

EUROPEAN COMMISSION

Directorate-General for Employment, Social Affairs and Inclusion

NEW ECAS ACCOUNT

1. INTRODUCTION

The purpose of this document is to explain the Arachne user:

- how to create his ECAS account in order to access Arachne using ECAS authentication
- How to find the ECAS Unique Identifier (identifier created by the ECAS system)

If case of questions or problems send an email to : <u>EC-ARACHNE-INFO@ec.europa.eu</u>

2. CREATE YOUR ECAS ACCOUNT

STEP 1

- Click on <u>https://webgate.ec.europa.eu/cas</u>
- Select "External"



STEP 2 Contact | Privacy Statement English (en) EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External Login New password Sign Up Help Login Not registered yet is the selected domain correct? External <u>Change it</u> authenticates your identity on European Commission websites il address l Mor tions... 1. Domain should be "External" or change it 2. Select "Not register yet" Login! Lost your password? 3. do not enter an username or e-mail address 4. do not enter a passwoed * Required fields

- Check the Domain: it should be "External". If it is not, click on "Change it" and refer to Step 1
- Click on the 'Not registered yet' link and fill in the details

STEP 3 – fill in your details		
		Contact Privacy Statement English (en)
EUROPE (ECAS)	AN COMMISSION AUTHENTI	CATION SERVICE
Commission External		
EUROPA > Authentication Service > Sign Up		
	🤱 Login	New password Sign Up Help
	! Is the	selected domain correct? External Change it
Sign Up		It should be "External" or change it
Help for external users		
Choose a username	My UserN@mE	
First name *	Me	
Last name *	Me Again	\mathbf{X}
E-mail *	me.meagain@gmail.com	1. Choose a username
Confirm e-mail *	me.meagain@gmail.com	3. Type the security code (Captcha
E-mail language *	English (en)	4. Check the box "privacy statement" 5. Click in the "Sign up" button
Enter the code *	eSWDZ	
	acknowledge that fou have read and understood the privacy statement * Sign up	

Clicking the Sign up button will result in the following screen

	EUROPEAN COMMISSION AUTHENT (ECAS)	ICATION SERVICE
European Commission	External	
EUROPA > Authentication Service > Sign Up		
	🤱 Logir	New password Sign Up Help
	l Is th	ne selected domain correct? External <u>Change it</u>
Sign Up	storio , usu will see inc. an a mail alluwing you to some late the societation process	-
Thank you for registering, you will receive an e-mail allowing you to complete the registration process.		

STEP 4 – check your mail

You will receive an email within +/- 15 minutes.

c	
ubject:	Your password
Dear Me	ME AGAIN,
You hav	e been registered in ECAS, the European Commission Authentication Service.
Your use	er name is MyUserNamEe.
To create	e your password, click:
<u>this link</u>	Click on "this link"
You hav need to 1	e 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. A re-enter your username and confirm your request.
If the ab <u>https://w</u>	ove 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: mailto:ebgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=nmeagame&resetCod
Wheneve	er you login, please choose the domain "External", not "European Commission".
Instead o	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 y ECAS -	you by European Commission Authentication Service

You have 1h30 to click on « this link »

STEP 5 – user created – new password

The following window must be used to change / set your password

	Contact Privacy Statement English (en) -
EUROPE (ECAS)	AN COMMISSION AUTHENTICATION SERVICE
Commission External	
EUROPA > Authentication Service > New password	
	🤱 Login New password Sign Up Help
	Is the selected domain correct? External <u>Change it</u>
New password	
Please choose your new password.	
Username	The usemame that you have choosen
New password *	1. Enter a "new password"
Confirm new password *	2. Click on "Submit"
	Submit
* Required fields	
Passwords cannot include your username and must c space permitted):	contain at least 10 characters chosen from at least three of the following four character groups (white
 Upper Case: A to Z Lower Case: a to z Numeric: 0 to 9 Special Characters:!"#\$%&'()*+,-/:;<=>?@[\]^_`{ }~
Examples: iLRovih{Kd HQRxv]CiLk NJF<0TaByC	2
[Generate other sample passwords]	

If the new password is validated and accepted by the ECAS system, you will receive a confirmation after clicking the Submit button.

	EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)	
European Commission	External	
EUROPA > Authentication Service > Ne	ew password	
	💄 Login New password Sign Up Help	
	Is the selected domain correct? External Change it	
New password		
Your ECAS password was successfully changed.		
Click Proceed below to continue to RCAM online		
Proceed		

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3. How to find the ECAS UID ?

Arachne users are defined in the Arachne User management database with their UNIQUE Identifier linked to their ECAS account.

This uid must be used to create the correct Arachne profile. In this chapter we explain you how to find this uid.

Click on the following link and log-in the ECAS system with your username and password: https://webgate.ec.europa.eu/cas

After you succeeded in the logon, click on the Account information button



In the ECAS Account details you can find the uid (in the following example the Username = RunnerLuc and the uid = nmolemlu)

My ECAS Account Details

Username	RunnerLuc
Domain	External
Unique identifier at the Commission (uid)	nmolemlu