**PublicnEUro upload instructions**

**A – Registration**

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

Upon registration, you will receive an email from Computerrome (<https://www.computerome.dk/>), our subcontractor, and you will have to set a password. Logging, however, requires two authentication factors, and this is why we need your cell phone.

**B – One-Time-Password set-up**

While you can use your cell phone to receive your OTP by text, it can be slow to respond, depending on countries and providers. Our preferred solution is to download and install the Entrust Identity app (get it here for [Android](https://play.google.com/store/apps/details?id=com.entrust.identityGuard.mobile&hl=en) and [iOS](https://apps.apple.com/us/app/entrust-identity/id384717687)), which will secure logging. Instructions for using the app can be found here: <https://www.computerome.dk/wiki/two-factor-authentication-2fa>

**C – Uploading data**

1. Connect to <https://www.computerome.dk/> and loggin



1. Click on My solutions



1. You can then select to inport data into DELPHI

A green background with white text

Description automatically generated

1. Create a new import

A green and white text on a white background

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Fill the information about the dataset (please 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)

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1. You can then import your BIDS dataset by selecting the root folder

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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.

1. Don’t forget to submit

Once uploaded you can check and browse the data, then submit

A screenshot of a phone

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**D – Issues**

For issues for connecting/logging raise a ticket to [computerome@dtu.dk](mailto:computerome@dtu.dk)

Any other issue, email your PublicnEUro contact person.