

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:





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

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Password	0
Email add	iress ()
Email (ag	ain) 0
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Last name	e ()
Citv/town	
Country	
Select a	country \$
v Inc	atitution
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Please pr	ovide the name of your employer:



Step 4

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

lease provide the name of	f your employer:
Create my new account	Cancel

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 <u>ela.elearning.europa.eu</u> to log in using your username/email address and your password.

From: Admin U	ser (via ELA e-Learning) < <u>elearning@ela.europa.eu</u> >
Date: Wed, 20 M	Nov 2024, 14:54
Subject: ELA e-	Learning: account confirmation
To:	
Hi,	
A new account	has been requested at 'ELA e-Learning'
using your ema	il address.
To confirm your	new account, please go to this web address:
https://elearnin	g.ela.europa.eu/login/confirm.php?data=OeMAupIVblNE3h
In most mail pr	ograms, this should appear as a blue link
which you can j	ust click on. If that doesn't work,
then cut and pa	iste the address into the address
line at the top o	f your web browser window.
lf you need help), please contact the site administrator,
Admin User	