

## **Policy for account activation on INFN computers of Padova Section**

Accounts on INFN computers of Padova Section may be activated for:

**A) Personnel with a job contract or a research fellowship with INFN Padova Section or with Physics and Astronomy Department of Padova University:**

- Employees and collaborators
- Research Fellowships and Fellowships
- PhD Students
- INFN Associates

**B) Personnel without a contract collaborating with internal employees:**

- Graduating students
- Trainees
- Official visitors invited by INFN Section or Physics and Astronomy Department
- External collaborators

The account is granted upon presentation of the form that can be accessed from <https://w3noi.pd.infn.it/authnew>. The form must be filled in following these procedures:

**A) Personnel with a job contract or a research fellowship**

The applicant signature is sufficient.

The form must be validated by competent secretariat (INFN or Department)

Account expiration is the contract expiration.

An e-mail address is also activated with the account. The address is of the form name.surname@pd.infn.it. This address will be automatically disabled one year after account expiration.

**B) Personnel collaborating with internal employees**

The form must be countersigned by the internal employee that invited the applicant. If the applicant is away and will work remotely, the form may be sent by fax.

For external collaborators the request must also be approved with the signature of the director of INFN Section. Instead, for official visitors the form must be validated by competent secretariat (INFN or Department).

If the applicant is an external collaborator, the account lifetime cannot be longer than one year; otherwise the account lifetime is the official duration of the collaboration.

If the user provides an e-mail address for communications, then messages sent to name.surname@pd.infn.it will be redirected to this address, otherwise a local mailbox on INFN servers will be created. The e-mail address name.surname@pd.infn.it will be automatically disabled one year after account expiration.

The form must be hand delivered to the system manager on call.

### **Policy for account renewal**

It is the same of the policy for the first activation of the account.

### **Short deferring of account expiration**

Account expiration may be postponed, or an expired account may be reactivated, after a reasonable request of the user, without other formalities, only for the time necessary to execute the requested operations, and however for no more than one month.