



EUROPEAN COMMISSION  
DIRECTORATE GENERAL FOR INTERPRETATION  
Provision of Interpretation  
**Multilingualism and interpreter training support**

# **SPEECH REPOSITORY 2.0**

## **Delegate User Manual**

Date: 06/10/2014  
Version: 2.1

*The Speech Repository is an online e-learning tool. It contains video recordings of real-life speeches and tailor-made pedagogical material speeches which give the interpreter and interpreting students an opportunity to practise and improve their interpretation skills.*

*The users' personal data, needed for the proper functioning of the system, can only be stored and used for this purpose.*

*The use of the system for commercial purposes is strictly prohibited and non-compliance with the terms and conditions will lead to the withdrawal of the access.*

*A basic access to the system is granted to every person with an ECAS account. In order to interact with other users in the system, additional rights are needed and are obtained with an institutional access. This access is given to the users by the delegate of the institution.*

## 1. How to become a delegate for your institution?

The delegate of an institution is responsible for giving access to users to My Speech Repository. Once a user (e.g. a student) has registered on ECAS they apply for their institution (e.g. a university). The delegate sees a list of access requests of different users that he can either accept or deny.

In principle, there is only one delegate per institution. To become a delegate, first you have to register as a normal user on ECAS (cf. chapter 2 in the User Manual). Once you are a regular user, please send an email to [SCIC-Speech-Repository@ec.europa.eu](mailto:SCIC-Speech-Repository@ec.europa.eu) indicating your name and the institution you are a delegate for, so we can activate your delegate account on My Speech Repository.

If you feel that it would be useful to have one delegate account for your institution to which several people (e.g. trainers) can have access, you can create an ECAS account for your institution. Please use a functional email address then. If you do not have one already, create a new address specifically for this purpose. Like this, all the delegates using the delegate account can give access to users who have sent an access request.

## 2. How to accept a new user?

As the delegate of an institution you are responsible for My Speech Repository users of that institution.

Once the users have created their ECAS account they have to apply to their institution. As the delegate you will see the requests of users in the top box in the submenu “My users”. You can accept their request to give them access to My Speech Repository by clicking on “accept” or deny the access via the “deny” button.

Speech Repository

> My Speech Repository

- **My users**

- My friends

- My invitations

- My recordings

- Saved searches

> Search speeches

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## My users

Access requests

Login	Start date	Expiry date	
			accept deny

Active users

Login	Start date	Expiry date	
	05/09/2014	05/09/2015	<a href="#">update</a> <a href="#">deactivate</a>
	01/10/2014	01/10/2015	<a href="#">update</a> <a href="#">deactivate</a>
	30/09/2014	30/09/2015	<a href="#">update</a> <a href="#">deactivate</a>

Inactive users

Login	Status	Start date	Expiry date
No inactive users			

If you accept the user, you will have to confirm their access by choosing a timeframe. By default access is limited to one year which you as the delegate can change however.

The screenshot shows the 'My users' page in the Speech Repository. A confirmation form is displayed over the 'Access requests' table. The form has two input fields for 'Start date' (01/10/2014) and 'Expiry date' (01/10/2015), both highlighted with red boxes. Below these fields is a question: 'Do you really want to accept Amelie.TRIPPOLT as a student of your institution?'. There are 'Cancel' and 'CONFIRM' buttons. The background shows the 'Access requests' table with columns 'Login', 'Start date', 'Expiry date', and buttons 'accept deny'. Below that is the 'Inactive users' section with columns 'Login', 'Status', 'Start date', 'Expiry date' and the text 'No inactive users'.

### 3. How to modify the access of a user?

Once you have confirmed the access for the user you get a notification and see their name below in the box in the list of active users of your institution. If you want to change the date of access for a user, click on “update” and choose the necessary dates. If you want to delete a user from the list of users with access, click on “deactivate”.

The screenshot shows the 'My users' page after a user has been accepted. A green notification box at the top says 'The student has been accepted.' with a green checkmark icon, highlighted with a red box. Below this is the 'Access requests' section with columns 'Login', 'Start date', 'Expiry date' and the text 'No access requests yet'. The 'Active users' section shows a table with columns 'Login', 'Start date', 'Expiry date', and buttons 'update deactivate'. The table contains four rows of user data. The last row has its 'update' and 'deactivate' buttons highlighted with a red box. The 'Inactive users' section at the bottom has columns 'Login', 'Status', 'Start date', 'Expiry date' and the text 'No inactive users'.

If you deactivate a user or if the expiry date has been reached, the user disappears from the list of "Active users" and appears on the list of "Inactive users".

You can then choose if you want to reactivate them (also by setting a new expiry date) or remove them completely from the Speech Repository. If you do remove them, all their data (i.e. recordings etc.) will be deleted.

Speech Repository

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My users

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- The role *Standard user* has been revoked because the user has an application status of *expired*
- The students access has been expired.

Access requests

Login	Start date	Expiry date
No access requests yet		

Active users

Login	Start date	Expiry date	
[REDACTED]	05/09/2014	05/09/2015	<a href="#">update</a> <a href="#">deactivate</a>
[REDACTED]	30/09/2014	30/09/2015	<a href="#">update</a> <a href="#">deactivate</a>
[REDACTED]	01/10/2014	01/10/2015	<a href="#">update</a> <a href="#">deactivate</a>

Inactive users

Login	Status	Start date	Expiry date	
[REDACTED]	expired	01/10/2014	02/10/2014	<a href="#">reactivate</a> <a href="#">remove</a>