

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

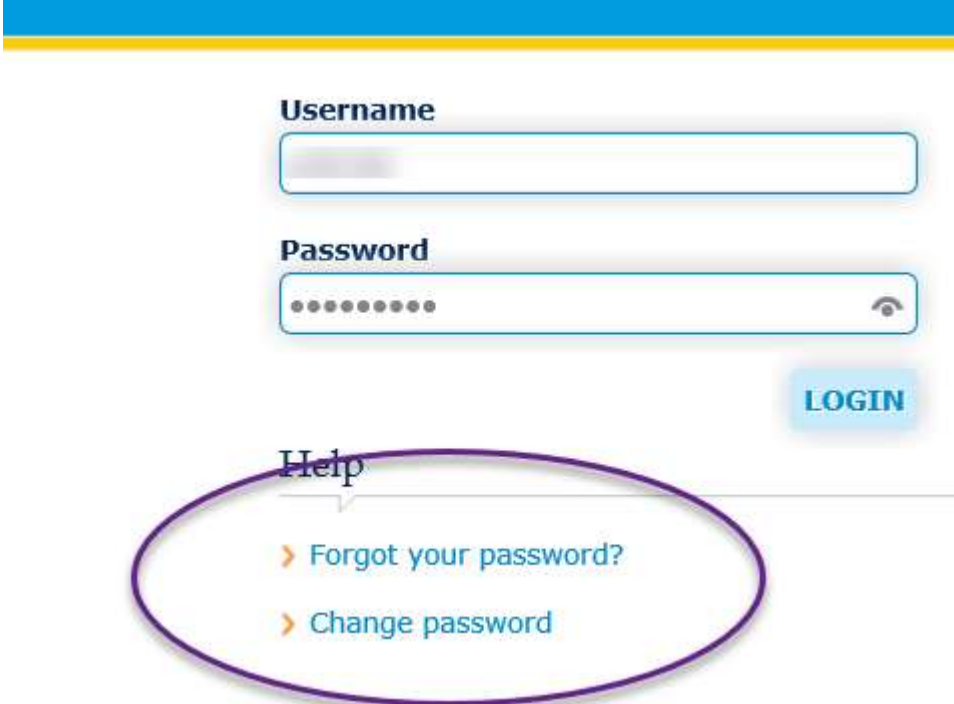
- Login only once

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



Username

Password

LOGIN

Help

- > Forgot your password?
- > Change password

How to login

Step by step instructions and online demonstration



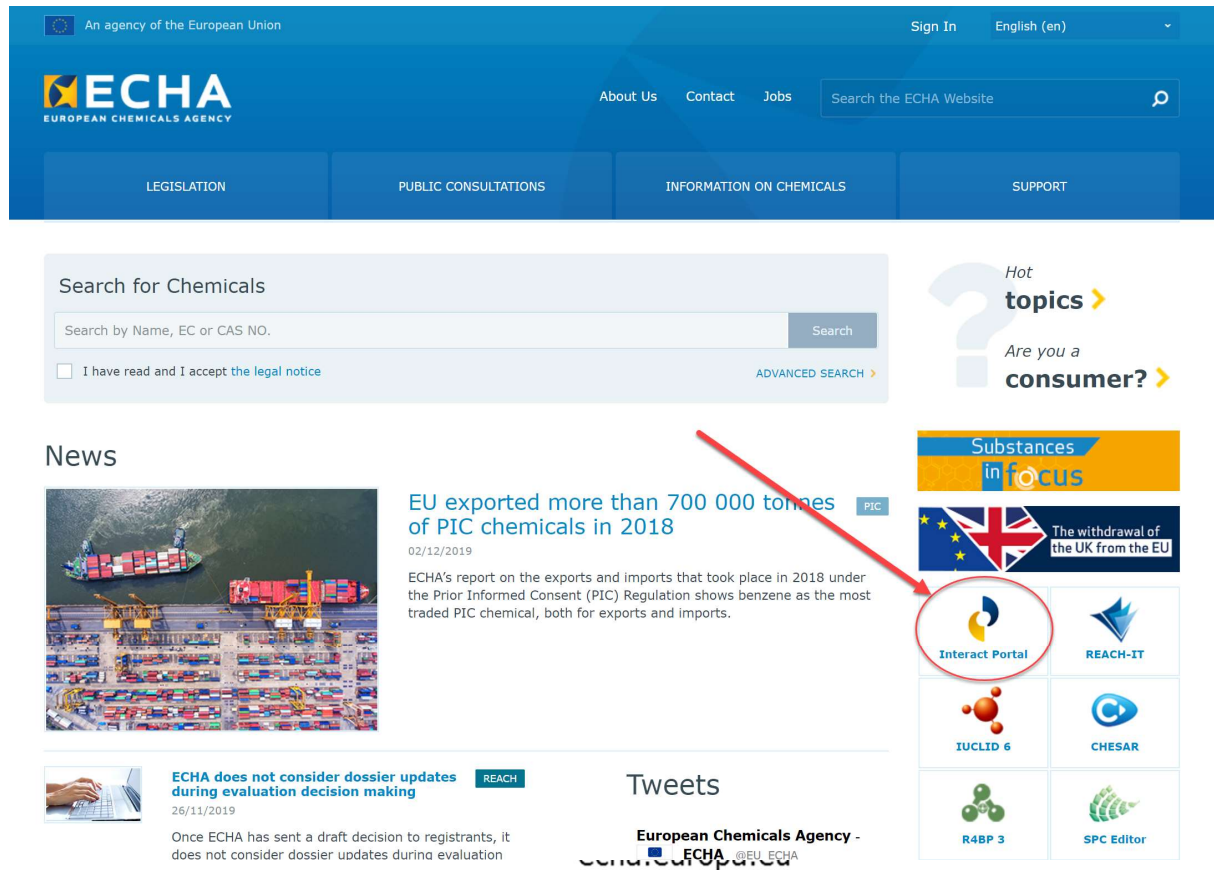
ECHA Remote Access Portal

- ECHA's IT tools for authorities are available only through a secure gateway which is called 'ECHA Remote Access Portal' and the link is:

<https://echa-access.echa.europa.eu>

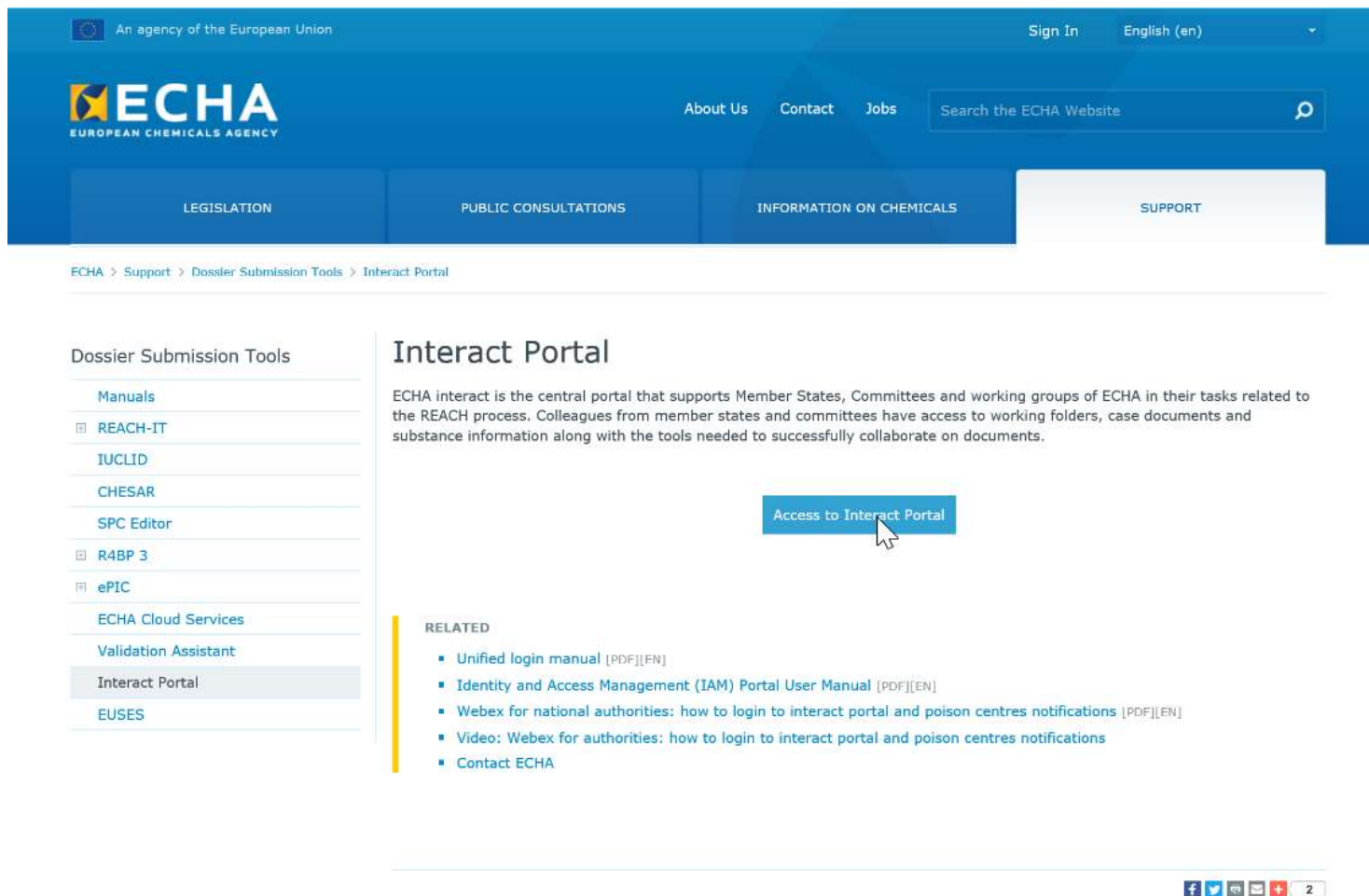
ECHA Remote Access Portal

- You can find the link of ECHA's remote Access Portal also on ECHA's website



The screenshot shows the ECHA website interface. At the top, there is a navigation bar with the ECHA logo, 'An agency of the European Union', 'Sign In', and 'English (en)'. Below this is a search bar and a menu with categories: LEGISLATION, PUBLIC CONSULTATIONS, INFORMATION ON CHEMICALS, and SUPPORT. The main content area features a 'Search for Chemicals' section with a search box and a 'Search' button. To the right, there are 'Hot topics' and 'Are you a consumer?' links. Below these are 'Substances in focus' and 'The withdrawal of the UK from the EU' sections. A grid of application icons is displayed, including 'Interact Portal', 'REACH-IT', 'IUCLID 6', 'CHESAR', 'R4BP 3', and 'SPC Editor'. A red arrow points to the 'Interact Portal' icon. At the bottom, there is a 'News' section with a headline 'EU exported more than 700 000 tonnes of PIC chemicals in 2018' and a 'Tweets' section with the text 'European Chemicals Agency - ECHA @EU_ECHA'.

ECHA Interact webpage



The screenshot shows the ECHA Interact webpage. At the top, there is a blue header with the ECHA logo and the text "EUROPEAN CHEMICALS AGENCY". To the right of the logo, there are links for "About Us", "Contact", and "Jobs", along with a search bar labeled "Search the ECHA Website". Below the header, there are four main navigation buttons: "LEGISLATION", "PUBLIC CONSULTATIONS", "INFORMATION ON CHEMICALS", and "SUPPORT". The "SUPPORT" button is highlighted in white. Below the navigation, there is a breadcrumb trail: "ECHA > Support > Dossier Submission Tools > Interact Portal". On the left side, there is a sidebar titled "Dossier Submission Tools" with a list of links: "Manuals", "REACH-IT", "IUCLID", "CHESAR", "SPC Editor", "R4BP 3", "ePIC", "ECHA Cloud Services", "Validation Assistant", "Interact Portal" (which is highlighted), and "EUSES". The main content area is titled "Interact Portal" and contains a paragraph of text: "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." Below this text is a blue button labeled "Access to Interact Portal" with a mouse cursor pointing to it. At the bottom of the main content area, there is a "RELATED" section with a list of links: "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", and "Contact ECHA". At the bottom right of the page, there are social media icons for Facebook, Twitter, LinkedIn, YouTube, and a small red icon, followed by the number "2".

ECHA Remote Access Portal

- To login, you need:
 - username
 - token PIN code
 - Your token



ECHA Remote Access Portal

Welcome to the ECHA Remote Access Portal.

Username:

userID

Please sign in to begin your secure session.

Passcode (Personal PIN followed by Tokencode):

token PIN code

tokencode

Sign In

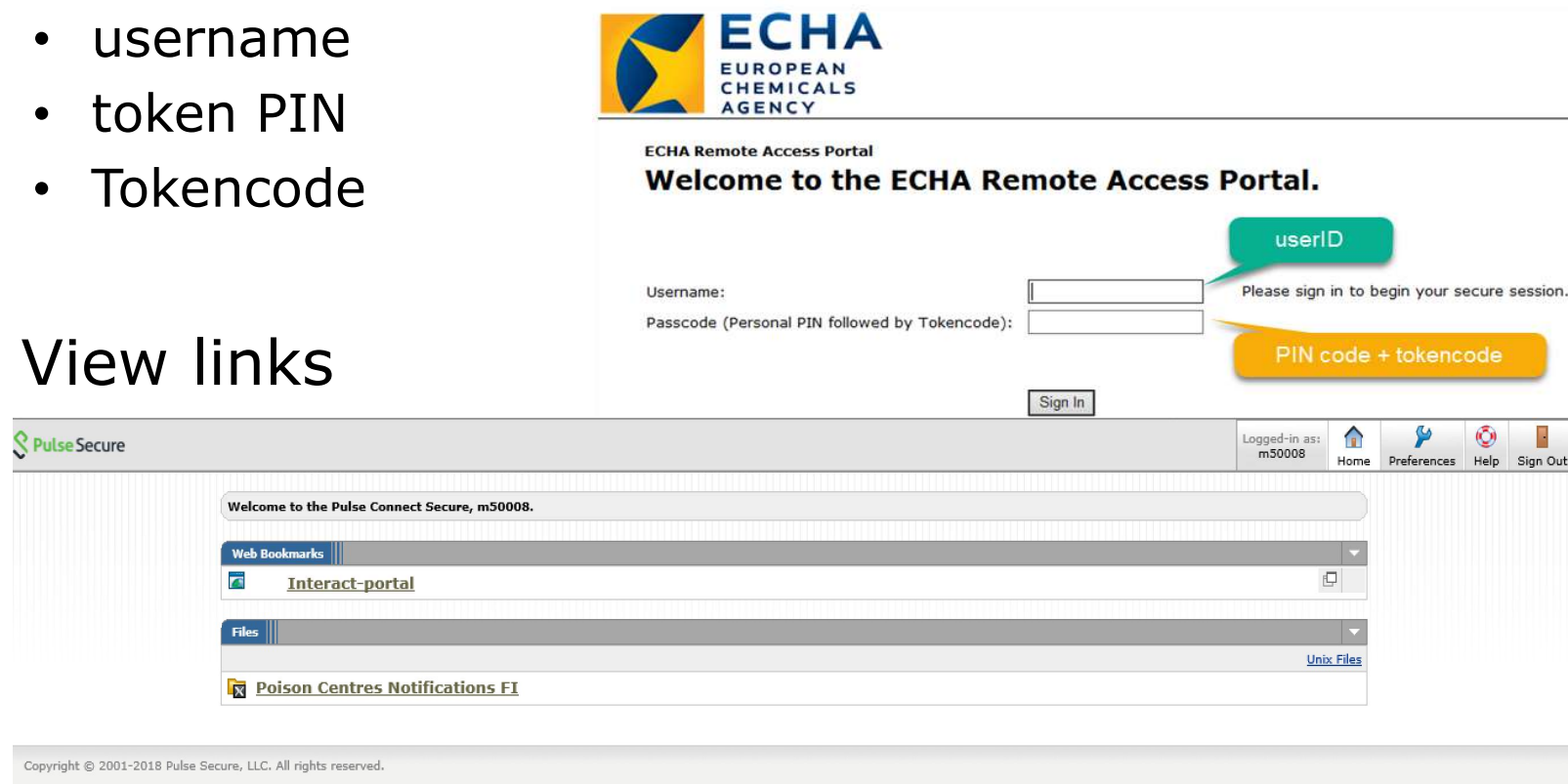


Step 1 instructions

Secure remote access

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

- View links

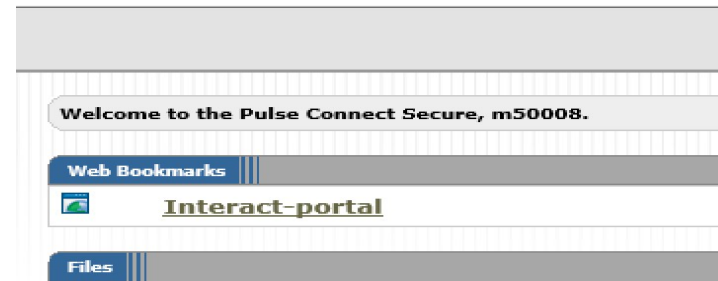


The screenshot displays the ECHA Remote Access Portal login page. At the top, the ECHA logo and name are visible. Below the logo, the text reads "ECHA Remote Access Portal" and "Welcome to the ECHA Remote Access Portal." The login form includes two input fields: "Username:" and "Passcode (Personal PIN followed by Tokencode):". A "Sign In" button is located below the passcode field. A green callout bubble labeled "userID" points to the username field, and an orange callout bubble labeled "PIN code + tokencode" points to the passcode field. A message below the fields says "Please sign in to begin your secure session." Below the login form, the Pulse Secure interface is shown. The top bar includes the Pulse Secure logo, the user's logged-in status ("Logged-in as: m50008"), and navigation links for Home, Preferences, Help, and Sign Out. The main content area shows a welcome message: "Welcome to the Pulse Connect Secure, m50008." Below this, there are two sections: "Web Bookmarks" with a link to "Interact-portal" and "Files" with a link to "Poison Centres Notifications FI".

Step 2 instructions

Authentication – Authorization

- Click on one of the bookmarks e.g. Interact Portal
- Provide username and password and click 'Login'



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EUROPEAN CHEMICALS AGENCY

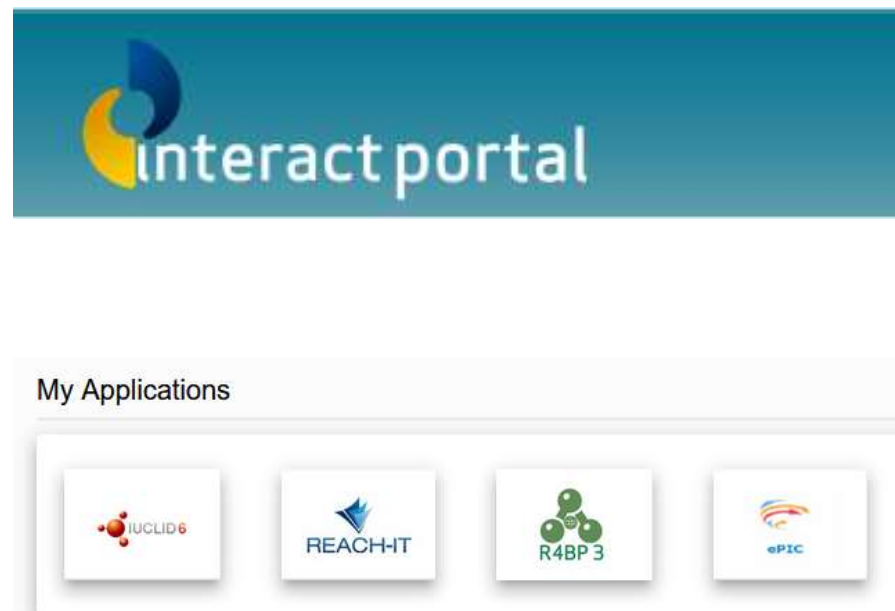
Username

Password

[Help](#) [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>
2. Provide your username and the 6-digit tokencode visible on your token screen



ECHA Remote Access Portal

Welcome to the ECHA Remote Access Portal.

Username:

Please sign in

Passcode (Personal PIN
followed by
Tokencode):

Sign In



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!



ECHA Remote Access Portal

Welcome to the ECHA Remote Access Portal.

New PIN Required

You must create a new Personal Identification Number (PIN) before you can sign in. Your PIN should be 4 to 8 characters long.

New PIN:

Confirm PIN:

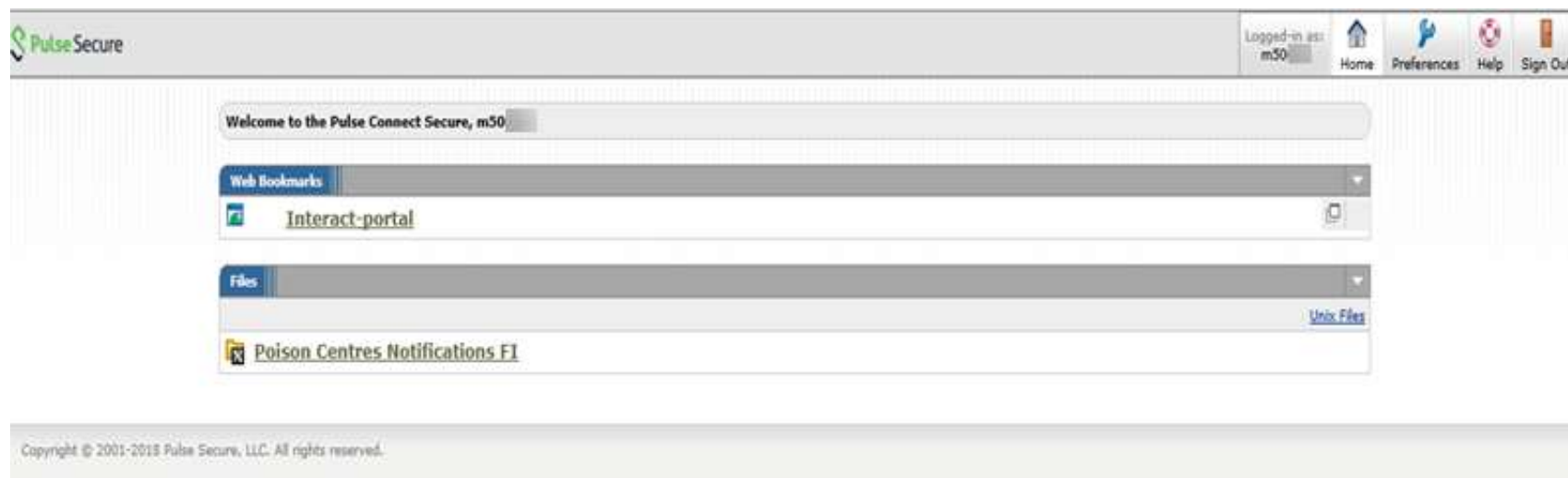
- Be sure to remember your PIN, because you need it to sign in.
- If you decide not to create a new PIN now, click Cancel.

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'



The screenshot shows the ECHA login page. At the top, it says "An agency of the European Union" next to the European Union flag. Below that is the ECHA logo and "EUROPEAN CHEMICALS AGENCY". There are two input fields: "Username" and "Password". Below the password field is a "LOGIN" button. Underneath is a "Help" section with two links: "> Forgot your password?" (circled in red) and "> Change password".

Activate your account (3/8)

- Provide your username and your email address and click 'submit'

Recover password

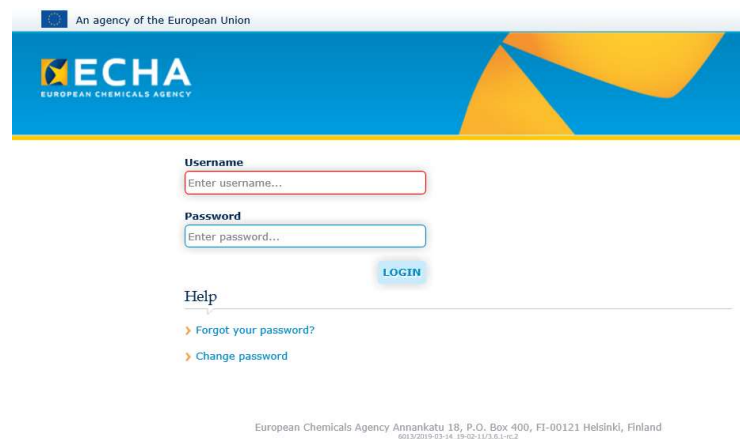
Enter your username

Email address

- You will receive an email with the temporary password

Activate your account (4/8)

- Provide your username and your temporary password and click 'login'



The screenshot shows the ECHA login interface. At the top, it says "An agency of the European Union" next to the ECHA logo. Below the header, there are two input fields: "Username" with the placeholder text "Enter username..." and "Password" with the placeholder text "Enter password...". A blue "LOGIN" button is positioned to the right of the password field. Underneath the input fields, there is a "Help" section with two links: "Forgot your password?" and "Change password". At the bottom of the page, the address "European Chemicals Agency Annankatu 18, P.O. Box 400, FI-00121 Helsinki, Finland" and a small version number "6013/2019-03-16_19-02-11/3.0.1-16.2" are visible.

Activate your account (5/8)

- Click on 'here'



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Warning

Please change your password by clicking [here](#)

Help

- > [Forgot your password?](#)
- > [Change password](#)


European Chemicals Agency Annankatu 18, P.O. Box 400, FI-06013/2019-03-14_19-02-11/3.6.1-rc.2

Activate your account (6/8)

- Provide your username and your temporary password and click 'Submit'



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For password reset and update of missing security data please

Enter your username

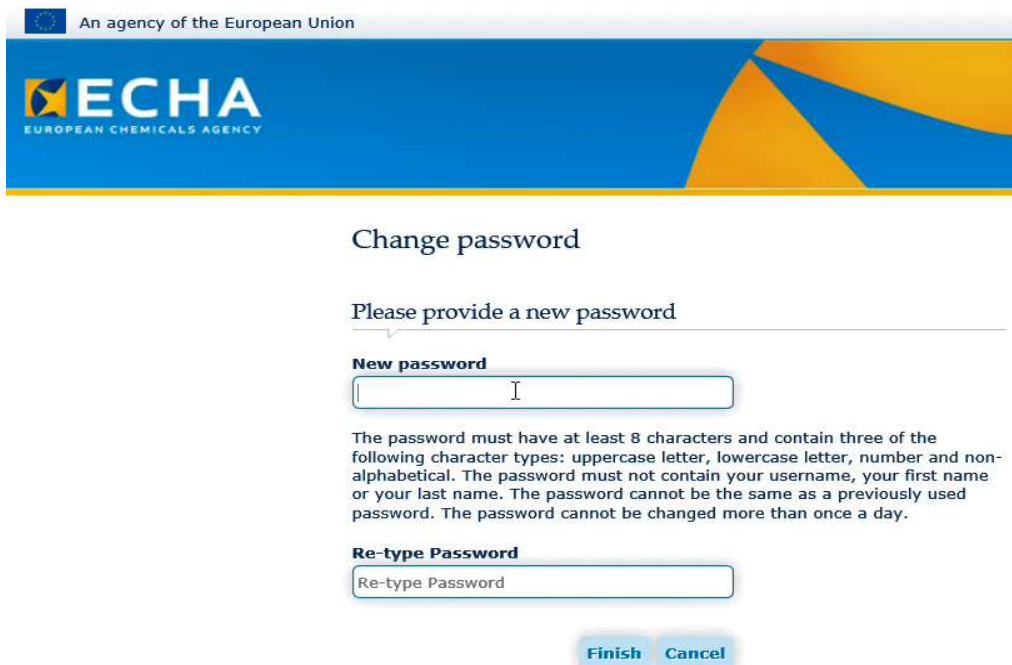
and current password

If you forgot your password, please click [here](#) to recover it.


European Chemicals Agency Annankatu 18, P.O. Box 400, FI-00121 Helsinki, Finland
6014/2019-03-14_19-06-13/3.6.1-rc.2

Activate your account (7/8)

- Provide your own password and click 'Finish'



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 **ECHA**
EUROPEAN CHEMICALS AGENCY

Change password

Please provide a new password

New password

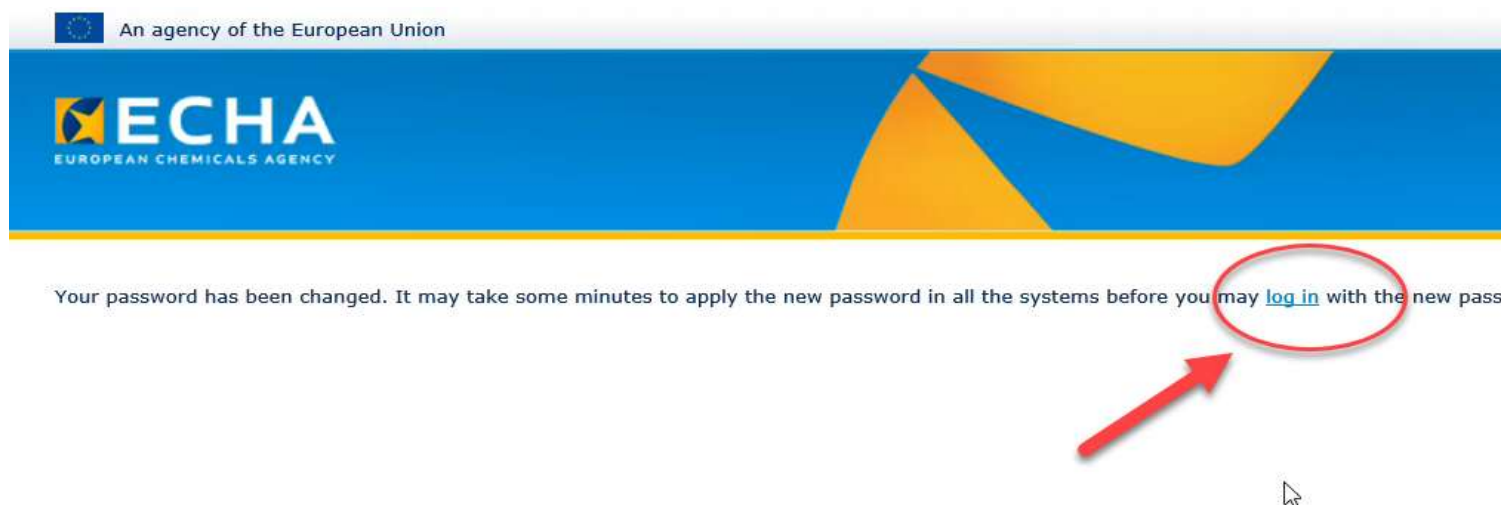
The password must have at least 8 characters and contain three of the following character types: uppercase letter, lowercase letter, number and non-alphabetical. The password must not contain your username, your first name or your last name. The password cannot be the same as a previously used password. The password cannot be changed more than once a day.

Re-type Password

Finish **Cancel**

Activate your account (8/8)

- Your account is set. Wait few moments before you login

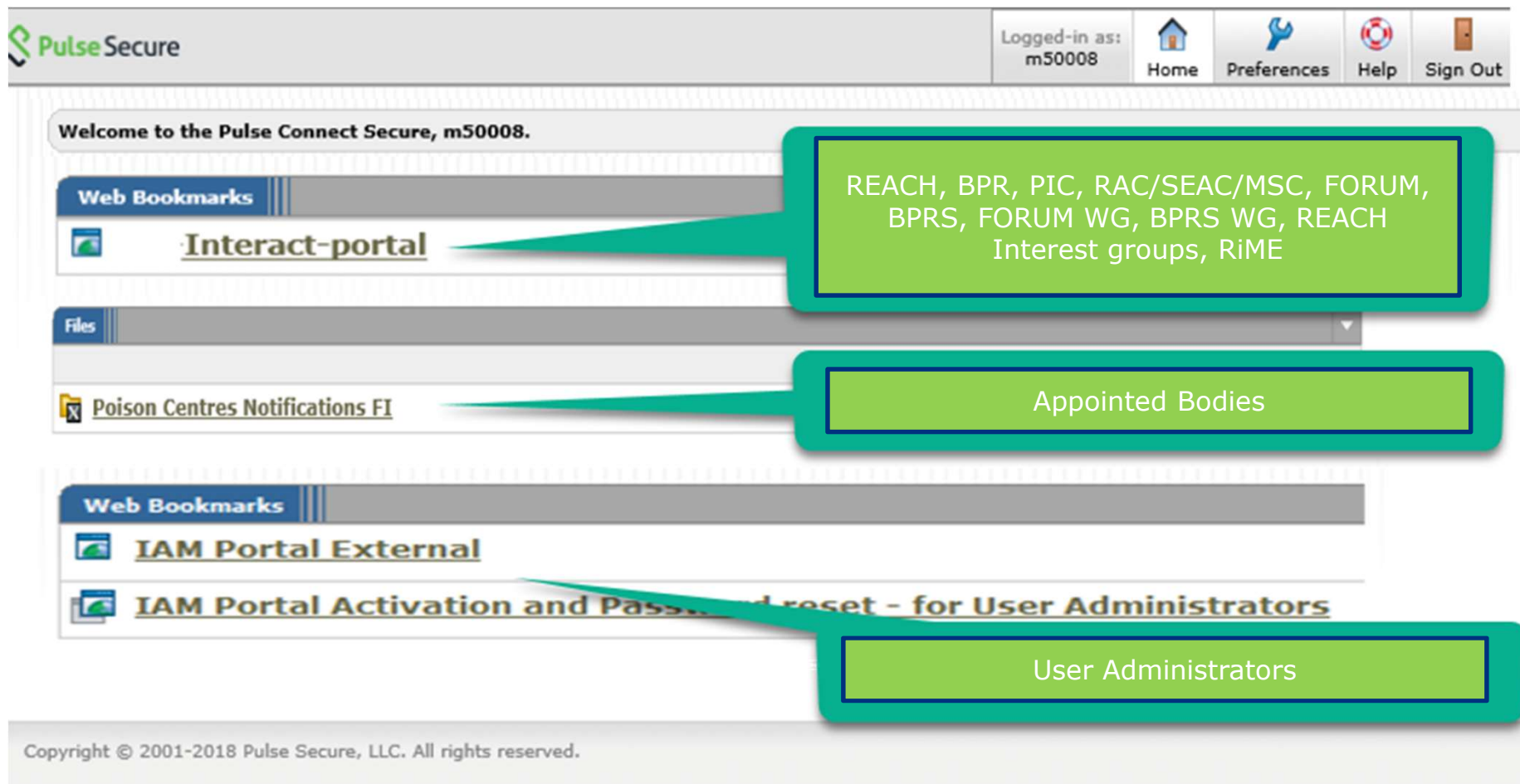


Online demonstration

Access according to your role



ECHA Remote Access Portal



The screenshot shows the ECHA Remote Access Portal interface. At the top left is the 'Pulse Secure' logo. The top right shows the user is logged in as 'm50008' with navigation links for Home, Preferences, Help, and Sign Out. Below the header, a welcome message reads 'Welcome to the Pulse Connect Secure, m50008.' The main content area is divided into sections: 'Web Bookmarks' containing 'Interact-portal', 'Files' containing 'Poison Centres Notifications FI', another 'Web Bookmarks' section containing 'IAM Portal External' and 'IAM Portal Activation and Password reset - for User Administrators'. Three callout boxes provide additional information: the first points to 'Interact-portal' and lists 'REACH, BPR, PIC, RAC/SEAC/MS, FORUM, BPRS, FORUM WG, BPRS WG, REACH Interest groups, RiME'; the second points to 'Poison Centres Notifications FI' and lists 'Appointed Bodies'; the third points to 'IAM Portal Activation and Password reset - for User Administrators' and lists 'User Administrators'.

Logged-in as: m50008

Home Preferences Help Sign Out

Welcome to the Pulse Connect Secure, m50008.

Web Bookmarks

[Interact-portal](#)

Files

[Poison Centres Notifications FI](#)

Web Bookmarks

[IAM Portal External](#)

[IAM Portal Activation and Password reset - for User Administrators](#)

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

Appointed Bodies

User Administrators

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Matrix table/ summary

User Groups	Functionality Areas																
	Common									NEA-specific				MSCA-specific		PCN-specific	
	My Dashboard ¹	ECHA Data Search	News	Favorites	Tasks / Notifications ¹	Toolbox / Collaboration ¹	Meetings	My Applications	Help ¹	Screening Reports	Messages	Auditing	Help Files	ACT	Screening	Pulse secure File system (icon)	IUCLID online viewer
REACH MSCA + COM	✓	✓	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗	✓	✓	✗	✗
BPR MSCA + COM	✓	✗	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗	✓	✗	✗	✗
PIC MSCA (DNA) + COM	✓	✗	✓	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
NEA	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓	✓	✓ ²	✓	✗	✗	✗	✗
ECHA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ ²	✓	✓	✓	✗	✗
RAC/SEAC/ MSC Committee Members / Advisors ³	✓	✗	✓	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✓	✗	✗	✗
NEA Forum	✓	✗	✗	✗	✓	✓	✓	✗	✓	✗	✓	✗	✗	✗	✗	✗	✗
NEA BPRS	✓	✗	✗	✗	✓	✓	✓	✗	✓	✗	✓	✗	✗	✗	✗	✗	✗
MSCA REACH Interest Groups ⁴	✓	✗	✓	✗	✓	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
MSCA REACH RiMe	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Appointed Body Interact Portal	✓	✓	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✓	✓

¹Specific content per user group applies

²Specific to ECHA / NEA Auditor, Administrator and NEA Power User

³All 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.

⁴MSCA REACH Interest groups consist of the following groups: Screening, SEv, CLH, SVHC, RiMe, CoRAP

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



ECHA Remote Access Portal
Welcome to the ECHA Remote Access Portal.

⚠ Token Resync Required

Please enter an additional token code to continue.

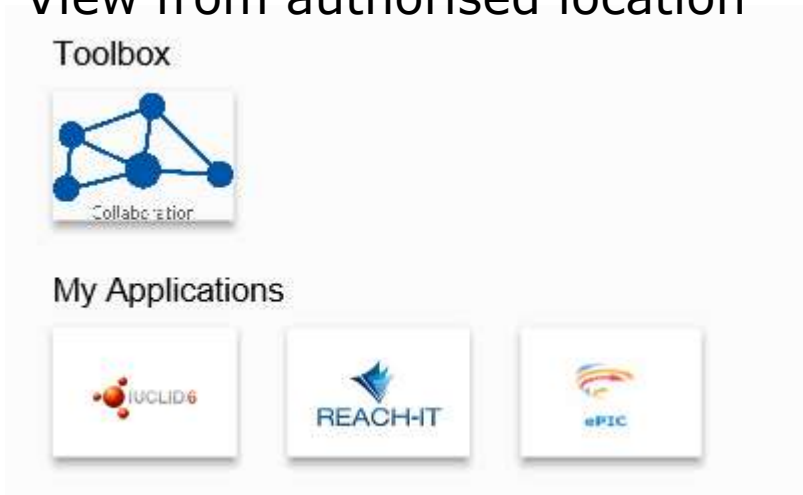
The server requires that you enter an additional token code to verify that your credentials are valid. To continue, wait for the token code to change and then enter the new code in the SecurID Token Code field.

SecurID Token Code:

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

Collaboration

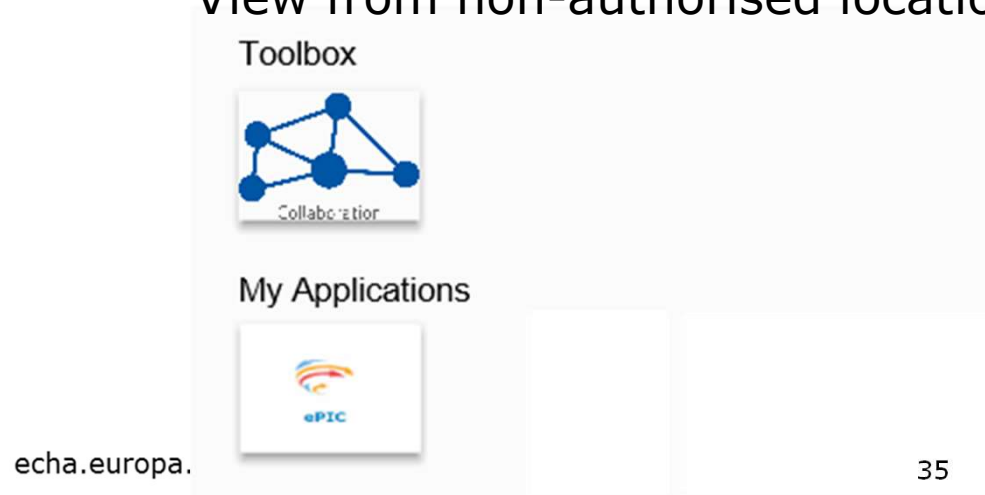
My Applications

IUCLID6

REACH-IT

ePIC

View from non-authorised location



Toolbox

Collaboration

My Applications

ePIC

echa.europa.

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?

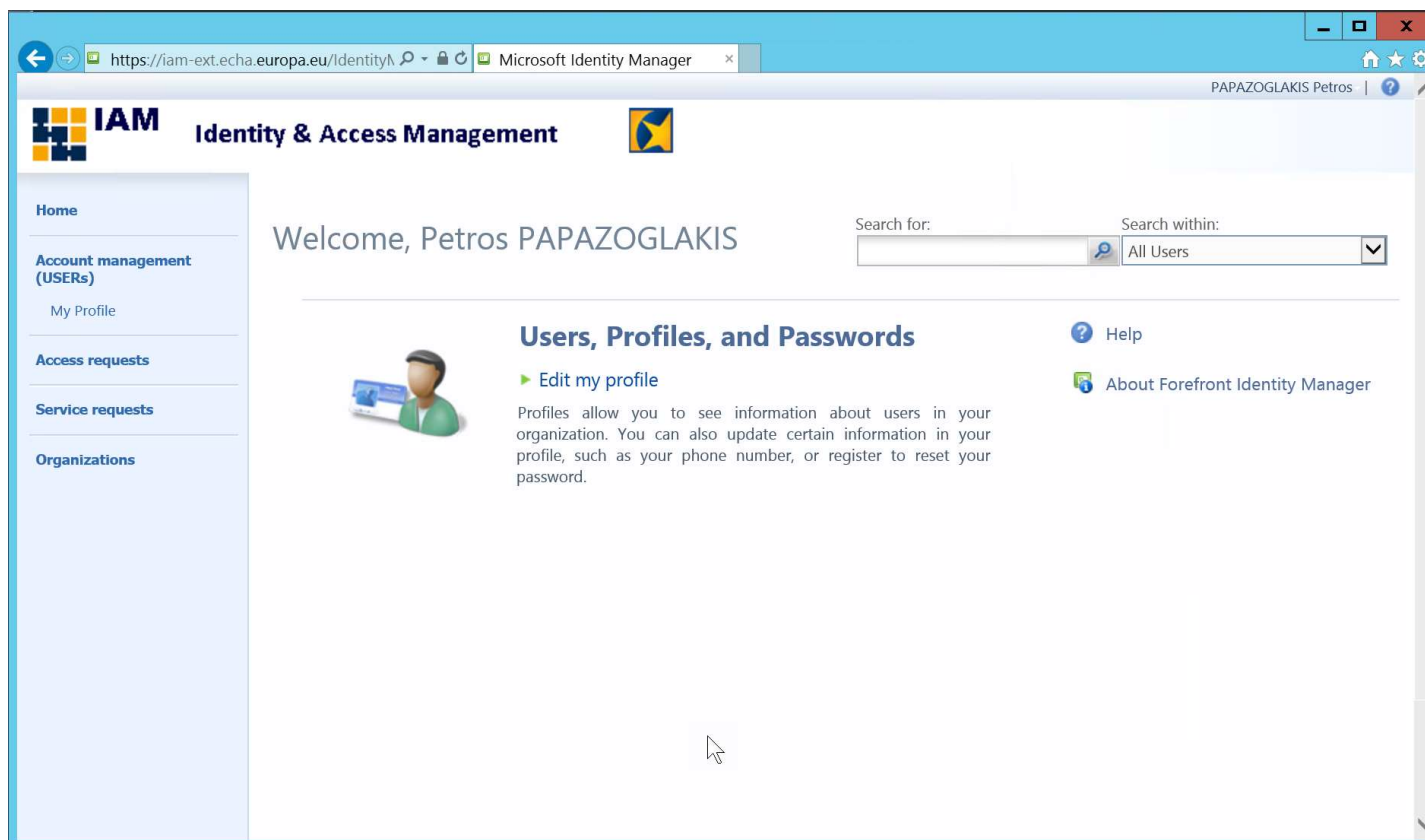
- We have tested and we recommend you to use the following browsers:
 - Chrome
 - Mozilla Firefox
 - Edge
 - Internet Explorer



Section for User Administrators



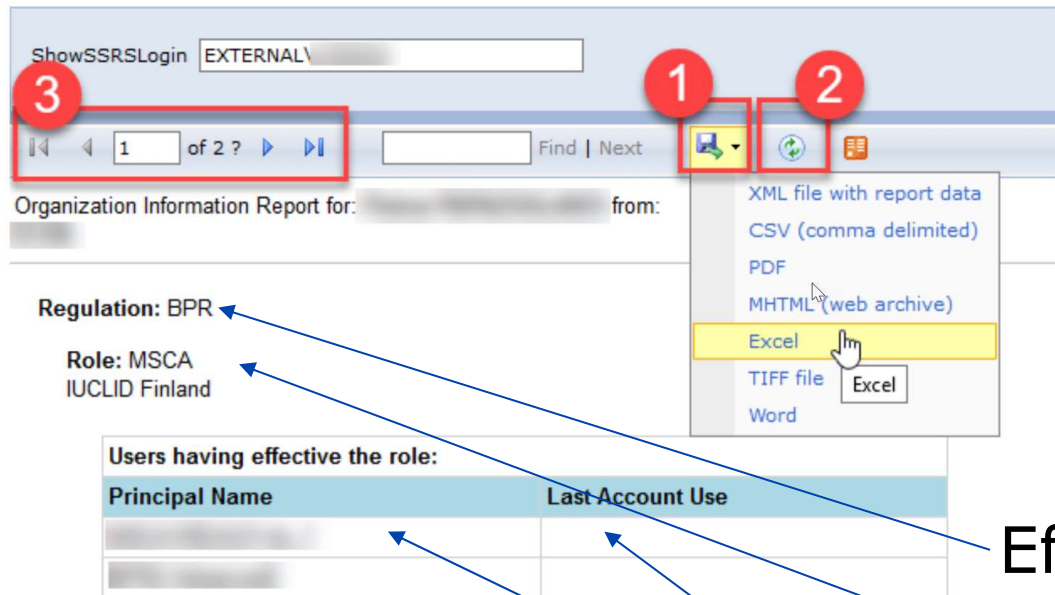
IAM Portal – overview



Identity and Access Management (IAM) Portal User Manual:[link](#)

Online demonstration

IAM Organization Report



Organization Information Report for: [redacted] from: [redacted]

Regulation: BPR

Role: MSCA
IUCLID Finland

Users having effective the role:	
Principal Name	Last Account Use
[redacted]	[redacted]
[redacted]	[redacted]

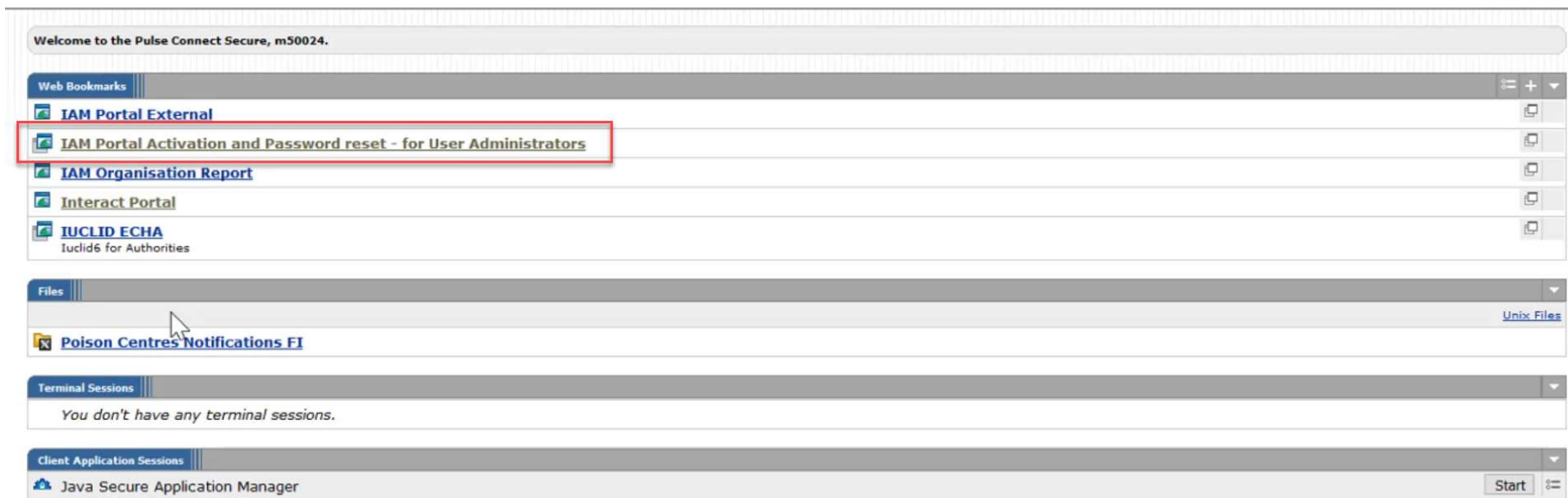
Effective regulations

Roles

Users and last access date time

Online demonstration

IAM Portal Activation



Welcome to the Pulse Connect Secure, m50024.

Web Bookmarks

- [IAM Portal External](#)
- [IAM Portal Activation and Password reset - for User Administrators](#)
- [IAM Organisation Report](#)
- [Interact Portal](#)
- [IUCLID ECHA](#)
Iuclid6 for Authorities

Files

- [Poison Centres Notifications FI](#) [Unix Files](#)

Terminal Sessions

You don't have any terminal sessions.

Client Application Sessions

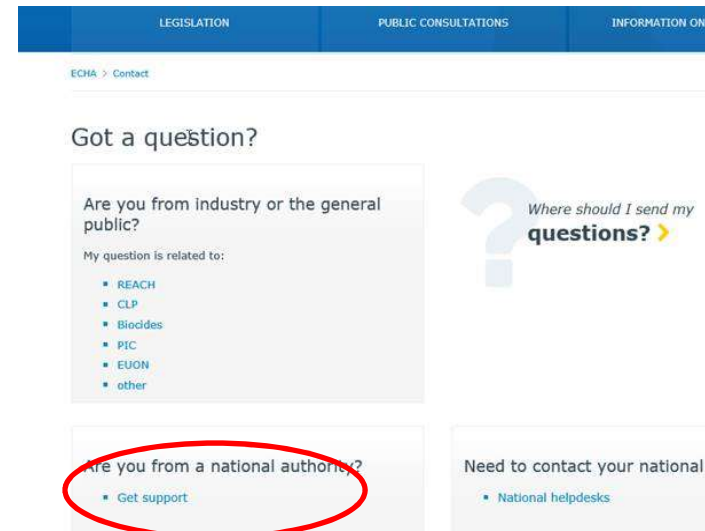
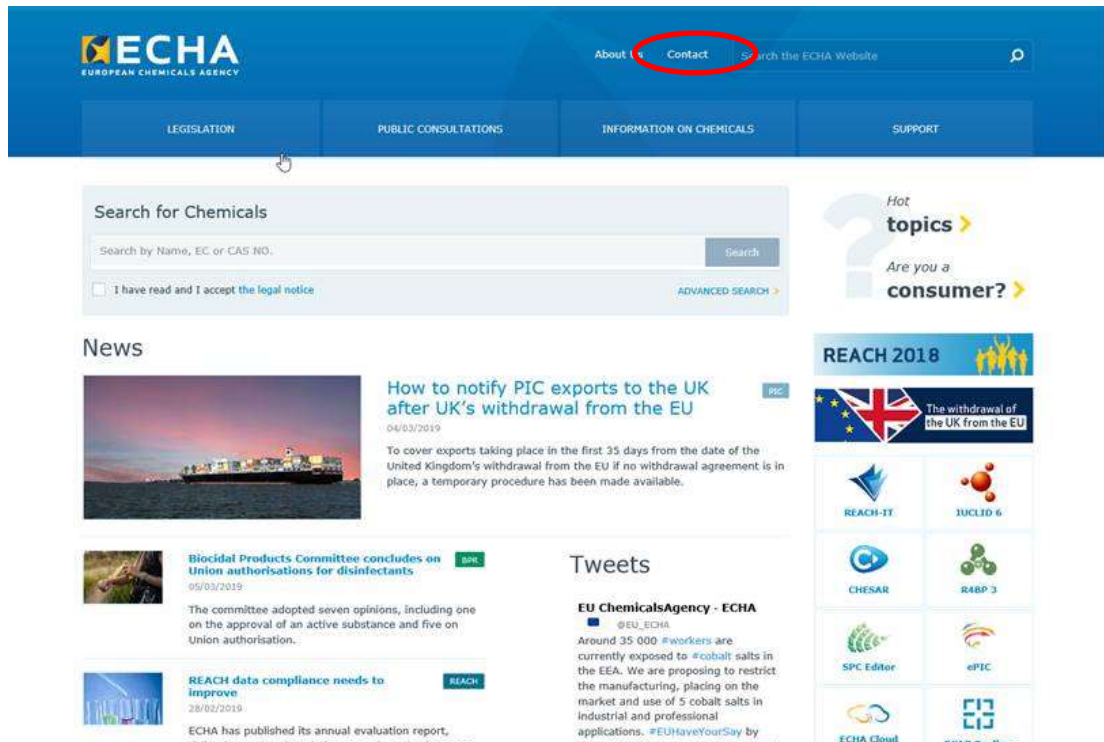
- [Java Secure Application Manager](#) [Start](#)

How to ask ECHA for Support



Asking ECHA for support

- <https://echa.europa.eu/contact>



Asking ECHA for support



The screenshot shows the ECHA website header with the logo and the text "EUROPEAN CHEMICALS AGENCY". Below the header, the main content area is titled "Support for Authorities*". Under this title, there is a central icon of two people representing "Help". Below this, a box contains two options: "Services to HelpNet (National Helpdesks)" with the HelpNet logo, and "s-CIRCABC helpdesk" with the ECHA S-CIRCABC logo and the European Commission logo. At the bottom of the page, there is a footnote explaining the scope of "Authority users".

Support for Authorities*

Help

HelpNet and ECHA s-CIRCABC users will still use the icons below to request support

Services to HelpNet
(National Helpdesks)

s-CIRCABC helpdesk

* Authority users = Member State Competent Authority users; Enforcement users and user administrators admin users; Security Officers; Committee Members and Advisors; Appointed body users and user administrators; HelpNet users; SCIRCABC users.

Questions and Answers session



Thank you!

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

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[@EU_ECHA](https://twitter.com/EU_ECHA)

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[Facebook.com/EUECHA](https://facebook.com/EUECHA)