



SESAM QUEST module ACCESS MANAGEMENT



Start Screen

'QUEST' module: main Menu

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Welcome

Welcome to SESAM, the European Commission online reporting tool for Research and Technological projects. Please note that except for MCQ questionnaires, a login is required for all reports and questionnaires submission.

SESAM users may now manage their own accounts, including registration, usernames and passwords, by clicking on 'ACCESS MANAGEMENT'.

FP6 contractors should complete their reports/questionnaires by clicking on 'Gender/Socio-Eco/Other Reports'.

Reviewers of FP6 projects should complete their reports by clicking on 'PQI/Review Reports'.

Beneficiaries of Marie Curie actions should complete their questionnaires by clicking on 'Marie Curie Questionnaires'.

Documents

Title	Abstract	Modification Date
Quest User Manual	Detailed User Manual applicable for all instruments	06/09/2006 NEW
Marie Curie User Manual for SESAM Application	User manual to use as guidance for proper report submission of Marie Curie Reports	31/01/2006
User Manual for Review Reports & PQI Reports	Dedicated User Manual for Experts and Project Officers preparing Project Review Reports and Project Quality Indicators (PQI) Reports	29/11/2005





Access Management module

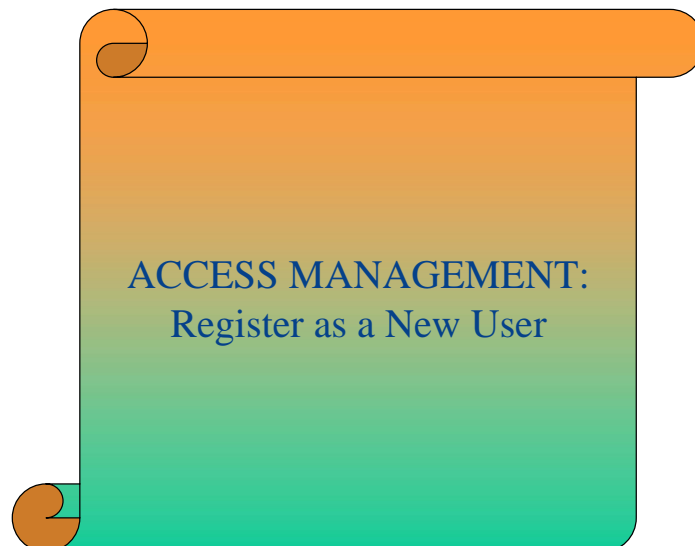
- **Definition**

The external user (Coordinator or Participant) can register himself as a new user for the QUEST reporting module

- **Actions**

- Register as a new user
Slides p 5→13
- Change password after confirmation e-mail
Slides p 15→18
- Reset the password if password has been forgotten
Slides p 20→23
- Update personal information
Slides p 25→27
- Register participation as a new project Participant
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Coordinator or Participant registers himself as a new user

Click on ACCESS MANAGEMENT menu: Register as a new user (1)

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Access Management **Login**

Gender/Socio-Eco/Other Reports Please enter your username and password and click the button 'Login' to proceed.

PQI/Review Reports In case you have forgotten your password you may [reset password](#).

Marie Curie Questionnaires In case you have no account you may **register** as a new user.

Username

Password

Clear Login



Register as a new user (2)

Note: the user has to fill in all the mandatory fields (*)

Information on how to fill in (see next slide)

Access Management **Register as new user**

Gender/Socio-Eco/Other Reports Please enter the user and participant related information and click the button 'Register' to register yourself as new user.

PQI/Review Reports

Marie Curie Questionnaires

Personal Information

Username (at least 8 characters, starting with letter)

First name Surname

Email Email verification

Organization Organization address

Telephone Fax

Discrete Information

Discrete question

Answer to discrete question

Answer verification

Project Identification

Instrument

Project type

Project ID (e.g. 123456 from contract number ABCD-CT-200x-123456)

Project Participant Identification

Project participant type Project Coordinator

Participant index

Participant name

Reviewer type (DD) - Consolidated review report - reviews

Register Cancel





Register as a new user (3)

- **Mandatory fields : shown with ***
 - **Username:** must contain at least 8 characters
 - **Firstname**
 - **Surname**
 - **Email:** your e-mail address
 - **Email verification:** your e-mail address
 - **Discrete question:** choose an option out of the dropdown list
 - **Answer to discrete question:** type the answer to the discrete question
 - **Answer verification:** type again the answer to the discrete question
 - **Instrument:** choose the Instrument of your Project out of the dropdown list (CA – IP- MCA- NOE – SME – SSA – STP)
 - **Project type:** choose your Project type out of the dropdown list
 - **Project ID:** type your project ID (must be the correct one otherwise you get an error when registering !)

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Register as a new user (4)

- **Mandatory fields :**
 - **Project participant type :** choose Project Coordinator, Project Participant or Project Reviewer
 - **Participant index :** type your Participant Index number if your are a Project Participant (if you're a Project Coordinator it's pre-filled with '1')
 - **Reviewer type:** this field is accessible if you have chosen Project Reviewer in Project Participant type; choose the Reviewer type out of the dropdown list
 - **Participant Name:** type your LEGAL PARTICIPANT NAME

REM :

!!! if the name you fill in is not the same as the legal name known in the CPF file (the CONTRACT PREPARATION FORM sent by the coordinator to the Commission responsible) then you will be a PENDING PARTICIPANT for the PROJECT. It means you will not be able to login as a participant.
To solve the problem you need to contact the

ec-fp6-it-helpdesk@ec.europa.eu

specifying your username, project id, participant index number....

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Register as a new user (5)

POSSIBLE ERRORS when registering:

- If the *Project Number* is incorrect you cannot register
- If you forget to fill in a *mandatory* field you cannot register
- If your *Username* is too short you cannot register
- The *e-mail address* needs to have a valid format

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After clicking the 'Register' button

Access Management **Login**

Gender/Socio-Eco/Other Reports Please enter your username and password and click the button 'Login' to proceed.

PQI/Review Reports In case yo

Marie Curie Questionnaires In case yo

Microsoft Internet Explorer

Your request for SESAM account has successfully been registered and a message for account confirmation shall be sent to your email address shortly. Please note that the account will not be activated unless you reply back to the account confirmation message.

OK

Clear Login

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Confirmation mail Content of the received E-mail

Note: the user receives a confirmation mail.

The user has to click on the **hyperlink** to activate his account

Your SESAM account has been successfully created.
Please, follow the link below to activate it. 
<http://preprod.fp6.cc.cec.eu.int:6001/quest/userConfirmation.do?username=testtra14&id=4>

Note: The confirmation mail is sent by ec-fp6-it-helpdesk@ec.europa.eu



After clicking on the hyperlink: Confirm registration as a new user

Note: if necessary the user can modify some data

Confirm registration as new user
Please click the button 'Confirm' to complete your registration as new user.

Personal Information

Username:
 First name: Surname:
 Email:
 Organization: Organization address:
 Telephone: Fax:

Discrete Information


Discrete question: Food you've always liked
 Answer to discrete question:

Project Identification

Project ID:

Project Participant Identification

Participant index:
 Participant name:






Sesam account confirmation mail

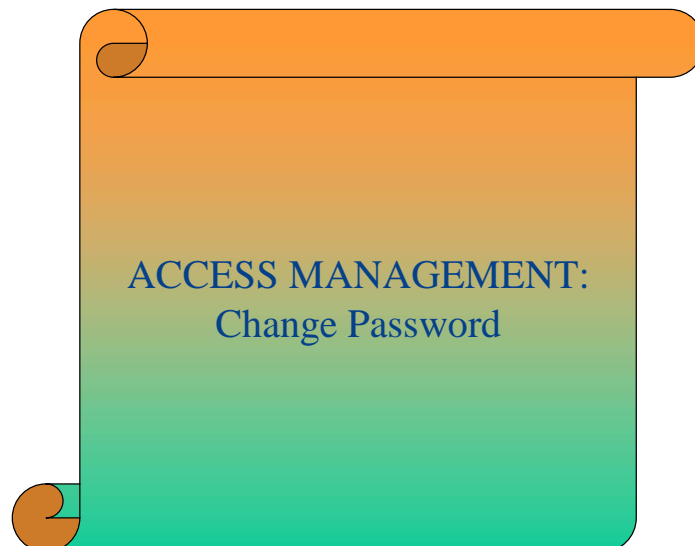
Note: the user receives an E-mail and has to login in QUEST and to change his password

You are successfully registered as the SESAM user. Your SESAM username, password and answer to discrete question are:

Username: testtra14
Password: kceu598221
Answer to discrete question: chocolate

Please, login as soon as possible and change the password.

Note: The account confirmation mail is sent by ec-fp6-it-helpdesk@ec.europa.eu





Click on 'Access Management' menu Change Password after confirmation mail: first LOGIN

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Access Management Login

Gender/Socio-Eco/Other Reports Please enter your username and password and click the button 'Login' to proceed.

PQI/Review Reports In case you have forgotten your password you may [reset password](#).

Marie Curie Questionnaires In case you have no account you may [register](#) as a new user.

Password provided in the E-mail

Username

Password

Clear Login



Change Password after confirmation mail: choose 'Change your password'

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Access Management Access Management

Gender/Socio-Eco/Other Reports Please choose one of the following:

PQI/Review Reports

Marie Curie Questionnaires

1. Update your [personal information](#), like email, organization, etc.
2. Change your [password](#).
3. [Register](#) participation as a new project participant (for users accessing multiple projects or representing multiple participants on a project)





Change Password after confirmation mail: Type old and new password

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PQI/Review Reports

Marie Curie Questionnaires

Change password

Please enter your old and new password and click the button 'Change Password' to change your password.

Username johnson123

Old password [password field]

New password [password field]

New password verification [password field]

Change Password Cancel

Password provided in the E-mail

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Change Password after confirmation mail: password changed

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Marie Curie Questionnaires

Access Management

Please choose one of the following:

1. Update your [personal information](#), like e
2. Change your [password](#).
3. [Register](#) participation as a new project p

Microsoft Internet Explorer

Your password is successfully changed.

OK

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ACCESS MANAGEMENT:
Reset password
(if password forgotten)



Click on 'Access Management' menu
Reset Password
(if password forgotten)

reset password' with 'reset password' circled in red. Another line says 'In case you have no account you may [register](#) as a new user.' At the bottom, there are input fields for 'Username' and 'Password', and 'Clear' and 'Login' buttons."/>

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Access Management

Gender/Socio-Eco/Other Reports

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Login

Please enter your username and password and click the button 'Login' to proceed.

In case you have forgotten your password you may [reset password](#)

In case you have no account you may [register](#) as a new user.

Username

Password

Clear Login





Reset Password

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You are here: > [FP6 Home](#) > [Project Management](#) > Password Reset

Reset password

Please enter username and answer to discrete question and click the button 'Reset Password'

Please note that, for security reasons, your account will be **blocked** for password reset after...

Username * johnson123

Discrete question Food you've always liked

Answer to discrete question * chocolate

Reset Password Cancel

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Reset Password

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You are here: > [FP6 Home](#) > [Project Management](#) > Login > ...

Login

Please enter your username and password and click the button 'Login' to proceed.

In case you have forgotten your password, click the button 'Reset Password'.

In case you have forgotten your question, click the button 'Reset Question'.

Clear Login

Microsoft Internet Explorer

Your password has been reset. The account details shall be sent to your email address shortly.

OK

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Confirmation E-mail Reset Password

```
Your SESAM password has been reset.  
Your SESAM username, password and  
answer to discrete question are:  
  
Username: johnson123  
Password: earx737249  
Answer to discrete question:  
chocolate  
  
Please, login as soon as possible and  
change the password.
```

Note: the user has to login and to change his password (see slides p 15→18)



ACCESS MANAGEMENT:
Update personal information





Click on 'Access Management' menu Update personal information: first LOGIN

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Access Management Login

Please enter your username and password and click the button 'Login' to proceed.

In case you have forgotten your password you may [reset password](#).

In case you have no account you may [register](#) as a new user.

Username:

Password:

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Update personal information

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Access Management

Please choose one of the following:

1. Update your [personal information](#), like email, organization, etc.
2. Change your [password](#).
3. [Register](#) participation as a new project participant (for users accessing multiple projects or representing multiple participants on a project)

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Update personal information and save

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Home

Access Management
Gender/Socio-Eco/Other Reports
PQI/Review Reports
Marie Curie Questionnaires

Update personal information

Please edit your personal information and click the button 'Save' to save the modifications.

Username	johnson123	Surname	SMITH
First name	John	Organization address	
Email	johnson.s@hotmail.com	Fax	
Organization			
Telephone			

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ACCESS MANAGEMENT:
Register participation
as a new Project Participant

(already existing username
and password)

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Click on 'Access Management' menu Register participation as a new project participant: first LOGIN

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Login

Please enter your username and password and click the button 'Login' to proceed.

In case you have forgotten your password you may [reset password](#).

In case you have no account you may [register](#) as a new user.

Username: johnson123

Password: [masked]

Clear Login

Note: the user has already a username and password !!



Register participation as a new Project Participant

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Access Management

Please choose one of the following:

1. Update your [personal information](#), like email, organization, etc.
2. Change your [password](#).
3. [Register](#) participation as a new project participant (for users accessing multiple projects or representing multiple participants on a project)





Register participation as a new Project Participant

Note: the user has to fill all mandatory fields (*)

Register as new participant

This page is restricted to the existing users involved in more than one project or as more than one participant on a project. Before gaining access for submission as each new project participant beyond the first, ad-hoc configuration is required through this page.

Please enter the participant related information and click the button 'Register' to register yourself as new participant.

Personal Information

Username johnson123

Project Identification

Instrument

Project type

Project ID

Project Participant Identification

Project participant type

Participant index

Participant name

Reviewer type

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Note: no E-mail sent but see remark next slide



Register participation as a new Project Participant

REM :

!!! if the name you fill in 'PARTICIPANT NAME' is not the same as the Legal Name known in the CPF file (the CONTRACT PREPARATION FORM sent by the coordinator to the Commission responsible) then you will be a PENDING PARTICIPANT for the PROJECT. It means you will not be able to login as a participant.

To solve the problem you need to contact the

ec-fp6-it-helpdesk@ec.europa.eu

specifying your username, project id, participant index number....

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