



EUROPEAN COMMISSION
DIRECTORATE GENERAL FOR INTERPRETATION
Provision of Interpretation
Multilingualism and interpreter training support

SPEECH REPOSITORY 2.0

Registration procedure

Date: 26/09/2014
Version: 3.0

The Speech Repository is an online e-learning tool. It contains video recordings of real-life speeches and tailor-made pedagogical material speeches which give the interpreter and interpreting students' opportunity to practise and improve their interpretation skills.

The users' personal data, needed for the proper functioning of the system, can only be stored and used for this purpose.

The use of the system for commercial purposes is strictly prohibited and non-compliance with the terms and conditions will lead to the withdrawal of the access.

A basic access to the system is granted to every person with an ECAS account. In order to interact with other users in the system, additional privileges are needed and are obtained with an institutional access. This access is given to the users by the delegate of the institution.

1. Authentication / Registration

In order to log into My Speech Repository, you are first asked to register on ECAS (European Commission Authentication Service). On the home page of the Speech Repository you find a link called "My Speech Repository".

Step 1:

By clicking on that link you will be redirected to the login page, with additional information on how to get an ECAS account if you don't have one yet.

The screenshot shows the home page of the Speech Repository. At the top right, there are links for "Contact" and "Legal Notice". The main header features the European Commission logo and the text "SPEECH REPOSITORY Interpretation". Below this is a breadcrumb trail: "European Commission > DGs > SCIC > Speech repository > Home". On the left side, there is a "Speech Repository" menu with links for "Search speeches" and "About this project". The main content area is titled "Home" and contains a blue box with introductory text: "This portal is an e-Learning tool available to students of interpretation, teachers and professional conference interpreters working for the European Institutions. Here you can find hundreds of specially selected videos from real-life speeches and tailor-made pedagogical material. Download SCICrec to practise and record your consecutive and simultaneous interpretation for self-evaluation or with a trainer! The use is free of charge and exclusively for non-commercial purposes." Below this is a search filter section with dropdown menus for "Language", "Level", "Use", and "Domain", a text input for "Speech No.", and a "Keyword" field, all with an "APPLY" button. To the right of the search filters is an "About this project" section with links: "> What is it?", "> How does it work?", "> How to search speeches?", "> Contact", and "> My Speech Repository" (which is highlighted with a red box). At the bottom, there is a "News and announcements" section with a news item dated "11/03/2014" and a "read more" link.

Step 2:

There are three possibilities:

1. **You already have an ECAS account and you are not yet logged in:**

You can click on the button "LOGIN WITH ECAS" and you will be redirected to the ECAS login page. In that case you go directly to Step 7.

The screenshot shows the 'User account' page of the My Speech Repository. On the left, there is a sidebar with 'Speech Repository' and links for 'Search speeches' and 'About this project'. The main content area is titled 'User account' and contains the following text: 'Welcome to My Speech Repository. You may be entitled to have access to My Speech Repository if you are:' followed by a bulleted list: '• An active student at a university which has been granted access', '• A member of staff of a public body with an officially granted access', and '• Staff interpreter or ACI working for one of the EU institutions'. Below this, it says 'If you are in doubt about whether your university/institution has access, please contact your trainer or administration.' and 'In order to ask for access to My Speech Repository you first need an active ECAS account. If you have one, please click below on LOGIN WITH ECAS'. A blue button labeled 'LOGIN WITH ECAS' is highlighted with a red rectangular box. At the bottom, there is a blue box titled 'I don't have an ECAS account yet' with the text 'If you don't have an ECAS account yet, please [SIGN UP HERE](#). Please refer to the user manual to follow the registration procedure.'

2. **You already have an ECAS account and you are already logged in:**

You can click on the button "LOGIN WITH ECAS" and you will be immediately redirected to My Speech Repository. In that case you go directly to Step 9.

3. **You don't have an ECAS account yet:**

Click on the link "SIGN UP HERE" in the blue box "I don't have an ECAS account yet".

This screenshot is identical to the one above, showing the 'User account' page. However, in this version, the blue button 'LOGIN WITH ECAS' is not highlighted. Instead, the link 'SIGN UP HERE' in the blue box at the bottom is highlighted with a red rectangular box.

Step 3:

Choose the institution or body which you want to log in for. Choose "External" if you don't work for a European institution or other listed body.

The screenshot shows the ECAS login page. At the top, there is a navigation bar with 'Contact | Privacy Statement | English (en)'. Below this is the ECAS logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)'. A blue banner contains the 'European Commission' logo and the text 'European Commission'. Below the banner, the page title is 'Where are you from?'. The main content area contains a welcome message and instructions: '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.' There are four selection boxes: 'European Commission' (with logo), 'External' (with globe icon), 'W+7' (with 'W+7' text), and 'I don't know?' (with question mark icon). At the bottom, there is a 'show all' button and a list of categories: 'Institutions', 'Regulatory Agencies', 'Joint Undertakings', and 'Other'.

Step 4:

Complete the ECAS account registration page as follows:

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

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 third box, then repeat it for confirmation in the fourth box;
- select your language, read and accept the Privacy Statement;

- enter the text displayed in the security image;
- click on **Sign Up**.

Sign Up

[Help for external users](#)

Choose a username


First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *



Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

* Required fields

The system will then inform you that an email will be sent to you:

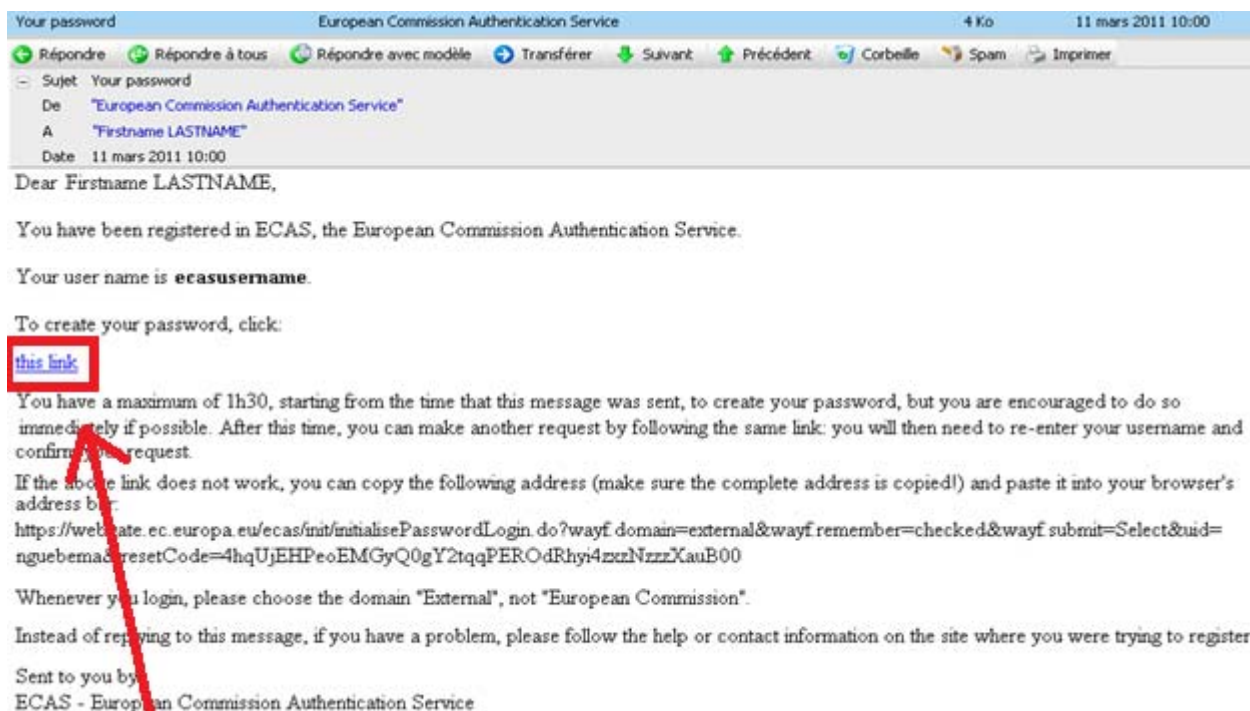
Sign Up

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

The email will be sent to the email address that you specified in the previous step. It will contain a link to set a password for your ECAS account.

Step 5:

Open the inbox of the email account with which you registered on ECAS and open the email which was sent to you by the European Commission Authentication Service:



Click on the [this link](#) hyperlink in the email.

*Please note that you have only 90 min to click on the link in the email.
Beyond that delay, you will have to request a new first password
by clicking on the Lost your password hyperlink on the login page.*

Login [Not registered yet](#)

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

Username or e-mail address *

Password *

► [More options...](#)

Remember my username

Warn me each time an application asks for my identity

View my ECAS account details after logging me in

Login! [Lost your password?](#)

Step 6:

Complete the Password form with a password of your choice (please observe the format recommendations at the bottom of the page), repeat the password in the next box and click Submit.

New password

Please choose your new password.

Username *	<input type="text"/>
New password *	<input type="password"/>
Confirm new password *	<input type="password"/>
	<input type="submit" value="Submit"/>

* Required fields

The system will inform you that your ECAS password has been set successfully.

New password

Your ECAS password was successfully changed.

You can now click on the button **Proceed** and go directly to **Step 8**

Please note that you can always view and edit your ECAS account information by logging in to ECAS at the following page <https://webgate.ec.europa.eu/cas/> and selecting Account information in the menu bar.

And from the More options... section on the Login page, you can specify a number of login options, including whether your account information should show automatically after logging in.

Step 7:

Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or other listed body.

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

European Commission





IntraComm > 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 **"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.

- 
European Commission
European Commission, Executive Agencies.
- 
External
Partners, Researchers, Citizens.
- 
I have an account w + 7 digits.
Special external accounts.
- 
I don't know?
More information about this screen.

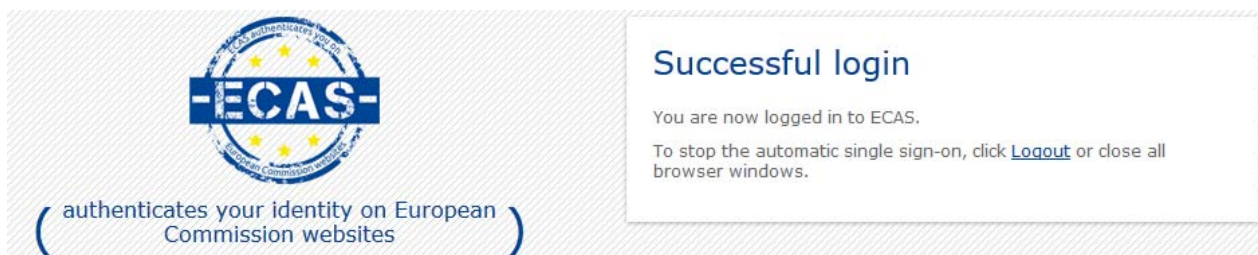
[show all](#) | [Institutions](#) | [Regulatory Agencies](#) | [Joint Undertakings](#) | [Other](#)

Step 8:

You have to enter your ECAS username and password into the appropriate fields and click on "Login".



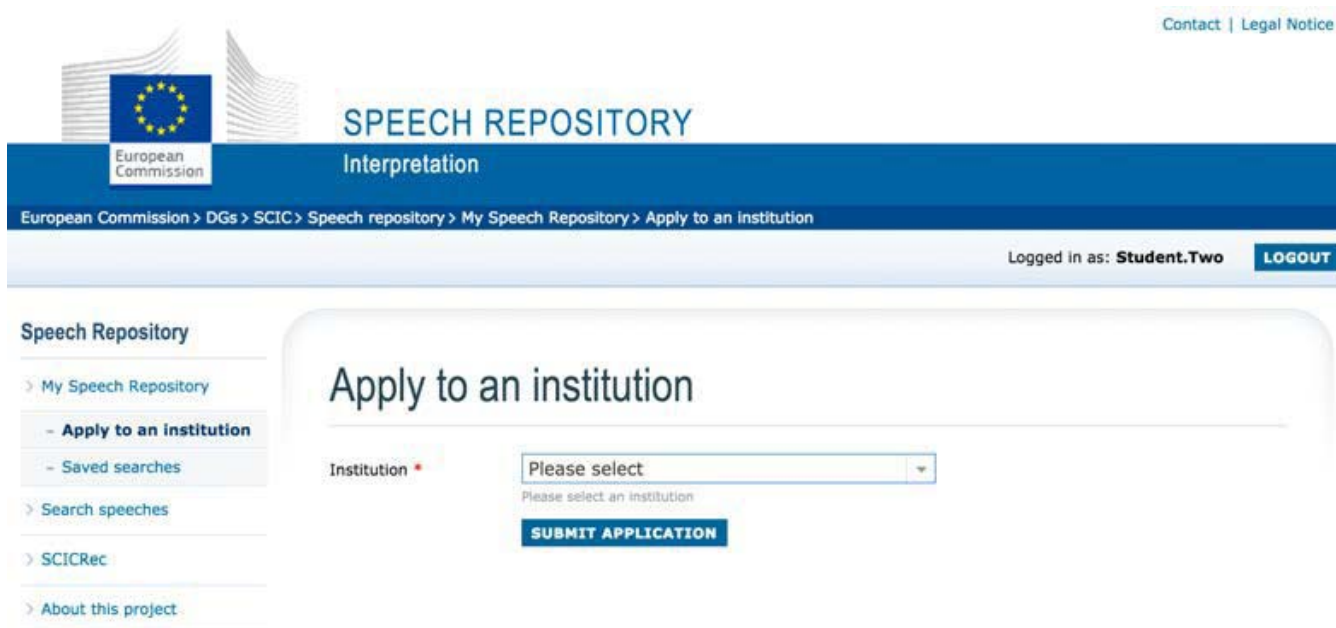
If you have entered your credentials correctly, you will see a confirmation page, informing you that you have been successfully authenticated.



You should be redirected automatically to My Speech Repository after a few seconds. If not, type the URL of the Speech Repository once again in your browser and re-start from **Step 2** (follow the possibility "2. You have already an ECAS account and you are already logged in"): <http://ec.europa.eu/speech-repository>

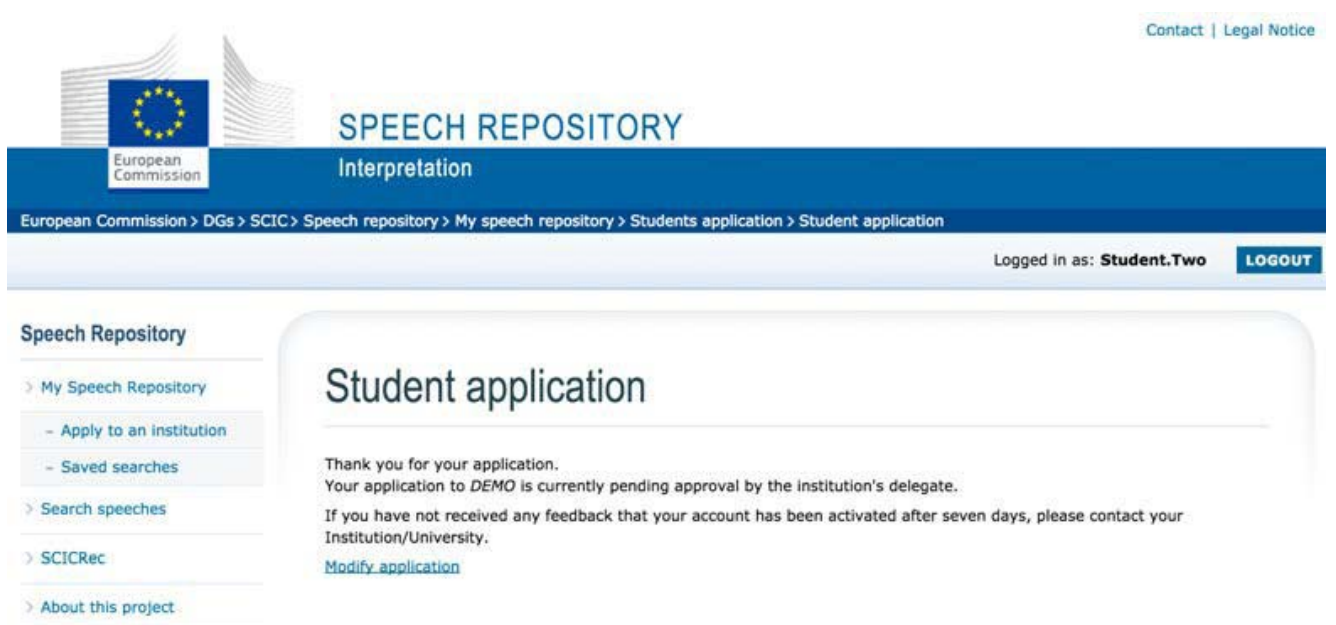
Step 9:

If this is your first login to My Speech Repository, you will be asked to apply to an institution in order to gain privileged access. Immediately after your login, you will be redirected to a page where you can choose your institution from the drop down list and apply for access.



The screenshot shows the 'Apply to an institution' page. At the top right, there are links for 'Contact' and 'Legal Notice'. The header features the European Commission logo and the text 'SPEECH REPOSITORY Interpretation'. A breadcrumb trail reads: 'European Commission > DGs > SCIC > Speech repository > My Speech Repository > Apply to an institution'. The user is logged in as 'Student.Two' with a 'LOGOUT' button. On the left, a 'Speech Repository' sidebar lists: 'My Speech Repository', '- Apply to an institution', '- Saved searches', 'Search speeches', 'SCICRec', and 'About this project'. The main content area has the title 'Apply to an institution' and a form with a dropdown menu for 'Institution' (currently showing 'Please select') and a 'SUBMIT APPLICATION' button.

Once you submit your application, you will see a confirmation page where you can review/modify your application. It is possible to change your application until the institution's delegate has approved your request.



The screenshot shows the 'Student application' confirmation page. At the top right, there are links for 'Contact' and 'Legal Notice'. The header features the European Commission logo and the text 'SPEECH REPOSITORY Interpretation'. A breadcrumb trail reads: 'European Commission > DGs > SCIC > Speech repository > My speech repository > Students application > Student application'. The user is logged in as 'Student.Two' with a 'LOGOUT' button. On the left, a 'Speech Repository' sidebar lists: 'My Speech Repository', '- Apply to an institution', '- Saved searches', 'Search speeches', 'SCICRec', and 'About this project'. The main content area has the title 'Student application' and a confirmation message: 'Thank you for your application. Your application to DEMO is currently pending approval by the institution's delegate. If you have not received any feedback that your account has been activated after seven days, please contact your Institution/University.' A link for 'Modify application' is provided.

Once your application has been validated by the delegate, your account will be activated. The account will be active for a limited period of time which is to be decided by the delegate. By default it is set for one year and can be changed at any time by the delegate. Any questions regarding your account should be addressed to your institution's delegate.

Once you have been accepted by your delegate, you have access to your personal space in My Speech Repository.

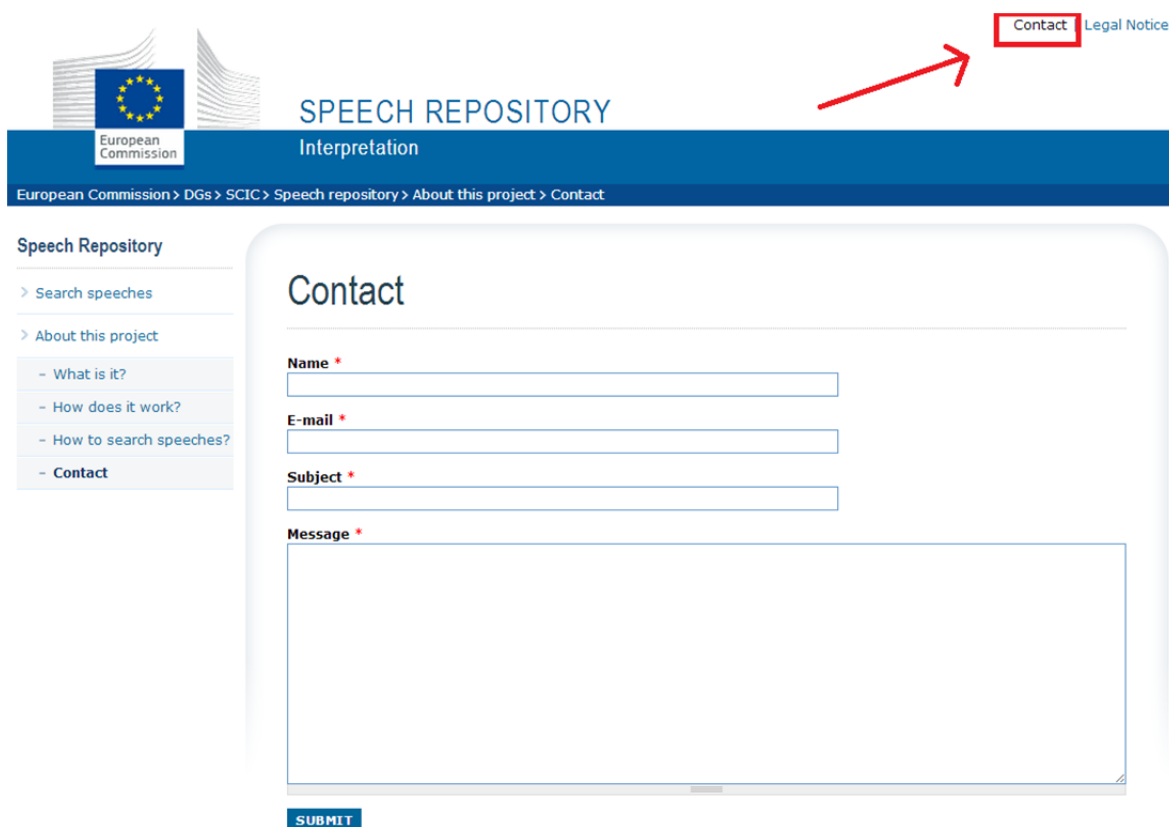
Step 10:

You are now fully authenticated for My Speech Repository and can start using the system.

The screenshot shows the user interface of the My Speech Repository. At the top, there is a navigation bar with the European Commission logo and the text 'SPEECH REPOSITORY Interpretation'. Below this is a breadcrumb trail: 'European Commission > DGs > SCIC > Speech repository > Welcome back Student.Two@demo'. The user is logged in as 'Student.Two@demo' with a 'LOGOUT' button. On the left, a sidebar menu includes 'My Speech Repository' (highlighted), 'My friends', 'My invitations', 'My recordings', 'Saved searches', 'Search speeches', 'SCICRec', and 'About this project'. The main content area displays a 'Welcome back Student.Two@demo' message. Below this, there are two overview boxes: 'My received invitations - Overview' and 'My recordings - Overview'. The first box contains a table with columns for 'Interpretations' and 'Feedback', showing counts for pending, accepted, declined, and done statuses. The second box shows counts for recording(s), transcoding(s) in progress, and open feedback request(s). At the bottom, there is a 'News and announcements' section with two news items: '28/04/2014 Restricted News Content' and '11/03/2014 2nd News Title', each with a brief description and a 'read more' link.

To log out of My Speech Repository, use the "Logout" button in the top right corner, right beside your name. This will log you out of the website and redirect you to the ECAS logout page, where you can either log out of ECAS too, or stay logged in on ECAS so that you can still continue using other European services.

For any questions, problems or suggestions, please contact the Speech Repository Administrator through the contact form



The screenshot shows the Speech Repository website interface. At the top, there is a blue header with the European Commission logo and the text "SPEECH REPOSITORY Interpretation". A red arrow points to a "Contact" link in the top right corner, which is highlighted with a red box. Below the header, a breadcrumb trail reads "European Commission > DGs > SCIC > Speech repository > About this project > Contact". On the left side, there is a "Speech Repository" menu with options: "Search speeches", "About this project", "What is it?", "How does it work?", "How to search speeches?", and "Contact". The main content area is titled "Contact" and contains a form with the following fields: "Name *", "E-mail *", "Subject *", and "Message *". A "SUBMIT" button is located at the bottom of the form.