# Why do I need an ECG Account?

An ECG Account is the principle account to access our online services such as:

| Service | Description |
|---|---|
| ECG Portal | Allows you to access our intranet portal and various online services |
| Email Address | Use your own ECG email account |

## How do I get an ECG Account?

Find out here how to apply for your ECG account.

## Rules about using an ECG Account

The ECG account offers access to a lot of internal information. That is why it is important to deal with it responsibly, also with regard to data protection.

Therefore, under all circumstances:

**Never give away your password.**

No one may have access to our online services or data who has not signed the data protection declaration.

⚠️ If you do not use your ECG account every three months, it will be closed and then deleted if you don't use it within an additional month.

### About the ECG Email Address

| | |
|---|---|
| **Purpose** | • can be used for all email communication for active members and staff<br>• Public image as an official functionary of the ECG movement<br>• clear separation between private/professional emails and ECG emails<br>• Increased identification with the ECG<br>• Making the correct contact persons visible (e.g. on the website) |
| **Format** | jill.johnson@ecogood.org |
| **Prerequisits** | see Creating an ECG Account |
| **Use** | • should be used for external and internal communication to ensure a professional image to the outside world<br>• Regular reading and replying to new mails (at least once a week)<br>  ◦ Please create an automatic out of office notification if you will be gone for a longer time<br>• Regular archiving and deletion of read mails > see storage space for all mailboxes<br>• do not click on links in unknown mails, delete spam mails<br>• Observance of the relevant parts of the Code of Conduct<br><br>⚠️ If the use requirements are no longer fulfilled, for example if you leave the ECG, please inform Account-Administration so that the email address can be deleted.<br><br>Upon termination of membership, the email address will be automatically deleted. |