

EBA Extranet Authorising Members Manual

The scope of this document is to present the actions that the authorising members can perform in the EBA extranet website. It includes the processes of login –for the first time and any other time-, “Forgot Password”, “My Account” and Approve-Reject Membership, as well as functionalities related to the EBA Groups (Meeting documents, Document library, Calendar).

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Login

All authorising members will receive personal access credentials for new EBA Extranet website. Two emails will be sent to each authorising member (see examples below). The first one will contain the password, whereas the second will contain the email verification token.

Email containing the password

Dear FirstName LastName,

You receive this email because you have been designated as authorising member for the new EBA extranet website. Following the redesign of the EBA's website, an Extranet account has been created for you.

Please visit the EBA website (www.eba.europa.eu) and login to the extranet using the credentials below:

Email: `an.authorising.member@a.valid.domain.com`

*Password: J19hvG3**

You will need also a verification code which you will receive in a separate email.

Sincerely,
European Banking Authority

Email containing the email verification code

Dear FirstName LastName,

You receive this email because you have been designated as authorising member for the new EBA extranet website. Following the redesign of the EBA's website, an Extranet account has been created for you.

Please visit the EBA website (www.eba.europa.eu) and login to the extranet using the credentials you received in a separate email.

Please find below the verification code that will be needed to conclude your registration.

Verification code: `cd345732-b580-42f0-bf7e-017bc855d923`

Sincerely,
European Banking Authority

The information contained in these emails will be used during the initial login which will be described in the next chapter.

Initial Login

Users will first need to visit the EBA website homepage www.eba.europa.eu and click on the “Extranet” link located on the header of the website as shown in Figure below:

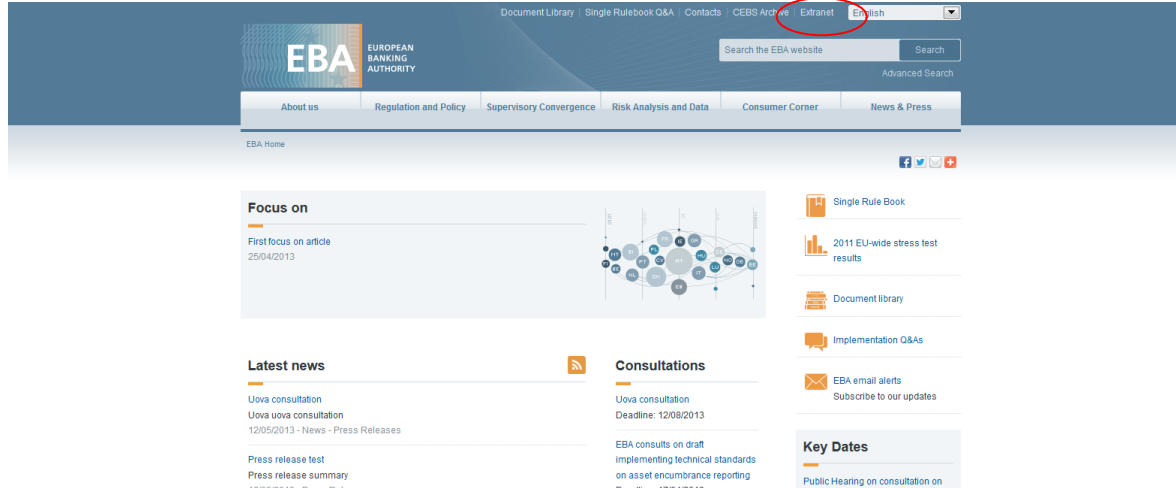


Figure 1: EBA website home page

Users will be redirected to the Login Page shown below (Figure 2). The first time that an authorising officer lands in the login page, he should enter password received via email as well as the email verification code. It does not make any difference if the user logs in first and then verifies his email, or if he first verifies the email and then sets the password. The first approach will be described below. The user logs in using the password as shown in Figure 2:

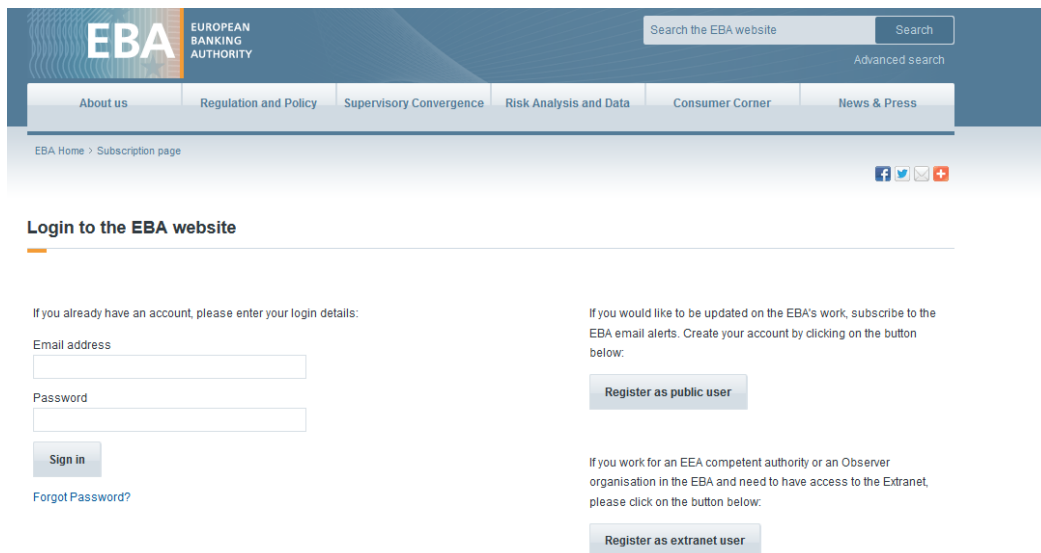


Figure 2: Initial login

Upon successful login a new screen is presented where the user needs to insert the *email verification code* contained in one of the aforementioned emails as seen in Figure 3.

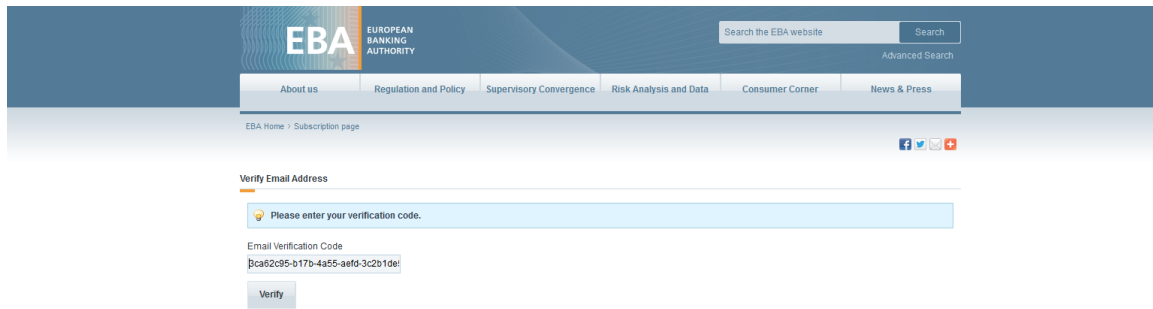


Figure 3: Email verification code

In case of wrong insertion of values, either in the password or the verification field, the user is asked to try again. In the next screen the user is requested to change the initially submitted password, typing the new password twice (Figure 4). The user will also select a reminder question and provide the respective answer. This combination will be used in case a user forgets his password (Figure 5).

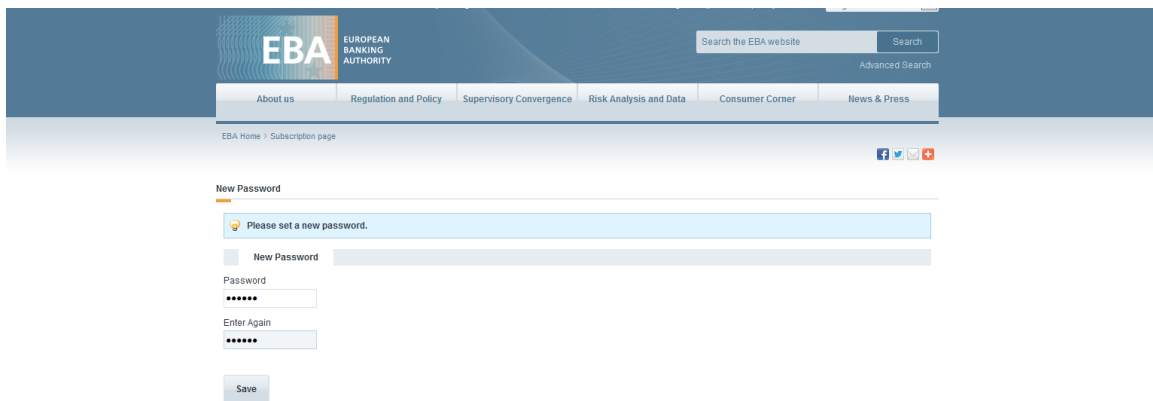


Figure 4: Insert new password

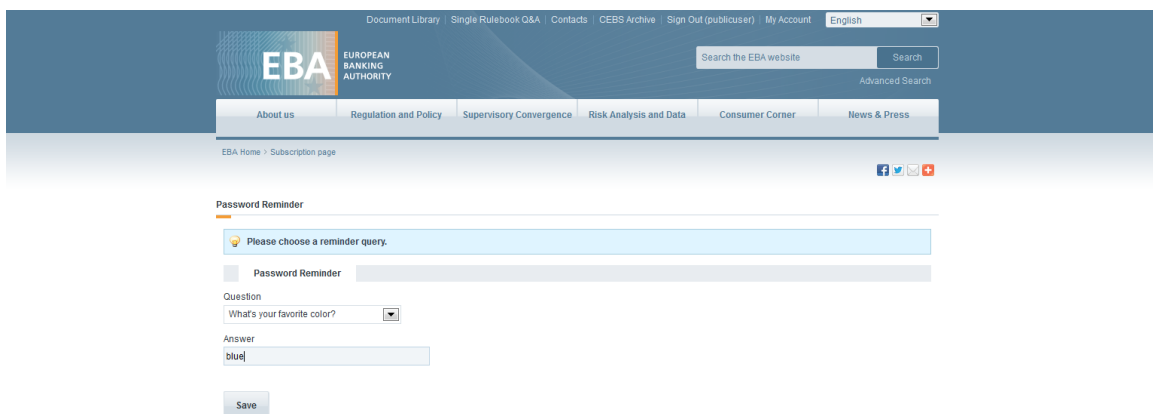


Figure 5: Reminder question

Following the previous steps the system will redirect the user to the extranet landing homepage (Figure 6).

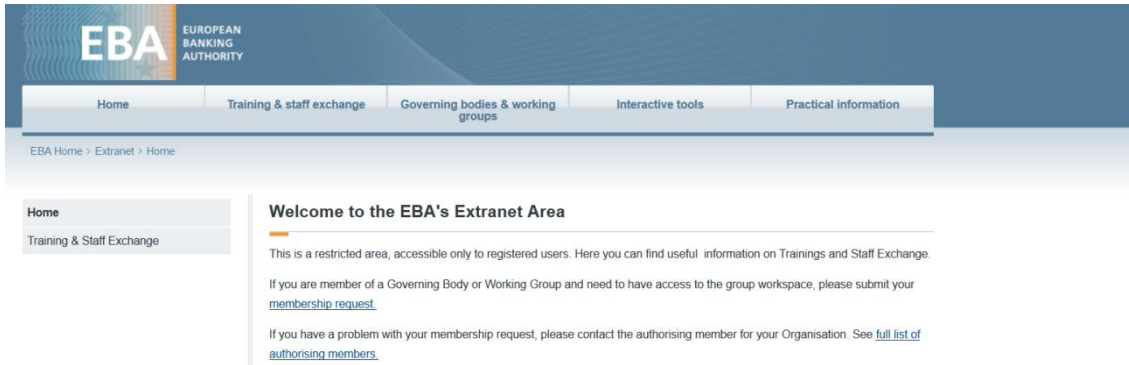


Figure 6: Extranet Landing Homepage

Forgot Password

In the event that a user forgets his password, he can click on “Forgot Password?” link located in the login page. The user will be asked to insert his email, *captcha* value, click next and then answer to the reminder question that they had selected during the initial login.

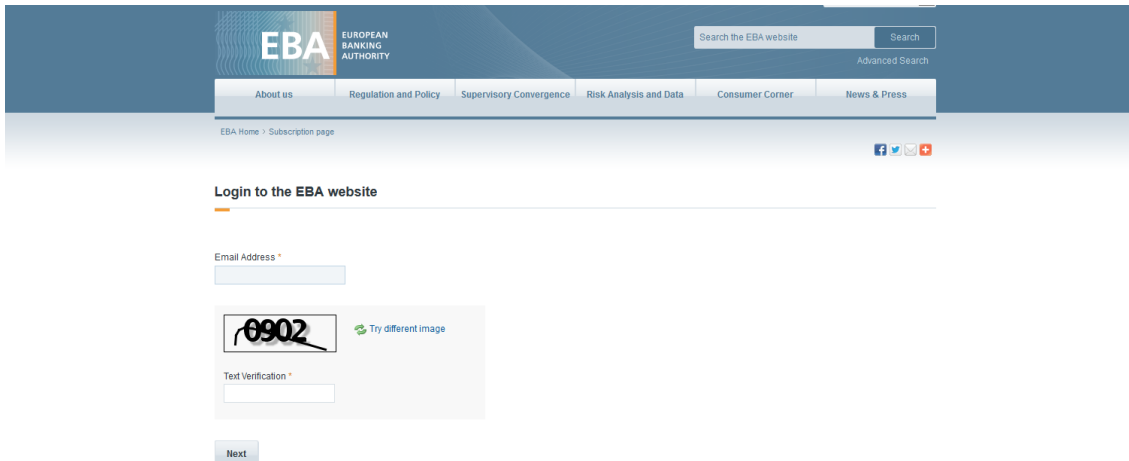


Figure 7: Forgot password

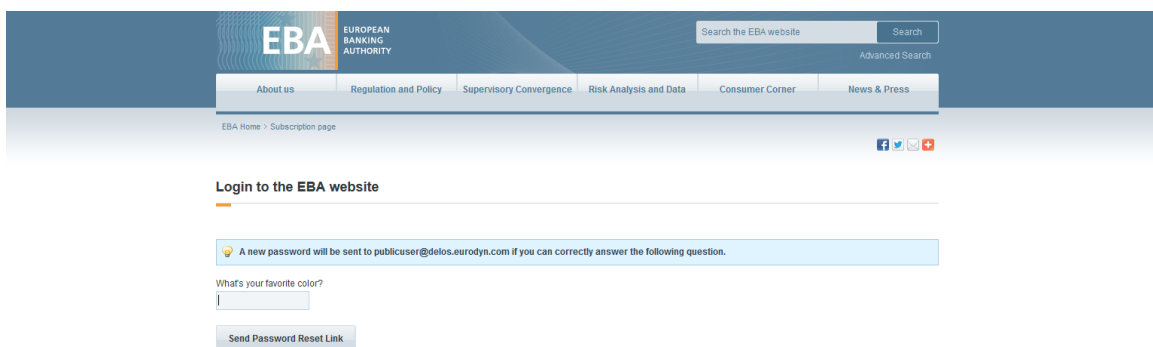


Figure 8: Reminder question

An email containing a link for setting a new password will be sent to the user. The body of the email will have the following format:

Dear firstname/lastname,

*You can reset your password for the EBA's website: <http://eba.europa.eu> by clicking on the following link:
http://eba.europa.eu/c/portal/update_password?p_l_id=12782&ticketKey=8563fd70-fcb2-4156-8517-df161fcbcf6*

Sincerely,

European Banking Authority

By clicking on the link provided via email, users will be requested to insert the new password twice (Figure 9).

In the event where the user loses the above email he may click again to the “Forgot Password?” link in the login page. A new email will be sent and the user has to follow the exact same steps described above.

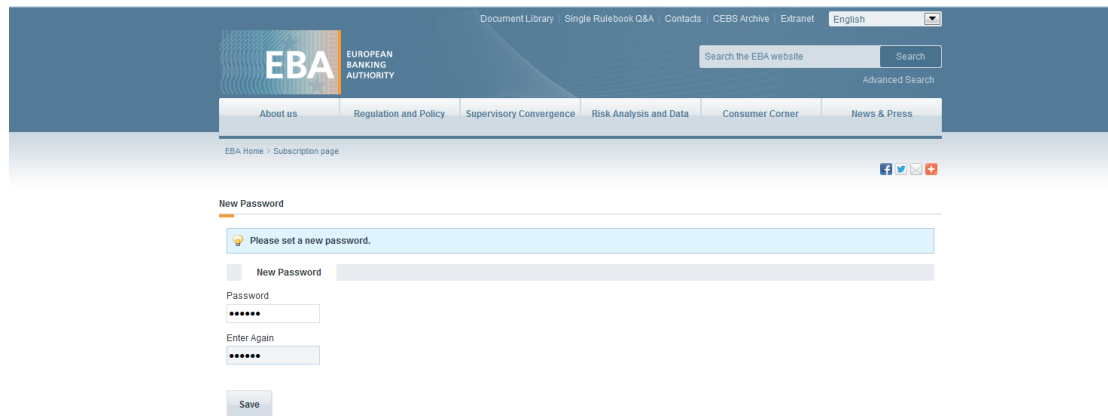
The image shows a screenshot of the EBA website's 'New Password' form. The header includes the EBA logo and navigation links such as 'Document Library', 'Single Rulebook Q&A', 'Contacts', 'CEBS Archive', and 'Extranet'. The main content area features a 'New Password' section with a message: 'Please set a new password.' Below this, there are three input fields: 'New Password', 'Password', and 'Enter Again', each with a masked password field. A 'Save' button is located at the bottom of the form. The page also includes a search bar and social media icons.

Figure 9: New Password

Note that the new password should be different from the last password provided.

Approve-Reject Requests for Membership

The main responsibility of an authorising member is to approve/reject a membership request for an EBA group.

After login, in the extranet homepage the user clicks on the “Approve Membership” button available in the left-hand menu. A list with the submitted requests is presented (Figure 10). Each authorising member will view only the requests he is responsible for. The complete list of authorising members, and the organisations (domains) they belong to, is available in the extranet homepage.

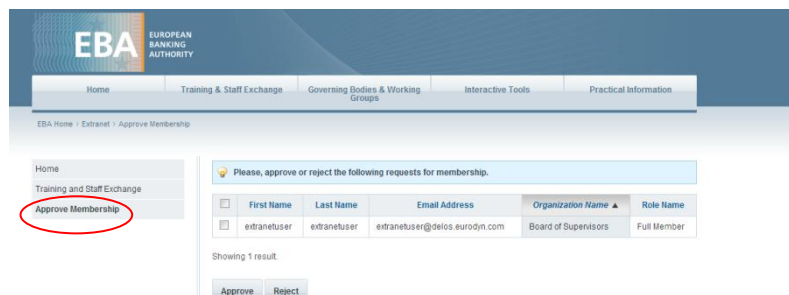


Figure 10: List of request for memberships

Moreover, each time an extranet user submits a request for membership for an EBA Group, the respective authorising member(s) receives an email.

A sample email sent to the respective authorising member(s) can be seen below:

Sample email sent to authorising members when someone requested memberships to an EBA group

Dear Authorising member/EBA Coordinator

An extranet user has requested membership to one of the EBA's working group. Please visit the EBA's Extranet to approve/reject the request.

User's full name: extranetuser extranetuser

Group name: Board of Supervisors

Link for Authorising members: <http://eba.europa.eu/group/extranet/approve-memberships>

EBA Coordinators can access the respective group and then the page 'Approve Memberships'.

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Upon approval of the authorising member, an email is sent to the EBA coordinator(s), who will provide (or deny) final authorisation.

Users who submitted a membership request for an EBA group will become members only if both the respective authorising member and EBA coordinator approve their requests. In case of rejection of the request, an email is sent to the extranet user informing that their request has been rejected. In both cases (approval or rejection) the specific request is removed from the request membership list.

My Account

The user may access his account details by clicking on the link “My Account” located in the header of the website/extranet homepage.

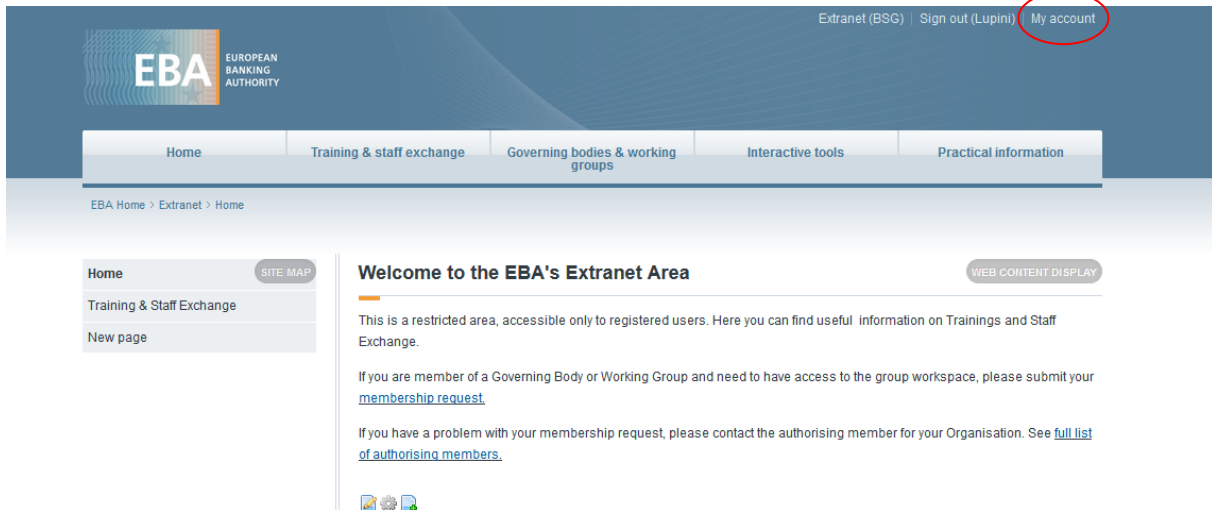


Figure 11: Extranet homepage

“My Account” section contains information related to first, last name, email address, organisation, address, phone numbers as well as alerts notifications.

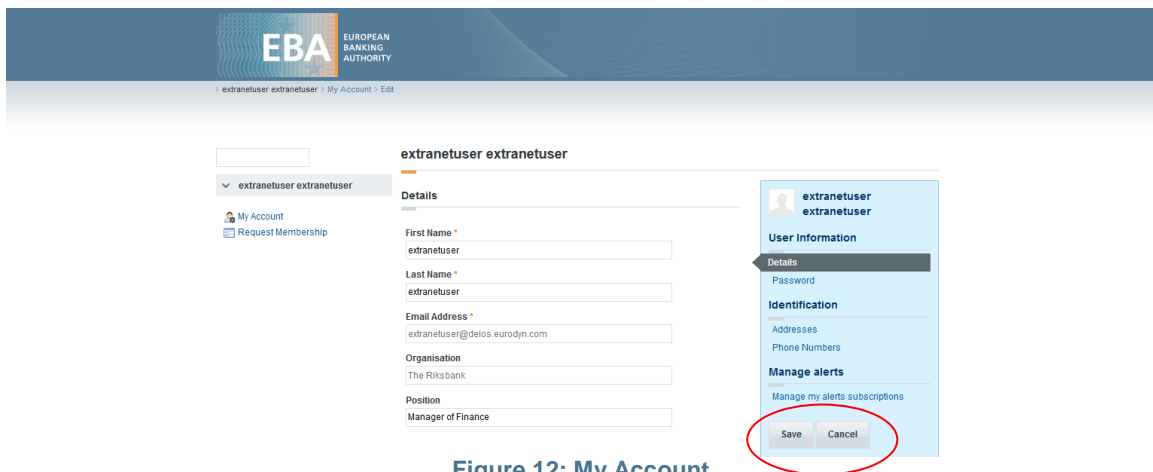


Figure 12: My Account

The user may choose to update his details and click on “Save” button. Any invalid input or missing field will prompt an error message. Setting a new password which is identical to the old one is not permitted. However, extranet users cannot modify their email address and organisation. Also, extranet users can access the ‘Manage alerts’ section and the ‘Manage my alerts subscriptions’ option in order to modify their preferences regarding the email notifications that they will receive from EBA.

Access to EBA Governing Bodies and Working Groups

Authorising members can be EBA group members. In that case they can perform the same actions as an extranet user. Among others they can request membership for any EBA Group. For more information regarding these features, please refer to the extranet user's manual available on the extranet homepage.

An EBA group member can access the group he belongs to by following the path Extranet → Governing Bodies & Working Groups. In the hierarchy of all the EBA groups, after selecting the group he will be redirected to the corresponding homepage (a prerequisite for this action is being an approved member/helper in the group).

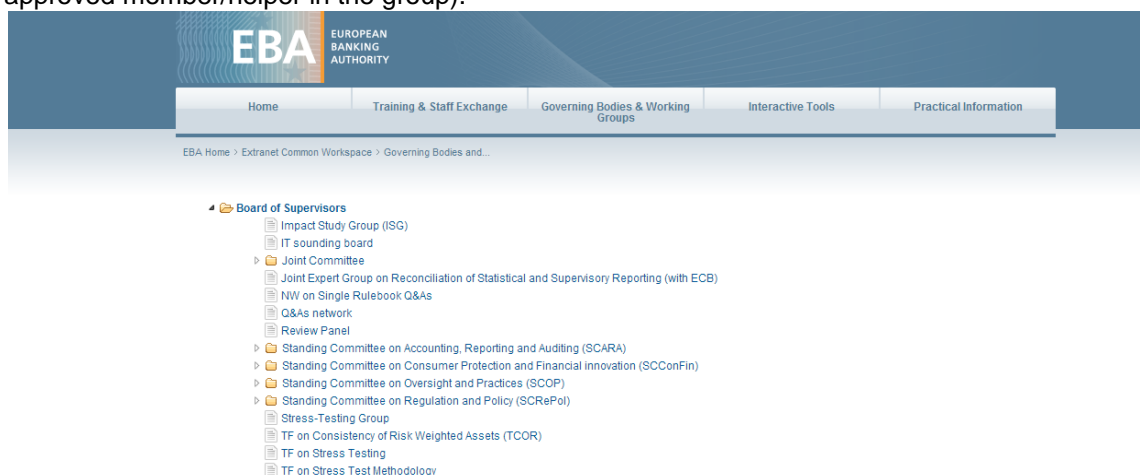


Figure 13: Group hierarchy

Meeting documents

All the events of a group are presented automatically in the 'Meeting documents' page together with a link to the folder of the event. Events are grouped per year. The root page retrieves the events of the current year (Figure 14).

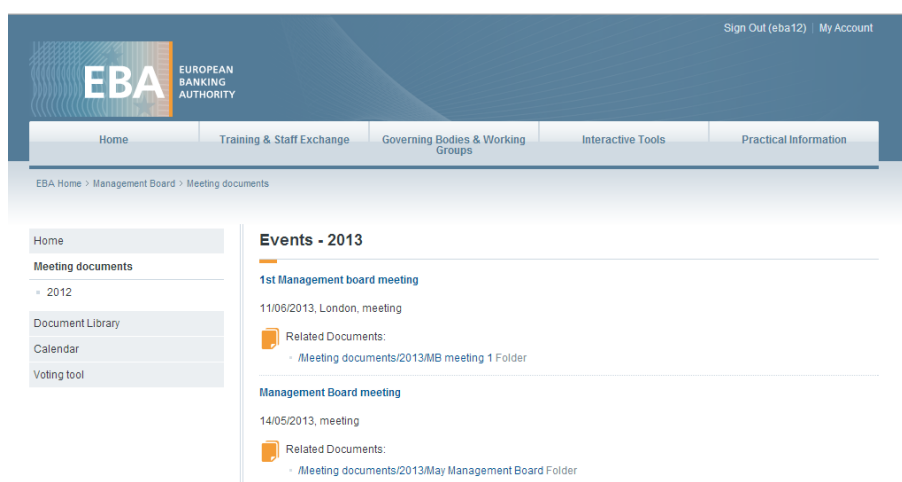


Figure 14: Meeting documents

Clicking on the 'Related documents' of an event, the user will be redirected to the Document Library page containing the documents of the event (Figure 15).

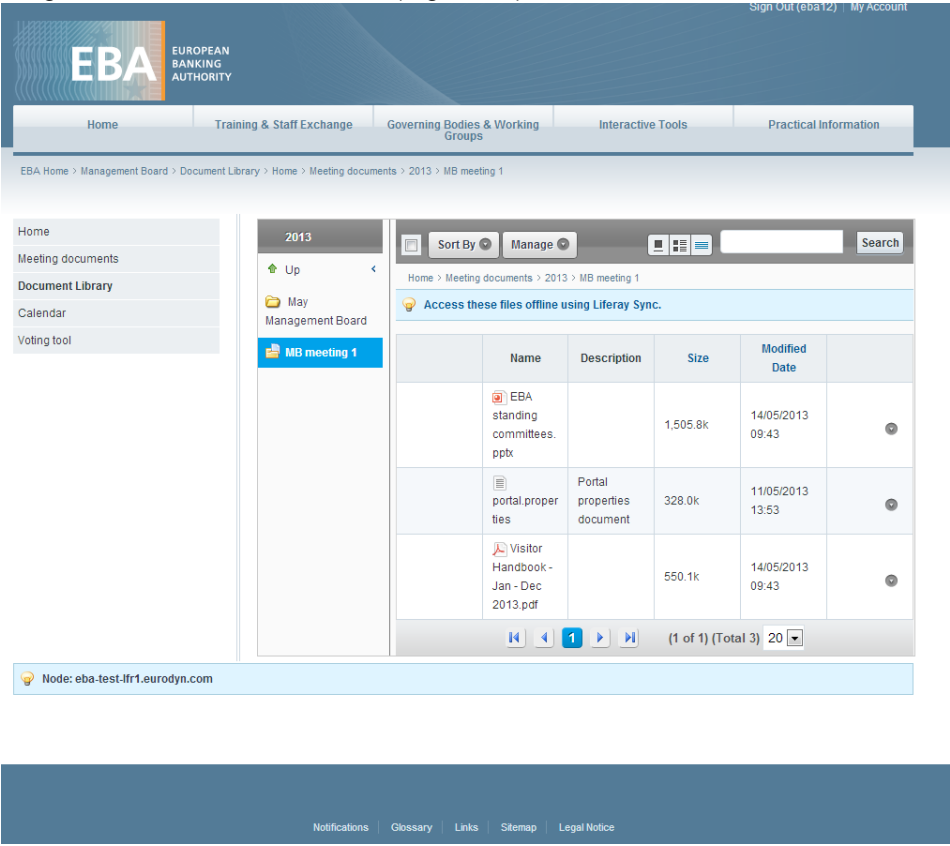


Figure 15: Documents of an event

Document library

In the Document library an extranet user can access all files and folders related to the EBA Groups (Figure 16).

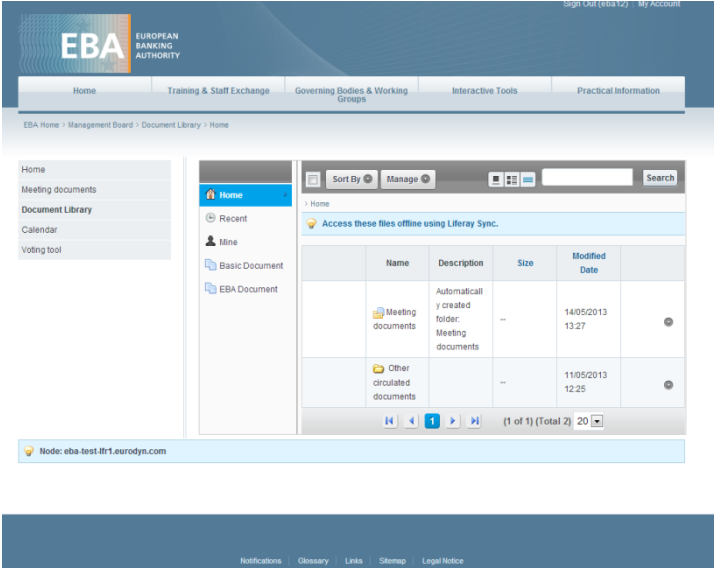


Figure 16: Document library

Calendar

An extranet user can view all the created events from all the EBA groups. The calendar displaying the EBA events is available under Practical Information (Extranet → Practical Information → Calendar). The same calendar can be also accessed from the EBA groups' workspace (Extranet → Governing Bodies & Working Groups → EBA Group → Calendar).

Events can be browsed by day, week, month or year. All events are also displayed in the 'Events' tab ordered by date. In both calendars, extranet users can narrow the displayed events by selecting one group from the 'Filter by group' section (hierarchy of groups is available there).

Extranet users, who belong to an EBA group, can also view the documents of its subgroups. Therefore, if an event of group X has supporting documents these can be viewed by extranet users of the specific group (X) and extranet users of all the parent groups of X.

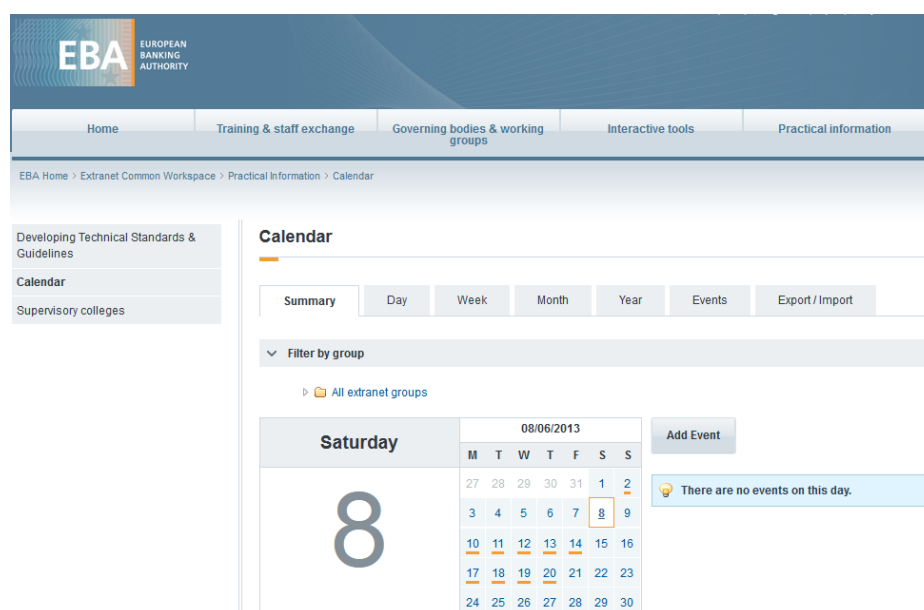


Figure 17: Calendar

Exchange Forum for Competent Authorities

Extranet users who are also members of at least one EBA group, have access to the Exchange Forum for Competent Authorities (Extranet → Interactive tools → Exchange forum). Extranet users can submit questions and other extranet users can reply. 30 days later, the submitter of the question is requested to provide a summary of the answers received. A reminder (email) is sent 30 and 70 days after the submission of the question. The discussion can continue even after the summary has been provided.

Voting tool (only for “Management Board” or “Board of Supervisors” members)

Extranet users who have voting rights in the “Management Board” or “Board of Supervisors” groups have access to the Voting tool page. These subpages contain various ongoing or expired voting campaigns. Each user with voting rights is able to vote (Yes, No, Abstain) just once for each campaign before the expiration date of the campaign. Moreover users can provide their comments along with their voting.