



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 : EC-ARACHNE-INFO@ec.europa.eu

2. CREATE YOUR ECAS ACCOUNT

STEP 1

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

Where are you from?

Welcome to the European Commission Authentication Service (ECAS).
Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body.
Choose "W+7" if you have a special external account composed of w and 7 digits.
If you aren't sure, select the "I don't know?" option for help.

Select "External"

European Commission
European Commission, Executive Agencies.

External
Partners, Researchers, Citizens.

W+7
I have an account w + 7 digits.
Special external accounts.

I don't know?
More information about this screen.

View all | Institutions | Regulatory Agencies | Joint Undertakings | Other

STEP 2

Contact | Privacy Statement | English (en)


 (authenticates your identity on European Commission websites)

1. Domain should be "External" or change it
2. Select "Not register yet"
3. do not enter an username or e-mail address
4. do not enter a passwoed

- 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

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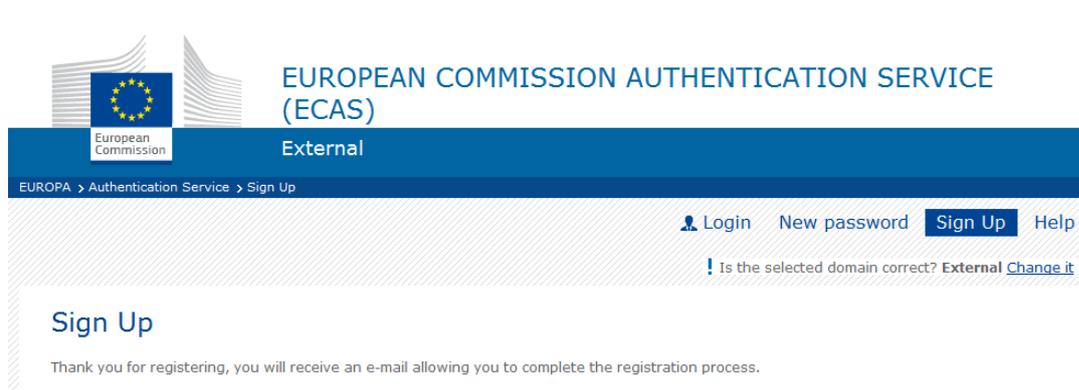

 (authenticates your identity on European Commission websites)

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

1. Choose a username
2. Enter your data in the fields
3. Type the security code (Captcha code)
4. Check the box "privacy statement"
5. Click in the "Sign up" button

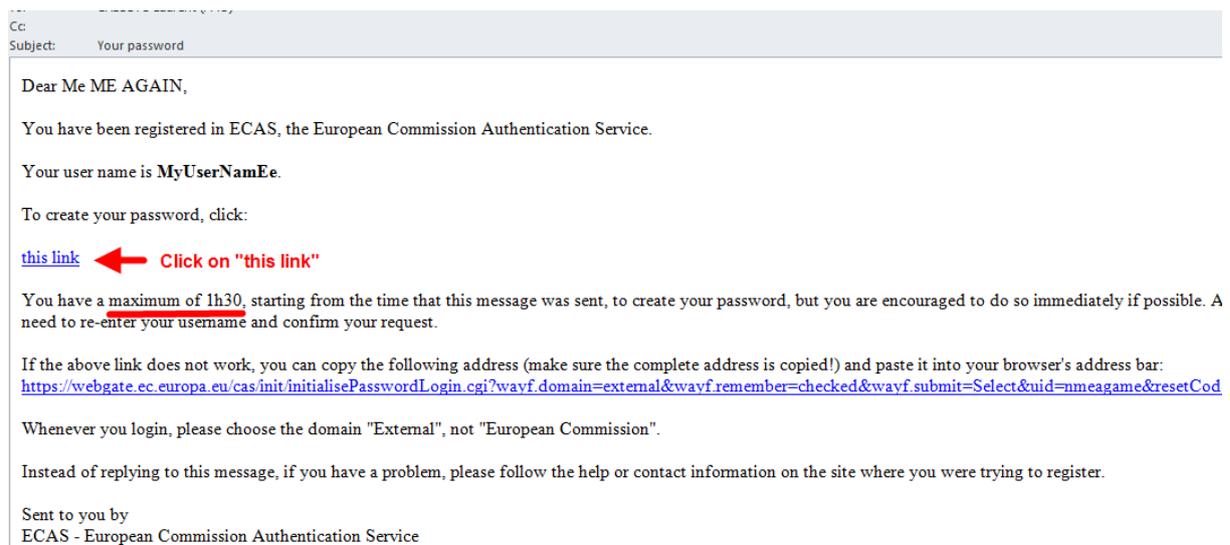
It should be "External" or change it

Clicking the Sign up button will result in the following screen



STEP 4 – check your mail

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



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)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

European Commission 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:

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

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

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EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

European Commission External

EUROPA > Authentication Service > New 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**

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