

A woman with dark hair tied back, wearing a light purple sweater, is sitting on a brown sofa. She is smiling and looking at a laptop screen. Her right hand is resting on her head. The background shows a living room with a window, curtains, a potted plant, and a framed picture on the wall.

# Create my private eSpace

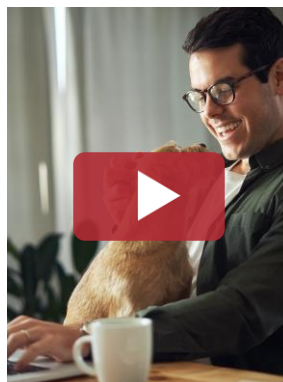
New user

MyGuichet.lu

# Registration on MyGuichet.lu

Before you can create your private eSpace, you must first **register on MyGuichet.lu**. [See our tutorial on this topic](#) to find out how to do this.

Registering on  
MyGuichet.lu



1

Accept the **general terms and conditions of use (GTCU)** of MyGuichet.lu.

MyGuichet.lu

AG Alex Guichet | FR DE EN

## General terms and conditions of use

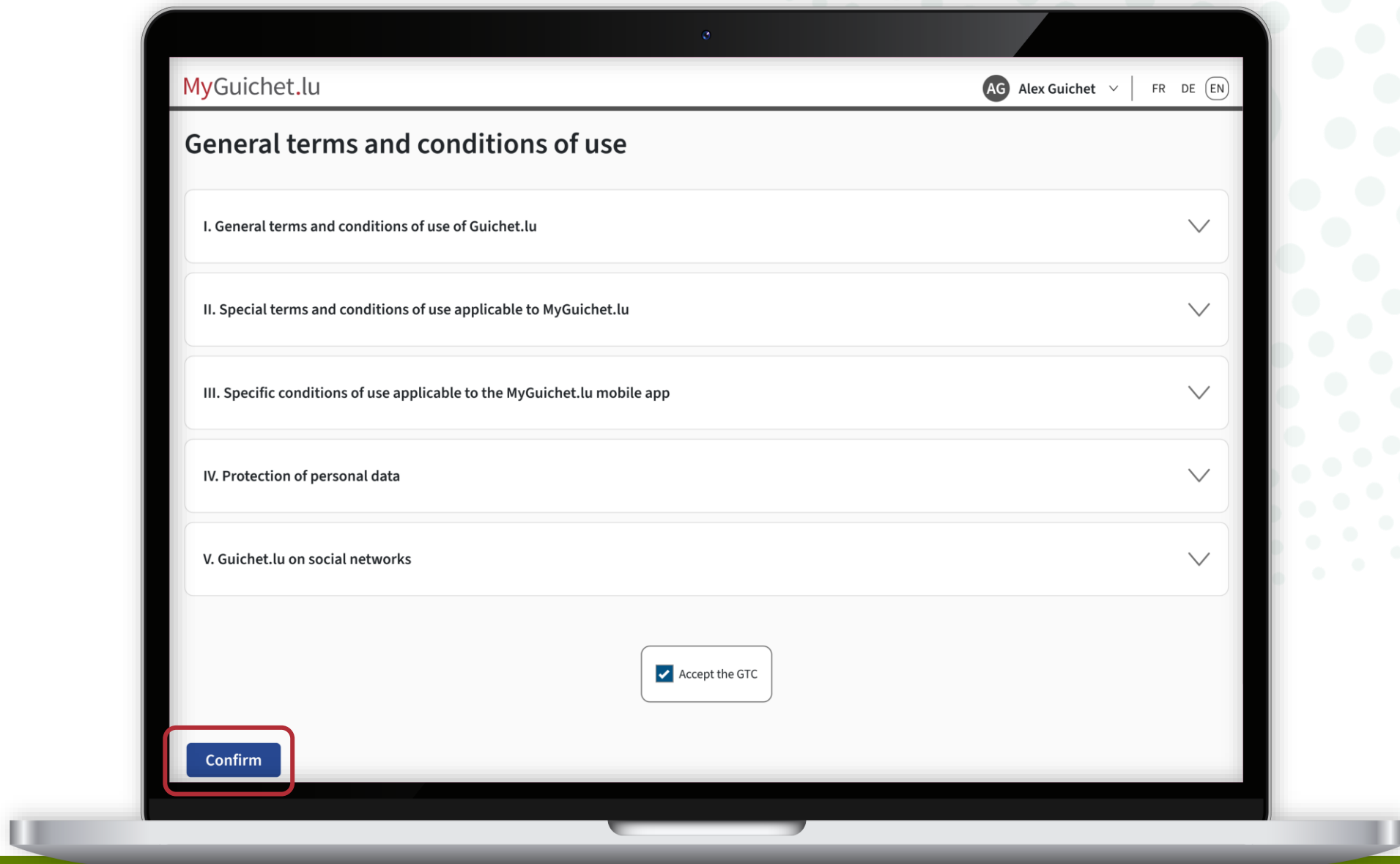
- I. General terms and conditions of use of Guichet.lu
- II. Special terms and conditions of use applicable to MyGuichet.lu
- III. Specific conditions of use applicable to the MyGuichet.lu mobile app
- IV. Protection of personal data
- V. Guichet.lu on social networks

☐ Accept the GTC

Confirm

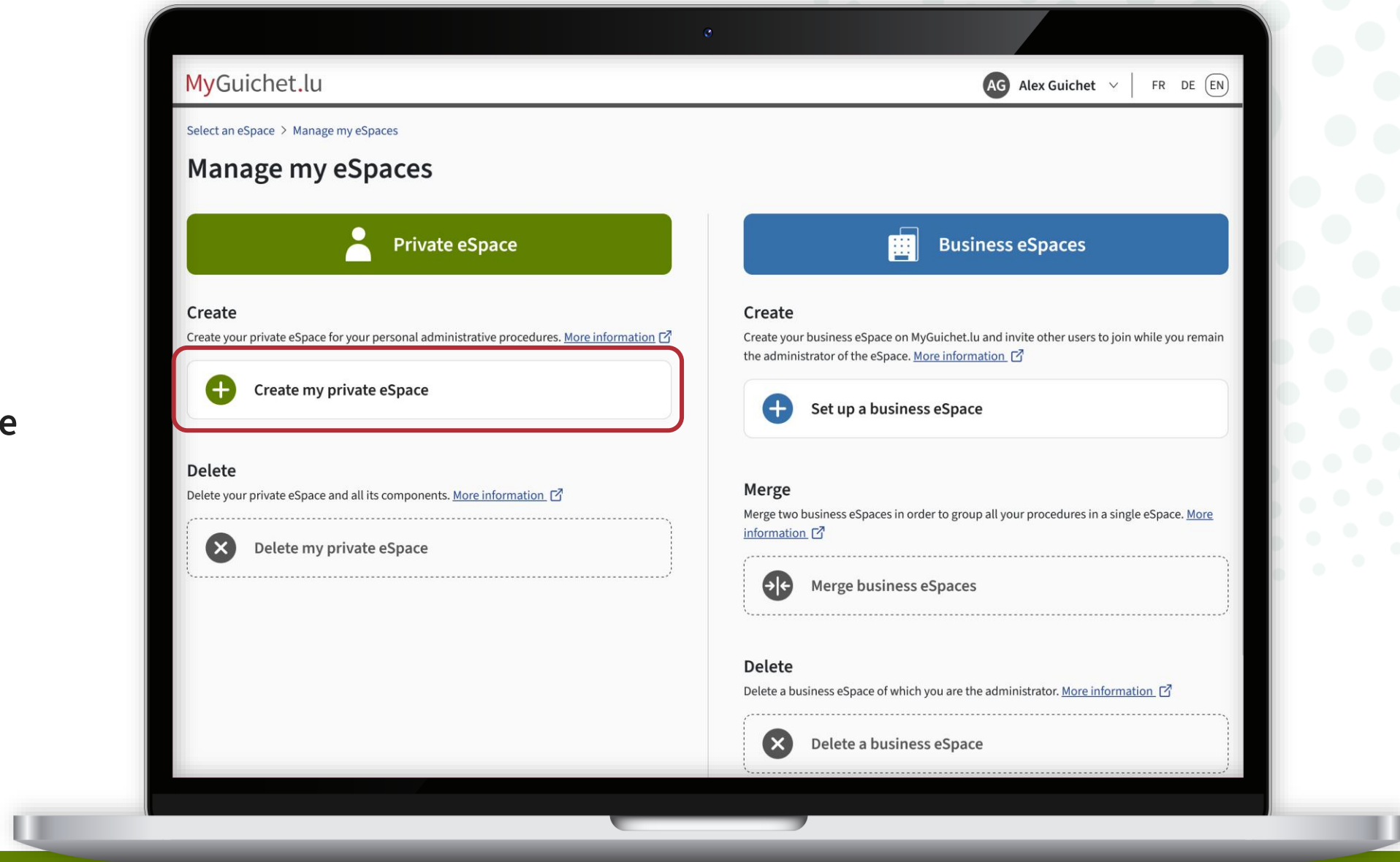
2

Click on 'Confirm'.



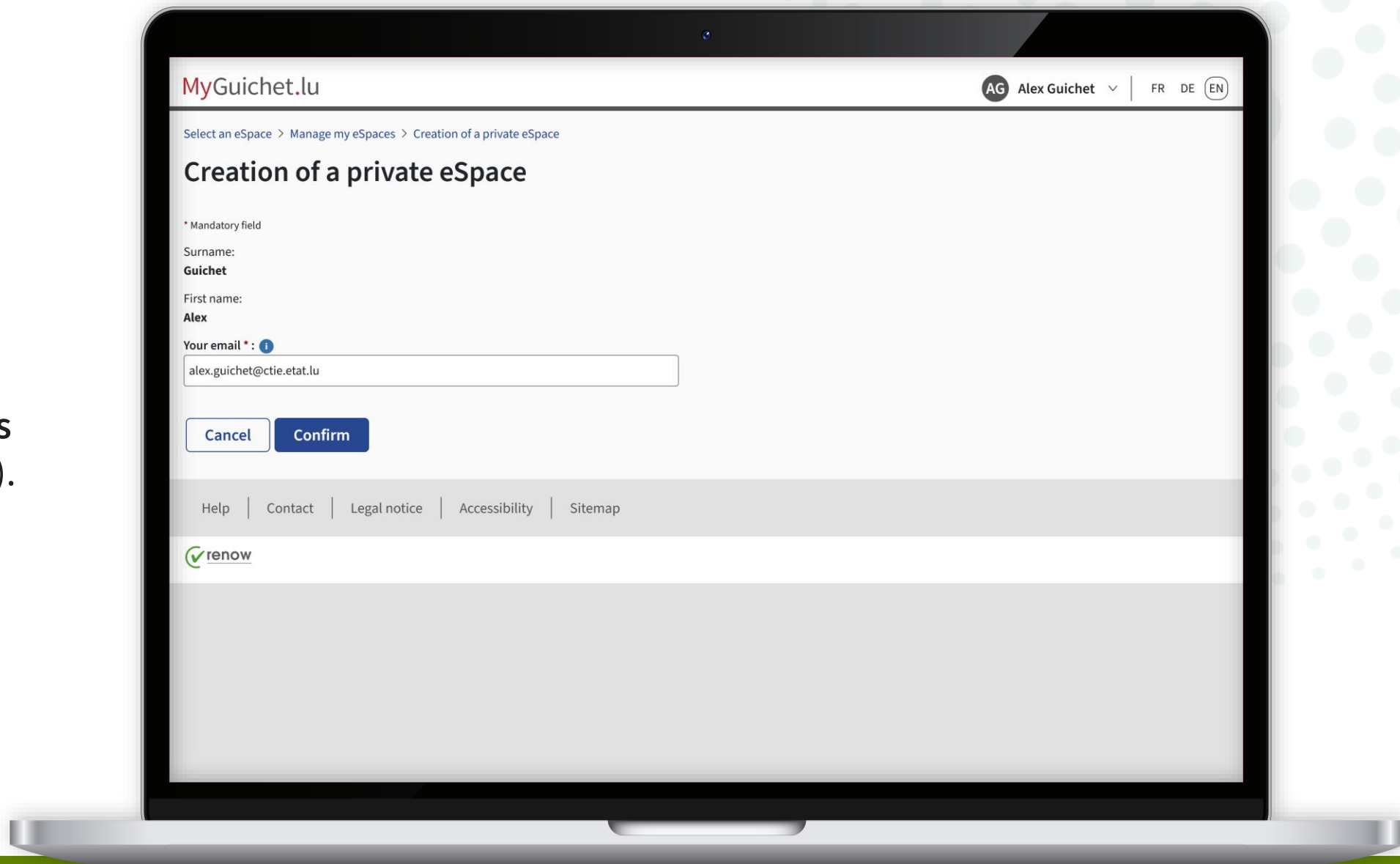
3

Click on 'Create my private eSpace'.



4

Fill in the **mandatory fields** marked with an asterisk (\*).



The screenshot displays the 'Creation of a private eSpace' page on the MyGuichet.lu website. The page is viewed on a laptop screen. At the top, the MyGuichet.lu logo is on the left, and the user's name 'AG Alex Guichet' with a dropdown arrow, along with language options 'FR DE EN', is on the right. Below the header, a breadcrumb trail reads 'Select an eSpace > Manage my eSpaces > Creation of a private eSpace'. The main heading is 'Creation of a private eSpace'. A legend indicates that an asterisk (\*) denotes a mandatory field. The form contains the following fields: 'Surname:' with the value 'Guichet', 'First name:' with the value 'Alex', and 'Your email \*:' with the value 'alex.guichet@ctie.etat.lu'. The email field has an information icon (i) to its right. At the bottom of the form are 'Cancel' and 'Confirm' buttons. A footer bar contains links for 'Help', 'Contact', 'Legal notice', 'Accessibility', and 'Sitemap'. Below this bar is the 'renow' logo, which consists of a green checkmark and the word 'renow'.





Your **first name(s)** and **surname(s)** are automatically read from your authentication device and cannot be changed.

MyGuichet.lu

AG Alex Guichet FR DE EN

Select an eSpace > Manage my eSpaces > Creation of a private eSpace

## Creation of a private eSpace

\* Mandatory field

Surname: **Guichet**

First name: **Alex**

Your email \*: alex.guichet@ctie.etat.lu

Cancel Confirm

Help | Contact | Legal notice | Accessibility | Sitemap

renow



The **email address** field is pre-filled.

However, you can change it if you prefer to receive notifications from MyGuichet.lu at a different address.

The screenshot shows a laptop displaying the MyGuichet.lu website. The page title is "Creation of a private eSpace". The breadcrumb trail is "Select an eSpace > Manage my eSpaces > Creation of a private eSpace". The user is logged in as "AG Alex Guichet" with language options "FR DE EN". The form has a section for "Mandatory field" with the following fields: "Surname: Guichet", "First name: Alex", and "Your email: alex.guichet@ctie.etat.lu". The email field is highlighted with a red dashed border. Below the email field are "Cancel" and "Confirm" buttons. The footer contains links for "Help", "Contact", "Legal notice", "Accessibility", and "Sitemap", along with a "renow" logo.



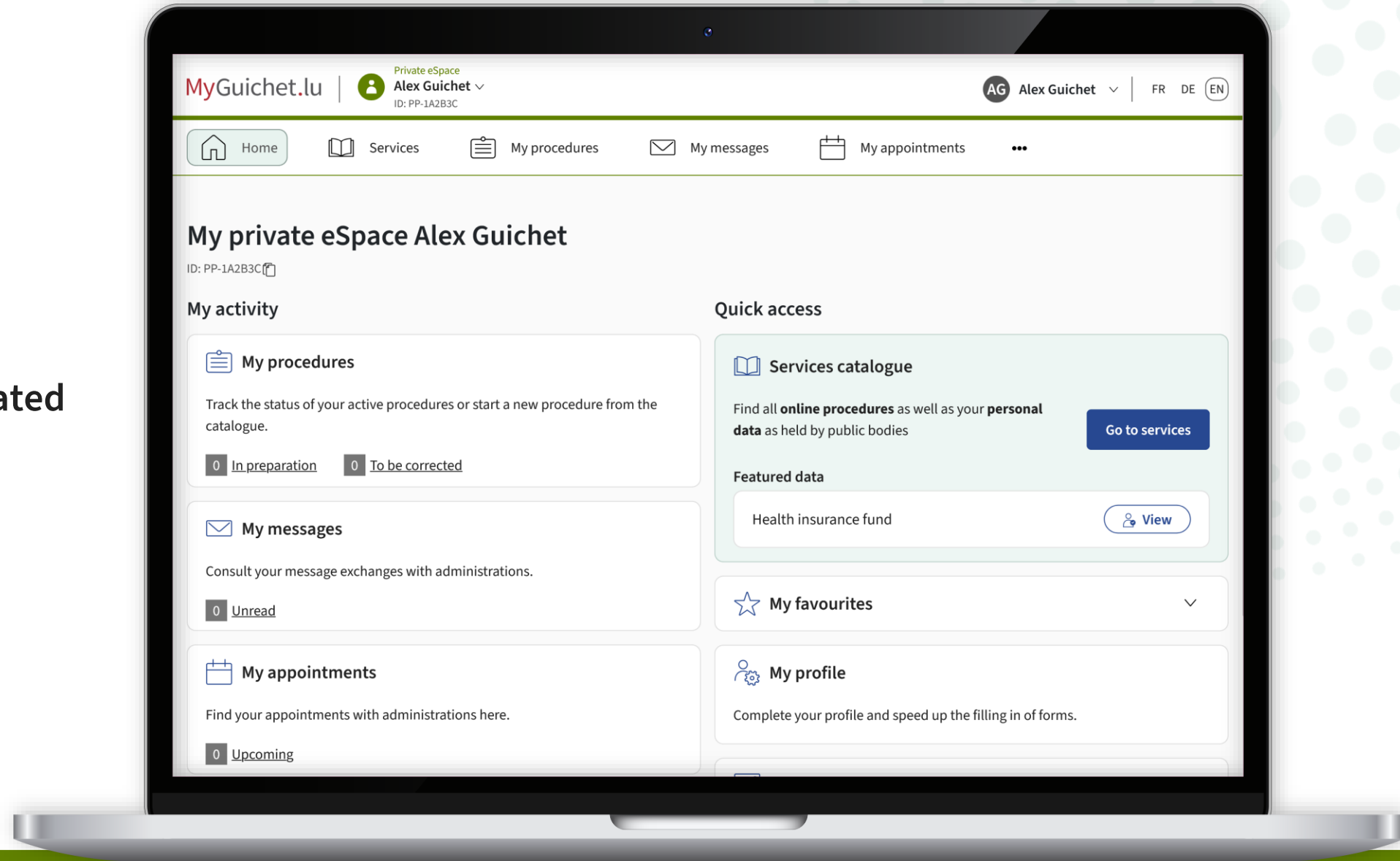
5

Click on 'Confirm'.

The screenshot displays the 'MyGuichet.lu' website interface. At the top, the logo 'MyGuichet.lu' is on the left, and the user profile 'AG Alex Guichet' with language options 'FR DE EN' is on the right. Below the header, a breadcrumb trail reads 'Select an eSpace > Manage my eSpaces > Creation of a private eSpace'. The main heading is 'Creation of a private eSpace'. A note indicates '\* Mandatory field'. The form contains the following fields: 'Surname:' with the value 'Guichet', 'First name:' with the value 'Alex', and 'Your email \*:' with the value 'alex.guichet@ctie.etat.lu'. At the bottom of the form are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red rectangular box. Below the form, a footer bar contains links for 'Help', 'Contact', 'Legal notice', 'Accessibility', and 'Sitemap'. At the very bottom, there is a 'renow' logo.



You have **successfully created**  
your private eSpace on  
MyGuichet.lu!





**Guichet.lu**

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**Need help?**



**Further information:**



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