

## Short guide for identity registration in the INFN “Godiva” database and access to the INFN Portal

(LoA1 digital identity and certified LoA2 digital identity)

### 1. Register in the INFN Identity database\*: <https://signup.app.infn.it/>

- specify Name, Family Name, mail address and choose a password
- validate the registration by using the link received by email.

You get a **non-certified (LoA1)** identity; this level of assurance is sufficient to access a few services as applying for an occasional visit (one-day visit) to LNF or booking the guesthouse.

\* If you are already registered in the INFN Identity database skip point 1 and go to point 2. If you own SPID or CIE, you may skip point 1 and log in to the user portal (point 2) via SPID or CIE: the identity will be automatically certified, and you won't need to go through the verification process.

To get a certified (LoA2) identity go to point 2.

### 2. Connect to: <https://userportal.app.infn.it/> and follow these steps:

- log in with the email address and the password entered in the above registration (or via CIE/SPID);
- click on Enabling Requests;
- select **Verify Identity** (unless you accessed by SPID or CIE);
- select **IT Resources**;
- select **Economic Ties**, only if you plan to have economic relations with INFN (association request, fellowships, etc.) and you already own an Italian Fiscal Code, otherwise skip it. Press Next Step;
- provide the required personal data;
- read and accept the information note on the processing of personal data at INFN and press Next Step;
- choose the site where to carry out your identification: **Laboratori Nazionali di Frascati**, add the message: *name of the contact person and/or reason of the request*, and press Next Step;
- choose the site (as above) and the contact person who will have to approve your request;
- if you selected IT Resources, read and accept the regulation for the use of INFN computing resources and press Next Step;

verify the entered data and press Submit.

### 3. Contact the secretariat to proceed with the **identity verification** (not necessary if you used SPID or CIE).