



**INFN USER PORTAL
MANUAL (FOR BTF USERS)
V. 1.2/2023**

PROCEDURE OVERVIEW

Once the BTF call is open, people can book BTF beam time.

BTF users have to execute the following steps for get INFN account:

1. Create or update own INFN USER account (this guide: [INFN User Portal guide](#))
2. Enabling IT resources in own INFN user account
3. Follow and complete INFN IT security online course related **within the deadline.**
4. Accept what is mandatory to do so.

IT IS MANDATORY TO HAVE AN INFN ACCOUNT WITH:

- **ENABLED IT RESOURCES**
- **IT SECURITY COURSES PERFORMED**

to get access to BTF areas and use BTF booking software.

USEFUL LINKS

[BTF site](https://btf.lnf.infn.it/schedule-beam-request/)

<https://btf.lnf.infn.it/schedule-beam-request/>

[BTF booking software](https://booking.dsi.infn.it/)

<https://booking.dsi.infn.it/>

[INFNO User Portal guide \(this guide\)](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Instruction_INFNOUSER_Portal.pdf)

http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Instruction_INFNOUSER_Portal.pdf

[Booking guide for Team Leader](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking_guide_team_LEADER.pdf)

http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking_guide_team_LEADER.pdf

[Booking guide for Team Members](http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking_guide_team_MEMBER.pdf)

http://btf.lnf.infn.it/wp-content/uploads/sites/75/2023/03/Booking_guide_team_MEMBER.pdf



NEW INFN ACCOUNT PROCEDURE

BTF Booking portal access

To use the BTF booking and access software, please start by follow:

<https://booking.dsi.infn.it/>

You will be redirect to INFN USER Account Login page.

IF YOU ARE:

- already registered,
- with IT resources enabled
- with INFN IT security courses performed

please insert your credentials and continue on the BTF Booking site.

IT EN

INFN
CCR - AAI

Username or e-mail

Password

LOGIN

REGISTER

Change or Reset Password - Retrieve Username

X.509 CERTIFICATE

KERBEROS - GSSAPI

Entra con SPID

Entra con CIE

DO NOT BOOKMARK THIS PAGE! After login you will be redirected to
<https://idp.app.infn.it/auth/realms/aaal/broker/aaal/endpoint>

OR IF YOU:

- have an INFN Account but **you lost your password**, please click the link “Change or Reset Password.”
- **don't have an INFN USER Account**, please click the “REGISTER” button and follow the next pages.
- **don't have INFN IT resources enabled or IT security courses performed** please insert your credentials and go to [Enabling INFN User portal resources](#)

INFN-USER Identity provider first registration

This application is designed to allow users to register independently under unique identifier.

It is developed with multi-language support and chooses the language to use based on the browser configuration.

The requested personal information constitutes the minimum required to generate an INFN digital identity at Level of Assurance 1 (LoA1), as defined by ITU-T X.121 specifications.

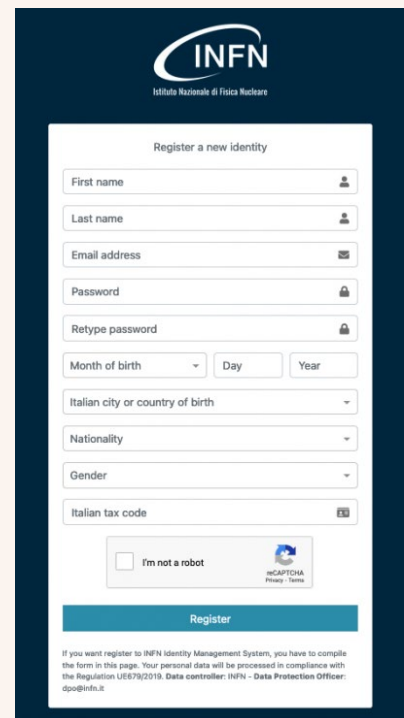
After pressing the “Register” button on INFN USER Account Login page, you will be redirect to:

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

the following form will be displayed:

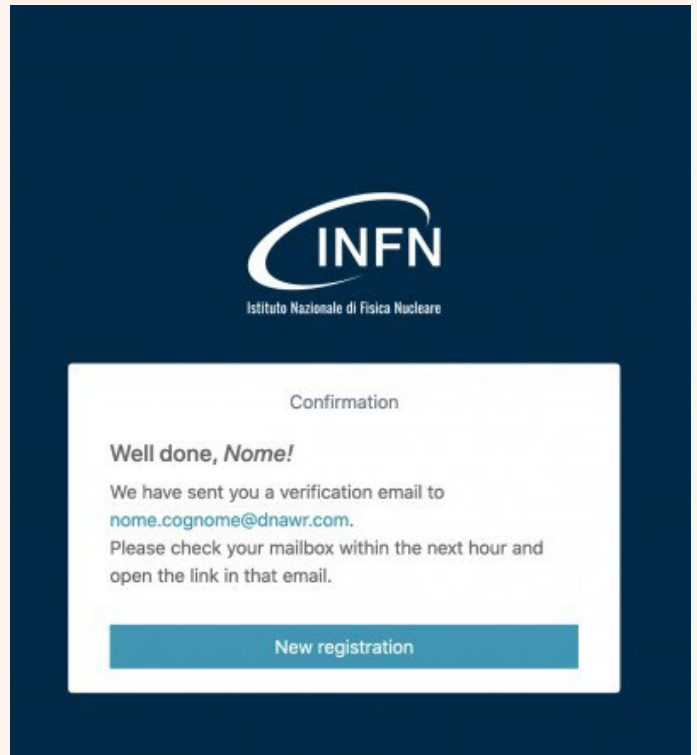
The user must fill in all the fields paying close attention to the email address field and the password field.

Note that the "Italian tax code" field is mandatory only for italian citizens

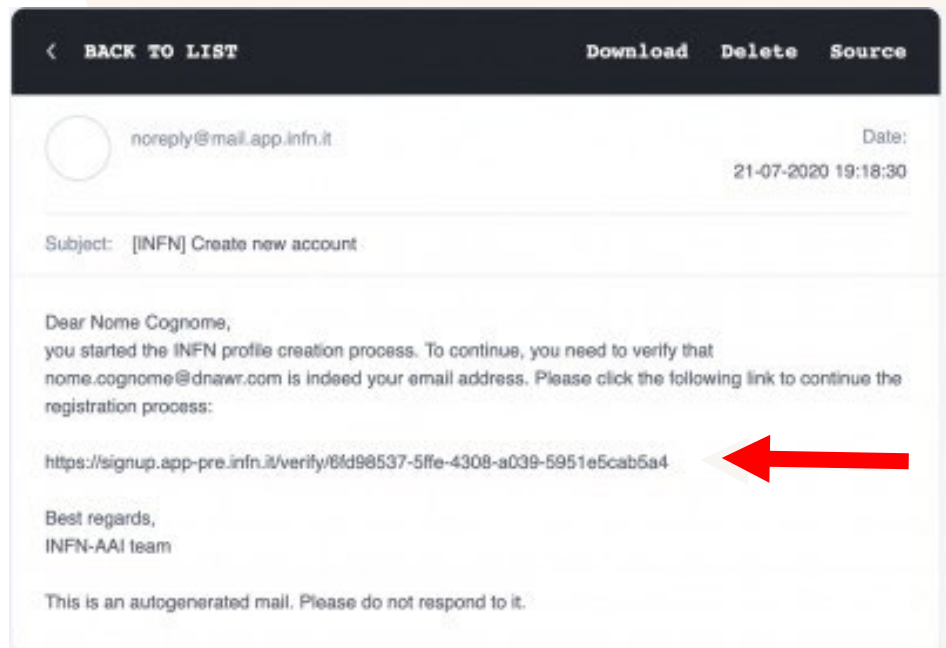


The screenshot shows the 'Register a new identity' form on the INFN website. The form includes the following fields: First name, Last name, Email address, Password, Retype password, Month of birth, Day, Year, Italian city or country of birth, Nationality, Gender, and Italian tax code. There is a checkbox for 'I'm not a robot' with a reCAPTCHA logo. A blue 'Register' button is at the bottom. Below the button, there is a small disclaimer: 'If you want register to INFN Identity Management System, you have to compile the form in this page. Your personal data will be processed in compliance with the Regulation UE679/2016. Data controller: INFN - Data Protection Officer: dpo@infn.it'.

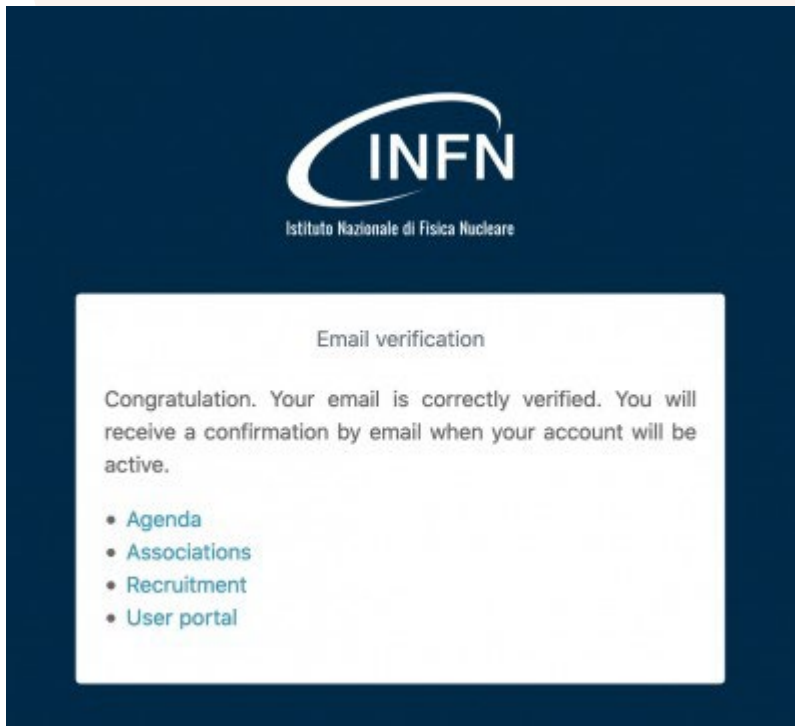
At the end click on Register option.



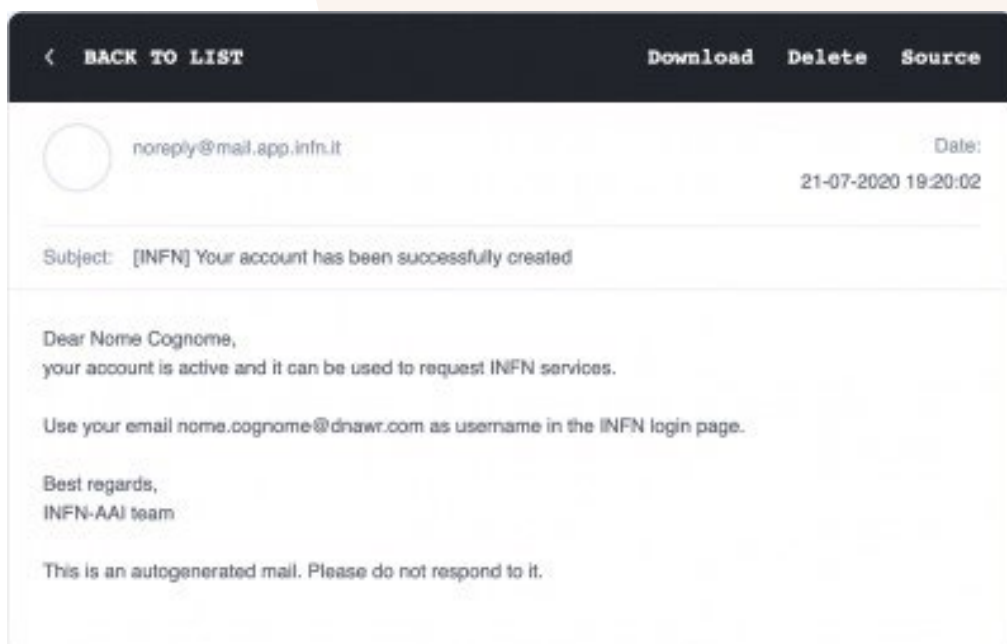
Subsequently, the user will receive an email of this type:
Please follow the link **TO GET A VERIFIED EMAIL.**



By connecting to the address indicated in the message, the user will be redirected to the following page:



That will inform him that the e-mail address has been verified and he will receive another e-mail of the type

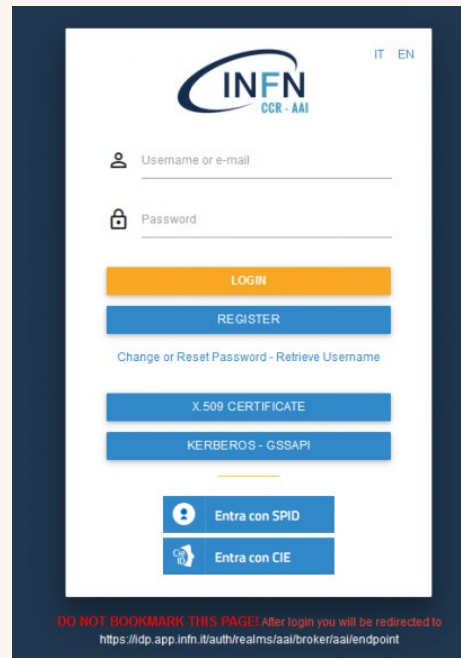




ENABLING INFN USER PORTAL RESOURCES

INFN Users Portal

The User Portal or UserPortal
<https://userportal.app.infn.it>



is a web application with functions dedicated to users who must make account requests.

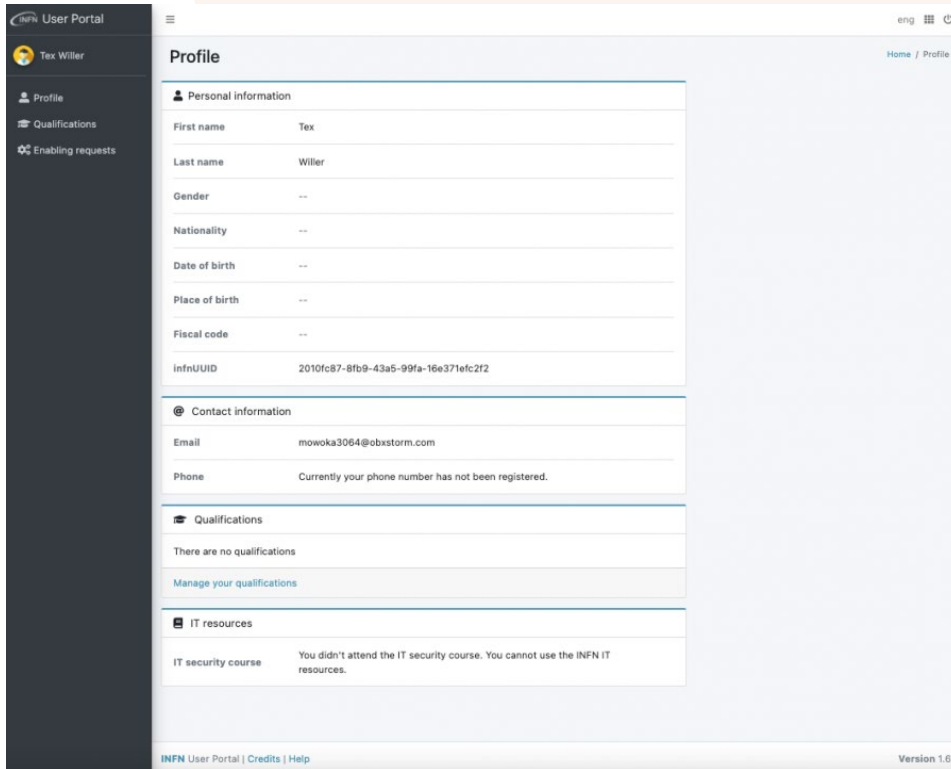
It is developed with multi-language support and chooses the language to use based on the browser configuration for LoA1 users, while using the nationality information, registered in GODiVA, for LoA2 users. In any case, the language can be selected using the appropriate menu, located at the top right of the application bar.

In the following we will describe the features in detail.

The user must authenticate in the INFN User Access page using the credentials specified upon registration:

- username: e-mail address
- password: the one entered in the registration form

The user will now see a page containing the data relating to his profile.



Selecting the "Enabling requests" item you access the wizard that guides the user in choosing the requests to be made and in entering the relative data.

IT IS MANDATORY TO HAVE AN INFN ACCOUNT WITH:

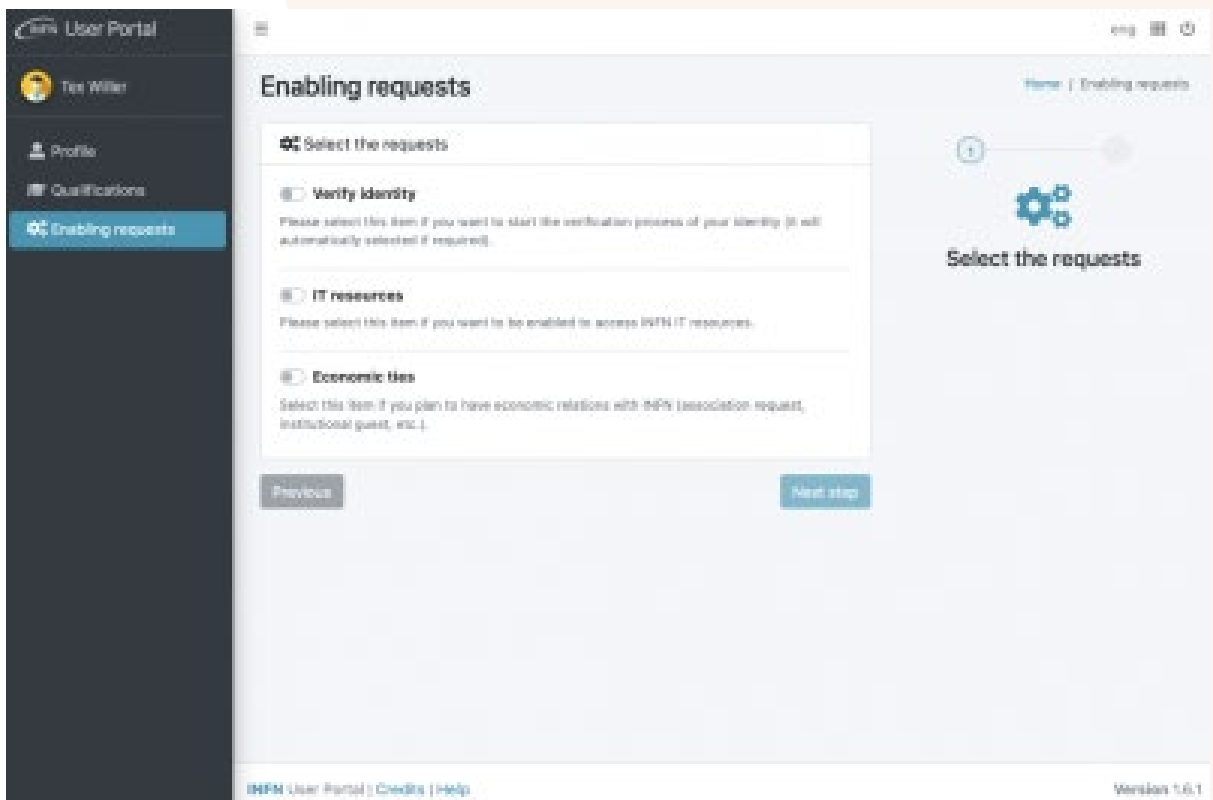
- **ENABLED IT RESOURCES**
- **IT SECURITY COURSES PERFORMED**

to get access to BTF areas and use BTF booking software.

Getting IT and TAX resources

The two enabling requests foreseen in the 1.1 version of user portal are:

- IT resources, for get access INFN IT resources (for INFN wireless access and BTF access procedures)
- Economic Ties, if you plan to have economic relation with INFN



The two types of requests can be made both individually and simultaneously. In the latter case the wizard will present the union of the actions necessary for each of the two

Attention to access to IT resources or to have Economic ties with the INFN it is necessary to have a certified identity.

You will be asked to provide some personal data. Those are necessary to obtain your requests.

You must declare to have read and accepted the information note on the processing of personal data at INFN.

It will be possible:
enter their personal data necessary for recognition and
read the information on the processing of personal data.

Enabling requests

Personal information

If you need access to INFN IT resources, you have to complete the form in this page. Your personal data will be processed in compliance with the Regulation (EU) 2016/679. Data controller: INFN - Data Protection Officer: dp@infn.it

First name
Ten

Last name
Villar

Gender
Male

Nationality
ITALIA

Date of birth
September 30 1948

Place of birth
MILANO (MI)

Fiscal code
WLLTXX68P20P206C

Processing of personal data

I declare that I have read the general information note on processing of personal data

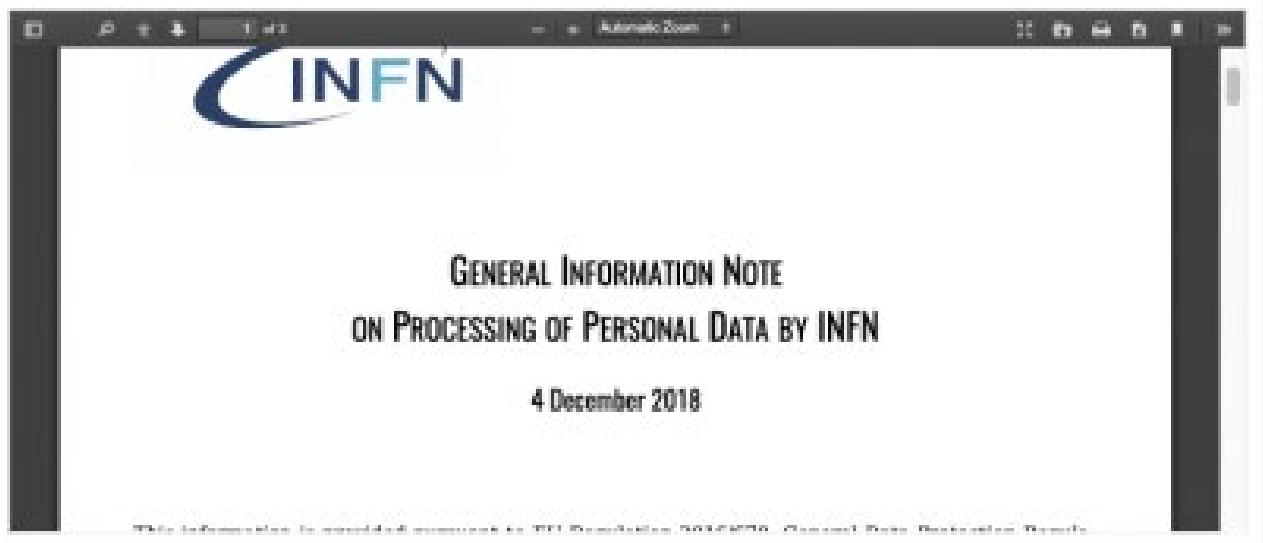
[Data rules for the processing of personal data](#)

[Previous](#) [Next step](#)

Home / Enabling requests

Complete your personal information

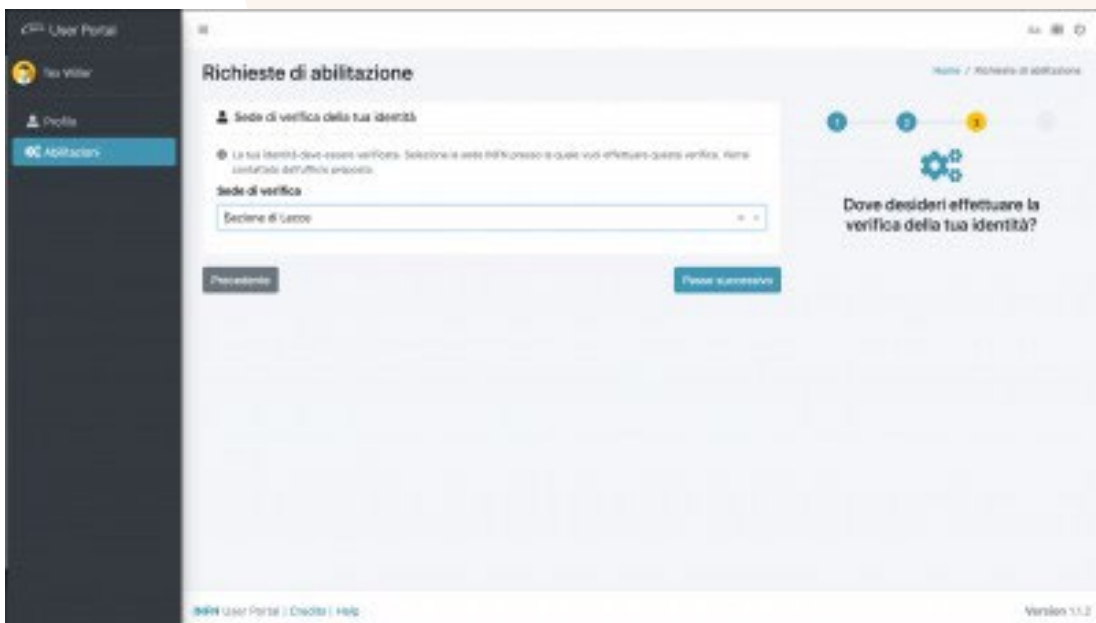
Processing of personal data



Accept

After pressing the button: **Next step**

- choose the office where to carry out your identification (it's a drop-down menu, open it to find the location you want)
- **PLEASE Select Laboratori Nazionali di Frascati;**



- Choose the office and the contact person (approver) who will have to approve your request
- **Choose the office Laboratori Nazionali di Frascati**
- **Choose the Contact Maria Rita FERRAZZA**
 - who will have to approve the request for access to IT resources
 - you can add a message for the contact person for IT resources.
- you must read and accept the regulation for the use of INFN computing resources.

The actions of:

- having read the information for the processing of personal data.

- having read and accepted the regulations for the use of IT resources.

are mandatory and if you try to check the boxes without having viewed the documents, the system forces the display.

At the end press the “Submit” button on the summary page.
The process is ended.

After submission, you can check the progress of your identity verification, in the "Enabling requests" section.

Now you can continue with BTF access procedures

BTF CALL FOR USERS

To get informed about BTF experimental call opening, please check:

- [BTF site](#)

and/or

- [Subscribe to BTF Newsletter](#)

If you need more information or help, please contact btflists@lists.infn.it