

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 – Login selection” page.

Important: Please complete the registration and login all the way to the final step.

Step 1: Select the login procedure

Open the link to the online portal: <https://www.becc.admin.ch/becc/app/fada>

You will be redirected to the “eIAM – Login selection” page.

Existing account

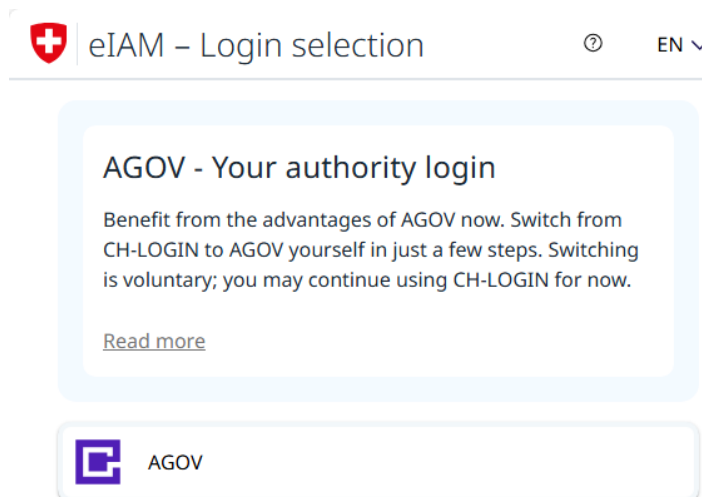
If you already have an AGOV account or another account offered in the eIAM login selection, you do not need to create a new account. Your account is application-independent and can be used to log in to various applications.

If you would like to use your **existing** account for this online portal, select the relevant login method and sign in. Once you have successfully logged in, you will be redirected to the “Request access” page.

Continue the registration process with **step 9**, “Request access”.

New account

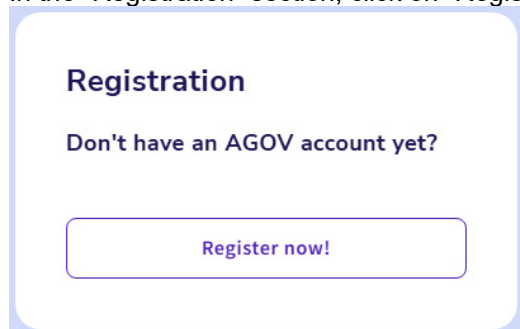
To create a **new** account, select the “**AGOV**” option.



You will be redirected to the AGOV homepage (agov.ch).

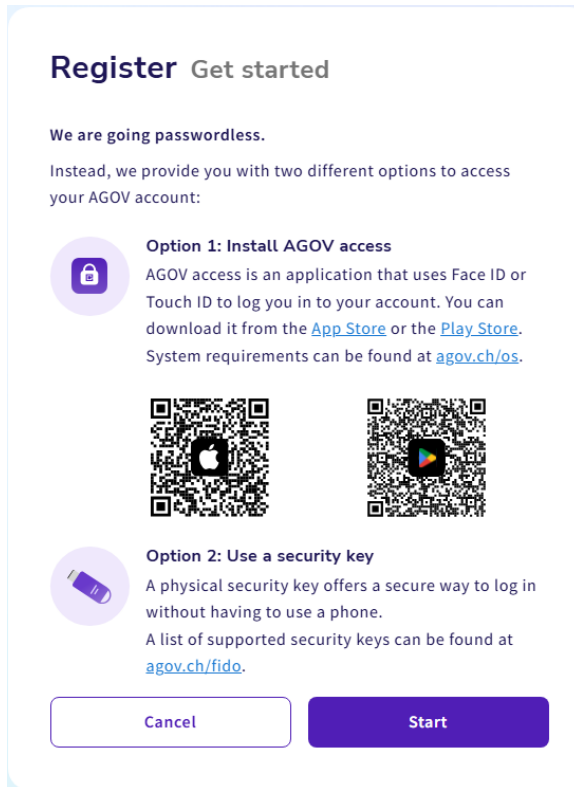
Step 2: Create an account

In the “Registration” section, click on “Register now!”.



Step 3: Register

On the AGOV registration page, follow the instructions for option 1, “Install the AGOV access app”. You can only use option 2 “Use a security key” if you have AGOV-compatible hardware for an increased level of protection.



First install the AGOV access app on your mobile device before proceeding to the next steps.

Then click on “Start”.

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

Guidelines for registration and login to the online portal

Enter your email address and accept the privacy policy. Click on “Continue”. A 6-digit confirmation code will be sent to your email address.

Step 1 of 6
Email

Register

Email address

I confirm that I have read the [AGOV Privacy Statement](#)

Cancel Continue

Step 4: Enter confirmation code

Enter the confirmation code you received by e-mail and click on “Verify”.

Step 2 of 6
Email verification

Register

[Edit](#)

We have sent a code to the email address shown above.

Didn't receive code? [Time remaining 01:13](#)

Cancel Verify

Step 5: Enter your personal details

Enter your details and then click on “Continue”.

Step 3 of 6
Personal details

Register Personal details

First name

According to the name(s) displayed in your ID/passport

Last name

According to the name(s) displayed in your ID/passport

Date of birth

In the format DD.MM.YYYY

You will receive an email titled “AGOV – Important information”.

Step 6: Register with the AGOV access app

On the “Register / Factor selection” page, select the “AGOV access App” option.

Step 4 of 6
Login factor

Register Factor Selection

AGOV access app

Security Key

Confirm selection

Clicking on “Confirm selection” will take you to the “Register / AGOV access App” page, which displays a QR code.

Scan the QR code with your AGOV access app to register.

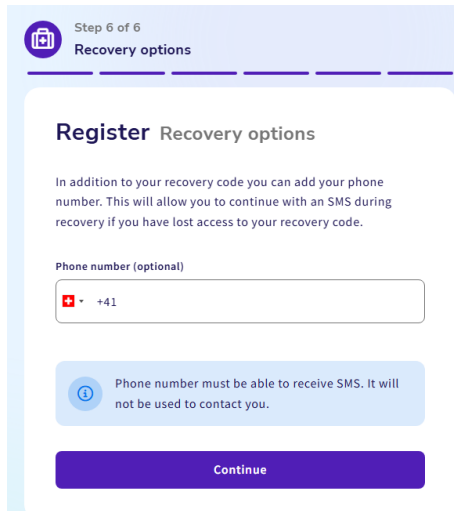
In the AGOV access app, select one of the two authentication methods

- PIN authenticator
- Face/fingerprint authentication method.

You can choose any name you like for the account in the app and change it later if you wish.

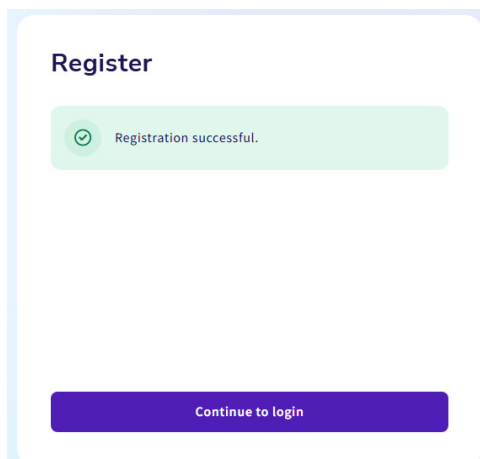
Step 7: Recovery options

Enter your mobile phone number on the “Register / Recovery Options” page and confirm it on the next page.



Step 8: Account created

You have successfully registered. Now click on “Continue to login”.



Step 9: Request access

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, then 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


Your 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](#)

The registration of your account and the access to the online portal are now completed. Please follow the instructions on the next pages.

Are you having problems registering or logging in to eIAM?
You will find helpful information on the following page: [eIAM Help](#)

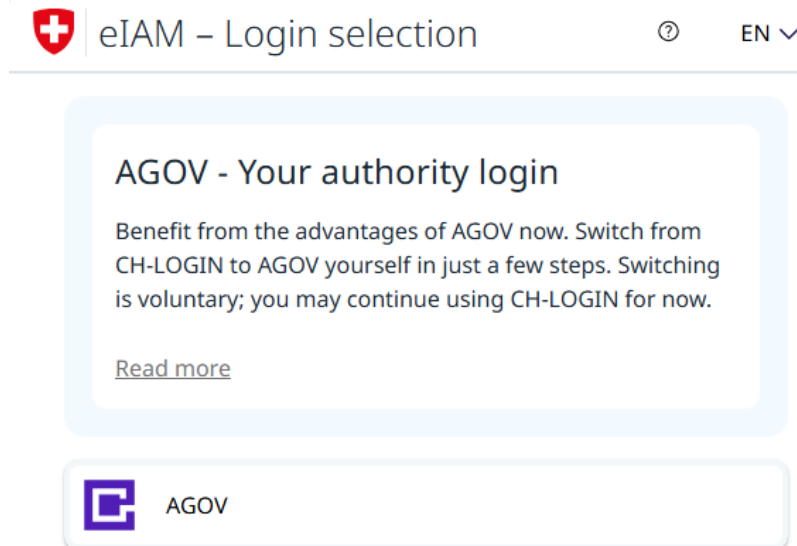
Login to the online portal

Step 1: Select the login method

Open the link to the online portal <https://www.becc.admin.ch/becc/app/fada>

You will be redirected to the “eIAM – Login selection” page.

Select the option for the login method you used during registration.



The following steps refer to the “**AGOV**” option. If you have chosen a different login method, please log in accordingly.

Step 2: Scan the QR code with the AGOV access app

You will be redirected to the AGOV homepage (agov.ch).

Scan the QR code with the *AGOV access* app.

In the *AGOV access* app, select the account you created during registration by entering a name.

Authenticate yourself with your PIN or your face/fingerprint – depending on the method you chose during registration.

Step 3: Enter your personal data

You are now **logged in** into the online portal.

Before submitting an application, enter your personal details, accept 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 4: Submit a 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 completed the application and uploaded the required documents, you have to click on “Submit application”.

[☰ Back to overview](#) [Save](#) [◀ Back](#) [Submit application](#)