Guidelines for registration and login to the online portal
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 (page 11).

Step 1: Select the login procedure

Open the link to the online portal [https://www.becc.admin.ch/becc/app/fada](https://www.becc.admin.ch/becc/app/fada) and choose the “CH-LOGIN” option.

![CH-LOGIN (eGovernment)](image)

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.

![No account yet?](image)

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@.
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».

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.

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.

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”.

**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 *

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**Step 7: 2FA Selection**

Select "Mobile number (mTAN)" and click on “Continue”.

**2FA Selection**
Please select the 2FA 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.

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

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Step 8: **Mobile number (mTAN)**
Enter your personal mobile phone number incl. prefix and click on “Continue”.

**Mobile number (mTAN)**
Please enter your mobile phone number. You will receive an SMS with the code requested to continue.

![Input field for mobile number]

**Change method**  
Continue

Step 9: **Enter confirmation code**
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.

![Input field for confirmation code]

Back  
Save
Step 10: Request access

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
First name
Organisation
Telephone number
Comment
The number of your identity card or passport

Show Terms of Use
\(\square\) accept the terms of use.

Step 11: Completion of the access request

The access request has been successfully registered. Click on “Back to the application”.

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
Step 12:  

**Session already terminated**

The disconnection has been carried out successfully.

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**Important:**

The registration of your CH-LOGIN account has been completed, but this does not automatically give you access to the online portal.

**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” option.

Step 2: Enter email address

Enter your email address and click on "Continue".

Step 3: Enter your password

Enter your password and click on "Login".
Step 4: SMS confirmation code

Enter the SMS confirmation code and click on “Continue”.

Phase 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
Step 6: Submit new application

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

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

Important: After you have entered the application and uploaded the required documents, you have to click on “Submit application”.
Guidelines for registration and login to the online portal

Problems with online portal registration:
support-iul@sbfi.admin.ch
+41 58 467 33 86 (Monday to Friday, 08:30 to 11:30 and 14:00 to 16:00)

Content-related questions after submitting an application in the online portal:

- diplom@edk.ch for teaching diplomas or diplomas in special education, speech therapy or psychomotor therapy
- enic@swissuniversities.ch statement of comparability/evaluation foreign higher education qualifications
- anerkennung@sbfi.admin.ch for all other professions