

ECAS PRIRUČNIK ZA ERASMUS+ PRIJAVITELJE

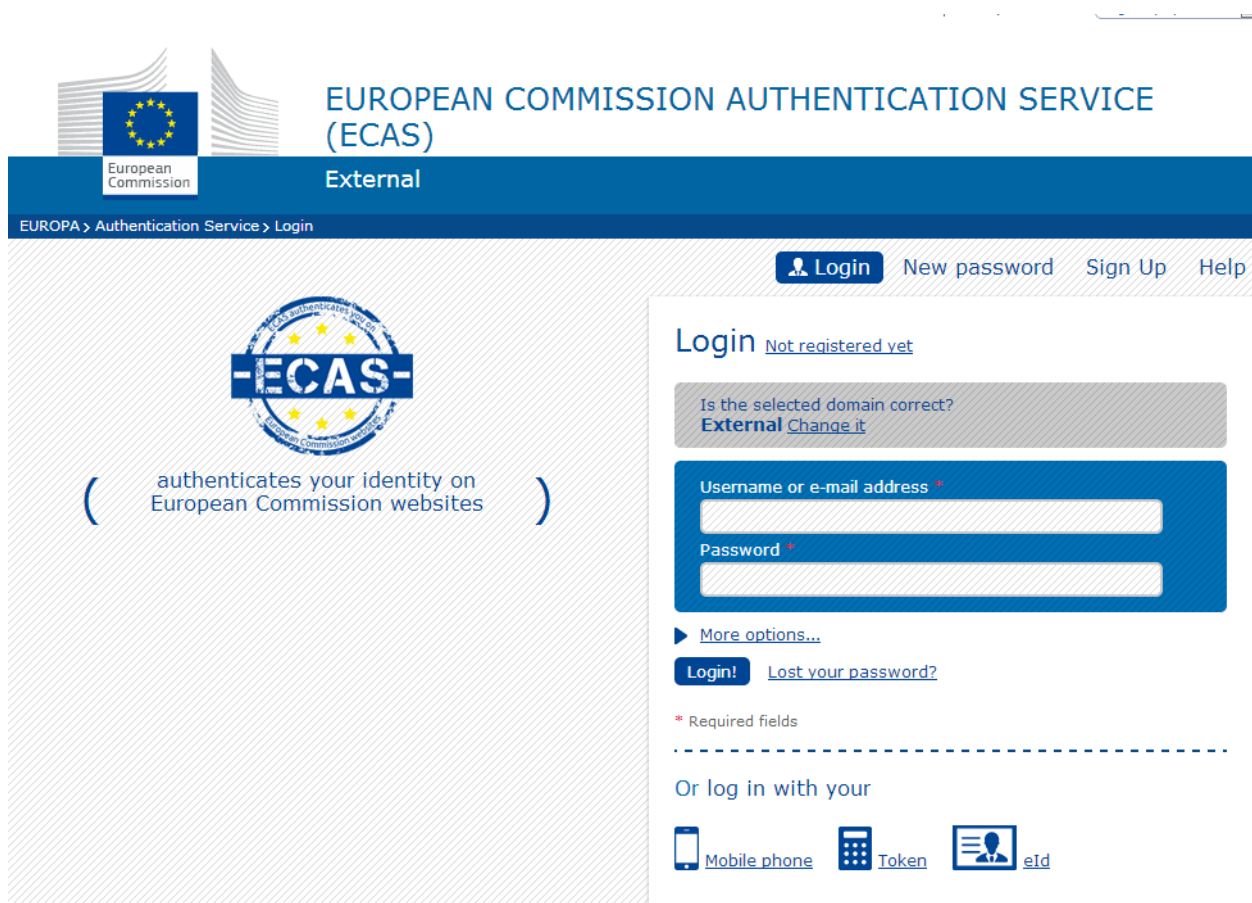
European Commission Authentication System (ECAS) je servis koji korisnicima dopušta pristup većini digitalnih sustava razvijenih ili korištenih od strane europskih institucija. Za pristup URF registracijskom portalu, morate se registrirati u ECAS-u.

Svrha ovog priručnika je da objasni kako se prvi put registrirati na ECAS-u te kako izmijeniti svoju lozinku i osobne podatke.

Napomena: kad se jednom naprave u ECAS-u, isto korisničko ime i lozinka koriste se za bilo koji drugi sustav u sklopu ECAS-a. U slučaju da već imate svoj ECAS korisnički račun, za istu e-mail adresu, moći ćete pristupiti alatima Europske komisije. Nema potrebe iznova otvarati novi korisnički račun.

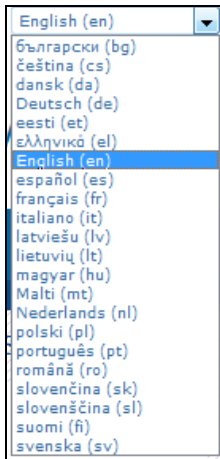
1. Registracija na ECAS (prosječno trajanje: 10 minuta)

Otvorite sljedeću internetsku stranicu: <https://webgate.ec.europa.eu/cas/>



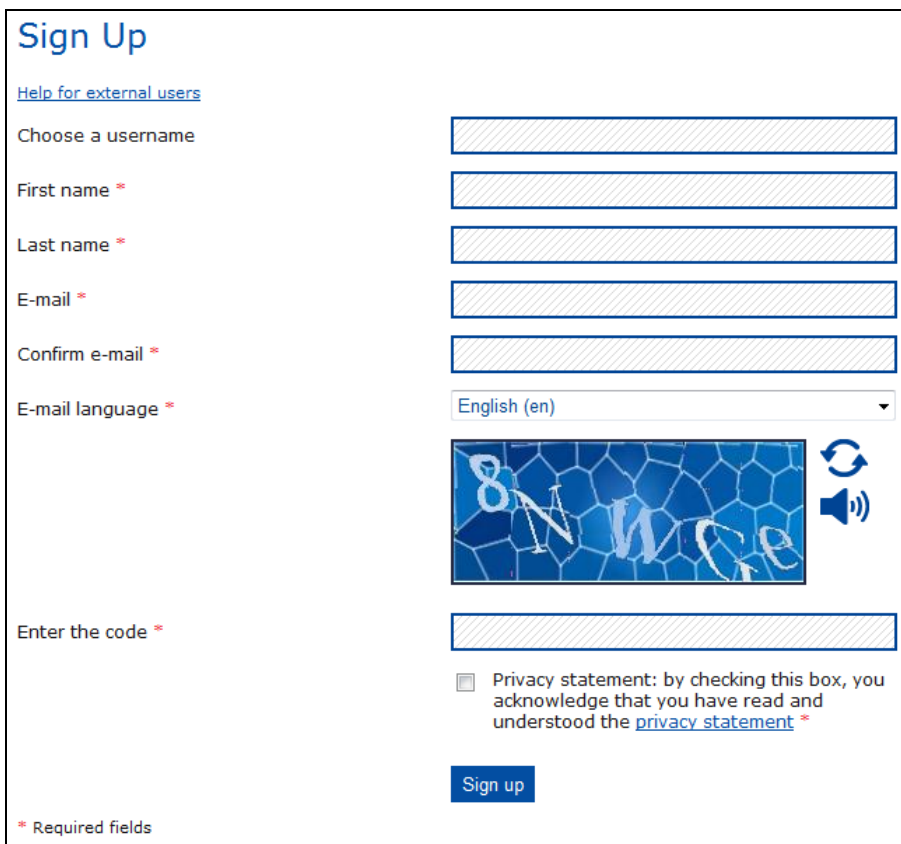
The screenshot shows the ECAS login page. At the top left, there is the European Commission logo and the text "EUROPA > Authentication Service > Login". The main header reads "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External". On the right, there are navigation links: "Login", "New password", "Sign Up", and "Help". The central part of the page features the ECAS logo and the text "(authenticates your identity on European Commission websites)". On the right side, there is a "Login" section with a "Not registered yet" link. Below this, there is a question "Is the selected domain correct?" with the answer "External" and a "Change it" link. There are two input fields: "Username or e-mail address" and "Password", both marked with an asterisk. Below the input fields, there is a "More options..." link and a "Login!" button with a "Lost your password?" link. At the bottom, there is a section "Or log in with your" with three options: "Mobile phone", "Token", and "eId".

2. Odaberite jezik iz padajućeg izbornika s gornje desne strane ukoliko je potrebno.



A dropdown menu for language selection. The current selection is 'English (en)'. The list includes: English (en), български (bg), čeština (cs), dansk (da), Deutsch (de), eesti (et), ελληνικό (el), English (en), español (es), français (fr), italiano (it), latviešu (lv), lietuvių (lt), magyar (hu), Malti (mt), Nederlands (nl), polski (pl), português (pt), română (ro), slovenčina (sk), slovenščina (sl), suomi (fi), svenska (sv).

3. Kliknite na "Sign Up" kako bi Vam se pojavio registracijski upitnik.



Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

* Required fields

- Ispunite obavezna polja u Obrascu za registraciju korisnika te odaberite jezik koji preferirate. Preporučamo da preskočite polje „Choose a username“ te da ispunite samo ona polja koja su obavezna. ECAS će Vam automatski dodijeliti korisničko ime, no prilikom pristupa možete koristiti email adresu kao korisničko ime.
- Pročitajte i prihvatite izjavu o privatnosti podataka



- Unesite znakove koji su prikazani na slici za sigurnosnu provjeru. U slučaju da su znakovi nejasni kliknite na "Try another" ikonu za novu sliku.



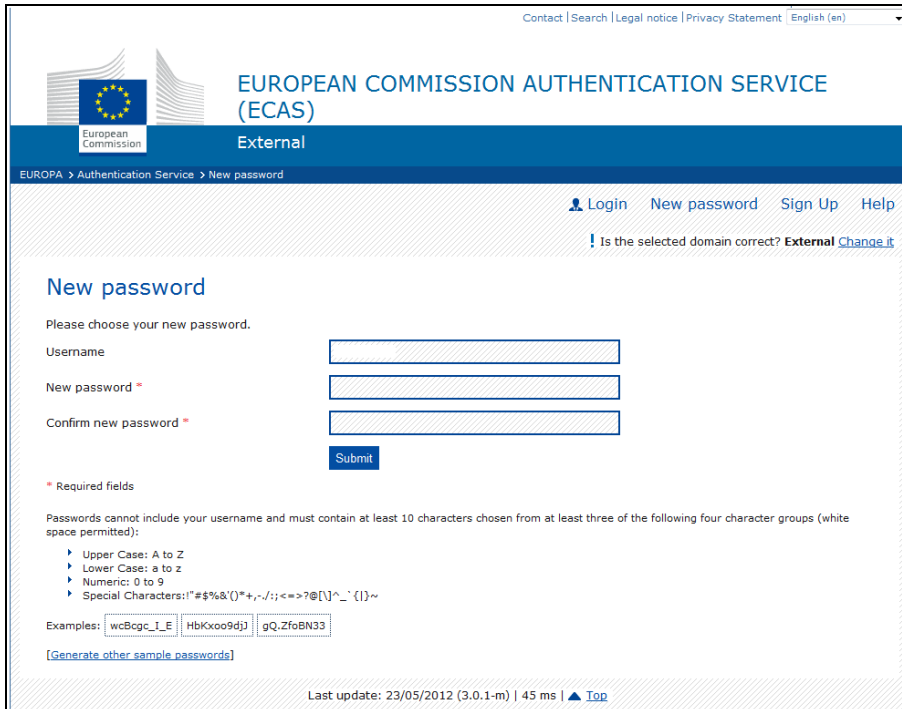
- Kliknite na "Sign up" ikonu. Klikom na ovu ikonu prikazat će se poruka s potvrdom registracije.



8. Unutar nekoliko minuta automatski e-mail će biti poslan na pretinac elektroničke pošte koji ste naveli u Obrascu za registraciju korisnika. Primljena poruka će sadržavati korisničko ime za novi korisnički račun te poveznicu za izradu korisničke lozinke.
9. U primljenom e-mailu kliknite na "<this link>" kako bi vam se otvorila mrežna stranica na kojoj ćete kreirati novu lozinku

Napomena: Vrijeme za unos nove lozinke je 90 minuta. Ukoliko vam e-mail ne stigne ili Vam rok od 90 minuta istekne, kliknite "Forgotten password" te slijedite proceduru koja je opisana u nastavku ovog vodiča.

10. Napravite svoju novu lozinku. Posebnu pažnju obratite na pravila o lozinci. Preporučamo da kao korisničko ime za ECAS koristite svoju e-mail adresu.



11. Kliknite na „Submit“ nakon čega će Vam se prikazati poruka potvrde.
12. Registracija je sada završena. Klikom na „Login“ na početnoj stranici možete pristupiti ECAS-u koristeći svoju e-mail adresu kao korisničko ime te lozinku koju ste upravo kreirali.

Podatke o svom korisničkom imenu i lozinci čuvajte na sigurnom mjestu. Oni će Vam trebati za pristup Mobility Toolu nakon što dobijete informaciju o tome da je Vaš projekt dostupan u Mobility Toolu.

2. Zaboravljena lozinka (prosječno trajanje: 5 minuta)

Ova se procedura može koristiti i za promjenu lozinke. U oba slučaja - **promjena lozinke i kreiranje nove lozinke u slučaju da ste zaboravili prvotnu lozinku** - procedura je potpuno ista.

1. Otvorite sljedeću mrežnu stranicu: <https://webgate.ec.europa.eu/cas/>



The screenshot shows the ECAS login page. At the top, there is a navigation bar with links for Contact, Search, Legal notice, Privacy Statement, and English (en). Below this is the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)'. The page title is 'European Commission'. There are navigation links for 'Login', 'New password', 'Sign Up', and 'Help'. The main content area features the ECAS logo and the text '(authenticates your identity on European Commission websites)'. On the right, there is a 'Login' section with a 'Not registered yet' link. Below this is a form with fields for 'Username or e-mail address' and 'Password'. There are also links for 'More options...', 'Login!', and 'Lost your password?'. At the bottom, there are icons for 'Mobile phone', 'Token', and 'eId'. The footer indicates 'Last update: 23/05/2012 (3.0.1-m) | 6 ms | Top'.

2. Kliknite na „New Password“

3. Ispunite obrazac za promjenu lozinke koristeći e-mail s kojim ste se registrirali na ECAS(ili korisničko ime).



The screenshot shows the 'New password' form. It has three input fields: 'Username or e-mail address', 'Confirm username or e-mail address', and 'Enter the code'. The 'Enter the code' field is currently filled with a CAPTCHA image showing the word 'BECHT' on a blue background. There are icons for refreshing the CAPTCHA and a speaker icon for audio. A 'Get a password' button is located at the bottom right. A legend at the bottom left indicates '* Required fields'.

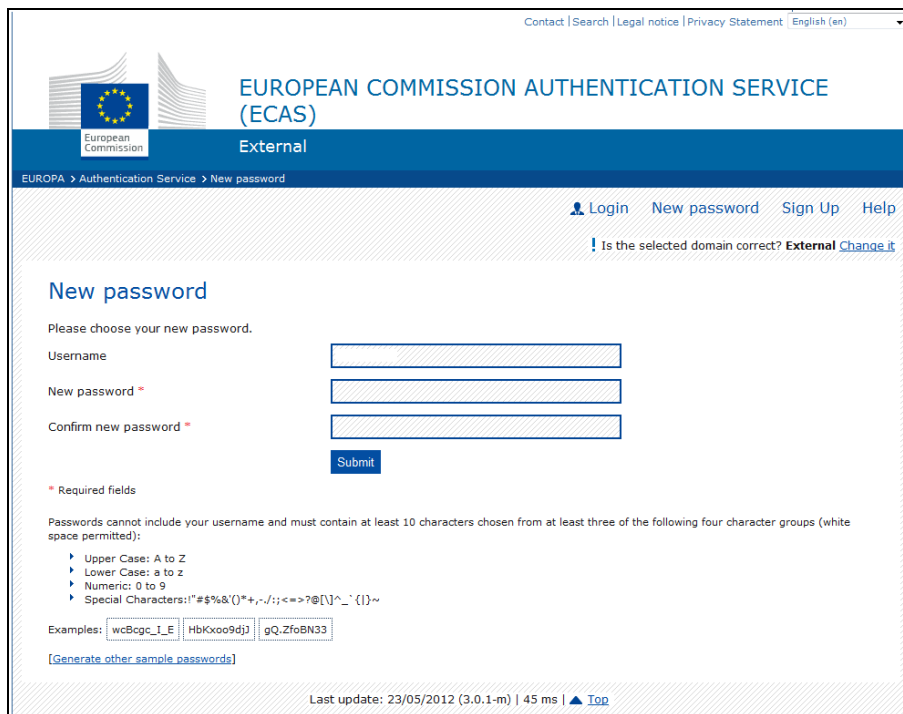
4. Kliknite na ikonu "Get password"

5. Automatska poruka će biti poslana na Vaš e-mail.

6. U zaprimljenoj poruci kliknite na poveznicu kako biste resetirali svoju ECAS lozinku.

Napomena: Vrijeme za unos nove lozinke je 90 minuta. Ukoliko Vam e-mail ne stigne ili Vam rok od 90 minuta istekne, potrebno je kliknuti "Forgotten password" te slijediti proceduru koja je opisana u nastavku.

7. Popunite obrazac za unos nove lozinke. Posebnu pažnju obratite na pravila za lozinku.



Contact | Search | Legal notice | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > New password

Login New password Sign Up Help

! Is the selected domain correct? External [Change it](#)

New password

Please choose your new password.

Username

New password *

Confirm new password *

* Required fields

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- ▶ Upper Case: A to Z
- ▶ Lower Case: a to z
- ▶ Numeric: 0 to 9
- ▶ Special Characters: !"#%&'()*+,-./:;<=>?@[\\]^_`{|}~

Examples:

[\[Generate other sample passwords\]](#)

Last update: 23/05/2012 (3.0.1-m) | 45 ms | [Top](#)

8. Klikom na "Submit" pojaviti će se potvrda Vaše lozinke.

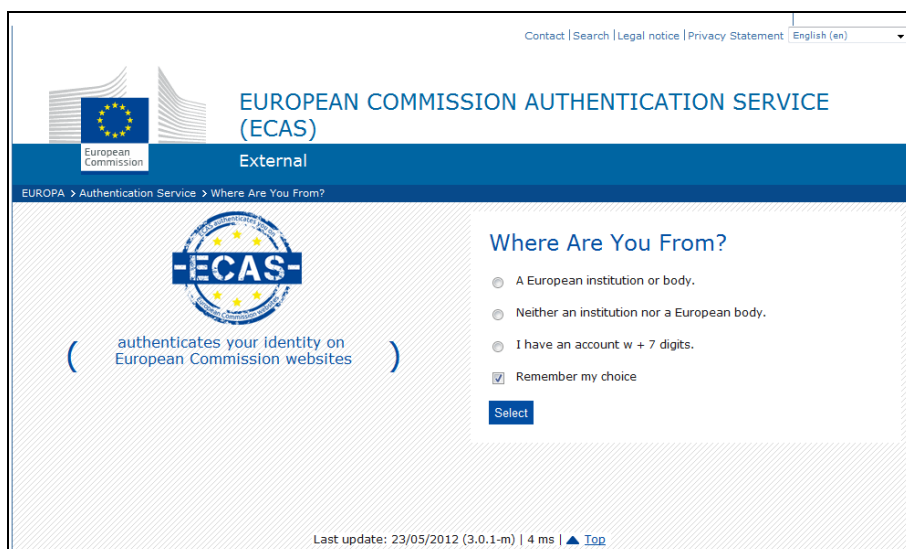
3. Promjena imena, prezimena ili adrese (prosječno trajanje: 5 minuta)

1. Otvorite mrežnu stranicu <https://webgate.ec.europa.eu/cas/> i logirajte se.



The screenshot shows the ECAS login page. At the top, there is a navigation bar with links for Contact, Search, Legal notice, Privacy Statement, and English (en). Below this is the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)". The page is titled "European Commission" and "Intracomm > Authentication Service > Login". On the right side, there are links for "Login", "New password", "Sign Up", and "Help". The main content area features the ECAS logo and the text "(authenticates your identity on European Commission websites)". To the right, there is a "Login" section with a sub-header "Not registered yet". Below this, there is a question "Is the selected domain correct?" with a link "European Commission Change it". There are two input fields for "Username or e-mail address" and "Password". Below the input fields, there is a "More options..." link, a "Login" link, and a "Lost your password?" link. A "Required fields" section is also present. At the bottom, there is a section "Or log in with your" with icons for "Mobile phone", "Token", and "eId". The footer indicates "Last update: 23/05/2012 (3.0.1-m) | 6 ms | Top".

2. Provjerite je li domena podešena na *External*. Ukoliko nije kliknite na ikonu „Change it“ i odaberite „Neither an institution nor a European body“.



The screenshot shows the ECAS "Where Are You From?" page. At the top, there is a navigation bar with links for Contact, Search, Legal notice, Privacy Statement, and English (en). Below this is the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)". The page is titled "External" and "EUROPA > Authentication Service > Where Are You From?". On the left side, there is the ECAS logo and the text "(authenticates your identity on European Commission websites)". To the right, there is a "Where Are You From?" section with three radio button options: "A European institution or body.", "Neither an institution nor a European body.", and "I have an account w + 7 digits.". There is a checked checkbox for "Remember my choice" and a "Select" button. The footer indicates "Last update: 23/05/2012 (3.0.1-m) | 4 ms | Top".

3. Nakon što ste se logirali, kliknite na ikonu "Account information" kako bi se pojavili detalji o Vašem korisničkom računu.



EUROPA > Authentication Service > Account information

Logout Change password **Account information** Help

Account information

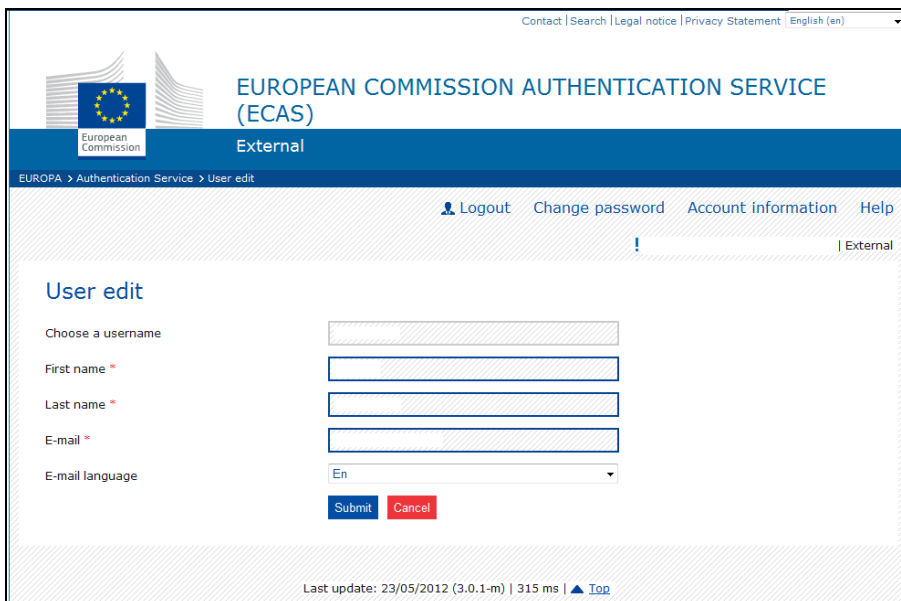
- Modify my personal data
[Modify my personal data >](#)
- Delete your account
[Delete your account >](#)
- Manage my mobile phone numbers
[Manage my mobile phone numbers >](#)
- You can view the sessions opened for visited applications.
[Display my sessions >](#)
- You can link your eID to your ECAS account.
[Link my eID >](#)

My ECAS Account Details

Username	
Domain	External
Unique identifier at the Commission (uid)	
Most recent login	30/05/2012 17:33 GMT+02:00
Previous login	26/04/2012 11:16 GMT+02:00
Account created	25/01/2012 12:01 GMT+01:00
Name	
Email preferred language	en
E-mail	
Password last changed	25/01/2012 12:06 GMT+01:00
Password expires (as defined by the policy currently in force)	23/07/2012 13:06 GMT+02:00
Password last reset	25/01/2012 12:06 GMT+01:00

4. Kliknite na "Modify my personal data".

5. Promijenite svoje podatke.



6. Kliknite na ikonu "Submit". Pojavit će Vam se poruka s potvrdom.
7. Automatska poruka će biti poslana na novu adresu elektroničke pošte.
8. U zaprimljenoj poruci kliknite na [this link](#) kako biste potvrdili promjenu adrese elektroničke pošte.

4. Uklanjanje korisničkog računa

1. Otvorite mrežnu stranicu <https://webgate.ec.europa.eu/cas/> i logirajte se.



Contact | Search | Legal notice | Privacy Statement | English (en)

 EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
European Commission

Intracomm > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)


(authenticates your identity on European Commission websites)

Login [Not registered yet](#)

Is the selected domain correct?
European Commission [Change it](#)

Username or e-mail address *

Password *

▶ More options...

[Login!](#) [Lost your password?](#)

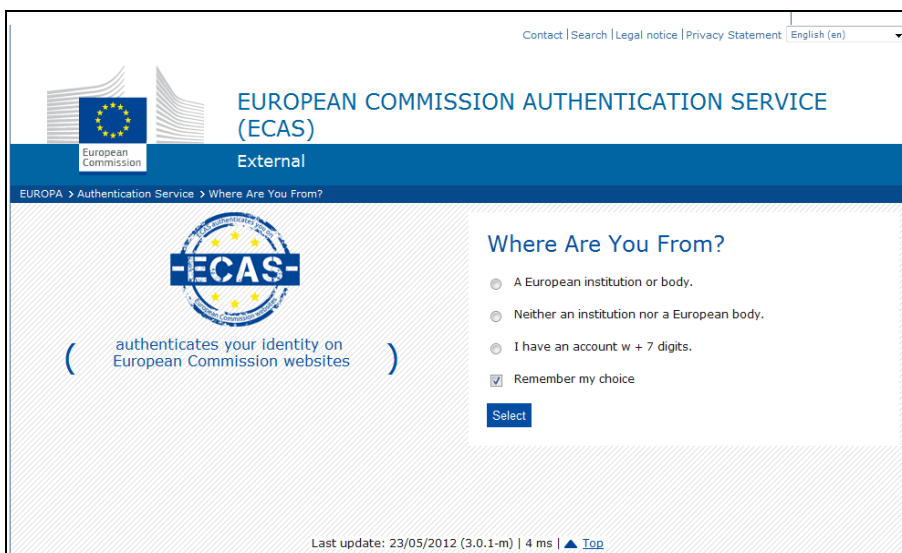
* Required fields

Or log in with your


 [Mobile phone](#)  [Token](#)  [eId](#)

Last update: 23/05/2012 (3.0.1-m) | 6 ms | [▲ Top](#)


2. Provjerite je li domena podešena na External. Ukoliko nije kliknite na „Change it“ i odaberite „Neither an institution nor a European body“.



Contact | Search | Legal notice | Privacy Statement | English (en)

 EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > Where Are You From?


(authenticates your identity on European Commission websites)

Where Are You From?

A European institution or body.

Neither an institution nor a European body.

I have an account w + 7 digits.

Remember my choice

[Select](#)

Last update: 23/05/2012 (3.0.1-m) | 4 ms | [▲ Top](#)

3. Nakon što ste se logirali, kliknite na ikonu "Account information". Pojaviti će se web stranica s Vašim podacima.

Contact | Search | Legal notice | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > Account information

[Logout](#) [Change password](#) [Account information](#) [Help](#)

! External

Account information

- Modify my personal data
[Modify my personal data >](#)
- Delete your account
[Delete your account >](#)
- Manage my mobile phone numbers
[Manage my mobile phone numbers >](#)
- You can view the sessions opened for visited applications.
[Display my sessions >](#)
- You can link your eID to your ECAS account.
[Link my eID >](#)

My ECAS Account Details

Username	
Domain	External
Unique identifier at the Commission (uid)	
Most recent login	30/05/2012 17:33 GMT+02:00
Previous login	26/04/2012 11:16 GMT+02:00
Account created	25/01/2012 12:01 GMT+01:00
Name	
Email preferred language	en
E-mail	
Password last changed	25/01/2012 12:06 GMT+01:00
Password expires (as defined by the policy currently in force)	23/07/2012 13:06 GMT+02:00
Password last reset	25/01/2012 12:06 GMT+01:00

4. Kliknite na ikonu "Delete your account".

Contact | Search | Legal notice | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > Account deletion confirmation

[Logout](#) [Change password](#) [Account information](#) [Help](#)

! External

Delete your account

Warning! You are about to delete your ECAS account. All access rights assigned to this account will be revoked. You will not be able to recover them.

[Delete](#) [Cancel](#)

Last update: 23/05/2012 (3.0.1-m) | 5 ms | [Top](#)

5. Kliknite na ikonu "Delete".

6. Potvrdite svoj izbor kako bi Vaš korisnički račun bio izbrisan.

5. Pravila vezana uz ECAS korisnički račun

1. ECAS korisnički račun je jedinstven i može biti povezan sa samo jednom *e-mail* adresom koju je moguće mijenjati.
2. ECAS korisnički račun nema rok trajanja.
3. ECAS korisnički račun je moguće zaključati. Ova mjera se primijenjuje samo nakon 5 neuspjelih pokušaja logiranja. Zaključavanje se automatski deaktivira nakon 15 minuta.

6. Pravila vezana uz ECAS lozinku

1. Lozinka mora sadržavati najmanje 10 znakova iz 3 od 4 različite skupine znakova:

- a) Tiskana slova: od A do Z
- b) Pisana slova: od a do z
- c) Numeričke: od 0 do 9
- d) Posebne znakove: !"#%&/()*+-.:;~_}{@Ł~<=>[?]

2. Lozinka ističe 180 dana nakon promjene ili njenog prvog definiranja.

3. Upozorenje o isteku lozinke ćete dobiti 5 dana prije isteka lozinke.

4. Lozinka se ne može mijenjati ako nije u upotrebi barem 1 dan.

5. Zadnjih 5 lozinki se pamti te ih se ne može opet koristiti.

7. ECAS podrška

ECAS Help website: <https://webgate.ec.europa.eu/cas/help.html>

ECAS Helpdesk: DIGIT-USER-ACCESS@ec.europa.eu