NOTICE Human Technopole

USER MANUAL

Access to the platform

The user accesses the Human Technopole Alert platform by logging in to the website
It is possible to access the online application window using your SPID, CIE or CNS digital identity.

ITALIAN CITIZEN

If you do not have a SPID digital identity, a CNS smart card or a CIE, you will need to ask one of the operators or bodies responsible.

EUROPEAN/NON-EUROPEAN CITIZENS

European/non-European citizens who do not have a digital identity must enter their credentials by clicking on "Sign in" and enter e-mail and password in their respective fields, in order to access the home page of the application.

In case of lack of such information, the user (European/non-European citizen) must register by clicking on the "Singup" button.

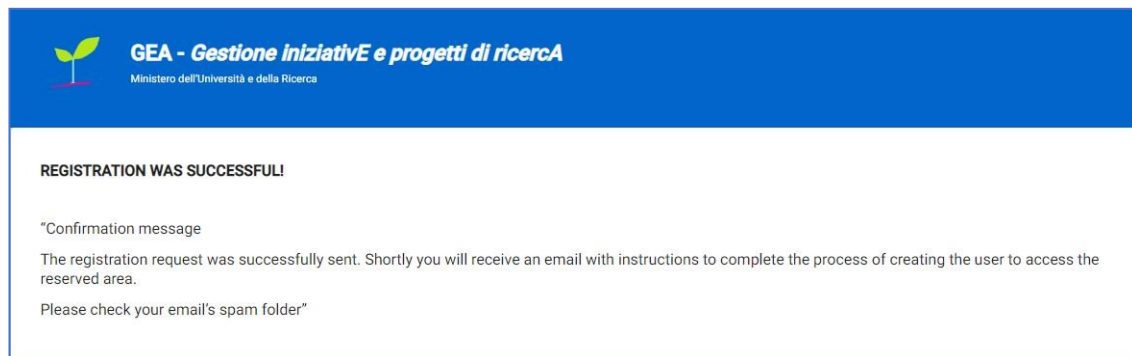Registration involves filling in a form consisting of the following fields:

After completing the form and giving consent to the privacy policy, the user clicks on the "Confirm" through which he can submit his registration to the system.

After clicking on the "Confirm" button, the user will see the following confirmation message.

The system, upon confirmation, sends an e-mail to the address provided by the user, who must click on the activation link and then on the 'ACTIVE YOUR ACCOUNT' button to complete the operation.
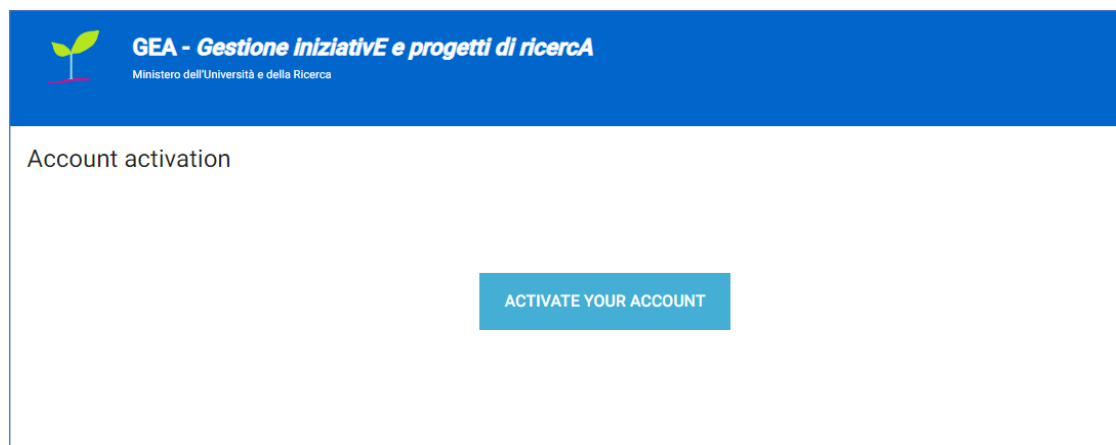
The system, after confirmation, sends an e-mail to the address provided by the user, with the temporary activation password necessary to access the application.
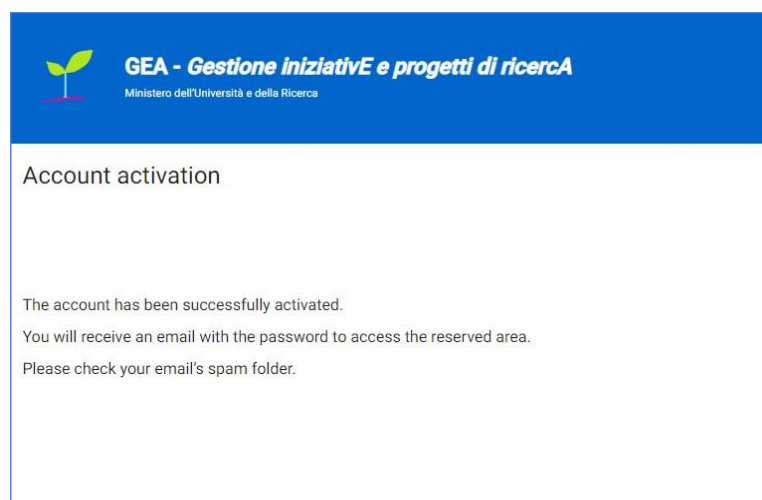
At this point the user accesses the application of the call and enters the credentials, e-mail address and temporary password, to be changed at the first access.

Activation must take place within 48 hours of receiving the email, otherwise the account will be cancelled in standby.

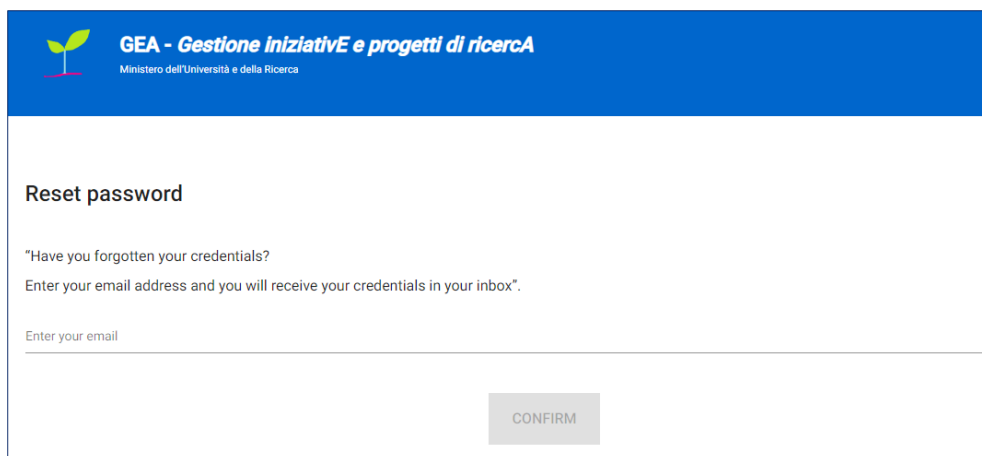If you clicked on the login page on the link "Forgot your password?" as below

the user will be redirected to a Reset Password page, where he must enter the email on which to receive the new Password.

By clicking on the "Confirm" button, the user will see the following message:

The password change request was successfully sent. You will soon receive an email with the instructions to complete the process to change your password. Please check your email's spam folder.

The system, upon confirmation, sends an e-mail to the address provided by the user, with the temporary password.

At this point the user must access the application by the URL of the reference Call as a European citizen/ extra-European and enter his credentials, e-mail address and temporary password (to be changed at first access).

Note 1: in order to complete the application with the optimal performance of the platform, it is advisable to use the Google Chrome browser.

Note 2: If you decide to use CNS access, you may experience login problems due to the characteristics of the authentication device used. As such, It is advisable to try the of access using "Private session" mode. In case of further problems, contact your device provider to check for updated drivers.

Home Page Human Technopole

Once logged in using the previously selected mode (SPID, CNS, CIE or credentials) and having consented to the transfer of his data, the user is directed to the GEA website screen.

Once logged in to the platform the user access the details of the application protocol by clicking on the detail button within the summary table of the applications submitted.

Code	Creation date	Status	Date of submission	Protocol	Details
30142D9F	15/06/2023	Sent	15/06/2023	HUM-TECH_0000001	✏
D64CB4CD	15/06/2023	Sent	15/06/2023	HUM-TECH_0000002	✏
D900BB90	15/06/2023	Sent	16/06/2023	HUM-TECH_0000003	✏
E02F9A4A	16/06/2023	Instance in progress	-------	-------	✏
84BBA028	16/06/2023	Instance in progress	-------	-------	✏

Items per page: 5 ▾   1 – 5 of 6 |< < > >|

INSERT NEW APPLICATION

The "Insert new application" button allows the user to start the compilation of a new Application. By clicking this button user will be redirected to the section relating to the "Policy on the processing of personal data". In order to fill in the application user must declare that he has read and confirmed the mentioned Policy:

DIRITTI DEGLI INTERESSATI

L'interessato ha diritto di chiedere al titolare del trattamento dei dati:

- l'accesso ai propri dati personali disciplinato dall'art. 15 del Regolamento UE 679/2016;
- la rettifica o la cancellazione degli stessi o la limitazione del trattamento previsti rispettivamente dagli artt. 16, 17 e 18 del Regolamento UE 679/2016;
- la portabilità dei dati (diritto applicabile ai soli dati in formato elettronico) disciplinato dall'art. 20 del Regolamento UE 679/2016;
- l'opposizione al trattamento dei propri dati personali di cui all'art. 21 del Regolamento UE 679/2016.

DIRITTO DI RECLAMO

Gli interessati, nel caso in cui ritengano che il trattamento dei dati personali a loro riferiti sia compiuto in violazione di quanto previsto dal Regolamento UE 679/2016, hanno il diritto di proporre reclamo al Garante, come previsto dall'art. 77 del Regolamento UE 679/2016 stesso o di adire le opportune sedi giudiziarie ai sensi dell'art. 79 del Regolamento UE 679/2016.

PROCESSO DECISIONALE AUTOMATIZZATO

Non ricorre alcun processo decisionale automatizzato e quindi non risultano applicabili le disposizioni di cui all'art. 22 del Regolamento UE 679/2016.

Ultimo aggiornamento: Roma, 24 agosto 2022

☐ By checking the box, the user automatically expresses the confirmation of having read the above information

After selecting the national reference structure, user will have to click on the "Confirm" button to continue the application:
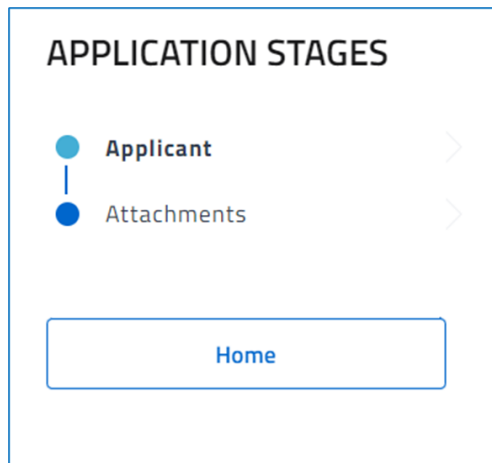
☑ By checking the box, the user automatically expresses the confirmation of having read the above information

Select one National Facility
Genomics ▾

CONFIRM

Please note: *user can start to fill in a new application even if there are* ==more in compilation==

In order to be able to transmit the applications, it is necessary to fill in the sections in which it is divided:

Applicant

The user accesses the "Applicant" section and displays a form composed of the following fields to be filled in:

Click "Save" to store the data you entered.

Attachments

After completing the previous section correctly, within the "Attachments" section the user will be able to generate the format of the application using the "Generate application" button:

The user can use the drop-down menu "Select the document type" to select the type of mandatory attachment(s) to load wich are shown in the table below:

The attachment "**explanatory report**" does not have a default format, the user can upload a file in pdf format not exceeding 3 (three) pages in length, the report should highlight the specific skills, consistent with at least one of the National Platforms, acquired in the context of the work experience indicated in the curriculum vitae, in compliance with the provisions of art. 4, lett. d) of the notice.

Please note that the **Annex 2** mentioned in the notice is generated automatically at the end of the data entry in the platform, after pressing the "Generate Application" button in the attachments section, the generated document will have the name "Application Form

By clicking the "Upload file" button, user will access the file upload form:

By clicking on the "Upload file" button the user can select the file of interest and then the "Save" button is enabled. Once the file is loaded user can delete it before sending.

The system reports any errors or anomalies by an alert message when loading an attachment.

Name		State		
Allegato_firma2.pdf		A file with this name already exists	⚠	🗑

In order to store the data entered in the section, the user needs to click on "Save" and close the pop-up file upload.

Upload attachments

Description: Explanatory report drawn up in compliance with the provisions of art. 4, lett. d) of the notice, also in English

Mandatory annex: Yes   Allowed file extensions: pdf o p7m   Multiple uploading: No

☁

Drag your file here
or

UPLOAD FILE

Name	State	
Allegato_firma1.pdf		🗑

CLOSE   **SAVE**

After loading all the required documents, the "Submit application" button will be enabled:

Select the document type ▼   UPLOAD

REGENERATE APPLICATION   **EDIT APPLICATION DATA**   **SUBMIT APPLICATION**

⊘ Warning:
Please note that for applicants without a certified digital identity (ex. Public Digital Identity System - SPID) it is mandatory to upload an Identity Card.

An alert will be displayed indicating that after the submission it will not be possible to make any kind of changes to the application forms:

Warning

Once the application has been submitted, no changes can be made and will not be possible to submit a new application.

Continue?

CANCEL   CONFIRM

The receipt of sending will be automatically generated (PDF format) after the submission and the following message will be displayed on screen:

The application was sent on **19/06/2023 14:41:08**.

The assigned GEA - protocol number is **HUM-TECH_0000005**.