

# **User Guide: registering for the FCA's new data collection platform**

**V0.1**

**March 2020**

As announced in July 2019, we are improving the way we collect data from firms and will move to a new platform for data collection, which will replace Gabriel.

As part of the move to the new platform, we are simplifying how you will access it. In the future, you will use the same login credentials for the new data collection platform and [Connect](#).

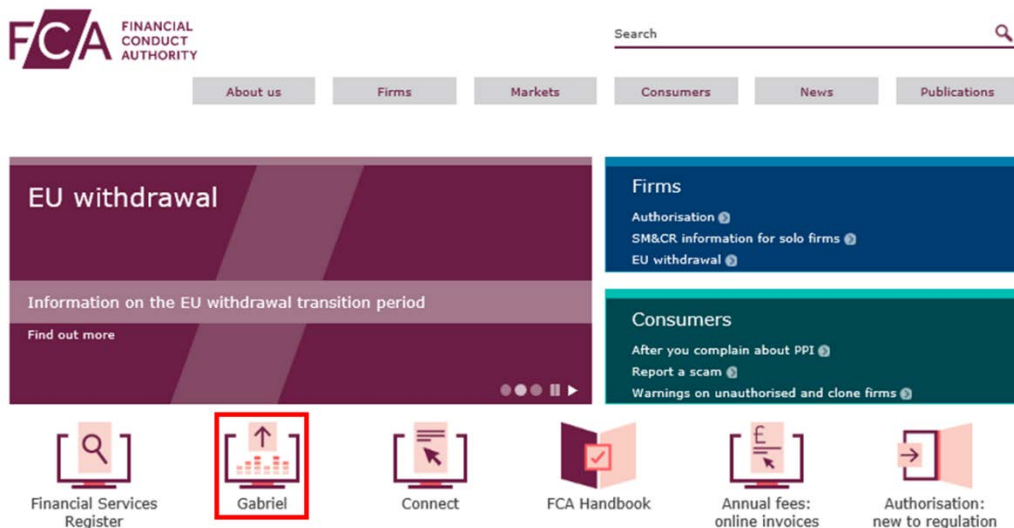
From 2 April, when you next log into Gabriel you will be asked to register for the new platform. Once registered, you will continue to use Gabriel with your existing Gabriel username and password until you have been moved to the new platform. You will be informed of this in good time, in advance of your moving date.

This user guide provides a step-by-step guide on how to register for the new data collection platform via Gabriel.

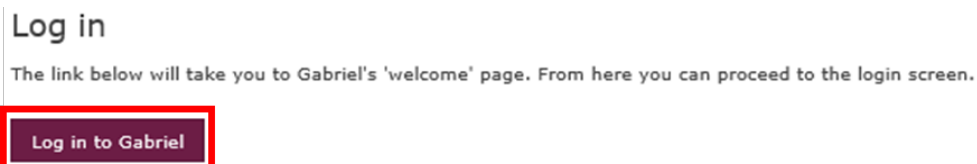
## 1. Logging into Gabriel

Registration for the new data collection platform will be initiated from Gabriel. So to register, first you will need to log in to Gabriel.

### Step 1: Go to [fca.org.uk](https://www.fca.org.uk) and click on the **Gabriel icon**



### Step 2: Scroll down, and click on **Log in to Gabriel**



### Step 3: In the top right, click on **Proceed to Login**



### Step 4: **Log in to Gabriel** with your current Gabriel username and password

## 2. New Gabriel screen

Once you have logged into Gabriel, you will see a new screen. This screen will explain what you need to do to register for the new data collection platform.

### Step 1: Read all information on the new screen carefully

**Preparing to move to the new data collection platform**

We are improving the way we collect data from firms and will move to a new platform for data collection, which will replace Gabriel. As part of this, we are simplifying the way you access our systems. In future, you will use the same login credentials for the new data collection platform and Connect (find out more about Connect [here](#).)

**What you need to do**

To prepare for this, on the next screen you will be asked to either:

1. Confirm your Connect login details. This will allow you to register for the new platform using the same details as you use for Connect; or
2. If you are not currently registered on Connect, you will be asked to create your Connect account.

Once your firm has been moved to the new platform, you will log in using the same details as you do for Connect. Until then, continue to log in to Gabriel using your existing Gabriel login details. If you have forgotten your Connect password, [click here to reset](#). Make sure you do this before proceeding to the next screen.

**Connect Passcode**

As a further security layer, we now ask you to have a 6-digit passcode. If you are an existing Connect user and have already set this up, you will be asked to enter 3 digits from the passcode during registration. Otherwise, you will be required to set your passcode up.

**In summary, Connect login credentials are:**

Connect Username: Your email address  
Connect Password: Minimum of 8 characters, including at least 1 alphabetic character, 1 number and 1 special character  
Connect Passcode: 6 digits. You will be asked to enter 3 of those digits when you log in

**What happens next?**

After you have completed registration for the new data collection platform, continue to report in Gabriel using your existing Gabriel login details. We will inform you of your moving date to the new data collection platform in good time.

Once your firm has been moved to the new data collection platform, you will log in using the same details as you do for Connect.

**Need help?**

If you require further support on registering for the new data collection platform, please click [here](#) to find support and guidance, including user guides, troubleshooting tips, and FAQs.

**Next**



**IMPORTANT:** If you are already a Connect user, you will be using your Connect login details for the new system. If you are a Connect user but have forgotten your password, you must reset it before proceeding further. [Reset your Connect password](#)

If you are not an existing Connect user, the process will guide you through setting up a Connect account.

### Step 2: Once ready, click Next

### 3. Registering with an existing Connect account

If you have an existing Connect account, you will use your existing details for the new data collection platform. This process will link the 2 accounts.

**Step 1:** When asked if you have an existing Connect account, **click Login**

#### Linking your Gabriel and Connect accounts

Do you have a Connect account?  
Proceed to log in here

LOGIN

If you don't have a Connect account,  
proceed to register here

REGISTER

**Step 2:** Enter your existing Connect username and password, and **click Login**

**Login to Connect to link with Gabriel**

\* Username

\* Password ?

Login

**Step 3:** You may be required to enter 3 digits from your 6-digit passcode, or if you do not already have a passcode, you may be required to set one up.

#### *Entering your existing passcode*

Please enter digits: 1, 4 and 2 from your passcode (excluding commas).

\* 1

\* 4

\* 2

Next

## Setting up your passcode if you do not have one

Please create a six digit passcode now. You must keep this passcode private, safe and secure. It will not be possible to reset or change this passcode without contacting the FCA directly.

\* Passcode

Next

**Step 4:** You will be shown confirmation of registration once it is successfully complete. You will be automatically returned to Gabriel. If you are not redirected to Gabriel after 5 seconds, **click OK**

Thank you for providing your Connect Details

Do not close this page.

You will be automatically redirected to Gabriel shortly

Click Ok to redirect manually

Ok



**IMPORTANT:** Do not close the Confirmation Message, except by clicking OK, after waiting 5 seconds, otherwise the process will have to be repeated.

#### 4. Registering without a Connect account

If you do not have an existing Connect account, you will be required to register.

**Step 1:** When asked if you have an existing Connect account, **click Register**

#### Linking your Gabriel and Connect accounts

Do you have a Connect account?  
Proceed to log in here

LOGIN

If you don't have a Connect account,  
proceed to register here

REGISTER

**Step 2:** Enter your personal details, and once complete, **click Submit**. All fields marked with an asterisk are mandatory

**Personal Details**

\* Title  
--None--

\* First Name

\* Last Name

\* Job Title

\* Email Address  
Your email address will be your username

\* Confirm Email Address

The contact information of your firm.

\* Phone Country Code  
--None--  
The UK country code is +44

\* Telephone Number

Mobile Number

Fax

\* Security Question  
--None--

\* Security Question Answer  
The answer must be greater than 6 characters

Submit Cancel

**Step 3:** You will be shown confirmation of registration once it is successfully complete, and be automatically returned to Gabriel. If this has not happened in 5 seconds, **click OK**

Thank you for Registering for Connect. You will receive an email to set your password

[Do not close this page.](#)

**You will be automatically redirected to Gabriel shortly**

Click Ok to redirect manually

Ok



**IMPORTANT:** Do not close the confirmation message except by clicking OK, after waiting 5 seconds, otherwise the process will have to be repeated.

**Step 4:** You will receive an email to set up your password and passcode. Please do this within 24 hours. If you don't do this within 24 hours, you will have to perform a password reset on Connect to create your password. Remember to check your junk/spam folder if your email is not in your inbox



**IMPORTANT:** Once you have set up your password and passcode, you will be directed into Connect. Please logout and close the window.



## **5. After registering for the new data collection platform**

Continue to use Gabriel with your existing Gabriel username and password until you have been moved to the new platform. You will be informed of this in good time, in advance of your moving date.