

Contributing to [Statistics Explained](#) is normally reserved for [Eurostat](#) staff only. However, the right to create, insert or modify content can also be granted to three categories of externals:

- staff from other [European Commission](#) directorates and agencies;
- staff from NSIs;
- external contractors (see also [Tutorial: Call for tenders](#)).

The short and simple procedure to obtain editing rights is explained below.

General principles

Statistics Explained uses the **European Commission's user authentication service** (or **EU Login**), to control access. European Commission staff (including Eurostat employees) have a 7-letter username (e.g. 'debusmc') and a corresponding password also used for SYSPER and other Commission applications, but anyone else may also register in ECAS via <https://webgate.ec.europa.eu/cas>, thus creating an **EU Login username and password**.

As a second step, anyone can use this EU Login username and password to log in in Statistics Explained and thereby create a **Statistics Explained username** (see [list](#) of present users).

Having a username and using this to log in, however, **does not automatically confer editing rights** in Statistics Explained. One further step is needed: a Statistics Explained administrator has to add the username to the user group 'alloweduser'.

Below is the procedure to register in Statistics Explained, via logging in, and then obtaining editing rights, first for Eurostat staff, and then for the three categories of externals (non-Eurostat European Commission personnel, NSI staff and external contractors).

Eurostat staff

To log in and start editing:

- click button 'log in' on the top right of any Statistics Explained page;
- enter your EU Login username and password;
- you now automatically have editing rights on all pages of Statistics Explained (every saved change is stored nominally within the system and accessible via 'History' at the bottom of every page or 'User contributions' associated with a user page).

European Commission staff (outside Eurostat)

Non-Eurostat European Commission staff can register in Statistics Explained in the same way as Eurostat staff, but are blocked from editing (staff leaving Eurostat for another part of the Commission are also blocked from that moment on).

A Commission staff member needing to edit in Statistics Explained, can obtain the right to do so by submitting a motivated request to estat-statistics-explained@ec.europa.eu (also informing the Eurostat unit responsible for the page(s) to be edited - and expected to be involved in this editing).

NSI staff

NSI staff can obtain editing rights in Statistics Explained, in the context of a common project such as the [ESS glossary](#) following this procedure:

- click button 'log in' on the top right of any Statistics Explained page;
- you will be redirected to the 'European Commission's user authentication service', EU Login for short; enter EU Login username and password if you already have one; if not:
- to register in EU Login, go to <https://webgate.ec.europa.eu/cas> and complete the form in this way:
- as it would help to keep the management of NSI contributors simple and coherent, it is recommended (but in no way mandatory!) to use for **username** this common format: **NSI-Country code-Initial(s)-Fullname** , with large/small case and any blanks in composite names also replaced by '-'

For instance:

- Jean Dupont=>NSI-FR-J-Dupont;
- Maria Luisa De la Fuente=>NSI-ES-M-L-De-la-Fuente.

Please note that EU Login only allows **one** username to be associated with a given e-mail address, so you cannot create a username following the template above if you already have one linked to your e-mail address, so you have to use the existing one to log in.

- choose a password;
- complete the logging in to Statistics Explained using the EU Login username and password;
- inform the Statistics Explained team (estat-statistics-explained@ec.europa.eu) that you have registered in Statistics Explained and confirm your username, so we can assign the necessary editing rights to it;
- next time you log in to Statistics Explained via redirect to EU Login (<https://webgate.ec.europa.eu/cas/login>) and EU Login username and password, you will be able to edit in Statistics Explained.

External contractors

External contractors can obtain editing rights in Statistics Explained, temporarily for the time of the contract, following this procedure:

- click button 'log in' on the top right of any Statistics Explained page;
- you will be redirected to the 'European Commission's user authentication service', EU Login for short; enter EU Login username and password if you already have one; if not:
- to register in EU Login, go to <https://webgate.ec.europa.eu/cas> and complete the form in this way:
- in order to keep the management of external users simple and coherent, use for your **username** this common format: **EXT-Initials-Fullname** , with large/small case and any other blanks in composite names also replaced by '-'

For instance:

- Marc Debusschere=>EXT-M-Debusschere;
- Marie-Louise De la Fuente=>EXT-M-L-De-la-Fuente;

Please note that EU Login only allows **one** username to be associated with a given e-mail address, so you cannot create a username following the template above if you already have one linked to your e-mail address, so you have to use the existing one to log in.

- choose a password;
- complete the logging in to Statistics Explained using the EU Login username and password;
- inform the Statistics Explained team (estat-statistics-explained@ec.europa.eu) that you have registered in Statistics Explained and confirm your username, so we can assign the necessary editing rights to it;
- next time you log in to Statistics Explained via redirect to ECAS (<https://webgate.ec.europa.eu/cas/login>) and EU Login username and password, you will be able to edit in Statistics Explained.