



NEW ECAS AUTHENTICATION METHOD

Summary – As of mid-October, a new authentication system, known as *ECAS* (European Commission Authentication Service), will be used to register to the Erasmus for Young Entrepreneurs programme and login to the Erasmus IT Management Tool. The new system will permanently replace the former method, both for **new actors** (entrepreneurs/IO staff) wishing to take part in programme and for **existing users** whose credentials will be automatically migrated to ECAS. In both cases, a simple one-off action is required from users to initialize their account with a new password of their choice and start/continue to use the registration form and/or the IT Management Tool. This leaflet explains how to initialize your ECAS account and login with the new system.

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I. ECAS Account Initialization

➔ EXISTING USERS

If you have already registered to Erasmus for Young Entrepreneurs (or to another application offered on the [Enterprise e-Services Portal](#)), you do not need to *create* an ECAS account: the system will do that for you. In the coming days, the details of your new ECAS account will be sent to you by email to the address with which you originally registered. All you need to do is *set a password* in order to initialize your account, as explained below. Your new password may be the same as the one you had before, or you can create a totally different one. In any case, the ECAS password will replace your old password.

To initialize your ECAS account:

1. Open the Inbox associated to the email address with which you registered to Erasmus for Young Entrepreneurs in the past, and open the email message that was sent to you by *European Commission Authentication Service*.
2. Click the '[this link](#)' hyperlink in the email:

The screenshot shows an email interface with the following content:

From: European Commission Authentication Service
To: Maarit HÄKÄMIES
Subject: Your password

Dear Maarit HÄKÄMIES,

You have been registered in ECAS, the European Commission Authentication Service.

Your user name is ENTR_05903.

To create your password, click:

[this link](#)

You have 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. 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=nhaekama&resetCode=dBkaMXzs7nXR0mQcEoJDMxSqZiVu19JxDmX4QRyLm>

Whenever you login, please choose the domain "External", not "European Commission".

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.

Sent to you by
ECAS - European Commission Authentication Service



1h30 restriction

Please note that although the instructions email mentions a standard 1h30 period for initializing your account after receiving the message, you can still click the link passed this delay. Only, you will be asked to 'make another request' for the same email address. A new instructions email will then be sent to you, with a new link to press in order to set your password.

2. On the *New password* page, enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click **Submit**.

Contact | 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:

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

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Result: The system informs you that your password has been successfully initialized. You now have a valid ECAS account with a login name and a password of your choice. With this information, you can now log in to the Erasmus IT Management Tool and consult your Erasmus registration form (see further).

➔ NEW USERS

Please use the procedure below **ONLY** if you are an entrepreneur and you have never registered to the Erasmus for Young Entrepreneurs programme before!

Registering occurs in 3 steps:

- i) create an ECAS account
- ii) initialize your ECAS account
- iii) complete and submit your registration form

To register to the Erasmus for Young Entrepreneurs programme:

1) Create your ECAS account:

- 1.1 Open the Erasmus for Young Entrepreneurs registration page at: <http://www.erasmus-entrepreneurs.eu/>
- 1.2 Click **Apply now**.
- 1.3 Click **Register**.
- 1.4 Click the **Sign Up** button (or the **Not registered yet** hyperlink):



Result: The *Sign Up* page opens:

1.5 Complete the *Sign Up* page as follows:

- enter a username of your choice in the first box,

Username

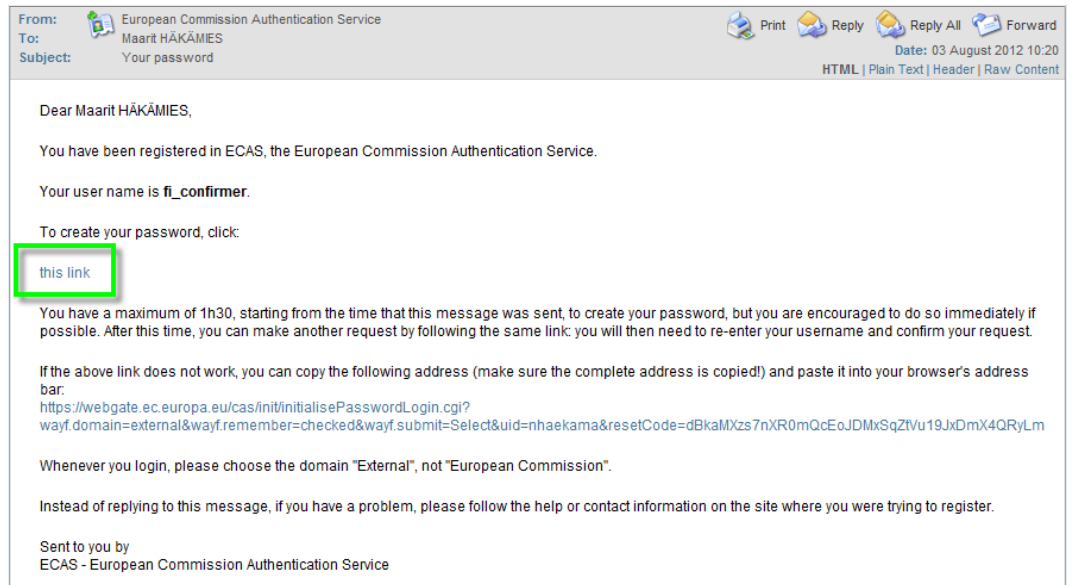
Please note that the username is optional. A default username will be generated based on the first characters of your name and first name if you do not specify one here. After creating an ECAS account, both the username and the email address can be used to log in.

- enter your first name and last name,
- enter your email address in the 4th box, and then repeat it for confirmation in the 5th box,
- select your language,
- read the Privacy Statement and accept by selecting the check box,
- enter the text displayed in the security image,
- click **Sign up**.

Result: You are informed that an email will be sent to you. You will receive it in a few minutes, at the email address that you specified in the previous step. It will contain a link to set a password in order to initialize your ECAS account (see next page).

2) Initialize your ECAS account:

- 2.1 Open the Inbox associated to the email account with which you signed up to ECAS, and open the email message that was sent to you by *European Commission Authentication Service*.
- 2.2 Click the 'this link' hyperlink in the email:



1h30 restriction

Please note that you have **only 1h30** to click the link in the instructions email. Passed that delay, you will have to make a new request after clicking the same link.

- 2.3 On the *New password* page, enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click **Submit**.

Contact | 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](#)

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Examples:

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

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Result: The system informs you that your password has been successfully initialized. You now have a valid ECAS account, with a login name and a password of your choice.

3) Complete and submit your registration form:

When you have performed the one-off procedure to obtain an ECAS account and set your password, you can complete and submit the registration form to apply to the Erasmus for Young Entrepreneurs programme.

- 3.1 Open the Erasmus for Young Entrepreneurs registration page again at: <http://www.erasmus-entrepreneurs.eu/>
- 3.2 Click **Apply now**.
- 3.3 Click **Register**.
- 3.4 Enter your ECAS Username (or email address) and password, and click **Login!**

Check your domain!

*Please check that the correct 'domain' is displayed above the Username and Password boxes. **External** is required for people outside the European Commission. If necessary, click the*

***Change it** hyperlink and select the appropriate domain.*

Login will fail if you do not select the correct domain!!

3.5 Complete all pages of the Erasmus for Young Entrepreneurs registration form and then:

- **Either:** click the **Save as draft** hyperlink at the bottom of the page if you want to save the form only, without submitting it yet. You will then receive by email a link to the saved draft for editing. Use your ECAS Username (or email address) and password to login to the page containing your draft application details, complete the form as necessary and then click **Confirm my registration** when you are ready.
- **Or:** click the **Confirm my registration** button at the bottom of the page if the form is ready and you want to submit it directly.

Result: You should receive an email asking to confirm your application. Click the link in the confirmation message. Your application will be immediately sent to your IO for approval. You will be notified when accepted and receive access to the Erasmus IT Management Tool, the dedicated web tool for finding matches, starting relationships and ensuring follow-up with the help of your IO, under supervision of the European Commission (see next page).

II. Logging to the Erasmus IT Management Tool

Entrepreneurs as well as IO staff who have been accepted in the Erasmus for Young Entrepreneurs programme automatically receive an email notification confirming that they have access to the Erasmus IT Management Tool. Authentication to the IT Management Tool goes through ECAS as well.

To log in to the the Erasmus IT Management Tool:

1. Open the Erasmus IT Management Tool login page (as specified in the email notification):
<https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click Login:



3. Enter your ECAS Username (or email address) and password, and click **Login!**



Result: The Home page of the Erasmus IT Management Tool appears.

III. Support

For any issue concerning authentication through ECAS, please contact the Enterprise & Industry Help Desk at:

entr-helpdesk@ec.europa.eu

+32 22965531

For issues regarding functioning of the **Erasmus IT Management Tool**, please contact the Erasmus Support Office at:

support@erasmus-entrepreneurs.eu

+32 2 282 08 73