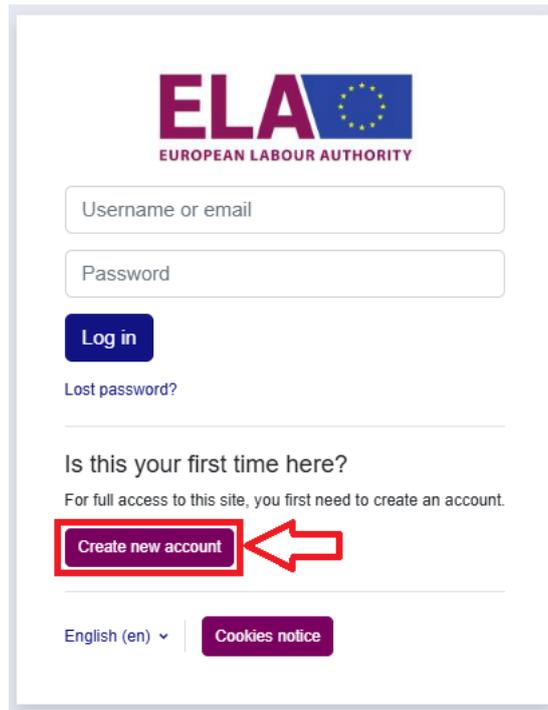


## ELA e-learning platform self-registration guide

Please follow 4 easy steps to create your account on ELA e-learning platform.

### Step 1

On the welcome page of ELA e-learning platform, click on „**Create new account**“ button:



### Step 2

Agree to the conditions specified in the **Privacy Statement** by clicking on the respective button:

here.' A red arrow points down to a blue button labeled 'I agree to the Privacy Statement', which is highlighted with a red box. A 'Back to top' link is visible in the bottom right corner." data-bbox="199 677 789 893"/>

### Step 3

Provide your personal details to create your account:

#### **Mandatory fields** (marked with an )

- ✓ *Username* can only contain alphabetical lowercase letters, numbers, hyphen '-', underscore '\_', period '.', or at-sign '@'  
**TIP: You can use your email address in the *Username* field.**
- ✓ *Password* must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)
- ✓ *Email address* must be in the form: *name@example.com*
- ✓ *Email (again)* – please rewrite the same email address
- ✓ *First name* – please provide your first name
- ✓ *Last name* – please provide your last/family name

#### **Optional fields**

- ✓ *City/town* – please provide your city/town of residence
- ✓ *Country* – please choose your country of residence from a drop-down menu
- ✓ *Institution* – please provide the name of your employer/institution

### New account

Username 

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password 

Email address 

Email (again) 

First name 

Last name 

City/town

Country

Select a country 

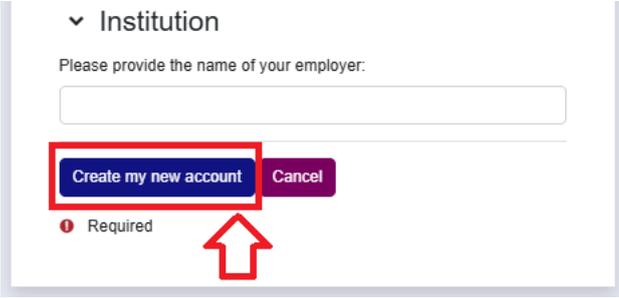
▼ Institution

Please provide the name of your employer:

 Required

#### Step 4

When all mandatory fields are filled in, please click on “**Create my new account**” button:



▼ Institution

Please provide the name of your employer:

  
   
Required

#### Step 5

After a few seconds, you will receive an **activation email**. Please click on the link inside the email body to activate your profile. Once you did so, please navigate back to [ela.elearning.europa.eu](http://ela.elearning.europa.eu) to log in using your username/email address and your password.

