

LEEd CEPOL's Law Enforcement Education Platform

How to create an account (register)

1. Complete the registration form



- Please go to the following website page: <https://leed.cepola.europa.eu/local/registration/form.php>
- First you will be asked to complete the registration form. Please pay special attention on the **country/organisation** and **learning environment** fields. *(Unless instructed otherwise by your CEPOL contacts, please always choose **LEEd** instead of the Other learning environments option.)*

Register with LEEd


All fields are required!

Should you need any further information please click on the question mark icon.

Country / Organisation



Select



☒ LEEd ☐ Other Learning Environments

You are required to complete all the fields.

When completing the form please keep in mind the below instructions:

- When completing the form **DO NOT use special characters**
- Only a **professional email** address is accepted
- Check the box for confirming that you have read and accepted the *Privacy Statement and Terms & Conditions*
- After clicking on sign up, a confirmation message will appear

☒ I have read and I accept the Privacy Statement and Terms & Conditions

Sign Up

Cancel

Reset form

2. Email confirmation

Within a few minutes you will receive a confirmation email.

ATTENTION: Due to an increased volume of requests, there might be delays in receiving emails from LEEd.

Please open the link provided in the email to confirm your email address.


- *Please remember to check your SPAM folder in case you do not receive the confirmation email within a few minutes.*
- *Or ask your local IT services whether the noreply-leed@cepol.europa.eu is blocked for security reasons.*
- *If you do not receive the confirmation or do not confirm your email within 24 hours, your registration will be deleted. In this case you will need to repeat step 1, i.e. complete the registration form.*

A new account has been requested at 'LEEd - EU Agency for Law Enforcement Training' using your email address.

To confirm your email, please go to this web address (within 24 hours):

<https://leed.cepol.europa.eu/local/registration/confirm.php?data=France/brigitta%20terbe%40cepol%20europa%20eu>

Once your email address is confirmed, you will see the following message:



Search

Login


Forgot password - Registration

LEEd - EU Agency for Law Enforcement Training


Thank you, test

The LEEd registration has been confirmed. Your LEED manager will have to approve it before you can log in to the platform.

Continue



Contact Us
FAQ
Powered by Moodle Workplace
You are not logged in. (Log in)
Data retention summary
Policies



CEPOL is an agency of the European Union

3. Account review

Once your email address is confirmed, your registration will be forwarded to the appropriate National LEEd Manager.

The National LEEd Manager will be required to review your registration.

- *Please keep in mind that the review procedure can **take up to a few business days**.*
- *As soon as your National LEEd Manager approves your registration, you will be notified via email.*

4. Temporary password

When your registration is approved you will receive a notification email.

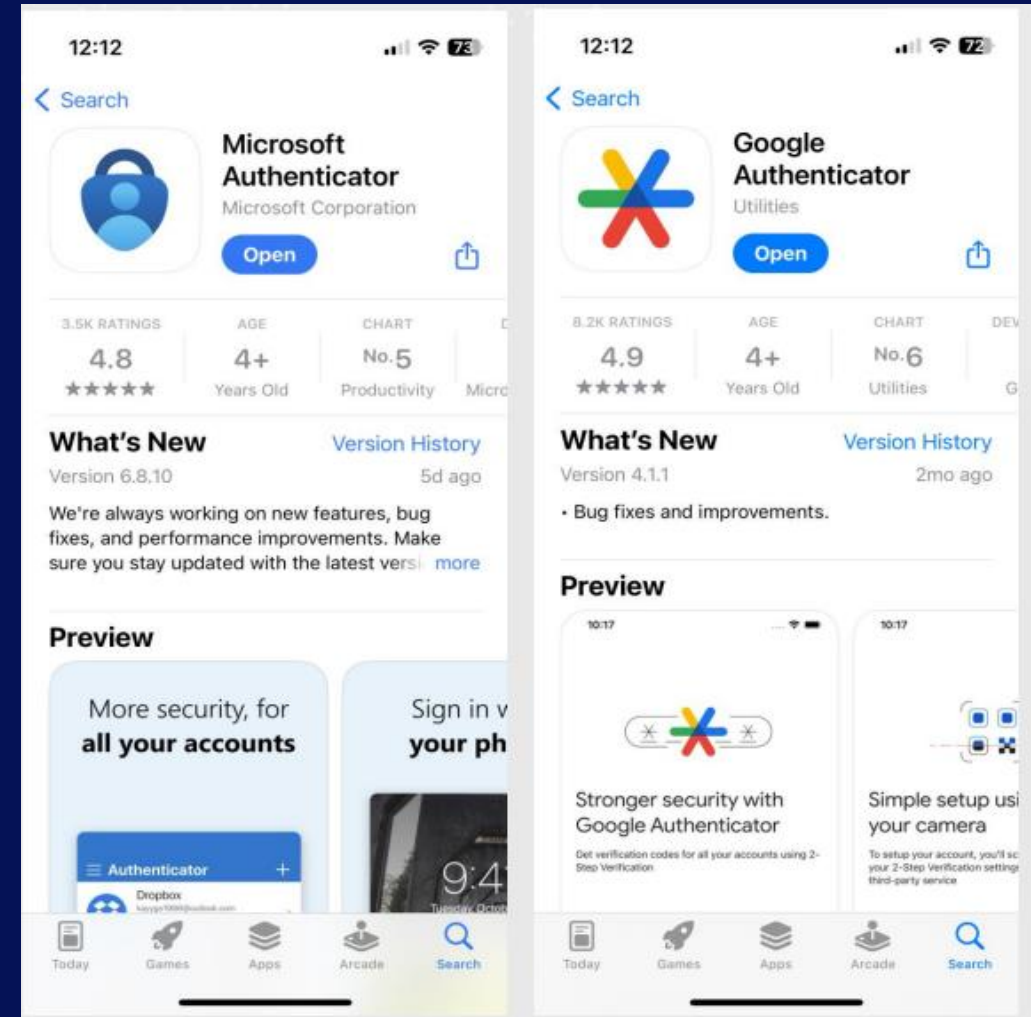
This notification email will include a temporary password for your LEEd account.

- *When you log into the platform with the temporary password you will be automatically prompted to update the password.*
- *Once you are logged in, you have to set up your **Multi-factor authentication (MFA)** – please see the steps in the following slides.*

How to set up the new MFA for LEEd

Step 1. - Authenticator Application

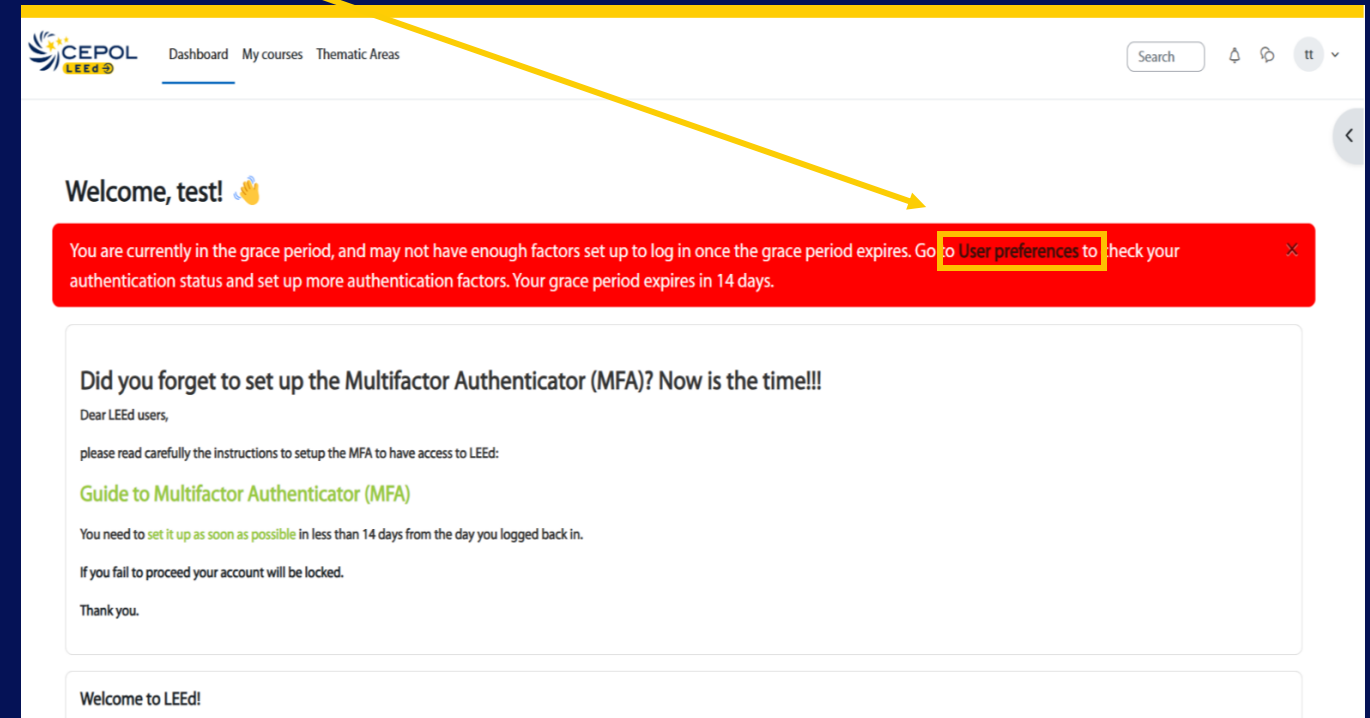
- First you will need to download on your phone an authenticator application and create an account with either your personal or professional email address (if you don't have one already)
- It can be the Microsoft Authenticator or the Google Authenticator (you only need one of them)
- Please make sure to download it before starting the process as it is time-sensitive



Step 2. - Warning message

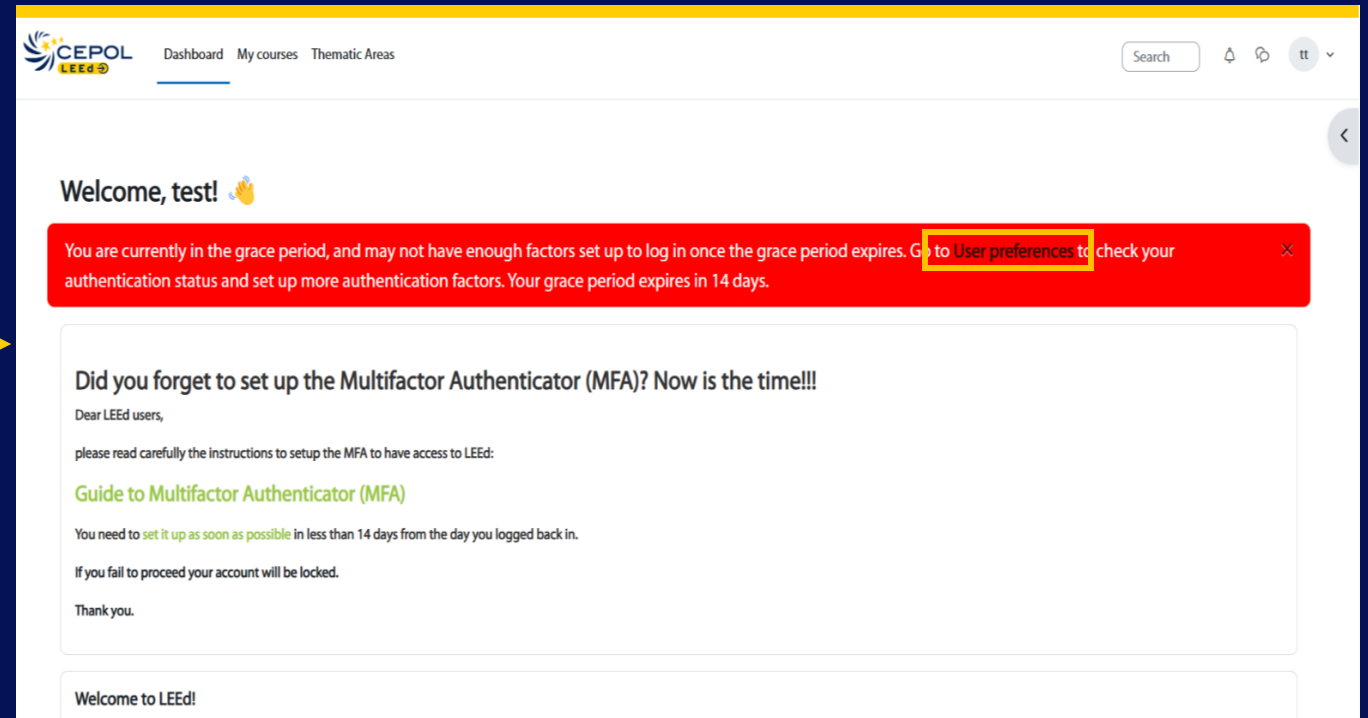
After logging in, on your Dashboard you will see a short red message regarding the MFA.

By clicking on 'User preferences' you can access the page where to set it up.



Step 2. - Warning message

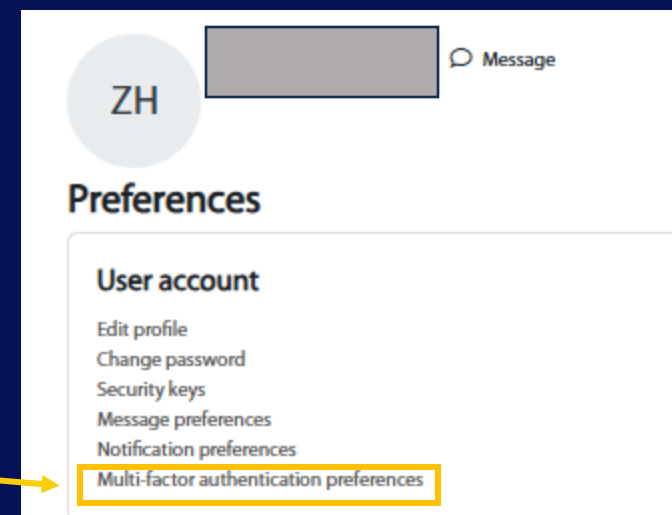
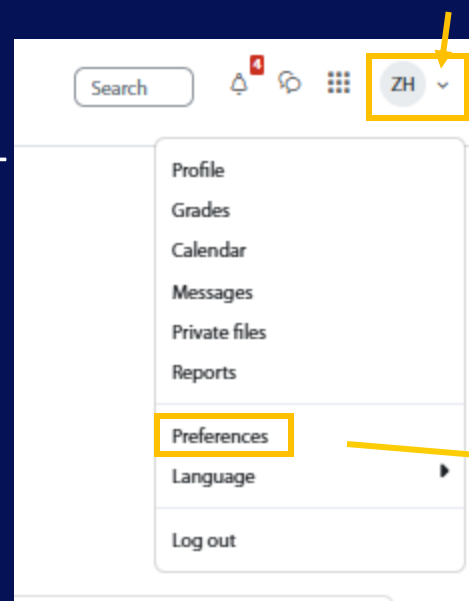
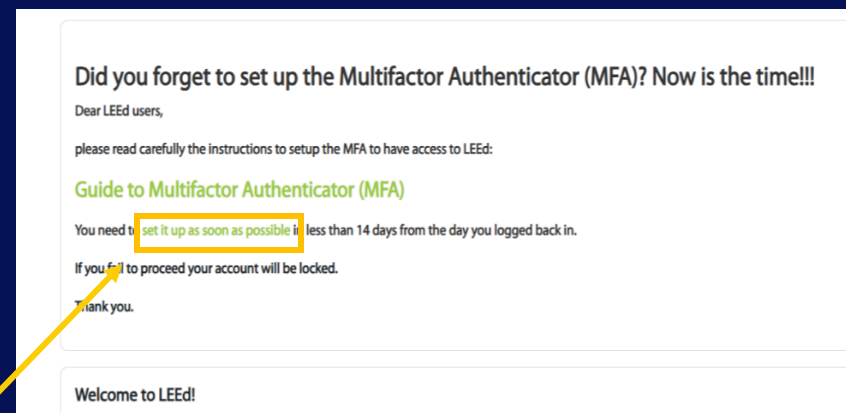
The red warning message will disappear from your Dashboard, even if you click on the 'User preferences' link, but decide not to proceed with the setup immediately.



Step 2. - Warning message

Once the red warning message has disappeared, you will have the below **two options** to manage your **MFA**:

1. By clicking on the green 'set it up as soon as possible' link in the message, **OR**
2. By clicking on the little arrow next to your Name in the upper right corner to open a drop-down menu -> and then going to Preferences -> Multi-factor authentication preferences



Step 3.
Click on Setup App
button

Step 4.
Name it in Device label field
(e.g. myPhone)

Preferences / Multi-factor authentication preferences

DC Dummy Test CEPOL Message

Available factors

Authenticator app

Use any TOTP authenticator app to get a verification code on your phone even when it is offline.

eg.

- Twilio Authy
- Microsoft Authenticator
- Google Authenticator for iOS or Android

Note: Please ensure your device time and date has been set to "Auto".

Setup App

DC Dummy Test CEPOL Message

TOTP authenticator setup

Use any TOTP authenticator app to get a verification code on your phone even when it is offline.

eg.


- Twilio Authy
- Microsoft Authenticator
- Google Authenticator for iOS or Android

Note: Please ensure your device time and date has been set to "Auto" or "Network provided".

Device label: [ig "Work iPhone 11"]

Scan QR code:

Scan QR code with your chosen authenticator application.



QR open mobile app: [Open app already installed on this device]

[Can't scan?]

Enter verification code for confirmation: []

[Save changes] [Cancel]

Step 5.

Scan the QR code appearing on your screen by using the authenticator app that you downloaded on your phone -> **How to scan? See the next slide.**

DC

Dummy Test CEPOL Message

TOTP authenticator setup

Use any TOTP authenticator app to get a verification code on your phone even when it is offline.

eg.

- Twilio Authy
- Microsoft Authenticator
- Google Authenticator for iOS or Android


Note: Please ensure your device time and date has been set to "Auto" or "Network provided".

Device label

eg "Work iPhone 11"

Scan QR code:

Scan QR code with your chosen authenticator application.



OR open mobile app:

Open app already installed on this device

Can't scan?

Enter verification code for confirmation

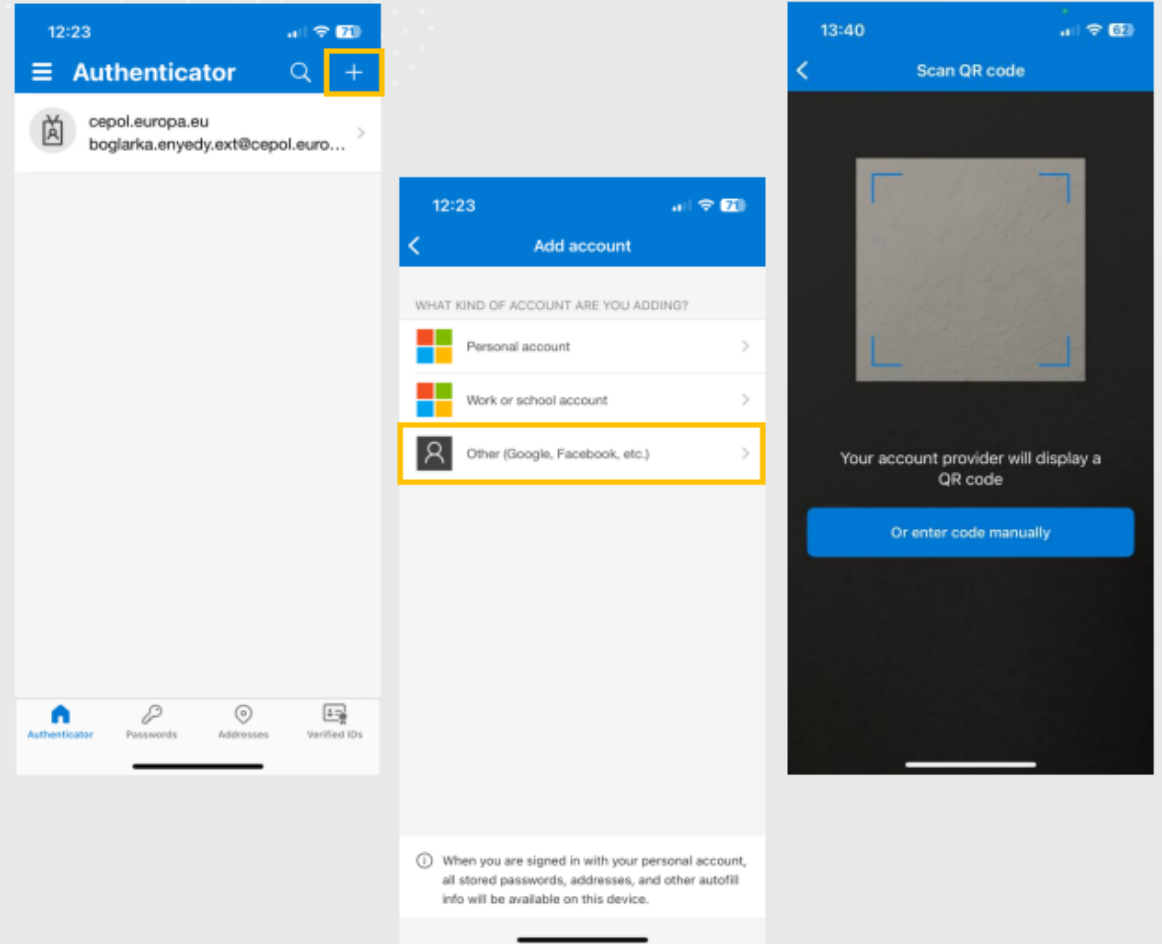
Save changes

Cancel

How to scan the QR code?

1. Open the authenticator application on your phone
2. Tap on the + icon
3. Select 'Other'
4. Scan the QR code

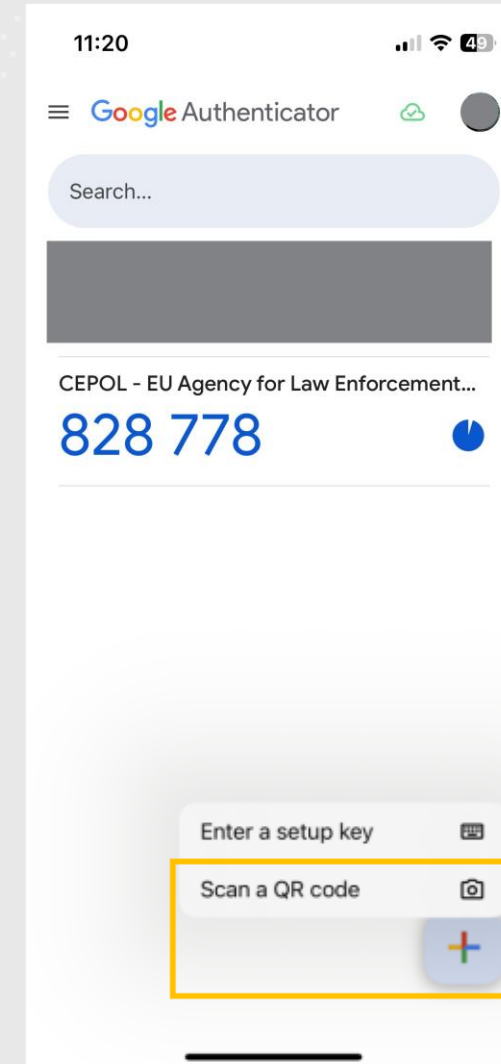
Microsoft Authenticator



How to scan the QR code?

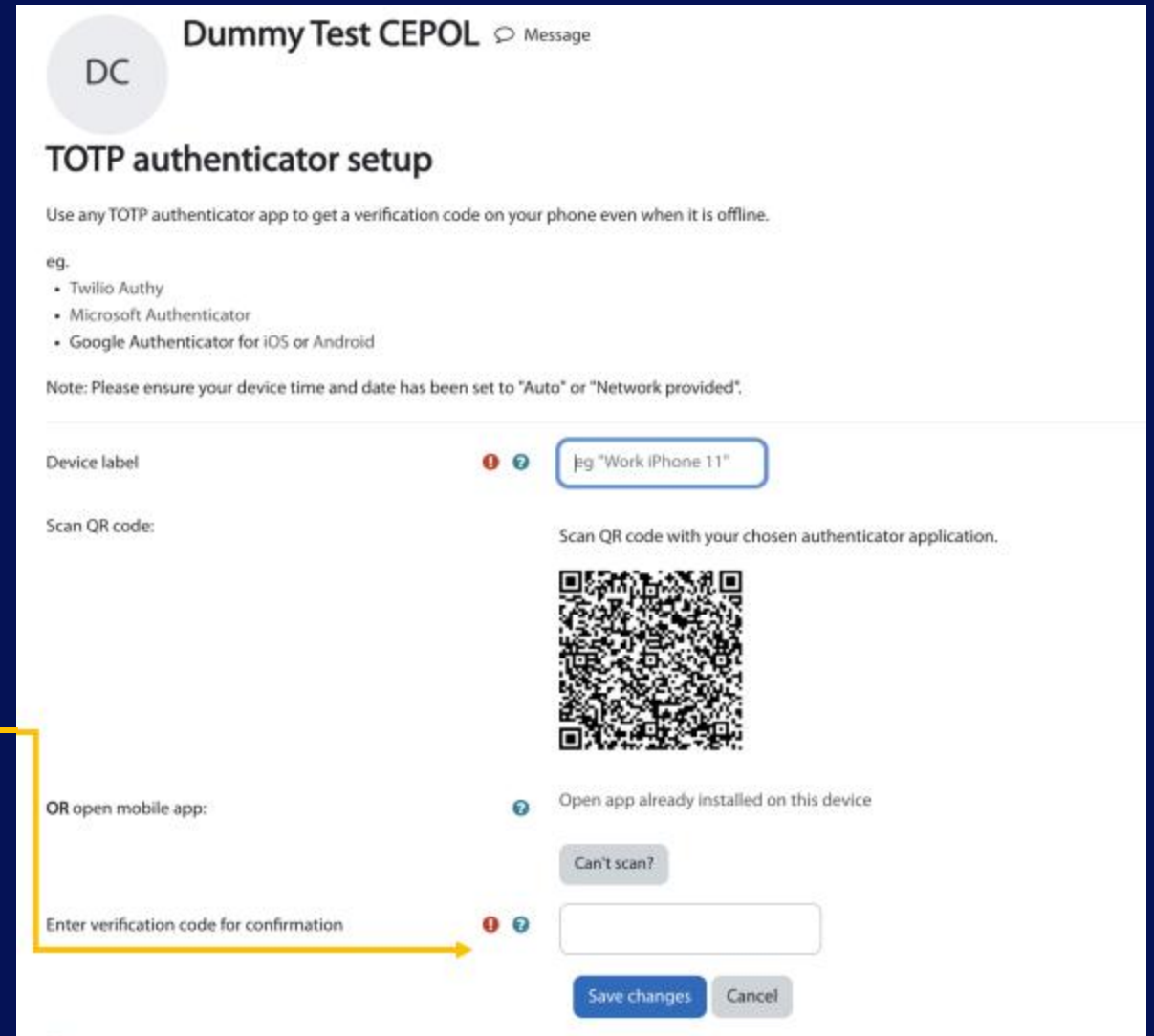
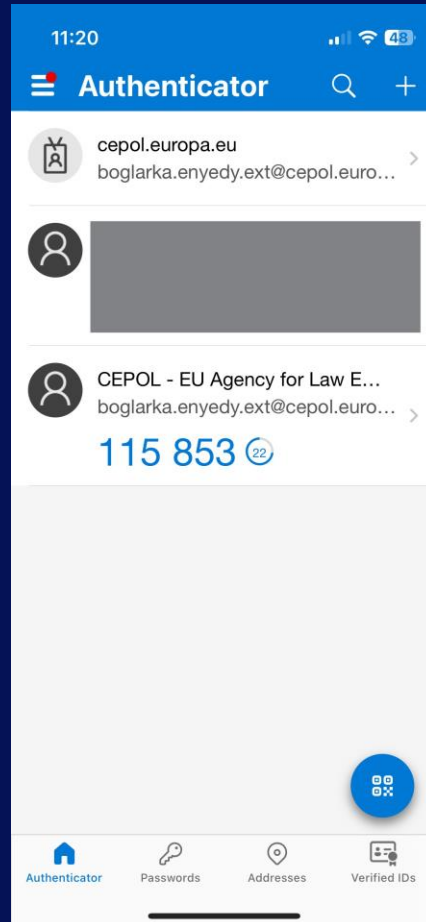
1. Open the authenticator application on your phone
2. Tap on the + icon
3. Scan the QR code shown in your LEEd account

Google Authenticator



Step 6.

Enter the 6-digit verification code for confirmation from your app and click 'Save changes'



Preferences / Multi-factor authentication preferences

DC **Dummy Test CEPOL** Message

Factor Authenticator app - TestNEM successfully setup.

Active factors

Factor	Device	Created	Created from IP	Last verified	Revoke
Authenticator app	TestNEM	12 June 2024, 12:24 PM	10.220.240.228	-	Revoke

Available factors

Authenticator app

Use any TOTP authenticator app to get a verification code on your phone even when it is offline.

eg.

- Twilio Authy
- Microsoft Authenticator
- Google Authenticator for iOS or Android

Note: Please ensure your device time and date has been set to "Auto" or "Network provided".


Setup App

From now on every time you log into LEEd, you will only need to open your Authenticator app and type in the verification code.

You are all set up!

2-step verification

To keep your account safe, we need to check that this is really you.

 **Verify it's you by mobile app**
Use the authenticator app in your mobile device to generate a code.

Enter code

Continue

Cancel login

Need help? Contact site support

Final recommendations

- **Set-up within 14 days**
 - When you enter LEEd for the first time or after a longer period, you need to enable the Multi-Factor Authentication within the first 14 days (grace period). Otherwise, your account will be locked.
- **6-digit code changes every 30 seconds**
 - In general, you need to pay attention that the 6-digit code in the phone authenticator changes every 30 seconds, and after several unsuccessful attempts, by putting passed codes, it can be blocked again.
 - Thus, towards the end of these 30 seconds, it is better to wait until a new code appears, so you have enough time to write it in.

Final recommendations

- If your account is locked, you will see the following **error message** once you try to log in.
- Please contact your respective **National LEEd Manager (NLM)** or National Contact Point (NCP) to unlock your account.
- In case of further technical issues, contact LEEd support.

Unable to authenticate

We couldn't confirm your identity sufficiently to meet the site authentication security policy.

This may be due to:

- 1) Steps being locked - please wait a few minutes and try again.
- 2) Steps being failed - please double check the details for each step.
- 3) Steps were skipped - please reload this page or try logging in again.

If you are still unable to log in, or believe you are seeing this in error, please email:

leed-support@cepol.europa.eu

Log out

Contact site support

We hope we managed to guide you through these important first steps!

If you still have questions or queries, please send us an email:



LEEd-support@cepol.europa.eu