

Erasmus+

UK education, training, youth and sport opportunities across Europe

ECAS Registration Guide

2014 Call

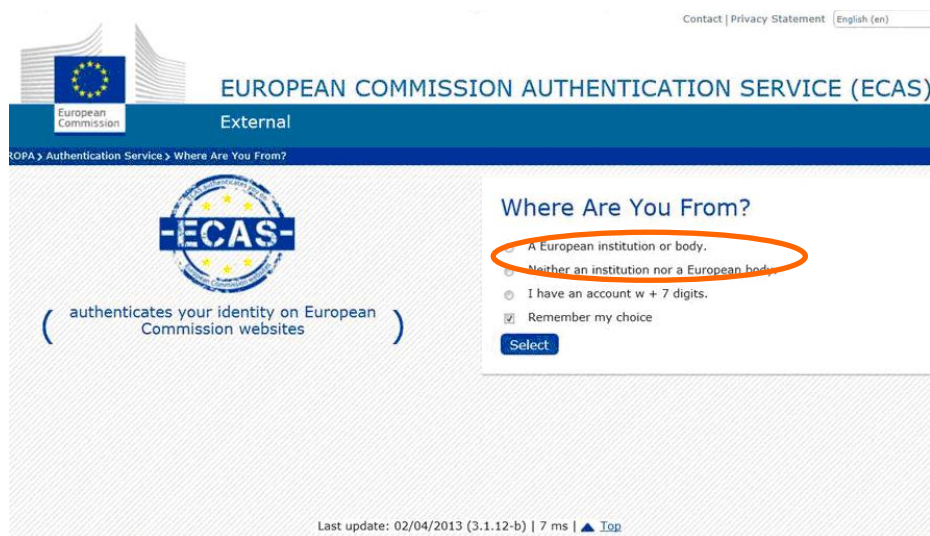
Introduction

You must register your organisation on the European Commission Authentication Service (ECAS) first in order to be able to apply for Erasmus+ funding.

You will then be able to log into and register your organisation on the European Commission's Participant Portal to obtain your unique 9-digit reference number called a PIC (Personal Identification Code), which you must enter on your Erasmus+ application form.

Registering on ECAS

1. Open the following link: <https://webgate.ec.europa.eu/cas/>. You will be required to specify your domain as seen in Figure 1 below. Please select the option "Neither an institution nor a European body" and check the "Remember my choice" box. After this, click on "Select". Your domain will be set to "External".



The screenshot shows the ECAS registration page. At the top, there is a navigation bar with the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)'. Below this, a blue banner reads 'External'. The main content area is titled 'Where Are You From?' and contains the following options:

- A European institution or body.
- Neither an institution nor a European body.
- I have an account w + 7 digits.
- Remember my choice

A blue 'Select' button is located below the options. The 'Neither an institution nor a European body' option is circled in red. At the bottom of the page, it says 'Last update: 02/04/2013 (3.1.12-b) | 7 ms | ▲ Top'.

Figure 1: Setting your ECAS domain

2. You will then be directed to the ECAS login page. Click on the "Sign Up" button as seen in Figure 2 below.

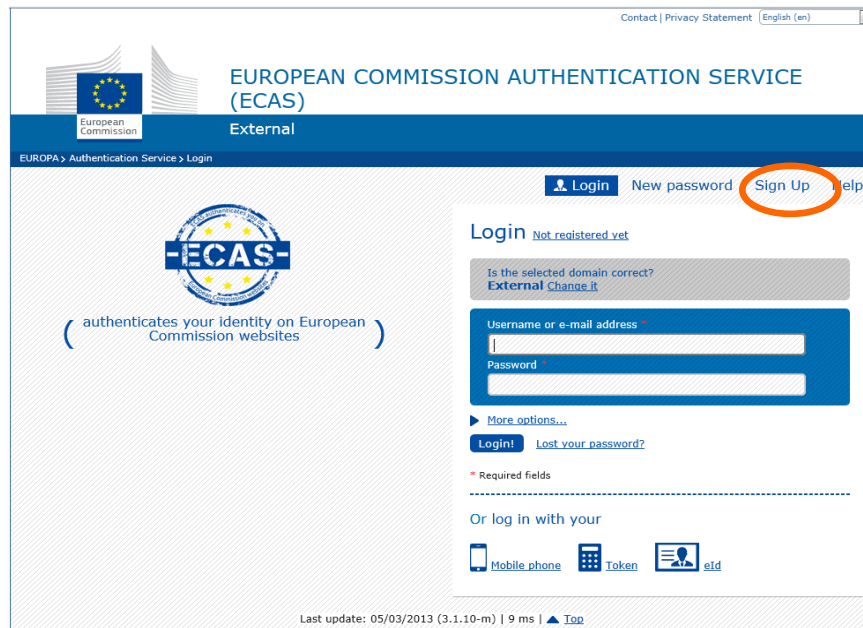


Figure 2: ECAS Login Page

3. A registration form will appear as seen in Figure 3.

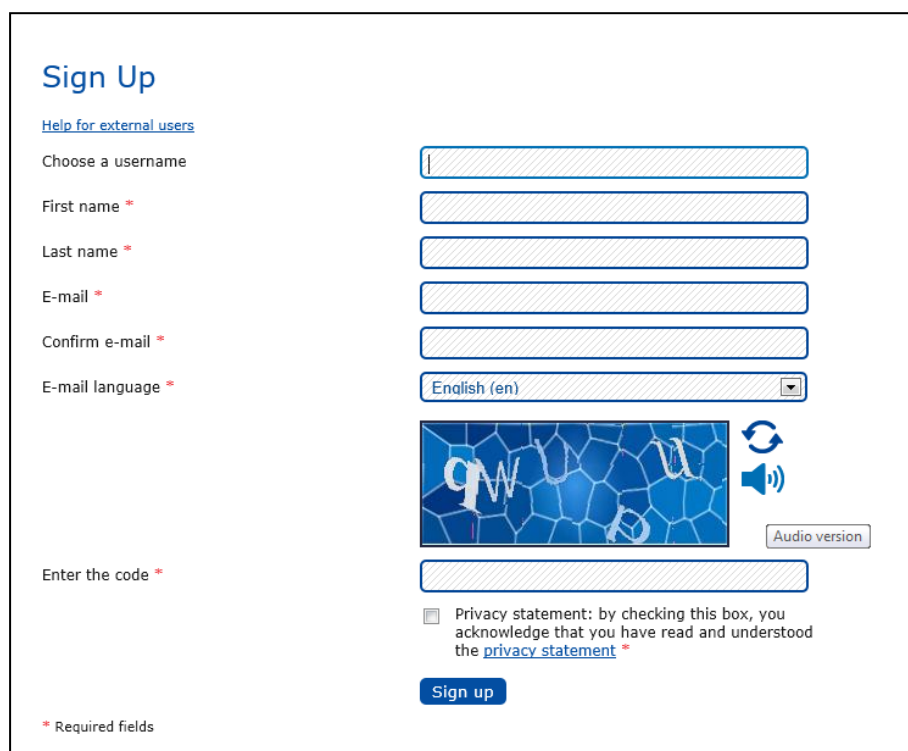


Figure 3: ECAS registration form

Please ensure that you:

- complete all mandatory fields (marked with an asterix);
- complete the security check by typing in the characters in the blue captcha picture. If the characters are not clear, click on the “try another” symbol to the right of the image;
- read and accept the privacy statement by checking the box.

We suggest that you leave the "choose a username" field blank and only fill in the mandatory fields. ECAS will then choose a login name automatically however you can use your email address as a login name if you wish within the registration form.

Once you click on the "Sign up" button, an automatic email will be sent through to the email address you used to register.

4. The automatic email will contain details of your username and a link to create your password. It is compulsory to create your password within 1 hour 30 minutes of receiving the email, and therefore it is important that you complete this task straight away.
5. If you do not receive the automatic email or you do not create your password within 1 hour 30 minutes, please go back to the login link (<https://webgate.ec.europa.eu/cas/>) and click on “new password”:

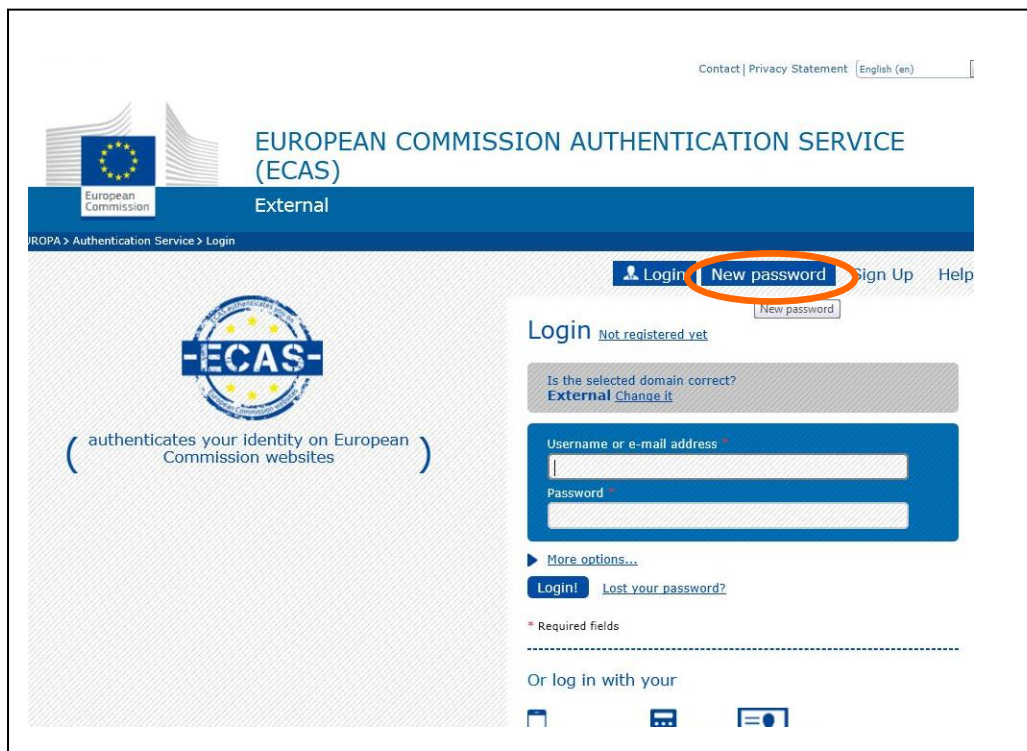


Figure 4: Creating or resetting your ECAS password

You will then need to complete a new password request form and a further security check. You will then receive a second automatic email. Please click on the link provided in the email to create your password. Please complete this within 1 hour and 30 minutes or you will need to repeat this process.

You can follow this same procedure if you have forgotten your password or wish to change it.

CONGRATULATIONS YOU HAVE NOW REGISTERED ON ECAS

Next Steps:

- Register on the European Commission's Participant Portal to obtain your 9-digit PIC number (Personal Identification Code) to enable you to apply for Erasmus+ funding:
<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>