



**eTRIKS Ę CC-IN2P3**

## **User management Platform guide**

**How to perform user registration & change/reset password**

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*Version 2.0*

*2015 December 4<sup>th</sup>*

## VERSION HISTORY

Version Number	Implemented by	Revision Date	Approval Date	Description of Change
1.0	Pengfei Liu	15/10/15		-
2.0	Gino Marchetti / Pengfei Liu			Screenshots and descriptions updated Introduction added

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## 0. Introduction

We provide this document as a practical manual for any eTRIKS Platform user faced with the needs expressed in the document title. We encourage the reader to contact us if a more in-depth explanation is felt needed.

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IMI web address: <http://www.imi.europa.eu/>



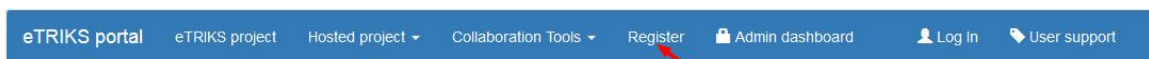
## 1. User registration

For any users needing to access eTRIKS project resources (e.g. eTRIKS project platform, collaboration tools, hosted project eTRIKS platform, etc.), it is vital to be a registered member.

All the registration is done through the eTRIKS service portal (<https://portal.etriks.org/>). Click on the **Register** button in the portal header as illustrated below.

### Welcome to eTRIKS service portal

*Find out all the tools and services that eTRIKS can provide you with!*



You should now see a list of links that will redirect you to the right place for registration. Currently, there are five links allowing you to choose between the following registration options (see the screenshot at the end of the paragraph):

1. eTRIKS public community member
2. eTRIKS project member
3. *Abirisk* project member
4. *OncoTrack* project member
5. *Bioaster* project member

The first link (Register as an eTRIKS public community member) allows you to register as an eTRIKS public community member. You will receive news from eTRIKS after the registration. But it does not allow you to access any of the eTRIKS resources.

The second link (Register as an eTRIKS project member) allows you to register as an eTRIKS project member. Details of this registration are covered in paragraph 1.1.

This account will allow you to access eTRIKS project resources such as:

Twiki : <https://requirements.etriks.org/twiki/bin/>

Git : <https://git.etriks.org/>

From the third to the fifth link (Register as a *<project\_name>* project member) allows you to register as a member for the corresponding hosted project. This account will allow you to access eTRIKS project resources such as

dedicated tranSMART instance  
 project ssh gateway  
 project curation server (restricted access)

The picture below is the screenshot of the actual registration page.

Congratulations, you have successfully connected to the eTRIKS Registration platform .

Register as an eTRIKS public community member allow you to receive news of eTRIKS community.

Register as an **ETRIKS PUBLIC COMMUNITY MEMBER**

Register as an eTRIKS project member allow you to access eTRIKS collaboration tools. Your request will be validated by the project manager.

Register as an **ETRIKS PROJECT MEMBER**

Register as an Abirisk project member allows you to access Abirisk eTRIKS platform. Your request will be validated by the project manager.

Register as an **ABIRISK PROJECT MEMBER**

Register as an OncoTrack project member allows you to access OncoTrack eTRIKS platform. Your request will be validated by the project manager.

Register as an **ONCOTRACK PROJECT MEMBER**

Register as an Bioaster project member allows you to access Bioaster eTRIKS platform. Your request will be validated by the project manager.

Register as an **BIOASTER PROJECT MEMBER**

## 1.1. ..as eTRIKS project member

Choosing the second link (<https://portal.etriks.org/Portal/etriksMemberAccount/index>), you will be redirected to the eTRIKS project member registration page, where you should be asked a password like in the picture below.

Welcome to eTRIKS member registration page

To prevent the abuse or attack of the eTRIKS member registration page.  
In the following case, you need to enter a password.  
If you do not know this password, ask your work package leader.

Enter the password:

Submit

To continue the registration process, you need to enter the password that your WP leader will give you. If your WP leader does not know, please use the eTRIKS ticketing system (<http://usersupport.etriks.org>).

After entering the correct password you will need to agree to our personal data treatment policy and then you should see the form below:

## eTRIKS project member registration

First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Email *	<input type="text"/>	
Password *	<input type="password"/>	Your password strength is Unknown
Confirm Password *	<input type="password"/>	
Organization *	<input type="text" value="CNRS"/>	
Work Package *	<input type="text" value="eTRIKS_WP1"/>	
Validator *	<input type="text" value="Pengfei_Liu"/>	

Complete the form and click on **Submit** to submit your request. Please note that passwords minimum acceptable length is eight characters.

After the validation of your chosen validator, you will receive an email notification like the following:

```
*****Please do not reply this email*****

This email is sent automatically by eTRIKS platform.
Your account has been activated by the eTRIKS platform.

*****
Your login is : t.test
Your password is the password which you entered when create your account
*****

Please contact the admin@etriks.org, if you have any problems!
```

After this email, you may try your account logging in on <https://portal.etriks.org/>.

If you can login, it means your account has been created correctly. Otherwise submit a bug report to the eTRIKS ticketing system.

## 1.2. ..as hosted project member

Choosing any of the links dedicated to the hosted projects, you will be redirected to the eTRIKS project member registration page, where you should be asked a password like in the picture below (taking Abirisk as an example):

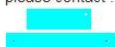
Welcome to Abirisk member registration page

To prevent the abuse or attack of the Abirisk member registration page.

In the following case, you need to enter a password.

If you do not know this password,

please contact :



Enter the password:

Submit

where the projects validatorsqnames are censored on this guide.

To continue the registration process, you need to enter the password that your project leader gives you (a different password allows access to a different project registration). If your project leaders do not know, please use the eTRIKS ticketing system (<http://usersupport.etriks.org>).

After entering the correct password you will need to agree to our personal data treatment policy and then you should see the form below:

## Abirisk project member registration

First Name \*   
 Last Name \*   
 Email \*   
 Password \*  Your password strength is Unknown  
 Confirm Password \*   
 Organization \*   
 Groups \*   
 Abirisk Validator \*   
 Hosting Validator \*

where the projects validators name is again censored.

Complete the form and click on **Submit** to submit your request. Please note that passwords minimum acceptable length is eight characters.

After the validation of your chosen validators (one for the project, and one for the hosting facility), you will receive a notification email like the following

```

*****Please do not reply this email*****

This email is sent automatically by eTRIKS platform.
Your account has been activated by the eTRIKS platform.

*****
Your login is : t.test
Your password is the password which you entered when create your account
*****

Please contact the admin@etriks.org, if you have any problems!
  
```

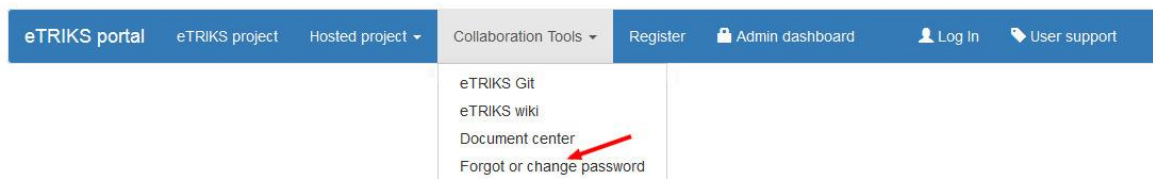


## 2. How to change or reset your password

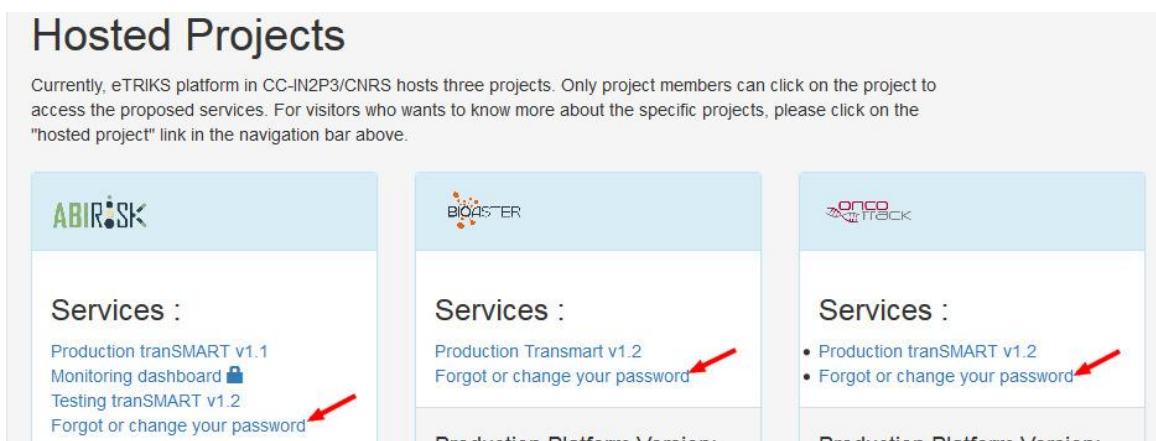
If you already have an *eTRIKS account*, you may change your password via the service portal (<https://portal.etriks.org/>). Click on the **Collaboration Tools** button in the portal header and then select the **Forgot or change password** option, as illustrated below.

### Welcome to eTRIKS service portal

*Find out all the tools and services that eTRIKS can provide you with!*



If, on the other hand you are a member of one of the *hosted projects*, look for the **Forgot or change password** option relative to your project, in the hosted projects section, as illustrated below.



Once you selected the option you will access to the page content illustrated below (taking the eTRIKS page as an example):

This page is reserved for the **ETRIKS** project member only. Any change you make in this page only affect your **ETRIKS** platform account

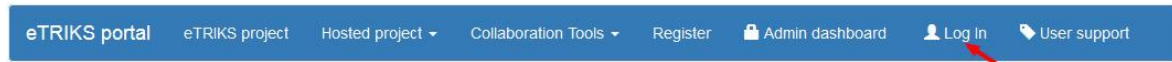
If you know your password and you just want to change it , please follow this link : [Change password](#).

If you forgot your password and want to reset it, please follow this link : [Forgot password](#).

In the following paragraphs, we will discuss in detail the two options that can be handled independently whether the user is an eTRIKS or a hosted project member.

## 2.1. Change password

To change your password, you need to login first. If you are not logged in when you select the **Change password** option, you will be asked to leave the environment and **Log In** using the link on the Portal header as shown below.



Permission denied. To access this page, you have to login first

After authentication, selecting the **Change password** option, will allow you to access the following form

User Id:	<input type="text" value="g.marchetti"/>
Old Password :	<input type="password"/>
New Password :	<input type="password"/>
Confirm your New Password :	<input type="password"/>

The Password must contain at least 8 letters, symbols or numbers!

Enter your old password and new password, click on submit. Your password is changed.

## 2.2. Forgot password

Selecting the **Forgot password** option, will allow you to access the following form

uid :	<input type="text"/>
registered email :	<input type="text"/>

Enter your user id, and the email you entered when you complete the registration. Beware that if you enter an email which does not match your registered email address, you cannot reset your password. If you do not remember your registered email, please use the eTRIKS ticketing system (<http://usersupport.etriks.org>).