How to activate your ECAS account

ECAS is the authentication system adopted by the Commission to ensure web security. It is used to access a number of Commission applications. Your ECAS identity has been pre-established and is associated with the main email address registered in your ACI profile.

Your username is the 7-character name that you use to access the internet in Commission buildings. Generally, it is composed of the first 5 letters of your surname and the first 2 letters of your first name. Your password will be generated during first logon.

1. Click on the link to the new Webcalendar: https://scic.ec.europa.eu/webcalendar/secure/calendars

2. This will open up the ECAS homepage. Check that you are on the European Commission domain. If not, click on “change it”, then select European Commission.

3. If you want to change the language, you can choose another one in the drop-down menu at the top of the page:

4. Click on the “New password” tab. Fill in the required fields then click on ‘Get a password’. ECAS will then send an email to your personal email account.

5. Within the next 10 minutes, go to your email account, open the mail and click on the link. You will be redirected to the ECAS new password creation page:

6. Enter your username again and create your new ECAS password. This password must be at least 10 characters long. It must also include characters from 3 of the 4 different groups: capital letters, lowercase letters, numbers; and special characters.

7. Click on “submit”, and once your new password has been accepted, your ECAS account is updated and ready to use. Click on the above link to the Webcalendar, enter your username and new ECAS password and you will access the Webcalendar.

8. Your password is normally valid for a period of 4 months. You can change it at any time by following the procedure above.