool 't Plant'zoentje Laken	Karel Bogardstraat 4	1020	Laken	Basisonderwijs
GOI Basisschool Hendrik Conscience Schaarbeek	Gustave Latinslaan 94	1030	Schaarbeek	Basisonderwijs
GOI Basisschool Atheneum Etterbeek	Edmond Mesenslaan 2	1040	Etterbeek	Basisonderwijs
GOI Tehuis en Basisschool Etterbeek	Pater Eudore Devroyestraat 29	1040	Etterbeek	Basisonderwijs

Page 1 of 200 (1000 items) < 1 2 3 4 5 6 7 ... 198 199 200 >

Cancel Not found Select

Fill in your name, contact information, and other required fields about your institution or University:

Client

FIND MY COMPANY / ORGANIZATION

FIND MY SCHOOL

Organization / company name:*

Street + no:*

Country:*

Postal code:*

City:*

VAT nature:*

Company number:

VAT number:

Phone:*

Email:*

Repeat email:*

Password:*

Repeat password:*

☐ Must be at least 10 characters long
☐ Must contain at least 1 upper case character
☐ Must contain at least 1 lower case character
☐ Must contain at least 1 number
☐ Must contain at least 1 special character
☒ Cannot contain part of the username
☐ The new passwords you typed do not match

Billing address

☒ Idem Client

Billing address email:*

Repeat billing address email:

SEND

4. Add participants

> My client account

- > Contact information
- > Linked participants
- > Registrations
- > Invoices
- > Attachments
- > Attestations
- > Documents and procedures
- > Presentations

> Logout

INVOICES

Doc. No.	Sent	Due on	Total	Paid	Details
No invoices					

MY DATA

Contact information

testschooll
teststraat 50, 04109 Leipzig, Germany
testschooll@gmail.com
[Change password](#)

Linked participants

+ Add participant

[Manage](#)

[View all](#)

Provide the details of the students you wish to register. Do this for all of your students.

5. Select your BIP

Choose the Blended Intensive Programme you wish to register for and add the students. Complete all other required fields (per student).

! If needed, return to the registration link after adding the students to select the BIP!

PROGRAM

Monday 02 March 2026 (11:00) → Friday 06 March 2026 (13:00)	Minder -
BIP: Str@tvision Accountancy - with accommodation	Meer +
BIP: Str@tvision Accountancy - without accommodation	Meer +

7. Confirm your submission

Review all information and click **"Next"** to finalize the registration.

- You can review your registrations in your account.
- The registered student will receive a confirmation email. If your payment is successful, you will receive a confirmation email.
- The invoice will be sent to the billing address provided in the general information of the institution or university.

If you need more information or help, contact the bip coordinator of UCLL.