

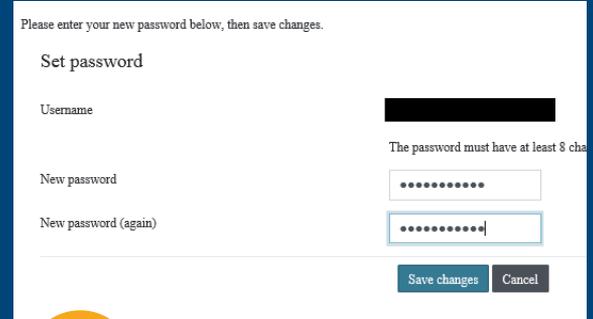
## 1 CHECK YOUR EMAIL

You should have received a notification by CEPOL with instructions on how to activate your account in LEEd. Click on the link provided to start the process and reset your existing e-Net password.



## 2 ON LEED.CEPOL.EUROPA.EU

Once in LEEd, click on "forgot password", on the top right corner of the webpage. On the next page, introduce in the given space the email address you use to connect to e-Net. You will now receive an email.



## 3 SET PASSWORD

By clicking on the link provided in the email, you will be asked in a next step to introduce twice your new password. Save the changes. Keep the password in your memory or record in a safe place.

All fields are required!  
Should you need any further information please click on the question mark icon.

Country / Organisation

E-mail

First Name

Last Name

Gender

## 4 UPDATE YOUR PROFILE

After your password is approved, you will be asked to update your profile fields. It is very important to fill them in accurately, especially the mandatory fields (marked with red question mark).

Date of birth

Gender

LE Domain

Org. / Dpt. / Unit

Job Title / Rank

Office phone

Travel Management fields

## 5 FINALISE REGISTRATION

Conclude your re-registration by clicking on "Update profile". If you have filled in your form properly, you should now be redirected to the new LEEd platform.



## 6 LOGIN & CHECK YOUR DATA

You should be able to login with new password to the platform by now. Please check if your data has been successfully transferred to your new LEEd account