Unified Login and IAM Portal

Webex Training

3 December 2019 10:30-11:20
(Helsinki time)

Identity and Access Management Team
Agenda of first subject

[10:30 – 11:00]
User:
1. Basic IAM concepts
2. How to login, step by step instructions
3. How to activate your token and account
4. Access according to your roles
5. Commonly asked questions

[11:00 – 11:15]
IAM User Administrator:
5. IAM Portal overview
6. New Reporting functionality
7. How to ask ECHA for support
8. Questions and Answers
Basic IAM concepts

Useful information regarding Identity and access management
Single Sign on

- Login only once
You need to provide your username and password only once and not every time you need to access a different IT tool
Self service functionalities

• Reset and get a temporary password yourself (without having to expect this from ECHA or your user administrator)

• Change your password as frequently as you wish but not more than once daily
How to login

Step by step instructions and online demonstration
ECHAdRemote Access Portal

• ECHA’s IT tools for authorities are available only through a secure gateway which is called ‘ECHAdRemote Access Portal’ and the link is:

https://echa-access.echa.europa.eu
ECHA Remote Access Portal

- You can find the link of ECHA’s remote Access Portal also on ECHA’s website
ECHA Interact webpage

Interact Portal

ECHA Interact is the central portal that supports Member States, Committees and working groups of ECHA in their tasks related to the REACH process. Colleagues from member states and committees have access to working folders, case documents and substance information along with the tools needed to successfully collaborate on documents.

Access to Interact Portal

RELATED
- Unified login manual [PDF][EN]
- Identity and Access Management (IAM) Portal User Manual [PDF][EN]
- Webex for national authorities: how to login to interact portal and poison centres notifications [PDF][EN]
- Video: Webex for authorities: how to login to interact portal and poison centres notifications
- Contact ECHA
ECHA Remote Access Portal

To login, you need:
- username
- token PIN code
- Your token
Step 1 instructions
Secure remote access

- https://echa-access.echa.europa.eu
  - username
  - token PIN
  - Tokencode

- View links
Step 2 instructions
Authentication – Authorization

• Click on one of the bookmarks e.g. Interact Portal

• Provide username and password and click ‘Login’
Single Sign on experience

• You can navigate through all IT tools within Interact Portal without the need to provide again a username and password
Online demonstration
How to activate your token and account
Step by step instructions and online demonstration

Relevant for new users
Relevant for new users

• If you are a completely new user, never accessed ECHA’s IT tools before or just received a token from ECHA, then you need to:
  • Activate your token and then,
  • Activate your account (by using the forgot your password functionality)
Activate your token- instructions (1/2)

1. [https://echa-access.echa.europa.eu](https://echa-access.echa.europa.eu)
2. Provide your username and the 6-digit tokecode visible on your token screen
Activate your token- instructions (2/2)

1. Set up your PIN code
It can be from 4-8 characters long and you need to be able to remember it at all times!
Activate your account

- To “activate your account”, you simply need to obtain a temporary password from the system and then change it to your own ‘permanent’ password
- Follow the step-by-step instructions in the following slides
Activate your account (1/8)

• Click on one of the available bookmarks
Activate your account (2/8)

• Click on ‘forgot your password’
Activate your account (3/8)

• Provide your username and your email address and click ‘submit’

• You will receive an email with the temporary password

echa.europa.eu
Activate your account (4/8)

• Provide your username and your temporary password and click ‘login’
Activate your account (5/8)

• Click on ‘here’
Activate your account (6/8)

- Provide your username and your temporary password and click ‘Submit’
Activate your account (7/8)

• Provide your own password and click ‘Finish’
Activate your account (8/8)

- Your account is set. Wait few moments before you login
Online demonstration
Access according to your role
ECHA Remote Access Portal

REACH, BPR, PIC, RAC/SEAC/MSC, FORUM, BPRS, FORUM WG, BPRS WG, REACH Interest groups, RiME

Appointed Bodies

User Administrators
## Matrix table/ summary

<table>
<thead>
<tr>
<th>User Groups</th>
<th>My Dashboard</th>
<th>ECHA Data Search</th>
<th>News</th>
<th>Favorites</th>
<th>Tasks / Notifications</th>
<th>Toolbox / Collaboration</th>
<th>Meetings</th>
<th>My Applications</th>
<th>Help</th>
<th>NEA-specific</th>
<th>MSCA-specific</th>
<th>PCN-specific</th>
<th>Pulse secure file system (icon)</th>
<th>IUCLID online viewer</th>
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<tbody>
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1. Specific content per user group applies
2. Specific to ECHA / NEA Auditor, Administrator and NEA Power User
3. All committee Members will get a user account upon their nomination in order to be able to act as Rapporteurs immediately when needed. This is why ‘Rapporteurs’ are not specified as a separate user group.
4. MSCA REACH interest groups consist of the following groups: Screening, SEV, CLH, SVHC, RImMe, CoRAP

echa.europa.eu
Commonly Asked Questions
What is a PIN and what is a password

• The PIN code is relevant only for your token and to enable the secure access connection

• The password is relevant only for the IT tools (e.g. Interact Portal, including REACH-IT, IUCLID, ePIC etc) to authenticate and authorize your access to the IT tools
I’m getting a “token resynchronisation” message, what am I to do?

- Wait until the token screen displays a new number and then provide it.
The links/buttons disappeared, why?

- If the ‘buttons’ within the Interact Portal are not available, this means that you are trying to access from premises which have not been ‘authorised’ by your User Administrator/Security Officer.

View from authorised location

![Toolbox](#)

![My Applications](#)

View from non-authorised location

![Toolbox](#)

![My Applications](#)
I need more access rights, what should I do?

• All users should turn to their nominated User Administrator within their national authorities for modifications to their access rights – ECHA is not allowed to intervene in this process

• All Committee user e.g. RAC, MSC, FORUM should contact ECHA Committee Secretariats who assume the role of the ‘User Administrator’
I do not remember my password do I need to use contact forms? NO

- No the “Forgot your password” functionality can be used
- At exceptional cases the user administrator can be contacted to reset the password
I do not remember my PIN do I need to use contact forms? YES

- There is no way for the User Administrator or the user to clear the token PIN this task can be performed only by ECHA and by using the ECHA forms
I lost my token should I take any action? YES

• Inform asap your User Administrator to suspend your account in IAM Portal

• Inform your User Administrator to request the lost token to be suspended and a new token to be assigned to you
Which browsers are supported?

- We have tested and we recommend you to use the following browsers:
  - Chrome
  - Mozilla Firefox
  - Edge
  - Internet Explorer
Section for User Administrators
IAM Portal – overview

Identity and Access Management (IAM) Portal User Manual:link
Online demonstration
IAM Organization Report

Effective regulations
Roles
Users and last access date time
Online demonstration
IAM Portal Activation
How to ask ECHA for Support
Asking ECHA for support

- [https://echa.europa.eu/contact](https://echa.europa.eu/contact)
Asking ECHA for support
Questions and Answers session
Thank you!

Send us your questions at: https://echa.europa.eu/contact

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