

LAW ENFORCEMENT EDUCATION PLATFORM (LEED)

How to register in LEEd?

STEP 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 to the country/organisation and learning environment fields –unless instructed otherwise by your CEPOL contacts, please always choose ‘LEEd’ instead of ‘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

How to register in LEEd?

Keep in mind the below instructions

You are required to fill in all the fields. When completing the form...

- Do not use special characters
- Only professional email addresses are 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

Your registration process has begun. Please check your inbox for a confirmation email.
Click on the provided link to confirm your email within the next 24 hours.
After this period your registration will be discarded and you will need to register again.

Continue

I have read and I accept the [Privacy Statement](#) and [Terms & Conditions](#)

Sign Up

Cancel

Reset form

STEP 2

Email confirmation

Within a few minutes you will receive a confirmation email.

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

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

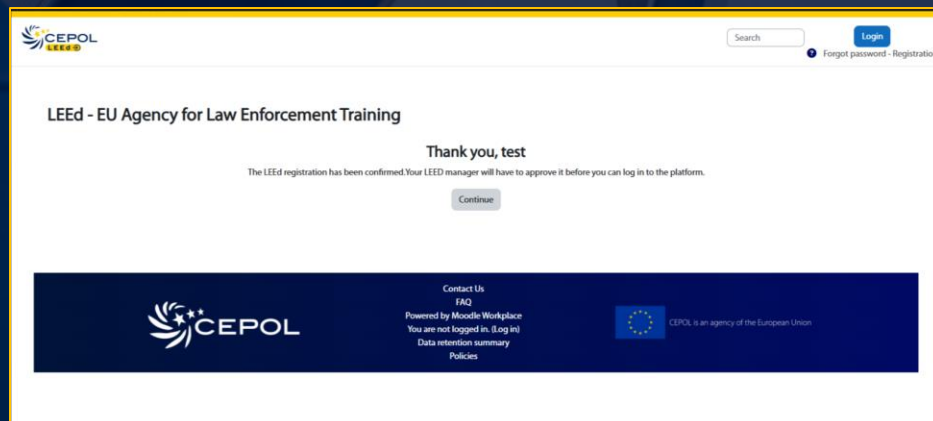
To confirm your email, please go to this web address (within 24 hours):

<https://leed.cepola.europa.eu/local/registration/confirm.php?data=France/brigitta%2Eterbe%40cepola.europa.eu>

- *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@cepola.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.*

Email confirmation

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



STEP 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.*

STEP 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.

Your [LEED](#) registration has been approved.

Log into [LEED](#) to gain access to our online resources made exclusively for registered users.

Your temporary password is: **LEED@123456789**

Use your email as username. You will be prompted to change your password upon your first login.

If you have any questions, please contact the LEED Manager from your country or organization (log into LEED and visit Contact > CEPOL Directory).

- *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!*

STEP 5

Set up an MFA for LEEd

- Please follow the instructions regarding the setup of a Multi-Factor Authentication (MFA) for LEEd

We hope we were able to help!

If you have any questions or need further assistance,
please feel free to contact us:



LEEd-support@cepol.europa.eu



@ info@cepol.europa.eu

www.cepol.europa.eu