

Service Provider (SP) registration in CatRIS portal comprises a two-step process in which the user:

- (a) first submits information of the SP Organization and
- (b) then submits information of a service that this SP provides.

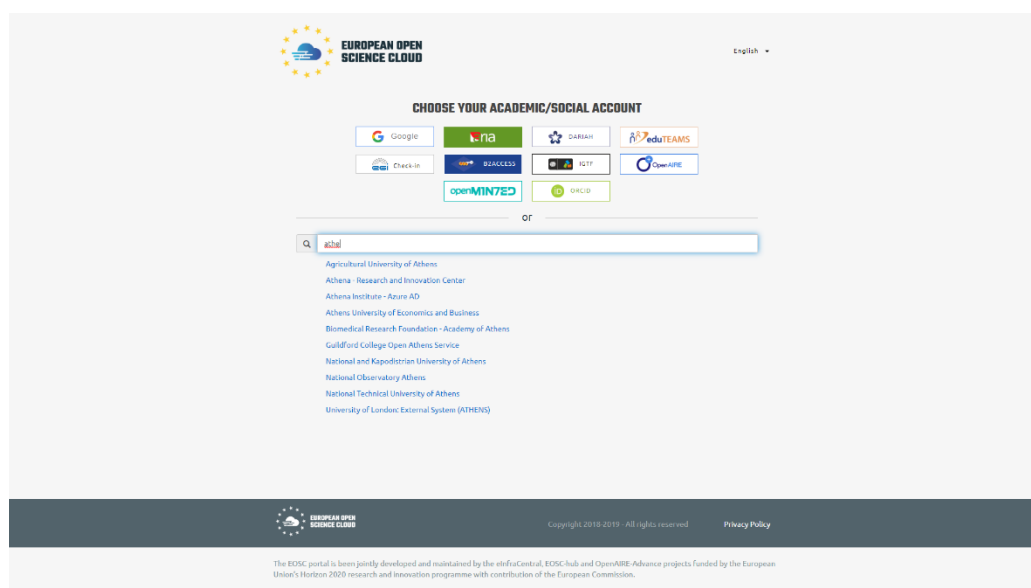
To ensure the quality of the process, both steps need to be approved by the CatRIS portal administrators. As soon as each step is approved (or rejected), the user is notified, and can proceed accordingly. After this two-step SP registration process is completed, the SP user is registered to the portal and can directly register additional services. The following points present this process.

For issues related to the information that needs to be filled in, please contact us in support@catris.eu

For technical issues and questions, please contact us in tech-support@catris.eu

1. Login to the portal.

- a. You will be navigated to EOSC AAI page.
- b. Check within the available list whether your organization is supported by the EOSC AAI and, if so, use your credentials to log in.
- c. If your organization is not supported, you may use another one of the available options, e.g. Google or ORCID.
- d. After logging in, please make sure to complete the registration process in a rational time frame, i.e. 2 hours. Otherwise, your session might expire and, in this case, you might need to restart the process.

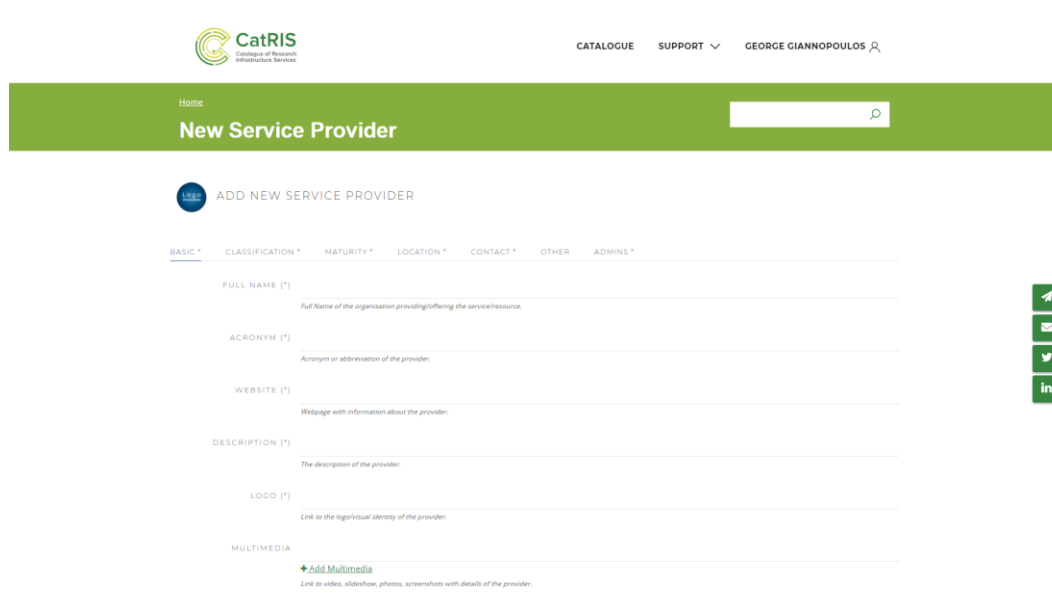


2. When logged in, select “Add New Service Provider”.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824173.

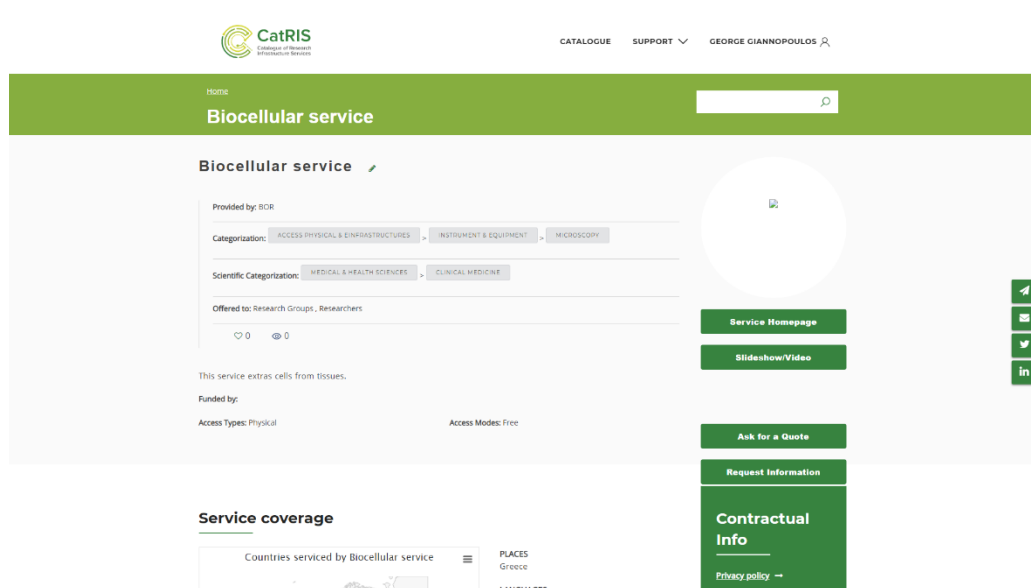
- a. Fill in the form with information about the Service Providing Organization that is being registered and press “Submit”.
- b. Make sure that you have filled in all mandatory fields (marked with *) with information in the proper format (e.g. text, URL, email address).



The screenshot shows the CatRIS website header with the logo, navigation links (CATALOGUE, SUPPORT), and a user profile (GEORGE CIANNOPoulos). Below the header is a green banner with 'Home' and 'New Service Provider' links, and a search bar. The main content area is titled 'ADD NEW SERVICE PROVIDER' and contains a form with several sections: BASIC*, CLASSIFICATION*, MATURITY*, LOCATION*, CONTACT*, OTHER, and ADMIN*. The BASIC* section includes fields for FULL NAME (*), ACRONYM (*), WEBSITE (*), DESCRIPTION (*), and LOGO (*), each with a placeholder text. The MULTIMEDIA section has a link to 'Add Multimedia' and a placeholder text. A vertical sidebar on the right contains social media icons for Facebook, Twitter, and LinkedIn.

- c. If you have filled in all the required fields properly, you will be navigated to the “My Service Providers” page, where your new SP is marked as “pending initial approval”. After your profile gets approved by the portal administrators, you will be notified by email to continue the registration process, as follows.
3. In the “My Service Providers” page, select “+Add service template”.
 - a. Fill in the form about the service that is being registered and press “Submit”.
 - b. Make sure that you have filled in all mandatory fields (marked with *) with information in the proper format (e.g. text, URL, email address).
 - c. If you have filled in all the required fields properly, you will be navigated to the submitted service presentation page.





Home

BioCellular service

Provided by: BCR

Categorization: ACCESS PHYSICAL & INFRASTRUCTURES > INSTRUMENT & EQUIPMENT > MICROSCOPY

Scientific Categorization: MEDICAL & HEALTH SCIENCES > CLINICAL MEDICINE

Offered to: Research Groups, Researchers

Service Homepage

Slideshow/Video

Ask for a Quote

Request Information

Contractual Info

Privacy policy

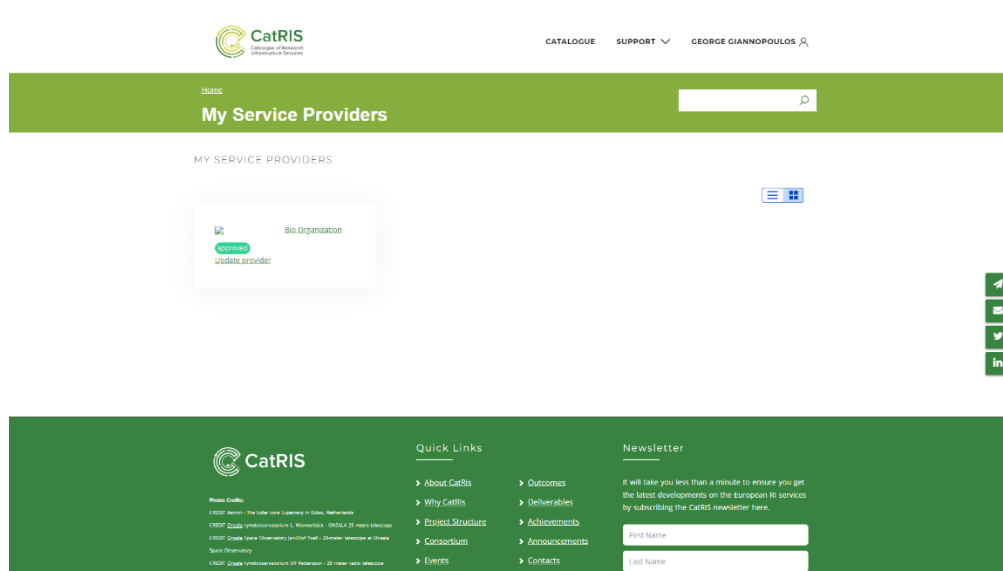
Service coverage

Countries serviced by BioCellular service

PLACES: Greece

LANGUAGES

- d. After the submitted service gets approved by the portal administrators, you will be notified by email and you *are then registered* to the CatRIS portal as a new Service Provider user. Also, you will be able to verify the success of the SP registration process by inspecting that your SP is marked as “approved” in the “My Service Providers” page.



Home

My Service Providers

MY SERVICE PROVIDERS

Bio Organization

approved

Update provider

Quick Links

- About CatRIS
- Why CatRIS
- Project Structure
- Consortium
- Events
- Outcomes
- Deliverables
- Achievements
- Appointments
- Contacts

Newsletter

It will take you less than a minute to ensure you get the latest developments on the European R&I services by subscribing the CatRIS newsletter here.

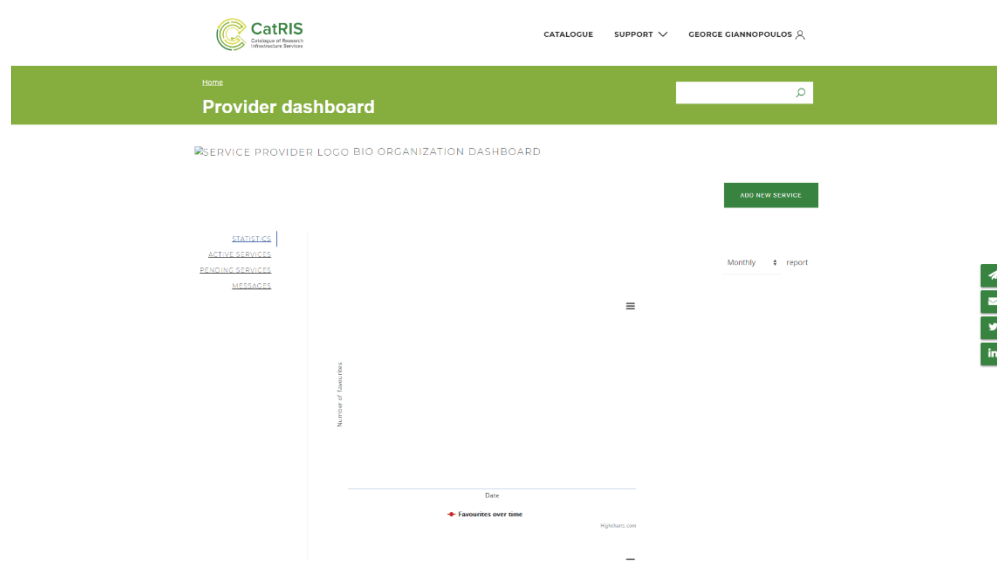
First Name

Last Name

4. Now you can click on your SP and be directed to the SP dashboard page.



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- a. There you can:
- see statistics for your services,
 - add new services, and
 - reach a set of additional functionalities that is constantly being enriched!

