SPEECH REPOSITORY 2.0

Registration procedure

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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.
**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.

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".
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.

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.

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:

Dear Firstname LASTNAME,

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

Your username is ecasusername.

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:

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

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.**
**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: [Redacted]

New password: [Redacted]

Confirm new password: [Redacted]

*Required fields

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

**New password**

Your ECAS password was successfully changed.

Proceed

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

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*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/](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.
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.

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.
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.
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.