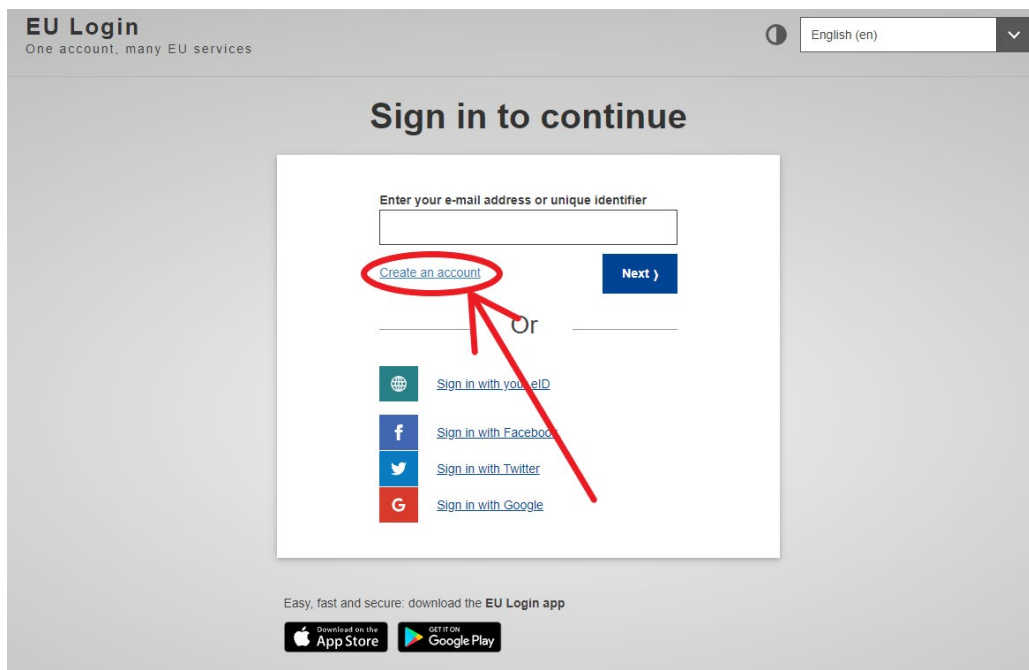


Instructions

How to set-up an EU Login account

Go to the EU Login page by entering the following address in the browser, in order to create your account: <https://webgate.ec.europa.eu/cas/login>

The following screen should appear. Click on “Create an account.”



On the next page you will be asked to provide the following information:

- First name: *Your first name cannot be empty and can contain letters of any alphabet.*
- Last name: *Your last name cannot be empty and can contain letters of any alphabet.*
- E-mail: *An e-mail address that you have access to. You are strongly advised to choose your individual professional email address, which must be used to login to the EU Academy once the account is created.*
- Confirm e-mail: *Type your e-mail address again to make sure it is correct.*
- E-mail language: *The language used when EU Login sends you e-mails, regardless of the language used in the interface. It guarantees that you are able to understand these e-mails even if they were triggered by mistake. EU Login only sends you e-mails to verify your identity or to notifying you about security events affecting your account.*

Create an account

Help for external users

First name
I

Last name

E-mail

Confirm e-mail

E-mail language
English (en)

Enter the code

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

Create an account

After you have provided all of the information, please enter the code in the corresponding field and then click on “Create an Account.” Do not forget to tick the box to confirm that you have read the privacy statement.

Enter the code

9x 3 B4

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

Create an account Cancel

In a few moments you will receive a confirmation e-mail from EU Login to the e-mail account provided in the registration form. Please click the link provided.

Dear XYZ

You have been registered in EU Login.

Your email address is XYZ@XYZ

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, 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://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf_domain=external&wayf_remember-checked&wayf_submit-Select&uid=n007xwkh&resetCode=zI7RfrAMluSRjAMqSKXpvSzTzpa74PWLH5V0C6MG4xHW

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.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

After you have clicked on the link (indicated above) in the e-mail, you will be directed to the site where you will be asked to choose a new password for the username you have created.

New password

Please choose your new password.

n007xwkh
(External)

New password

Confirm new password

Submit

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: izRgchbBG; Ccyscc2bfm VmaJNmJkX4

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

After that, click on "Submit." Your EU Login password will be changed, and you will be able to successfully enter EU Login.

New password

Your EU Login password was successfully changed.

Proceed

By clicking on "Proceed" you will be logged in.

Successful login

You are now logged in to EU Login.

To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

Now you can close all of the browser windows.