

EUROPEAN COMMISSION Directorate-General for Education and Culture

Lifelong Learning: policies and programme Coordination of the "Lifelong learning" programme

Manuál pre užívateľov ECAS

European Commission Authentication System (ECAS) je služba, ktorá umožňuje užívateľom prístup k väčšine elektronických systémov vyvinutých alebo používaných európskymi inštitúciami.

Úlohou tohto manuálu je vysvetliť vám, ako sa musíte v ECAS zaregistrovať po prvý raz a ako zmeniť vaše heslo a osobné údaje.

Meno a heslo vytvorené pre ECAS budete používať pre akýkoľvek ďalší systém s autentizáciou ECAS, ktorý spravuje Európska komisia.

OBSAH

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Registrácia v ECAS (priemerný čas:5 minút)

1. Otvorte nasledujúcu stránku: https://webgate.ec.europa.eu/cas

Webová stránka bude vyzerať podobne ako nižšie uvedený obrázok.

	Contact Search Legal notice Privacy Statement English (en) -
EUROPEAN COMMIS (ECAS) European Commission	SSION AUTHENTICATION SERVICE
Intracomm > Authentication Service > Login	Login New password Sign Up Help
	Login _{Not registered yet}
	Is the selected domain correct? European Commission Change it
(authenticates your identity on European Commission websites)	Username or e-mail address ¹⁸
	Password *
	More options
	Login! Lost your password?
	* Required fields
	Or log in with your
	Mobile phone Token
Last update: 23/05/2012	2 (3.0.1-m) 6 ms 🔺 <u>Top</u>

2. Vyberte si jazyk z menu vľavo hore, ak sa stránka zobrazí v inom jazyku.

	English (en) 👻
	български (bg)
	čeština (cs)
	dansk (da)
	Deutsch (de)
1	eesti (et)
1	English (en)
	español (es)
	français (fr)
	italiano (it)
	latviešu (lv)
	lietuvių (lt)
	magyar (hu)
	Nederlands (nl)
1	nolski (nl)
1.1.1	português (pt)
1	română (ro)
1	slovenčina (sk)
	slovenščina (sl)
	suomi (fi)
	svenska (sv)

3. Kliknite na "Registrácia v rámci služby ECAS". Následne sa objaví registračný formulár.



4. Vyplňte povinné polia v registračnom formulári užívateľa a vyberte si preferovaný jazyk.

5. Prečítajte si a odsúhlaste stanovisko k osobným údajom.

IAM Privacy Statement - Windows Int		
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	EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)	
European Commission	European Commission	
ntracomm > Authentication Service	> Privacy Statement	
	🤱 Login New password Sign Up Help	
	Is the selected domain correct? European Commission Change it	
1. What is the Identit	Trepistered with the Editopean commission's identity Management Service	
1. What is the identity		
The European Commission's to a number of different Com You are affected by this priva Commission sites, as it mear	Identity Management Service (IMS) provides a common way for users to register or be registered for access imission information systems or services (referred to hereafter as <i>sites</i>). acy statement if you use the European Commission Authentication Service (ECAS) when logging into ns that you have been registered in IMS.	
Users include the Commission's own staff, personnel of other organisations and members of the public. Registration may occur:		
 at the initiative of a user or of the organisation that the user belongs to or represents by means of an automatic transfer of information from the user's organisation to the Commission by means of direct entry of the relevant information by the user 		
IMS includes facilities for aut	henticating registered users and controlling their access to Commission sites.	
In each case, the personal d	lata that is recorded is governed by Regulation (EC) 45/2001.	
IMS falls under the responsil	bility of the Controller, Mr F. García Morán, Director General, Informatics DG. Further responsibility lies with	
	m	

6. Vpíšte znaky, ktoré sa objavia na ochrannom overovacom obrázku. Ak nie sú dostatočne čitateľné, kliknite na linku "Skúsiť iný text" pre získanie nového obrázku.



Enter the code *

- 7. Kliknite na "Zaregistrovať sa". Objaví sa správa s potvrdením.



- 8. V priebehu niekoľkých minút vám bude zaslaný automatická emailová správa na adresu, ktorú ste uviedli v Registračnom formulári užívateľa. Emailová správa bude obsahovať užívateľské meno k vášmu kontu a linku pre vytvorenie nového hesla.
- 9. Kliknite na linku v e-mailovej správe. Budete presmerovaný na webovú stránku, kde si vytvoríte nové prihlasovacie heslo pre Váš účet.

Upozornenie: Na vytvorenie nového hesla mate len 90 minút. Ak nedostanete e-mailovú správu alebo nestihnete vytvoriť nové heslo do 90 minút, použite postup "Forgotten password" (Zabudli ste heslo?) popísaný v príručke.

10. Vyplňte formulár. Venujte pozornosť pravidlám na vytvorenie hesla.

	Contact Search Legal notice Privacy Statement English (en)
European	EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
Commission	External
EUROPA > Authentication Service > Ne	w password
	Login New password Sign Up Help
	Is the selected domain correct? External Change it
an a	
New password	
Please choose your new pass	word.
Username	
New password *	
Confirm new password *	
	Submit
* Required fields	
Passwords cannot include your us space permitted):	ername and must contain at least 10 characters chosen from at least three of the following four character groups (white
 Upper Case: A to Z Lower Case: a to z Numeric: 0 to 9 	
Special Characters:!"#\$%	&'()*+,/:;<=>?@[\]^_`{ }~
Examples: wcBcgc_I_E HbKxo	o9djJ gQ.ZfoBN33
[Generate other sample password	
	Last update: 23/05/2012 (3.0.1-m) 45 ms 📥 <u>Top</u>

- 11. Kliknite na "Požiadať o nové heslo". Zobrazí sa Vám správa s potvrdením.
- 12. Proces vytvorenia hesla je ukončený. Teraz sa môžete prihlásiť do ECAS prostredníctvom Vášho prihlasovacieho mena (alebo e-mailovej adresy) a hesla, ktoré ste si práve vytvorili, kliknutím na "Prihlásenie" na prvej strane.

Svoje prihlasovacie meno a heslo uchovajte na bezpečnom mieste. Ak zabudnete prihlasovacie meno, vždy sa môžete prihlásiť použitím vašej e-mailovej adresy, ktorú ste uviedli v registračnom formulári.

Zabudnuté heslo (priemerný čas: 5 minút)

Na zmenu hesla je možné použiť aj postup pri "zabudnutom hesle". V oboch prípadoch – zmena hesla a jeho obnova v prípade, že ste zabudli heslo – je postup rovnaký.

	Contact Search Legal notice Privacy Statement English (en) -
EUROPEAN COMMIS (ECAS) European Commission	SSION AUTHENTICATION SERVICE
Intracomm > Authentication Service > Login	
	\star Login New password Sign Up Help
	Login Not registered yet
	Is the selected domain correct? European Commission <u>Change it</u>
(authenticates your identity on European Commission websites)	Username or e-mail address *
	Password *
	More options
	Login! Lost your password?
	* Required fields
	Or log in with your
Last update: 23/05/201	12 (3.0.1-m) 6 ms 🔺 <u>Top</u>

1. Otvorte stránku: <u>https://webgate.ec.europa.eu/cas/</u>

- 2. Kliknite na "Nové heslo".
- 3. Vyplňte formulár žiadosti o nové heslo. Pri tomto postupe použite Vašu e-mailovú adresu alebo prihlasovacie meno registrované v ECAS.



4. Vpíšte znaky, ktoré sa objavia na ochrannom overovacom obrázku. Ak nie sú dostatočne čitateľné, kliknite na linku "Skúsiť iný text" pre získanie nového obrázku.



Enter the code *

- 5. Kliknite na políčko "Požiadať o heslo".
- 6. Na vašu emailovú adresu bude zaslaná automatická emailová správa.
- 7. V prijatej emailovej správe kliknite na linku na opätovné nastavenie vášho ECAS hesla.

Upozornenie: Na kliknutie na linku, ktorú ste dostali mailom na obnovu alebo zmenu Vášho hesla, máte len 90 minút. Ak nedostanete e-mailovú správu alebo nestihnete vytvoriť nové heslo do 90 minút, postup opakujte. Ďalšie informácie sú uvedené v poslednej časti tejto príručky. 8. Vyplňte formulár pre nové heslo. Venujte pozornosť pravidlám na vytvorenie hesla.

	Contact Search Legal notice Privacy Statement English (en)
E	UROPEAN COMMISSION AUTHENTICATION SERVICE ECAS)
European Commission	xternal
EUROPA > Authentication Service > New pa	ssword 🎎 Login New password Sign Up Help
	Is the selected domain correct? External Change it
New password	
Please choose your new password	L
Username	
New password *	
Confirm new password *	
	Submit
* Required fields	
Passwords cannot include your userna space permitted):	me and must contain at least 10 characters chosen from at least three of the following four character groups (white
 Upper Case: A to Z Lower Case: a to z 	
 Numeric: 0 to 9 Special Characters:!"#\$%&'()* 	+,/;;<=>?@[\]^_`{ }~
Examples: wcBcgc_I_E HbKxoo9dj	J gQ.ZfoBN33
[Generate other sample passwords]	
	Last update: 23/05/2012 (3.0.1-m) 45 ms 🔺 Top

9. Kliknite na "Požiadať o heslo". Zobrazí sa Vám správa s potvrdením.

Zmena mena, priezviska alebo emailovej adresy (priemerný čas: 5 minút)

1. Otvore stránku <u>https://webgate.ec.europa.eu/cas/</u>a prihláste sa.

	Contact Search Legal notice Privacy Statement English (en) -
EUROPEAN COMMIS (ECAS) European Commission	SSION AUTHENTICATION SERVICE
Intracomm & Authentication Service & Login	
Intracomm 9 Authentication Service 9 Login	Login New password Sign Up Help
	Login Not registered yet
	Is the selected domain correct? European Commission <u>Change it</u>
(authenticates your identity on European Commission websites)	Username or e-mail address *
	Password *
	More options
	Login! Lost your password?
	* Required fields
Last update: 23/05/201	2 (3.0.1-m) 6 ms 🔺 Top

2. Uistite sa, že doména je nastavená ako External. Ak nie je, kliknite na "Zmeniť doménu" a vyberte "Iné ako európska inštitúcia alebo orgán".



3. Po prihlásení kliknite na "Informácie o účte". Otvorí sa stránka s Vašimi údajmi.

	EUROPEAN COMI (ECAS)	MISSION	AUTHENTICA	TION SERVI	ICE
European Commission	External				
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		. Logout	Change password	Account inform	nation H
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Account inform	ation				
Account mornin					
Modify my personal data	í -				
Delete your account					
Delete your account >					
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- 4. Kliknite na "Upraviť moje osobné údaje".
- 5. Zmeňte Vaše údaje.

6. Kliknite na "Odoslat". Zobrazí sa správa s potvrdením a na Vašu e-mailovú adresu bude automaticky zaslaná správa, aby ste potvrdili Vašu identitu.

	Contact Search Legal notice Privacy Statement English (en)	
Commission	External	
EUROPA > Authentication Service > Use	Logout Change password Account information Help	
User edit		
Choose a username		
First name *		
Last name *		
E-mail *		
E-mail language	En	
	Submit Cancel	
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7. Kliknite na linku v správe, ktorú ste dostali. Objaví sa stránka s potvrdením zmeny Vašej emailovej adresy.

Odstránenie účtu

1. Otvorte stránku <u>https://webgate.ec.europa.eu/cas/</u>a prihláste sa.

	Contact Search Legal notice Privacy Statement English (en) -
EUROPEAN COMMIS (ECAS) European Commission	SSION AUTHENTICATION SERVICE
Intracomm > Authentication Service > Login	Login New password Sign Up Help
	Login <u>Not registered yet</u>
	Is the selected domain correct? European Commission <u>Change it</u>
(authenticates your identity on European Commission websites)	Username or e-mail address
	Password *
	More options Logint Lost your password?
	* Required fields
	Or log in with your
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2. Uistite sa, že doména je nastavená ako External. Ak nie je, kliknite na "Zmeniť doménu" a vyberte "Iné ako európska inštitúcia alebo orgán".

	Contact Privacy Statement English (en)
EUROPEAN COMMIS (ECAS)	SSION AUTHENTICATION SERVICE
European Commission External	
EUROPA > Authentication Service > Where Are You From?	
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 " Choose "W+7" if you have a special external account composed of w	External" if you don't work for a European institution or body. and 7 digits.
If you aren't sure, select the "I don't know?" option for help.	-
European Cammission	
European Commission, Executive Agencies.	EXTERNAI Partners, Researchers, Citizens.
\λ/+7	
VV .7	
I have an account w + / digits. Special external accounts.	I don't know? More information about this screen.
show all Jactitutions, Regulatory Agencies, Jaint Lindertakings, Oth	
snow an insutations Regulatory Agencies Joint Ordertakings Ou	
ACER	
Agency for the Cooperation of Energy Regulators	CONSILIUM
Agency for the Cooperation of Artemis Joint Undertaking Energy Regulators (Brussels)	Committee of the Regions Council of the European Union

3. Po prihlásení kliknite na "Informácie o účte". Otvorí sa stránka s Vašimi údajmi.

	EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
European Commission	External
PA > Authentication Service >	Account information
	Logout Change password Account information
Account inform	nation
M- 46	
Modify my personal data :	
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Delete your account >	
Manage my mobile phone r	numbers
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You can view the sessions Display my sessions > You can link your eID to yo Link my eID > My ECAS Account Deta Username Domain Unique identifier at the Co Most recent login Previous login Account created Name Email preferred language E-mail Password last changed Password expires (as defined by the policy co	opened for visited applications. pur ECAS account. alls External mmission (uid) 26/04/2012 17:33 GMT+02:00 26/04/2012 11:16 GMT+02:00 25/01/2012 12:01 GMT+01:00 en 25/01/2012 12:06 GMT+01:00 25/01/2012 12:06 GMT+01:00 23/07/2012 13:06 GMT+02:00

4. Kliknite na "Vymazanie vášho účtu".

	EUROPEAN CO (ECAS)	MMISSION	Contact Search Legal notice	IPrivacy Statement English (en	T
European Commission	External				
EUROPA > Authentication Service	> Account deletion confirmation				
		🤱 Logout	Change password	Account information	Help
			l	4/////////////////////////////////////	External
Delete your ac Warning! You are about to All access rights assigned to Delete Cancel	count delete your ECAS account. o this account will be revoked. You	u will not be able to re	ecover them.		

- 5. Kliknite na "Vymazat".
- 6. Potvrďte svoj výber. Váš účet je vymazaný.

Pravidlá pre účet ECAS

- 1. Účet ECAS je jedinečné a môže byť spojené len s jednou zmeniteľnou emailovou adresou.
- 2. Platnosť účtu ECAS nikdy nevyprší.
- 3. Účet ECAS môže byť uzamknutý. Toto opatrenie môže byť uplatnené iba v prípade 5 neúspešných pokusov o prihlásenie. Uzamknutie je automaticky uvoľnené po 15 minútach.

Pravidlá hesla ECAS

- 1. Heslo musí obsahovať minimálne 10 znakov z 3 zo 4 rozdielnych skupín znakov:
 - a. Veľké písmená: A po Z
 - b. Malé písmená: a po z
 - c. Číslice: 0 to 9
 - d. Špeciálne znaky: !"#\$%&'()*+,-./:;<=>?@[\]^_`{|}~
- 2. Heslu vyprší platnosť po 180 dňoch od jeho zmeny či inicializácie.
- 3. 5 dní pred jeho vypršaním obdržíte varovanie.
- 4. Heslo nemôže byť zmenené, pokiaľ nie je aspoň 1 deň staré.
- 5. Posledných 5 hesiel je uložených a nemôžu byť opätovne použité.

Podpora pre účet ECAS

- 1. Webová stránka pre ECAS Help: https://webgate.ec.europa.eu/cas/help.html
- 2. E-mailová adresa pre ECAS Helpdesk: DIGIT-USER-ACCESS@ec.europa.eu