



ECAS User Manual

The European Commission Authentication System (ECAS) is the service allowing users to access most of the digital systems developed or used by the European Institutions.

To have access to the "Mobility Tool" and be able to manage your mobility project(s), you have to register in ECAS.

The purpose of this manual is to explain how to register in ECAS for the first time and how to change your password or personal data.

Please notice that once created in ECAS, the same login and password is to be used for any system under ECAS authentication. If you already have an ECAS account for the same email address, you will be able use it to access the "Mobility Tool". There is no need to create a new one.

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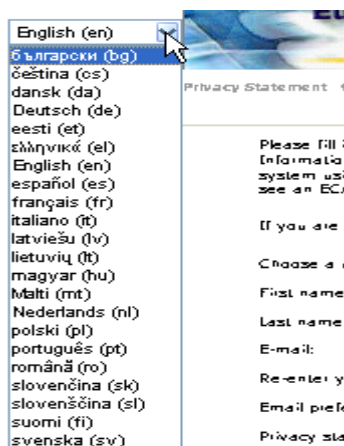
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Registration with ECAS (average time: 10 minutes)

1. Open the following page: <https://webgate.ec.europa.eu/aida/selfreg>

The screenshot shows the 'European Commission Authentication Service (ECAS): User Registration Form'. At the top, there is a language dropdown menu set to 'English (en)' and a navigation bar with links for 'Privacy Statement', 'Contact', 'ECAS Help', and 'Registration Help'. The main content area contains instructions for registration, a note about domain selection, and a series of form fields: 'Choose a username (optional):', 'First name:', 'Last name:', 'E-mail:', 'Re-enter your e-mail address:', 'Email preferred language:' (set to 'English (en)'), and 'Privacy statement:'. A 'Security check' section features a CAPTCHA image with the characters 'n d r e b A' and a text input field. A 'Submit' button is located at the bottom right. A privacy statement pop-up is visible on the right side of the form.

2. Select your language from the top left drop-down menu, if the site appears in a different one.



3. Fill the mandatory fields of the User Registration Form and select your language preference.

Fields marked * are mandatory

Choose a username (optional):

First name: *

Last name: *

E-mail: *

Re-enter your e-mail address: *

Email preferred language: *

4. Read and accept the privacy statement.

Privacy statement:

Privacy statement for users registered with the European Commission's Identity Management Service

1. What is the Identity Management Service?

The European Commission's Identity Management Service (IMS) provides a common way for users to register or be registered for access to a number

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

5. Enter the characters that appear on the security check image. If they are not clear enough click on "Try a different image" link.

Security check:



[Try a different image](#)

Please type in the characters in the above image
(upper and lower case may be used interchangeably)

 *

6. Click on "Submit" button.
7. Within minutes an automatic email will be sent to the mailbox indicated in the User Registration Form. The email message will contain a user name for the new account and a link for the initialisation of the user password.
8. In the received email click on the "<this link>" to initialise an ECAS password.
9. Create your new password.

Keep in a safe place your login and password. You will need them to access the Mobility Tool when you receive a message communicating that your project data is already available in this tool.

Creation of a new password (average time: 5 minutes)

If for any reason an automatic email with link to initialise password did not arrive, please follow the steps below.

1. Open the following page: <https://webgate.ec.europa.eu/cas/ec>



The screenshot shows the ECAS homepage. At the top, there's a header with the European Commission logo and the text 'European Commission Authentication Service'. Below the header, there are navigation links: 'Login', 'Change Password', 'Privacy Statement', 'Contact', 'Help', and 'Change your domain (External Users)'. A breadcrumb trail reads '>> EUROPA > Authentication Service > Welcome'. The main heading is 'Welcome to the Commission's Authentication Service for External Users'. The text explains that the site provides common authentication services to Commission information systems. It offers links for 'more information and help', 'Have you already created your first password?' (with a 'here' link), 'Need to change your password?' (with a 'Change my password' link), and 'Forgotten your password?' (with a 'Start the procedure for obtaining a new password' link). It also mentions logging in or viewing account data. At the bottom, there are logos for W3C, WAI-A, WCAG 1.0, and DIGIT, along with a footer stating 'This Website is managed by the European Commission's Informatics DG - Version 1.18.5 - Processing: 8 milliseconds'.

2. Click on the link in the line starting with <Have you already created your first password? If not, you can do it here>
3. Fill in the Password Initialisation form



The screenshot shows the Password Initialisation form. It has three input fields: 'Username or e-mail address', 'Confirm username or e-mail address', and 'Security check'. The 'Security check' field contains a CAPTCHA image with the characters 'l m y d' and 'w'. Below the CAPTCHA, there are links for 'Try a different image' and 'Try the audio version'. A text prompt says 'Please type in the characters from the security check (upper and lower case may be used interchangeably)'. At the bottom, there is a button labeled 'Request ECAS password'.

4. Click on the button <Request ECAS password>
5. An automatic email will be sent to your mailbox.
6. In the received email click on the link to create an ECAS password.

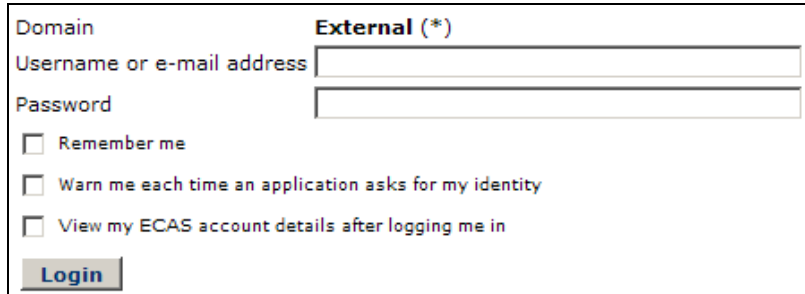
Password change (average time: 2 minutes)

1. Open the following page: <https://webgate.ec.europa.eu/cas/ec>



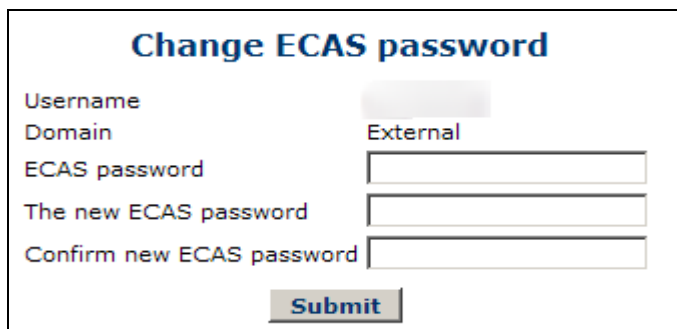
The screenshot shows the ECAS homepage. At the top, there is a header with the European Commission logo and the text "European Commission Authentication Service". Below the header, there is a navigation bar with links: "Login", "Change Password", "Privacy Statement", "Contact", "Help", and "Change your domain (External)". The main content area has a welcome message: "Welcome to the Commission's Authentication Service for External Users". It explains that the site provides common authentication services to Commission information systems. Below this, there are several links: "You can get more information and help by clicking [here](#)", "Have you already created your first password? If not, you can do it [here](#)", "Need to change your password? [Change my password](#)", "Forgotten your password? [Start the procedure for obtaining a new password](#)", and "You can also just [login](#) or [view the data this service holds about your account](#)". At the bottom, there is a footer with the same navigation bar as the top, a logo for "W3C WAI-A WCAG 1.0", and the text "DIGIT". A small note at the bottom right says "This Website is managed by the European Commission's Informatics DG - Version 1.18.5 - Processing: 8 milliseconds".

2. Click on the link in the line starting with < **Need to change your password? Change my password**>
3. Log in to ECAS with your username and current password.



The screenshot shows the ECAS login form. It has a "Domain" field with the value "External (*)". Below it are two input fields for "Username or e-mail address" and "Password". There are three checkboxes: "Remember me", "Warn me each time an application asks for my identity", and "View my ECAS account details after logging me in". At the bottom, there is a "Login" button.

4. Specify a new password, accordingly to the rules provided.



The screenshot shows the "Change ECAS password" form. It has a "Username" field with a greyed-out value. Below it are two input fields for "Domain" and "ECAS password". There are two more input fields for "The new ECAS password" and "Confirm new ECAS password". At the bottom, there is a "Submit" button.

5. Click on <Submit>

Forgotten password (average time: 5 minutes)

1. Open the following page: <https://webgate.ec.europa.eu/cas/ec>



The screenshot shows the ECAS homepage. At the top, there is a header with the European Commission logo and the text 'European Commission Authentication Service'. Below the header, there are navigation links: 'Login', 'Change Password', 'Privacy Statement', 'Contact', 'Help', and 'Change your domain (External Users)'. The main content area has a welcome message: 'Welcome to the Commission's Authentication Service for External Users'. It explains that the site provides common authentication services to Commission information systems. Below this, there are links for 'more information and help', 'Have you already created your first password?', 'Need to change your password?', and 'Forgotten your password?'. The 'Forgotten your password?' link is highlighted. At the bottom, there is a footer with the text 'This Website is managed by the European Commission's Informatics DG - Version 1.18.5 - Processing: 8 milliseconds'.

2. Click on the link in the line starting with **<Forgotten your password? Start the procedure for obtaining a new password>**
3. Fill in the Password Change form

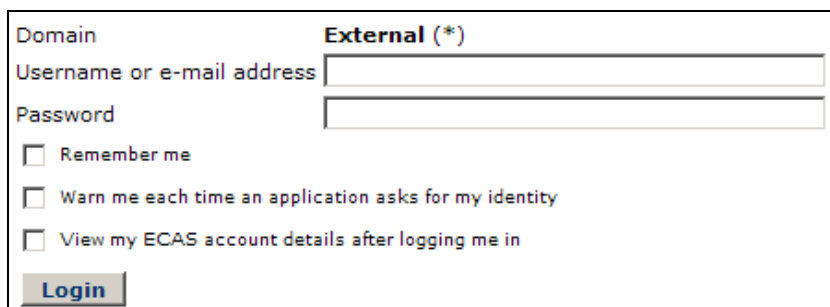


The screenshot shows the Password Change form. It has three input fields: 'Username or e-mail address', 'Confirm username or e-mail address', and 'Security check'. The 'Security check' field contains a CAPTCHA image with the characters 'l m y d' and 'w'. Below the CAPTCHA, there are links for 'Try a different image' and 'Try the audio version'. A text box below the CAPTCHA says 'Please type in the characters from the security check (upper and lower case may be used interchangeably)'. At the bottom, there is a button labeled 'Request ECAS password'.

4. Click on the button **<Request ECAS password>**
5. An automatic email will be sent to your mailbox.
6. In the received email click on the link to reset your ECAS password.

Change of first name, last name or email address

1. Open website <https://webgate.ec.europa.eu/cas/login> and login. Make sure your domain is set to External.



Domain: **External (*)**

Username or e-mail address:

Password:

☐ Remember me

☐ Warn me each time an application asks for my identity

☐ View my ECAS account details after logging me in

Login

2. After the login, open the following page: <https://webgate.ec.europa.eu/cas/ec>



en

European Commission
Authentication Service

Logout (en) | Change Password | Privacy Statement | Contact | Help

>> EUROPA > Authentication Service > Welcome

Welcome to the Commission's Authentication Service for External Users

You are logged in as (registered to).

This site provides common authentication services to Commission information systems, with secure user login through a common login procedure, reducing the number of times users have to enter their username and password.

You can get **more information and help** by clicking [here](#)

Have you already created your first password? If not, you can do it [here](#)

Need to change your password? [Change my password](#)

Forgotten your password? [Start the procedure for obtaining a new password](#)

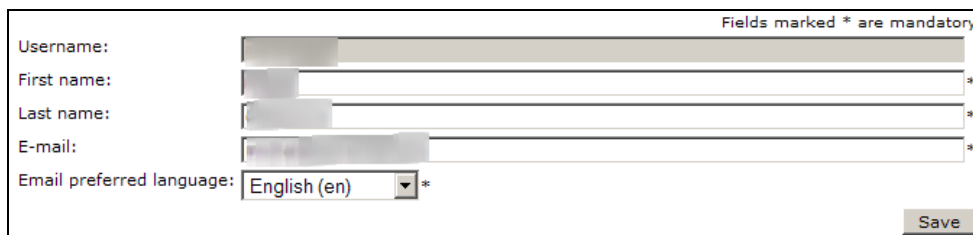
You can also just [login](#) or [view the data this service holds about your account](#)

Logout (nosmenml) | Change Password | Privacy Statement | Contact | Help

W3C WAI-A WCAG 1.0 DIGIT

This Website is managed by the European Commission's Informatics DG - Version 1.18.5 - Processing: 10 milliseconds

3. Click on the link <**view the data this service holds about your account**>
4. Click on the button <**Modify my personal data**>
5. Change your information



Fields marked * are mandatory

Username:

First name: *

Last name: *

E-mail: *

Email preferred language: *

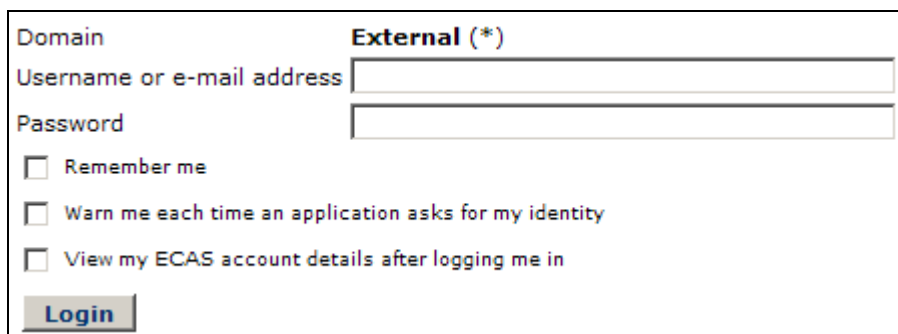
Save

6. Click on the <**Save**> button

7. An automatic email will be sent to the new mailbox
8. In the received email click on the <**this link**> to confirm the change of the email address

Account removal

1. Open website <https://webgate.ec.europa.eu/cas/login> and login. Make sure your domain is set to External.



2. After the login, open the following page: <https://webgate.ec.europa.eu/cas/ec>



3. Click on the link <**view the data this service holds about your account**>
4. Click on the button <**Modify my personal data**>
5. Click on the button <**Delete**>
6. Confirm your choice.

Please note, ECAS accounts are never deleted but "deactivated" for accounting purposes.

ECAS account rules

1. An ECAS account is unique and can be associated with only one, changeable email address.
2. An ECAS account never expires.
3. An ECAS account can be locked. This measure is only taken after 5 unsuccessful login attempts. The locking is automatically released after 15 minutes.

ECAS password rules

1. A password must contain at least 10 characters from three out of four different character groups.
2. A password expires 180 days after being changed or initialised.
3. A warning is given 5 days before password expiration.
4. A password cannot be changed until it is at least 1 day old.
5. The last 5 passwords are remembered and cannot be re-used.

ECAS account support

1. ECAS Help website: <https://webgate.ec.europa.eu/cas/ec/help.jsp>
2. ECAS Helpdesk: DIGIT-USER-ACCESS@ec.europa.eu