

Guidelines for registration and login to the online portal



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER
**State Secretariat for Education,
Research and Innovation SERI**

Register on the online portal

Registration and login to the online portal are carried out via the "eIAM CH-Login" page.

Important: The user must complete the registration and login up to the last step.

Step 1: Select the login procedure

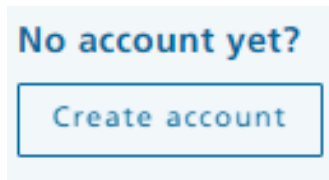
Open the link to the online portal <https://www.becc.admin.ch/becc/app/fada> and choose the "CH-LOGIN & AGOV" option.



Step 2: Create an account

Click on "Create account".

Important: Registration is only necessary if you do not already have a CH-LOGIN account. The CH-LOGIN is not linked to any particular application and can therefore be used for various applications of the Federal Administration.



Step 3: Register

Please fill in all fields and accept the terms of use. Then click on "Continue".
A confirmation code (6 digits) will be sent to the e-mail address provided.

Important: The eIAM user account is personal. For **representatives**: You must provide **your personal data** as well as **your personal e-mail address**. Do not use collective mailboxes, e.g. info@.

Register

First name

Surname

Email

Use at least 10 characters, at least one (1) uppercase letter A-Z, one (1) lowercase letter (a-z) and at least two (2) digits (0-9) or special characters (~`!@#\$%^&*0+=_~{}|:;?*/<>.,)

Password

Confirm password

I accept the terms of use.

Cancel **Continue**

Step 4: Enter confirmation code

Enter the confirmation code received by e-mail and click on **“Continue”**.

Enter confirmation code

Please enter the confirmation code you received and click «Continue».



Enter the confirmation code that we sent to the following email address:

Confirmation code

[Request new code](#)

Back

Continue

Step 5: Completion of registration

The registration was successful. Click on **“Continue”** to register the two-factor authentication.

Completion of registration



Welcome

You have successfully registered.

Because the application you want to access requires it for security reasons, you must register a two-factor authentication. The «Add 2nd Factor» button takes you to the wizard, which guides you through the registration process. Please note that you must first enter additional security questions for recovery purposes.

With MyAccount, you can later register additional authentication methods and/or change your two-factor authentication settings at any time.

Add 2nd factor

Step 6: Security questions

These questions are necessary for a possible restoration of your eIAM user profile. Concretely, they offer the possibility to change your access data at any time.

Define the security questions and provide the answers. Finally click on **“Continue”**.

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Security questions

Please select three security questions below and answer them.

Security question 1 *

Answer 1 *

Security question 2 *

Answer 2 *

Security question 3 *

Answer 3 *

Continue

Step 7: Second Factor Selection

Select one of the following options and click on “**Continue**”:

- Authenticator App
- Mobile number (mTAN) → **Swiss** Mobile numbers (+41) only

Second Factor Selection

Please select the second factor option you would like to register.

Authenticator App
Authenticate with generated one-time codes.



Mobile number (mTAN)
Authenticate with codes sent to your mobile number.
Swiss Mobile numbers (+41) only



Passkey (FIDO)
Authenticate with a Passkey. You can add 4 additional Passkey(s).



Continue

Step 8: Authenticator app or mobile number (mTAN)

If you have selected the **"Authenticator App" option**, you must now download an authenticator app on your phone and scan the QR code.

Possible authenticator apps (recommended by [FOITT](#)):

- [Microsoft Authenticator](#)
- [Google Authenticator Android](#) / [Google Authenticator iPhone](#)

Authenticator App

1. Download an Authenticator App to your phone if you don't yet have one installed
2. Open the Authenticator app on your device and add an account
3. Scan the QR code or enter the key below manually
4. Press "Continue" when the app has created the account



Enter the code displayed in the authenticator app and click on "Save".

Authenticator App

Now use the confirmation code generated by the Authenticator App to verify that synchronization with the app has been set up properly.

Confirmation code *

[Back](#)

[Save](#)

If you have selected the **"Mobile Number (MTAN)" option**, you must now enter your Swiss mobile number and confirm the Captcha. Then click on **"Continue"**.

Mobile number (mTAN)

Please enter your Swiss Mobile number. You will receive an SMS to continue.

Phone number *

Ich bin kein Roboter. 
reCAPTCHA
Datenschutzerklärung · Nutzungsbedingungen

[Change method](#)

[Continue](#)

Enter the code received by SMS and click on **"Save"**.

Mobile number (mTAN)

We have sent you a confirmation code to the following phone number:

Confirmation code *

[Back](#)

[Save](#)

Step 9: Request access

Your CH-Login account has been successfully created. With this step you are now applying for access to the online portal.

The field "The number of your identity card or passport" **does not** need to be filled in.

Read and accept the terms of use and click on **“Continue”**.

Request access

Please fill in all necessary fields. For additional information, please use the comment field. Read and accept the terms of use. Then click on "Continue".

Surname	<input type="text"/>
First name	<input type="text"/>
Organisation	<input type="text"/>
Telephone number	<input type="text"/>
Comment	<input type="text"/>
The number of your identity card or passport	<input type="text" value="n/a"/>

[Show Terms of Use](#)
 I accept the terms of use.

Cancel

Step 10: Completion of the access request


The access request has been successfully registered and you have been granted access to the online portal.

Click on **“Back to the application”** and log in again.

Completion of the access request

You now have access to the desired application.

The new access authorizations are only active when you log on to the application again. With "Back to application" you restart the login process.

 Your access request for the application 'Professional Education Competence Centre' was successfully submitted.

[Back to the application](#)

Logged out

 You have been successfully logged off.

[Log in again](#)

Important: The registration of your CH-LOGIN account and also the access to the online portal are now completed.

Are you having problems registering or logging in to eIAM? Then contact the Federal Office of Information Technology, Systems and Telecommunication (FOITT): +41 58 465 88 88

Please follow the instructions on the next pages.

Login to the online portal

Step 1: Select the login procedure

Open the link to the online portal <https://www.becc.admin.ch/becc/app/fada> and choose the "CH-LOGIN & AGOV" option.



CH-LOGIN & AGOV (eGovernment)

Step 2: Enter email address

Enter your email address and click on "Continue".

Enter your email to continue

Cancel

Continue

Step 3: Enter your password

Enter your password and click on "Login".

Enter your Password to log in

 Edit

[Forgot password?](#)

Cancel

Login

Step 4: Confirmation code authenticator app or SMS

Enter the confirmation code displayed in the authenticator app or received by SMS and click on **“Continue”**.

Two-factor authentication


Enter the 6-digit confirmation code displayed in the Authenticator App

Cancel

Continue

Two-factor authentication

Please enter the SMS confirmation code to log in.

 We have sent you a confirmation code to the following phone number:

Cancel

Continue

Step 5: Enter your personal data

You are now logged into the online portal. Before you can submit an application, you have to enter your personal details, agree to the consent form and click on **“Save”**.

Recognition of foreign vocational and professional qualifications or recognition recommendation for foreign higher education qualifications

The Vocational Training Competence Centre is responsible for recognition of foreign vocational and professional qualifications as well as for issuance of recommendations on the recognition of foreign higher education qualifications for professions that are regulated in Switzerland.

The State Secretariat for Education, Research and Innovation (SERI) is the national contact point for the **recognition of foreign vocational and professional qualifications** as well as the first point of contact for general questions relating to this topic.

The Swiss Conference of Rectors of Higher Education Institutions (swissuniversities) is responsible for **issuing recommendations on recognition of foreign higher education qualifications for professions that are not regulated in Switzerland** and can provide more information.


For more details concerning **admission to tertiary level education and training** in Switzerland, you should directly contact the institution (in the case of a higher education institution or professional education institution) or the corresponding examination board (in the case of a federal professional examination).

The General Secretariat of the Swiss Conference of Cantonal Ministers of Education (EDK) is responsible for recognising teaching qualifications (kindergarten, primary school, secondary school, baccalaureate schools) and qualifications in special education, speech therapy and psychomotor therapy obtained abroad, in order to establish, if applicable, their equivalence to corresponding Swiss qualifications.

The information on this website is provided in official languages of Switzerland (German, French and Italian) as well as in English. Please note that foreign qualifications must be translated in one of these four languages in order to initiate the recognition process.

Additional information about each procedure can be found on the following websites:


- [Recognition of vocational and professional qualifications](#)
- [Recognition recommendation for higher education qualifications](#)
- [Recognition of teaching qualifications and qualifications in special education, speech therapy and psychomotor therapy](#)

 Your personal details have not yet been entered. Please click the following button to enter them now.

[Enter personal details](#)

Personal data

Title *	<input type="text" value="- Select -"/>	Correspondence language *	<input type="text" value="German"/>
Surname	<input type="text"/>	Date of birth *	<input type="text" value="dd.mm.yyyy"/>
First name	<input type="text"/>	Email	<input type="text"/>
Company	<input type="text" value="Company"/>	Phone *	<input type="text" value="Format +41 12 345 67 89"/>
Address *	<input type="text" value="Address"/>		
Postal code *	<input type="text" value="Postal code"/>		
City *	<input type="text" value="City"/>		
Country *	<input type="text" value="- Select -"/>		

 **Consent form**
 I hereby give my permission for my personal data to be saved during processing of my application.

* = mandatory field

Step 6: Submit new application

Once you have entered your personal data, you can submit an application by clicking on **“New application”**.

✔ Personnel details successfully entered
A summary of your personal details has been sent to the e-mail address that you provided.

Recognition of foreign vocational and professional qualifications or recognition recommendation for foreign higher education qualifications

> General information

Recognition of foreign qualifications

Your applications appear in the following list.

New application

Important: After you have entered the application and uploaded the required documents, you have to click on **“Submit application”**.

☰ Back to overview

Save

◀ Back

Submit application