# **PublicnEUro upload instructions**

## A - Registration

Someone from PublicnEUro has to register you on the platform using both your work email and your personnal cell phone number.

Upon registration you will receive an email from Computerrome (<a href="https://www.computerome.dk/">https://www.computerome.dk/</a>) our subcontractor and you will have to set a password. Logging however requires 2 authentification factor and this why we need your cell phone, from which you should receive a 2nd password, each time you loggin (one time password usage).

### B - issue with One-Time-Password

Each time to loggin to computerome you should receive a OTP via text message. With some countries/cell providers, it does not work. In such case, you will have to download and install the Entrust Identity app wich will deliver OTP instead. Instructions for using the app can be found here: <a href="https://www.computerome.dk/wiki/two-factor-authentication-2fa">https://www.computerome.dk/wiki/two-factor-authentication-2fa</a>

## C - Uploading data

1. Connect to <a href="https://www.computerome.dk/">https://www.computerome.dk/</a> and loggin



2. Click on My solutions



3. You can then select to inport data into DELPHI

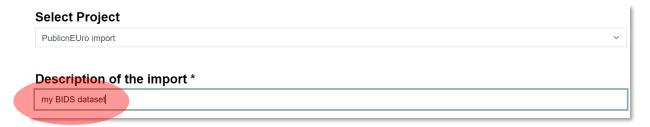


4. Create a new import



There should only one project available to you – PublicnEUro import

Use the same name as in the contract (this can be change since this is just a staging area but it is just simpler to identify your dataset)



5. You can then import and archive (i.e. zip, gzip, tar your BIDS dataset)

IMPORTANT: remember that you MUST have a data user agreement (EU countries) or licence files. The data user agreement MUST be aligned with the contract signed between you and PublicnEUro.



#### D - Issues

For issues for connecting/logging raise a ticket to <a href="mailto:computerome@dtu.dk">computerome@dtu.dk</a>

Any other issue, email your PublicnEUro contact person.