SESAM/QUEST 7

How to login in SESAM using the European Commission Authentication Service (ECAS)

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Introduction

The intended audience of this document is the user's community of the SESAM system hosted at DG RTD. Its purpose is to provide a quick support to users having an authenticated access to the application.

This was made necessary since the ECAS authentication has been introduced in SESAM version 7. Most of this guide is of no relevance for previous versions of the application.

The guide does not contain answers to questions that a user could come up with when using the application.

The complete user guide of SESAM can be found on the home page of the application at https://webgate.ec.europa.eu/sesam/index.do.

Scenarios

Pick the scenario that best describes your case and follow the instructions described in it.

Scenario 1 : I don't have a SESAM or an ECAS account

1 Fill registration form

If you do not have an ECAS account yet, to create an "ECAS" account, navigate to the Internet Address of the ECAS "Sign Up" page: https://webgate.ec.europa.eu/aida/selfreg
You are redirected to the ECAS registration page. In order to register you are asked to fill the following form.

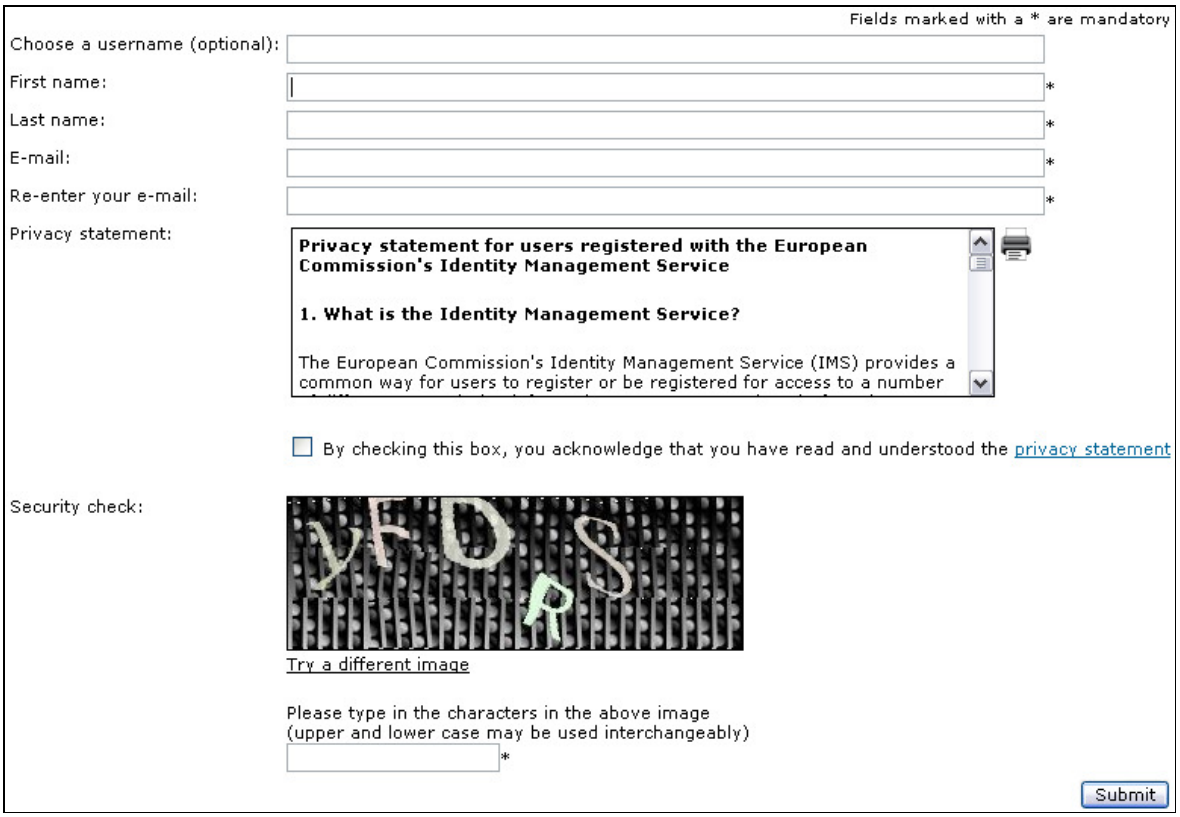

Figure 1 : ECAS **Sign Up** page, Registration Form

The username field is not mandatory (as shown by the '*' characters). However if you decide to provide a username, you must choose one that contains only letters, numbers, periods (.), hyphens (-) and underscores (_). If you do not respect that rule the following message will be displayed when you'll try to submit. The following example where an email address is used as the username is a typical mistake made by several users:

Figure 2 : Invalid username error

Once registered you will be able to login ECAS either by using the username or the e-mail address you provided in this form.

Once you filled the rest of the form, click on the "Submit" button. Special attention should be given to the security check image; it is not case sensitive, but the characters are frequently difficult to identify. In case of problem, just click on "Try a different image" to be offered the option of a clearer image.

If the registration process is successful, a page with the following message appears.

Thank you for registering, you will receive an email allowing you to complete the registration process.

Figure 3 : Registration confirmation message

2 Confirmation e-mail

Within a few minutes you will receive the following e-mail in the mail box that you specified in the form.

Dear Dummy Jr USER,

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

Your user name is **dummy_user**.

To create your password, click:

this link

You have a maximum of 90 minutes, 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/ecas/init/initialisePasswordLogin.do?
wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=nuserudu&resetCode=891d95e7b321d553aa385c36253e13386b063c5fcc0ff6e37ff

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

Figure 4 : Confirmation e-mail

After reading carefully the e-mail, click on the link it contains in order to finalize the ECAS registration.

If you encounter any problem receiving e-mail communication from ECAS system, please refer to the section "In case of problems" at the end of this document.

To summarize, the steps to follow to create an ECAS account:

1. Navigate to the Internet Address: https://webgate.ec.europa.eu/aida/selfreg
2. You can use any new username you want (do not use an e-mail address, the "@" character is not accepted) and complete all mandatory fields and click on "Submit"
3. You will receive a link by mail and this link should be activated within 90 minutes after the mail was sent
4. Type the new ECAS password and confirm the new ECAS password
5. Click on "Submit"
6. Click on "Logout"
7. Close the Internet Browser

3 Set a new ECAS password

The link in the e-mail will bring you to a page containing the following form plus some directives on how to choose your password.

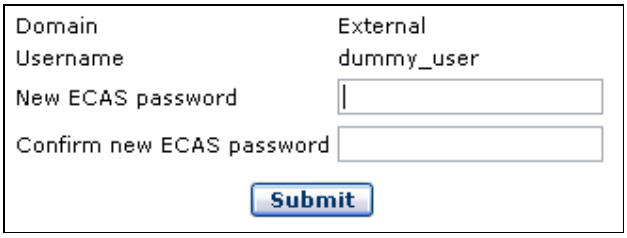

Figure 5 : New password form

1. Type in your (new) ECAS password
2. Confirm it in the next field
3. Click on the "Submit" button.

If the operation is successful, a page with the following message should be displayed.

Figure 6 : password creation success

Congratulations, you are now able to login SESAM using ECAS authentication!

The ECAS login procedure is described in this document at the beginning of scenario 3 "I have an ECAS account, how do I register to a project in SESAM". Please refer to that section for more detailed instructions.

Scenario 2 : I Have a SESAM account, but no ECAS account

1 Description of the case

Since version 7 of SESAM the authentication to the application is performed using ECAS. If you were using SESAM before that version it means that you already have a SESAM account. Most of SESAM user accounts existing before version 7 were actually migrated to ECAS when changing to version 7 of the application. So you might already have an ECAS account without knowing it. The next section explains how to check that.
You might be one of the few users whose user account was not migrated. The reasons why it could have happened are either:

1. The username of the user was already present in ECAS.
2. The e-mail address of the user was already present in ECAS.
3. The username and the e-mail address of the user were already present in ECAS.

2 Check if your username was migrated from SESAM to ECAS

Go to the ECAS login page at https://webgate.ec.europa.eu/ecas/index.jsp.
Click on the link "Don't yet have an ECAS password?" (highlighted in the screenshot below).

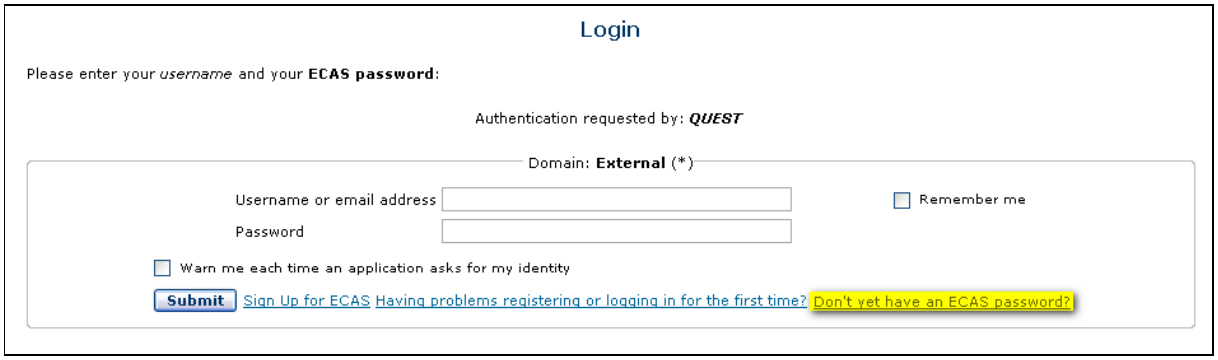

Figure 7 : ECAS login page

You are redirected to another ECAS page which contains the following form.

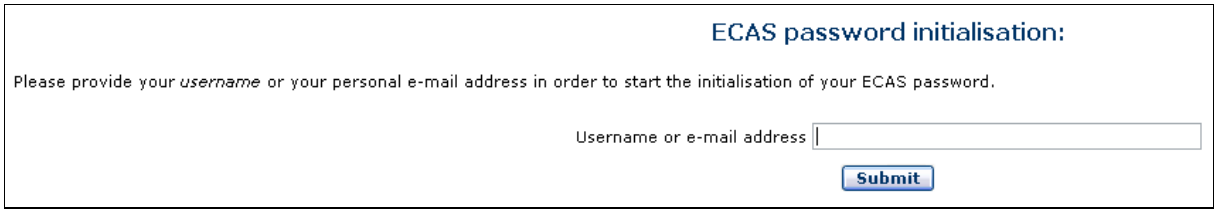

Figure 8 : ECAS password initialisation

1. Type in the e-mail address that you used in SESAM.
2. Click on the "Submit" button.

If the following error message is displayed it means that your SESAM account was not properly migrated to ECAS.

Figure 9 : Unknown e-mail address

Please, proceed directly to section "Your user account was not migrated from SESAM to ECAS" of this document for detailed instructions. Even if you didn't get the error message it doesn't guarantees that your account was migrated. Proceed to section "Your user account might have been migrated from SESAM to ECAS".

2.1 Your user account might have been migrated from SESAM to ECAS

After submitting the password initialisation form (see previous paragraph), the following page displays.

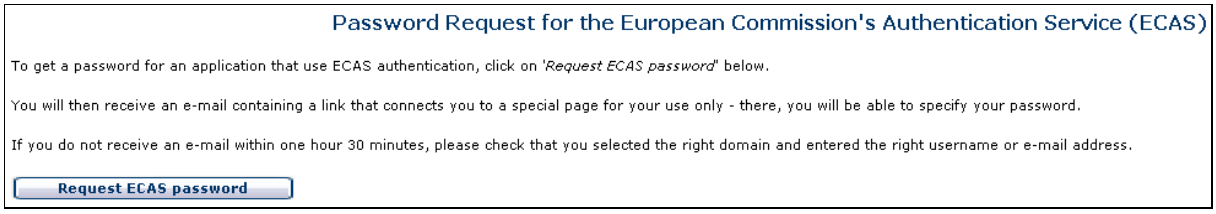

Figure 10 : Password request confirmation

It means that the e-mail address you used in SESAM is known by ECAS. If several users were using that address in SESAM, only one of the accounts using it was migrated. The only way to know which account was migrated is to continue this process anyway, so click on the "Request ECAS password" button.

A page containing the following message displays.

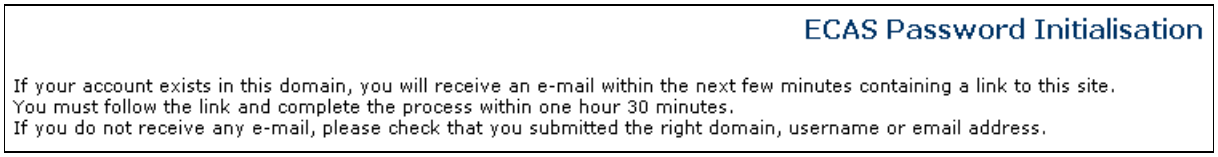

Figure 11 : E-mail sent notification

You will then receive an e-mail like the following. The links in this example are not real so, do not try to click on them.

Dear Dummy User,

You, or someone else, requested a reset of your ECAS password. To change it, please click on the link below no more than one hour 30 minutes after this message was sent (20/08/2009 14:10:29).

https://webgate.ec.europa.eu/ecas/init/initialisePasswordLogin.do?uid=n*********&resetCode=EgieCu1SzSLaRX2bhe8ZWPx4RwGC3LnyD3dyNX4c3jX&wayf.submit=true&wayf.domain=external&wayf.remember=true&service=http%3A%2F%2Ffp6.cc.cec.eu.int%3A15001%2Fquest%2Flogin.do%3FactionType%3Dsetup

If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click here.
If this message was delayed or for some other reason you are unable to complete the rest of the process within one hour 30 minutes, please return here to make another request.

If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.

Sent to you by
The ECAS automated password reset service

If the e-mail is addressed to you, it means that it was your account that was migrated. If it's not addressed to you it means that your account was not migrated because the e-mail address was already present in ECAS, so proceed to the section "Your user account was not migrated from SESAM to ECAS" in this document.
You should also warn the person to whom this e-mail is addressed that you started an ECAS password change request for him/her and that he/she should finalize.

To finalize the process click on the link in the e-mail, you will be redirected to an ECAS page to set a new password. From then you can refer to section "Set a new ECAS password" in scenario 1 of this document.

If you encounter any problem receiving e-mail communication from ECAS system, please refer to the section "In case of problems" at the end of this document.

You only have one and a half hour to complete your password update; therefore, check your e-mail immediately after submitting the button to "Request ECAS password".

2.2 Your user account was not migrated from SESAM to ECAS

Make sure that you typed the correct e-mail address. If the error message still appears it means that your SESAM account was not migrated to ECAS.
You have to register to ECAS as described in scenario 1 : I don't have a SESAM or an ECAS account of this document.

Make sure when you fill the ECAS registration form (Fill registration form) to provide the same username as the one defined for your SESAM account. Otherwise, your association with your project(s) will not be maintained and you will have to request access to the project(s) from the competent Project Officer(s).

This is a summary of what is described in scenario 1. The instructions in red are the one specific to your situation (already having a SESAM account).

1. Navigate to the Internet Address: https://webgate.ec.europa.eu/aida/selfreg
2. In the field "Choose a username (optional)", type your **old SESAM username; even though this field is optional, in your case you MUST specify it; otherwise, the access to your project(s) will be refused and you will have to request new authorisation.**
3. In the field "E-mail ", type your **e-mail address. If your account was not migrated because of a duplicated e-mail address, you should, off course, use a different one than previously.**
4. In the field " Re-enter your e-mail " type the same e-mail address
5. Complete all mandatory fields and click on “Submit”
6. You will receive a link by e-mail and this link should be activated within 90 minutes after the mail was sent
7. Type the new ECAS password and confirm the new ECAS password
8. Click on "Submit"

9. Navigate to the Internet Address: https://webgate.ec.europa.eu/sesam
10. In the menu on the left, click on "Login"
11. Type your username and password
12. Click on "Submit"

If you need to link your account to an additional project, you need to perform the procedure that can be found under scenario 3 "I have an ECAS account, how do I register to a project in SESAM".

Scenario 3 : I have an ECAS account, how do I register to a project in SESAM

1 Login SESAM using ECAS authentication

To do so, navigate to the Internet Address: https://webgate.ec.europa.eu/sesam. It is the address of the SESAM application.

1. In the menu on the left, click on "Login" (highlighted in the screenshot below).

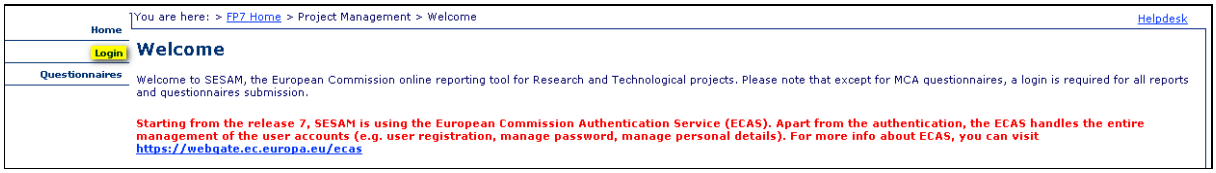

Figure 12 : SESAM home page

2. You are being redirected to the ECAS login page which contains the following form.

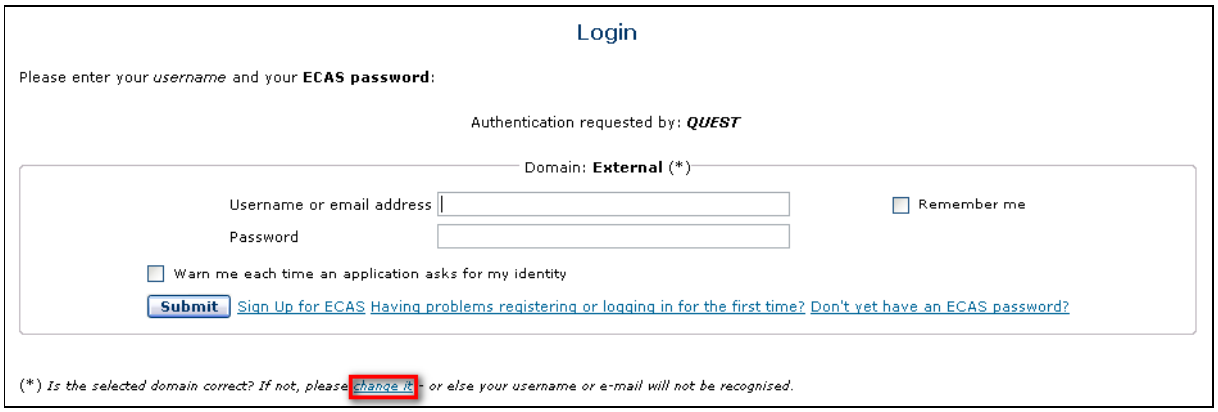

Figure 13 : ECAS login, change domain

3. Make sure that the domain you try to logon to is "External" else change it by clicking on the link in small characters below the form (red square on the screenshot).
4. Type your username (if you defined one) or your e-mail address.
5. Type in your password.
6. Click on the "Submit" button.

Now that you are able to login SESAM, you should link your account to a project. To do so, you need to perform the procedure described in scenario 3 "Register to a project in SESAM" of this document.

This is a short description of project registration in SESAM. If you want a more detailed explanation, please refer to the user manual of SESAM.

1. Navigate to the following address: https://webgate.ec.europa.eu/sesam
2. On the left, click on "Login"
3. Type your username and password and click on "Login"
4. On the left, click on "Register to a Project"
5. In the field "Instrument", select the Instrument
6. In the field "Project Type, select the Project Type
7. In the field "Project ID", type the Project ID
8. Click on "Next"
9. In the field "Project participant type":

- **If you are working for Partner 1** (Coordinator, Fellow) then select "Project Coordinator".
- **If you are working for another Partner** then selects "Project Participant". In the field "Participant", select your organisation.
- **If you are a Reviewer**, select "Project Reviewer". In the field "Reviewer Type" select "Consolidated Reviewer" or "Individual Reviewer".

10. Click on "Register"

If you register as a Coordinator or a Reviewer, then a message is sent to the Project Officer (in the European Commission). The Project Officer will activate your account.
If you register as a Partner, then a message is sent to the Coordinator. The Coordinator will activate your account.

If the Coordinator is not yet registered, the Project Officer can activate the Partner account. But you are encouraged to contact the Coordinator first.

When your account has been activated, you will receive an e-mail. From then on, you can create reports in SESAM.

In case of problems

1 You don't receive the e-mails from ECAS

If you don't seem to receive the e-mail please make sure of the following before calling helpdesk support :

1. Your mailbox is full. Please, try to make room for receiving new e-mails.
2. You actually received the e-mail but it was identified as a spam by your e-mail provider so it was placed in your spam folder. You can safely move it back to your inbox and use it anyway.
3. Your mail-box is behind a spam filter set up by your system administrator. You should contact your administrator first, to make sure the e-mail was not blocked by such filter.
4. The page containing the message of figure 3 was not displayed after you submitted the form. This means that the registration request was not created you should start the registration over.

2 I have a problem that is not described in this document

You can always refer to the user manual of SESAM if you have a doubt or don't know what to do in SESAM. You can access it by following the link in the previous sentence but also on SESAM home page along with other related documents.

3 You read this document and other referenced documentation but still have problem

We recommend that you contact us by e-mail.
In case of an urgent request or an urgent call for assistance, we encourage you to call after sending the message.

You can contact us as follows:

Internal staff can reach us at:
e-Mail: EC FP7 IT Helpdesk
Phone: 87 288

External users can reach us at:
e-Mail: ec-fp7-it-helpdesk@ec.europa.eu
Phone: +32 2 29 87 288

We prefer that you contact us by e-mail. Please include the following information:
- The Project Acronym:
- The Project Number (Contract Number):
- Are you a Coordinator, a Fellow, a Partner or a Reviewer?
- If you are a partner, what is your Partner Number:
- If you are not a Reviewer, what is the Official Name of your Organisation:
- Username:
- Who is your Contact Person in the European Commission:
- Your International Phone Number:
- Error Message:
- What action or operation where you performing when the error occurred:

If you think it is useful, please send us a screenshot