

Registration of a New User on the INFN Portal

Registration is performed by the applicant himself, through the following link:

<https://signup.app.infn.it/>

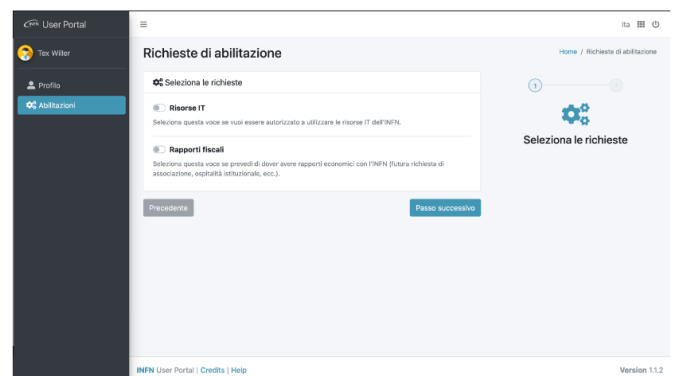
Notice that the data submitted are declared under the personal responsibility, and the access to the mailbox, obtained in the previous step, is allowed only during the period of validity of the token (12 hours).

Within the token's 12-hour validity period, one must connect to

<https://userportal.app.infn.it>

and access via INFN-AAI authentication (inserting the e-mail as user-id).

Through this website, it is possible to manage requests for both accessing to INFN IT-resources and allowing economic-financial procedure.



- External collaborators and guests are allowed to request the use of IT-resources.
- For association requests, fiscal ID must also be provided, needed for starting economic-financial procedures.
- All data are mandatory, and the check on the acknowledgement of the personal data processing opens the document to be agreed.





At this point, the applicant is requested to insert

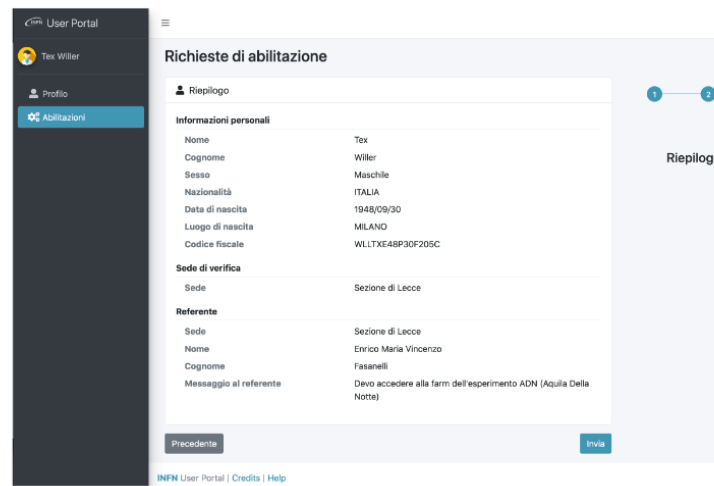
- the Section of Rome, where the resources will be used

- the contact person or the leader of the research group

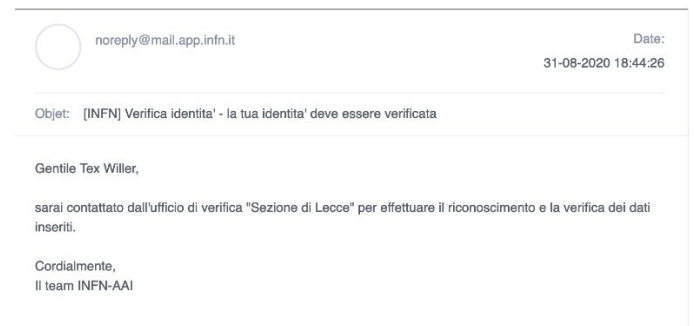
- a message (for the contact person/leader) containing the motivations of the request

The check on "disciplinary" opens the disciplinary in the language in use.

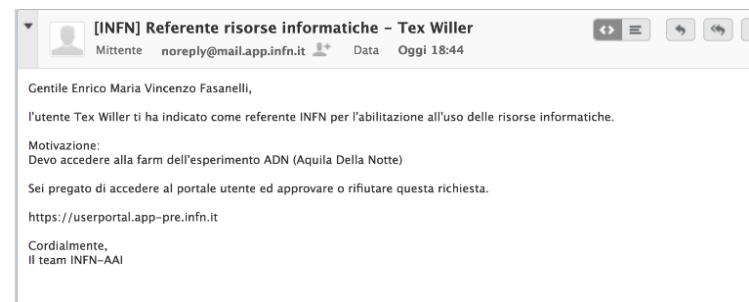
Final screen-shot before sending the request



User will receive a "contact notice" email



and an email is sent to the chosen INFN contact person/leader



An email with the approval, issued by the contact person/leader , will be sent to the applicant

and to the Director's Office, which will take charge of the process.



The Director's Office will plan the identification procedure with the applicant (by e-mail), which must be done visually (in presence or by video call). Moreover, in order to complete the procedure, a copy of an ID document of the applicant has to be sent to the Office in advance.

The verification is notified by e-mail to the user.