

User Guide for Register Access at Collaborative Working Environment (CWE) and TNA Application Programme

1. Introduction

This manual aims to guide users through the functionalities of two key platforms: the Collaborative Working Environment (CWE) and the Transnational Access (TNA) Application Programme.

2. Objectives

The CWE serves as a single point of access to information, documentation, and guides related to the Transnational Access Programme, as well as other tools developed within the project.

3. Main Sections

Users can navigate to:

- Home page
- Services:
 - The service catalogue
 - The TNA application
 - The Access Data Manager tool
- Documentation and Resources: Access to key project documents
- Help Section: Contains frequently asked questions
- Private Section: User's Guide
- Login

4. Registration Process

To submit an application or access protected content, users must register on the CWE platform. Registration can be initiated from:

- The Login button in main menu:



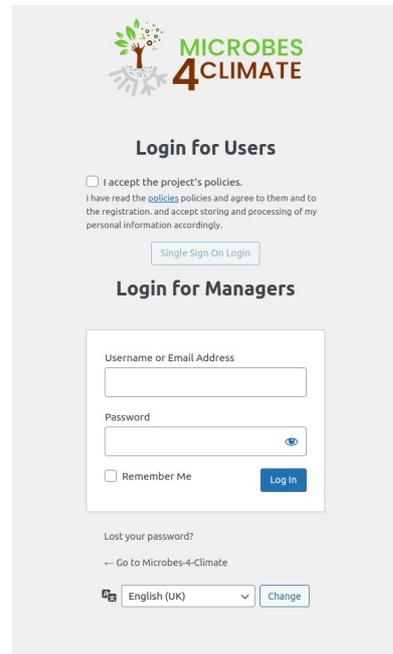
- The TNA Application System Page:

How to apply for a TNA ?

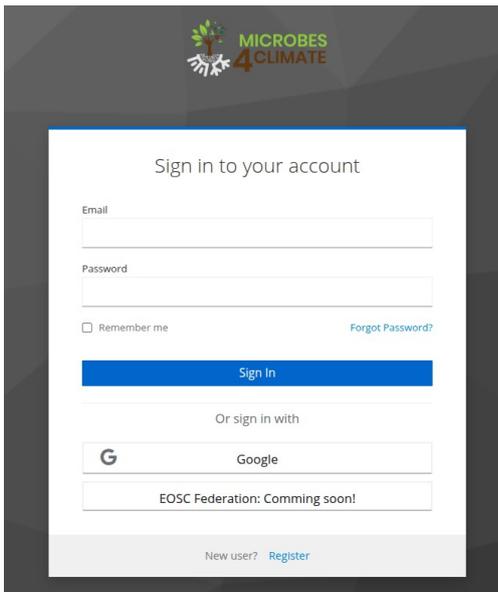
To apply for the TNA programme, users must first register on the platform. Once registered, you will gain access to the private area containing detailed guides and instructions to support your application process.

REGISTER IN CWE

After clicking on either of the two links, we will arrive at the initial login screen, where two access options are clearly distinguished: one for regular users and another for system managers. To register in the system, we will use the user access by clicking the Single Sign On Login button, accepting the project's policies:



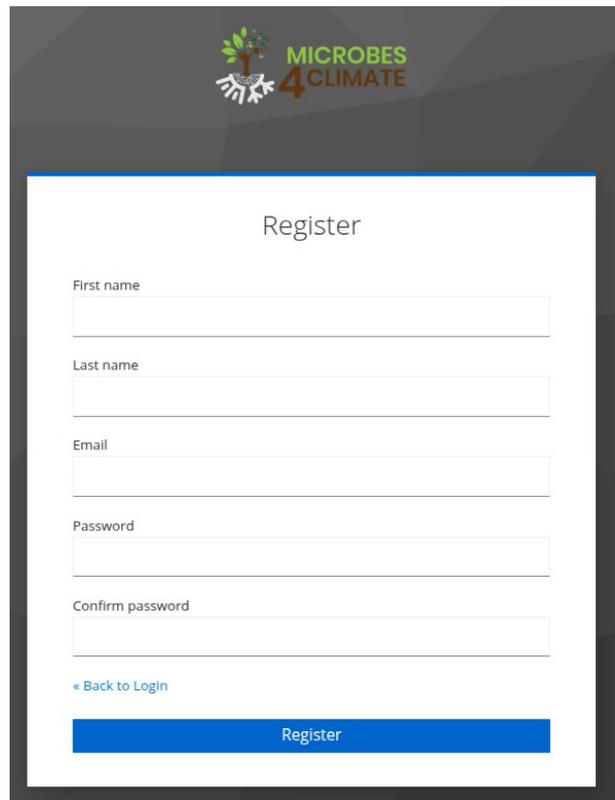
The screenshot shows the 'Login for Users' section of the Microbes 4 Climate application. At the top, there is a logo with a tree and the text 'MICROBES 4 CLIMATE'. Below the logo, the heading 'Login for Users' is followed by a checkbox for 'I accept the project's policies.' and a paragraph of terms and conditions. A 'Single Sign On Login' button is present. Below this is the 'Login for Managers' section, which contains a form with fields for 'Username or Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. At the bottom, there are links for 'Lost your password?', 'Go to Microbes-4-Climate', and a language selector set to 'English (UK)' with a 'Change' button.



The screenshot shows a unified access system window titled 'Sign in to your account'. It features a form with fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Forgot Password?' link. A blue 'Sign In' button is prominently displayed. Below the form, there is a section for 'Or sign in with' which includes a 'Google' button and a note 'EOSC Federation: Comming soon!'. At the bottom, there is a link for 'New user? Register'.

After that, the unified access system window for all platforms will appear, where we will have several options:

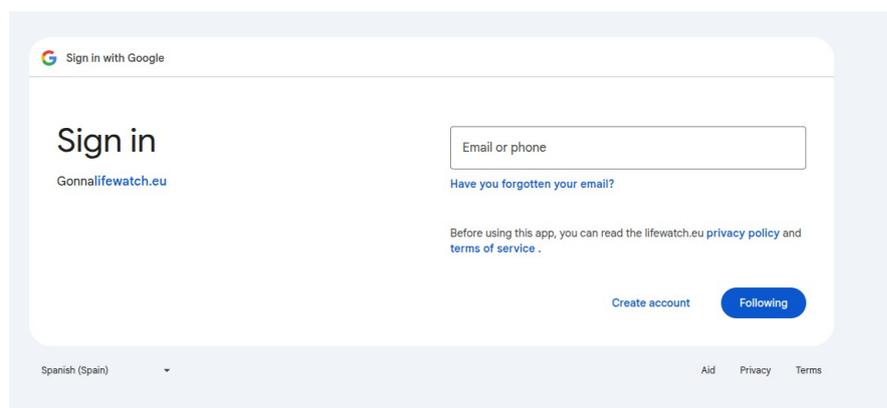
We can click on Register to create a New user into the Single Sing On system or use your current credential from Google. Comming soon we will include the authentication with EOSC Federation.



The image shows a registration form titled "Register" for the "MICROBES 4 CLIMATE" system. The form is set against a dark grey background with the logo at the top. The logo features a stylized tree with roots and the text "MICROBES 4 CLIMATE" in green and brown. The registration form itself is a white box with a blue border. It contains the following fields: "First name", "Last name", "Email", "Password", and "Confirm password". Each field is represented by a white rectangular input box. Below the "Confirm password" field, there is a blue link that says "« Back to Login". At the bottom of the form is a prominent blue button with the text "Register" in white.

If you create a new register, the system will send you an email for verification, in other way, the system trust on your own credential provider (google):

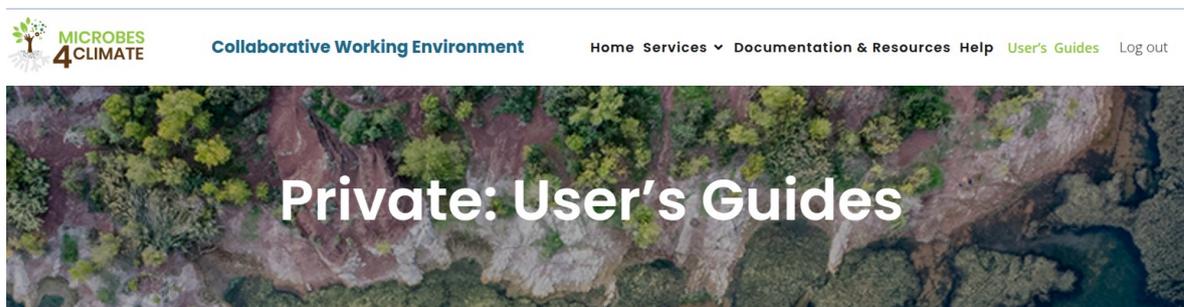
If you are already registered, you could put your credentials and go inside or go to Google authentication Single Sign On to use that credentials to go inside.



The image shows a sign-in page for "Gonnalifewatch.eu". At the top left, there is a "Sign in with Google" button with the Google logo. The main heading is "Sign in" in a large, bold font, with "Gonnalifewatch.eu" underneath it. To the right of the heading is a text input field labeled "Email or phone". Below this field is a blue link that says "Have you forgotten your email?". Further down, there is a line of text: "Before using this app, you can read the lifewatch.eu [privacy policy](#) and [terms of service](#) .". At the bottom right, there are two buttons: "Create account" and "Following". The "Following" button is blue with white text, while "Create account" is a simple text link. At the very bottom of the page, there is a language selector showing "Spanish (Spain)" and a dropdown arrow, along with links for "Aid", "Privacy", and "Terms".

3.3 Single Sign-On (SSO) Access

Once inside the CWE system, a private menu will be visible from which relevant information about guides and other available resources can be accessed.



How To apply to TNA programme?

Below you will find the private resources available exclusively to participants and those interested in the programme:

Proposal template

Quick guidelines

SUBMIT YOUR PROPOSAL

Also from this section the user could go to the TNA Application system to submit your proposal.

Please review the private section to see how to proceed into the TNA Application System.