European Commission | Education, Audiovisual & Culture
Executive Agency

- Instructions for ECAS account creation -

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1 Introduction

The **E**uropean **C**ommission **A**uthentication **S**ervice (ECAS) is the system that validates the identity of users accessing the online services and websites operated by the European Commission. It requires all users to create and maintain an ECAS account.

Target audience

This document is targeted at users who have **never** created an ECAS account before as it explains the steps involved in **creating an ECAS account for the first time**.

It is **not** intended or required for users who **already have** an ECAS account.

If you already have an ECAS account, please continue to use that existing account. **Do not create a second ECAS account**.

2 Link to ECAS website for account creation

Click on the following link to be connected to the ECAS website for account creation:

https://webgate.ec.europa.eu/cas/eim/external/register.cgi

When you begin the account creation procedure, please ensure that you have access to your email account as you will receive an automated email that you must respond to within 90 minutes.

3 ECAS account creation

3.1 Sign Up

When you click on the link to the ECAS website, a registration form appears for you to complete:

Username field

The *username* field is optional. If you don't enter a username the system will automatically generate a username for you. When, in the future, you come to use your ECAS login details you can log in using either your email address or the username.

Please do not use your email address as your username as this can cause issues if your email address changes.

Click on the 'Sign up' button when ready and if the form has been correctly completed you will see the following confirmation message:
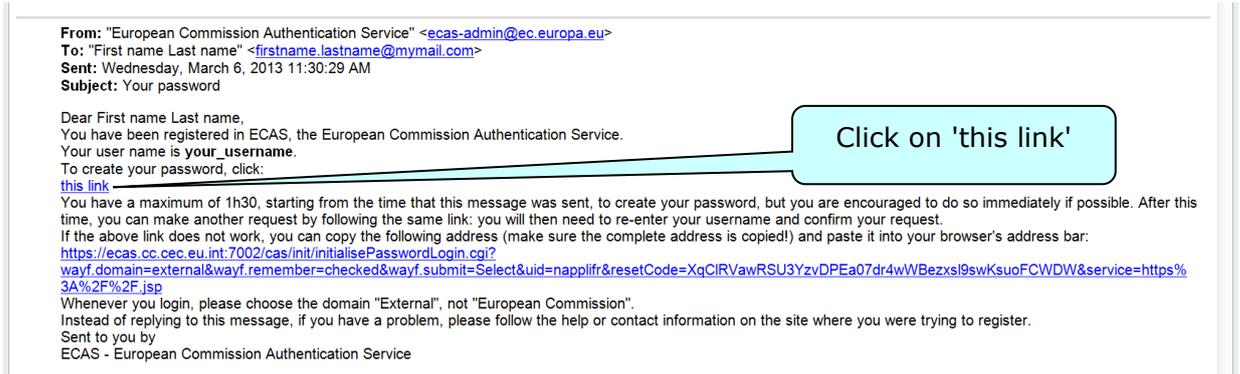
3.2 Password creation

Several minutes after signing up, an automatic email will be sent to the mailbox you entered on your *Sign up* form. The email contains your *username* and a link for you to create a password for the account you just created.

> **From:** "European Commission Authentication Service" <ecas-admin@ec.europa.eu>
> **To:** "First name Last name" <firstname.lastname@mymail.com>
> **Sent:** Wednesday, March 6, 2013 11:30:29 AM
> **Subject:** Your password
>
> Dear First name Last name,
> You have been registered in ECAS, the European Commission Authentication Service.
> Your user name is **your_username**.
> To create your password, click:
> this link
>
> You have a maximum of 1h30, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.
> If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
> https://ecas.cc.cec.eu.int:7002/cas/init/initialisePasswordLogin.cgi?
> wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=napplifr&resetCode=XqClRVawRSU3YzvDPEa07dr4wWBezxsl9swKsuoFCWDW&service=https%3A%2F%2F.jsp
> Whenever you login, please choose the domain "External", not "European Commission".
> Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.
> Sent to you by
> ECAS - European Commission Authentication Service

Callout: Click on 'this link'

Click on 'this link' to be directed to the ECAS password creation webpage:
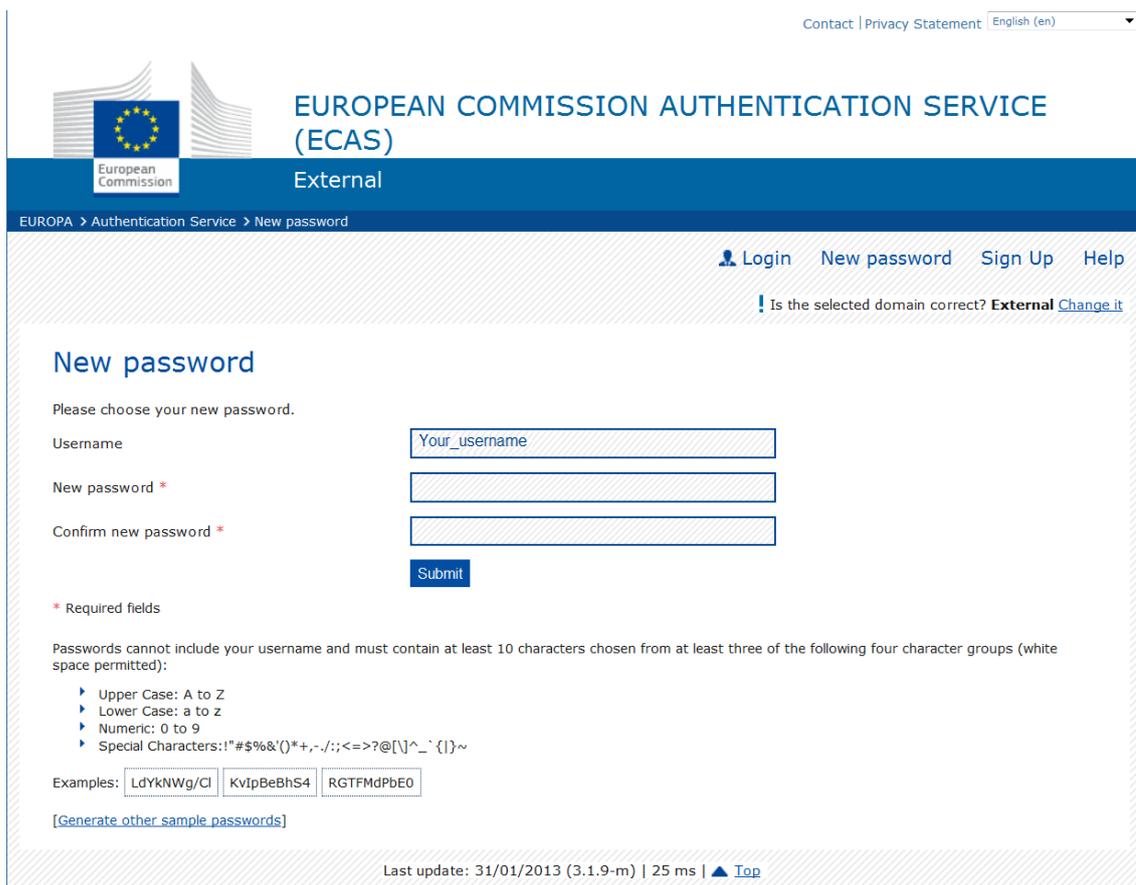
Please note: you must complete the password creation within 90 minutes of the email being SENT to you (not within 90 minutes of its arrival)!

Complete the form, respecting the format rules cited on-screen and click 'Submit'.

If you miss the 90 minute deadline, please refer to the instructions contained within the email you received.

When your password has been accepted, the following confirmation screen will appear:


You have now finished creating your ECAS account. Please keep your account details and password in a safe place.

When you log in through ECAS in the future, you can do so either with the **username** that you chose (or which was generated automatically for you) or with the **email address** that you used to register your account.

4 Help with your ECAS account

Click on the 'Help' link to find a list of Frequently Asked Questions.
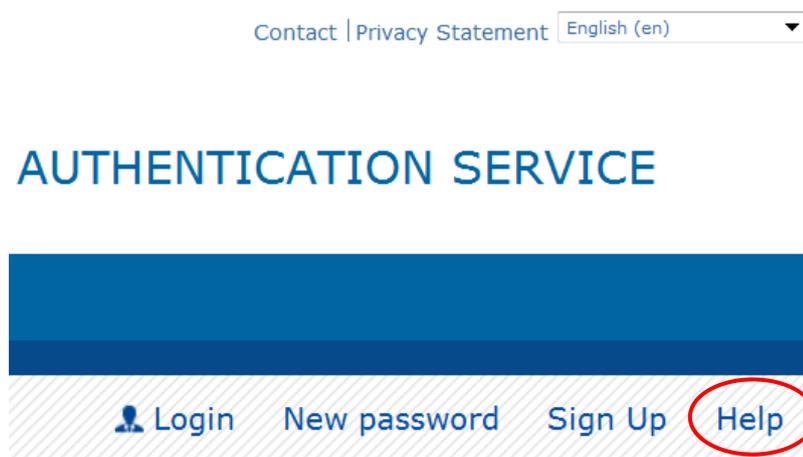
If after consulting the 'Help' page you are still encountering difficulties, you may contact the user access support team to request assistance:

DIGIT-USER-ACCESS@ec.europa.eu

Please note: the user access support team can only assist with ECAS account issues.

For problems related to the EACEA online service or website you are accessing or using, please consult the User Guide or support webpage for the service concerned. There you will find details of the available support resources and relevant helpdesk services.