

## SCENARIO 1:

### I Have a SESAM account, but no ECAS account

1. Navigate to the Internet Address: <http://webgate.ec.europa.eu/sesam>
2. In the menu on the left, click on "Login"
3. There might be a screen asking you to select a domain. If this appears, select "External" and click on "Submit"
4. On the screen which requests a Username and a Password, there is a "Submit" button. Next to this button there are several hyperlinks. Click on the hyperlink "Don't yet have an ECAS password?"
5. Provide your old SESAM username or e-mail address
6. Click on "Submit"
7. Click on "Request ECAS password"
8. You will receive an e-mail within the next few minutes containing a link to this site. You must follow the link and complete the process within 10 minutes.
9. Click on the link that is sent to you by e-mail
10. Type the new ECAS password and confirm the new ECAS password
11. Click on "Submit"
12. Click on "Logout"
13. Close the Internet Browser
14. Navigate to the Internet Address: <http://webgate.ec.europa.eu/sesam>
15. In the menu on the left, click on "Login"
16. Type your username and password
17. Click on "Submit"

## SCENARIO 2

### I don't see my previously linked projects in SESAM

1. Navigate to the Internet Address: <http://webgate.ec.europa.eu/sesam>
2. In the menu on the left, click on "Login"
3. There might be a screen asking you to select a domain. If this appears, select "External" and click on "Submit"
4. On the screen which requests a username and a Password, there is a "Submit" button. Next to this button are several hyperlinks. Click on the hyperlink "Sign Up for ECAS?"
5. Make sure you type the **old SESAM username** in the field "Choose a username (optional)"
6. Also make sure you use the **old SESAM e-mail address** and confirm address e-mail if you still remember
7. Complete all mandatory fields and click on "Submit"
8. You will receive a link by e-mail and this link should be activated within 90 minutes after the mail was sent
9. Type the new ECAS password and confirm the new ECAS password
10. Click on "Submit"
11. Click on "Logout"
12. Close the Internet Browser
13. Navigate to the Internet Address: <http://webgate.ec.europa.eu/sesam>
14. In the menu on the left, click on "Login"
15. Type your username and password
16. Click on "Submit"

## SCENARIO 3

### I don't have a SESAM or an ECAS account

1. Navigate to the Internet Address: <http://webgate.ec.europa.eu/sesam>
2. In the menu on the left, click on "Login"
3. Click on "Sign Up for ECAS"
4. You can use any new username you want and complete all mandatory fields and click on "Submit"
5. You will receive a link by mail and this link should be activated within 90 minutes after the mail was sent
6. Type the new ECAS password and confirm the new ECAS password
7. Click on "Submit"
8. Click on "Logout"
9. Close the Internet Browser
10. Navigate to the Internet Address: <http://webgate.ec.europa.eu/sesam>
11. In the menu on the left, click on "Login"
12. Type your username and password
13. Click submit

## SCENARIO 4

### I have an ECAS account but I never used SESAM before Or I need to link my account to another project

1. Navigate to the following address: <http://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 select "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 I encourage you 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

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](mailto: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 were you performing when the error occurred:

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