



ACCOUNT CREATION PROCEDURE

This document describes the procedures used for sharing data between Providers, Users and CEA Neurospin via the *neurospin-cloud* service. The secure cloud service is accessible at <https://neurospin-cloud.cea.fr> and hosts several projects. Each project has a specific web address pointing to the same secure cloud service.

If you have any question about hosted projects you can refer to the following table and use the contact email.

Projects	Contacts	Specific web address
R-LiNK	rlink@cea.fr	https://rlink-cloud.cea.fr
Imagen	imagendatabase@cea.fr	https://neurospin-cloud.cea.fr
Ensemble	ensemble@cea.fr	https://neurospin-cloud.cea.fr
Herby/Biomedes	vincent.frouin@cea.fr	https://radiogenomics-cloud.cea.fr

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Glossary

CEA Neurospin: CEA Neurospin laboratory that operates the service.

Project: collaboration between CEA NeuroSpin and a partner.

Provider: group of persons who provide data to CEA Neurospin on behalf of Projects.

User: a person with a valid account.

Administrator: the administrator of the service, a CEA employee.

Upload, Collected, Share Areas: data storage available from the service.

SOPs: Standard Operating Procedures.

Neurospin Cloud contact email: neurospin-cloud@cea.fr



Introduction

The *neurospin-cloud* service is intended to collect or share data from various projects. The service is accessible at <https://neurospin-cloud.cea.fr> and is built on the NextCloud technology.

➤ Data collection

CEA Neurospin provides to each Provider secure Upload and Collect Areas. The Upload Area is a read/write workspace which aims to contain data that must be uploaded to CEA NeuroSpin. After asynchronous validations based on Standard Operating Procedures (SOPs), these data are integrated in a Collect read only Area. Each Project defines its own upload SOPs that are followed by all the Providers of this latter.

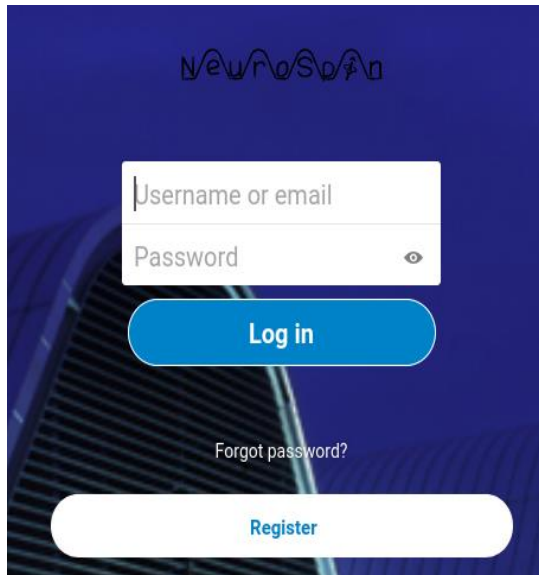
➤ Data sharing or publication

CEA Neurospin provides to each Project secure Share Areas. Each Sharing Area is linked to a Circle used to manage access rights. Thus, an authenticated User can access a specific Sharing Area if he is a member of the associated Circle.

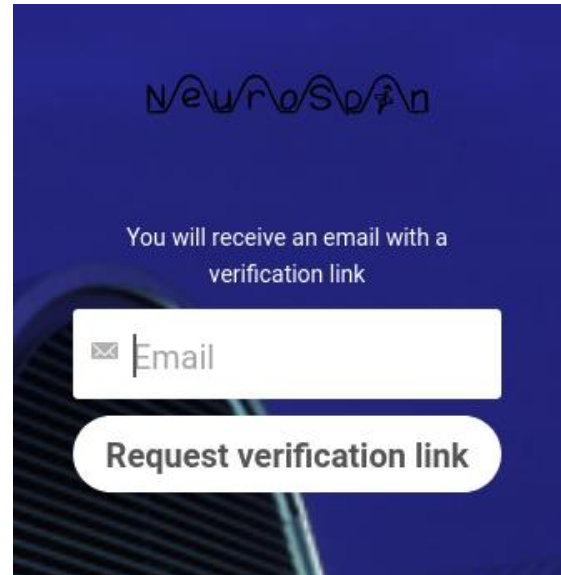


Account creation

- 1. A new User has to register at <https://neurospin-cloud.cea.fr> by clicking the register button. He will next be asked to enter his email. A verification link is sent to the User provided email.



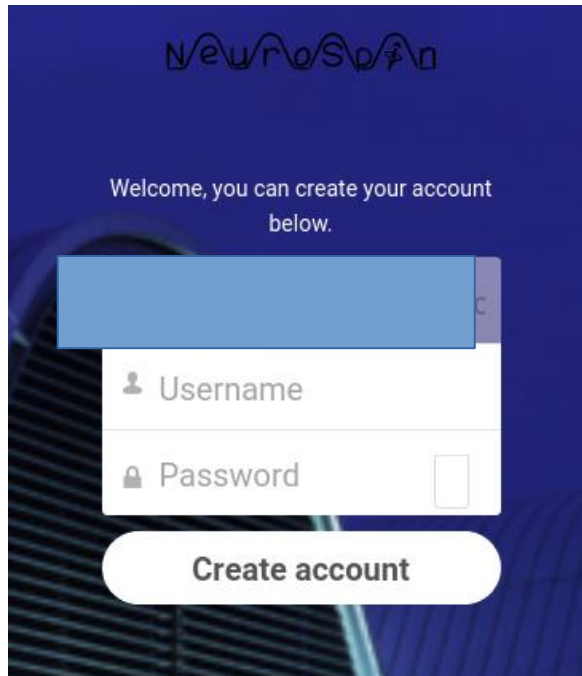
The screenshot shows the NeuroSpin login and registration interface. At the top is the 'NeuroSpin' logo. Below it are two input fields: 'Username or email' and 'Password' (with an eye icon for toggling visibility). A blue 'Log in' button is positioned below the password field. Below the 'Log in' button is a link for 'Forgot password?'. At the bottom is a white 'Register' button.



The screenshot shows the email verification step of the registration process. At the top is the 'NeuroSpin' logo. Below it is the text 'You will receive an email with a verification link'. This is followed by an email input field with an envelope icon and the placeholder text 'Email'. At the bottom is a white button labeled 'Request verification link'.



- **2.** By clicking on the verification link, the User is asked to fill a registration form containing a login and a password. The login is free but we strongly recommend to use lower-case only characters with the first letter of your first name followed by your name (ie., 'John Doe' will use login 'jdoe'). The password must be at least 12 characters in length, with at least one digit, one upper-case character, and one special character.




A screenshot of the NeuroSpin web application's account creation page. The background is dark blue with a faint brain scan pattern. At the top, the 'NeuroSpin' logo is displayed in white. Below the logo, a white text box contains the message 'Welcome, you can create your account below.' In the center, there is a white registration form with two input fields: 'Username' (with a person icon) and 'Password' (with a lock icon and a small eye icon for toggling visibility). Below the form is a white rounded button with the text 'Create account' in black.

- **3.** The account is then pending validation. In order to be validated by the Administrator the User fills the form he received by email, and sends it back to the Administrator at neurospin-cloud@cea.fr.
- **4.** When the User account has been validated by the Administrator, the User receives a welcome email confirming the creation of his account. He will be able to connect to the service but two-factor authentication (2FA) has been enforced for all Users. It adds an additional layer of security to the collected/shared data.

Thus, to log into their account, Users must provide their login, password and an additional PIN code. This PIN code can be generated by a TOTP application on your phone or on your computer. (often a login code which changes every 30 seconds)

Several 2FA applications are available including TOTP. We recommend the use of one of the applications below.

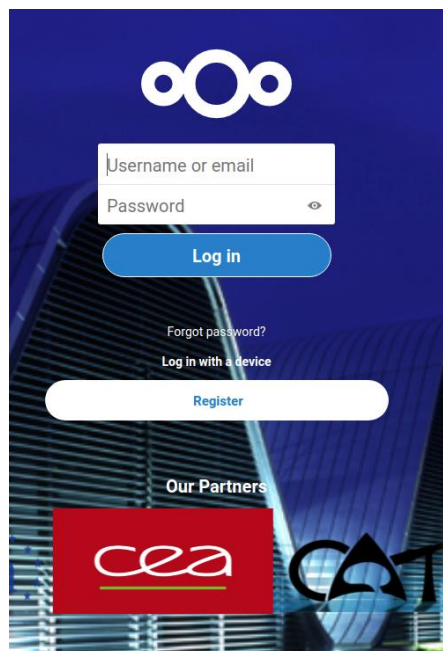


Smartphone	Computer
<p>Google Authenticator</p>  <p>Android Play store : https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en</p> <p>iOS App store: https://apps.apple.com/us/app/google-authenticator/id388497605</p>	<p>Google Authenticator chrome extension :</p> <p>https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooaddinpkbai/related?hl=en</p> <p>Warning : Use the secret code and not the QR code to link your app to the neurospin-cloud (see section <i>first connection</i> below)</p>
<p>Microsoft Authenticator</p>  <p>Android Play store : https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en</p> <p>iOS App store : https://apps.apple.com/us/app/microsoft-authenticator/id983156458</p>	<p>KeePassXC : cross-platform password manager</p> <p>https://keepassxc.org/</p>
<p>TOTP</p>  <p>Android Play store: https://play.google.com/store/apps/details?id=com.authenticator.authservice2&hl=en</p> <p>iOS App store : https://apps.apple.com/us/app/totp-authenticator-fast-2fa/id1404230533</p>	<p>Authy : also available on smartphone (Android and iOS).</p> <p>Linux, macOS, windows : https://authy.com/</p>

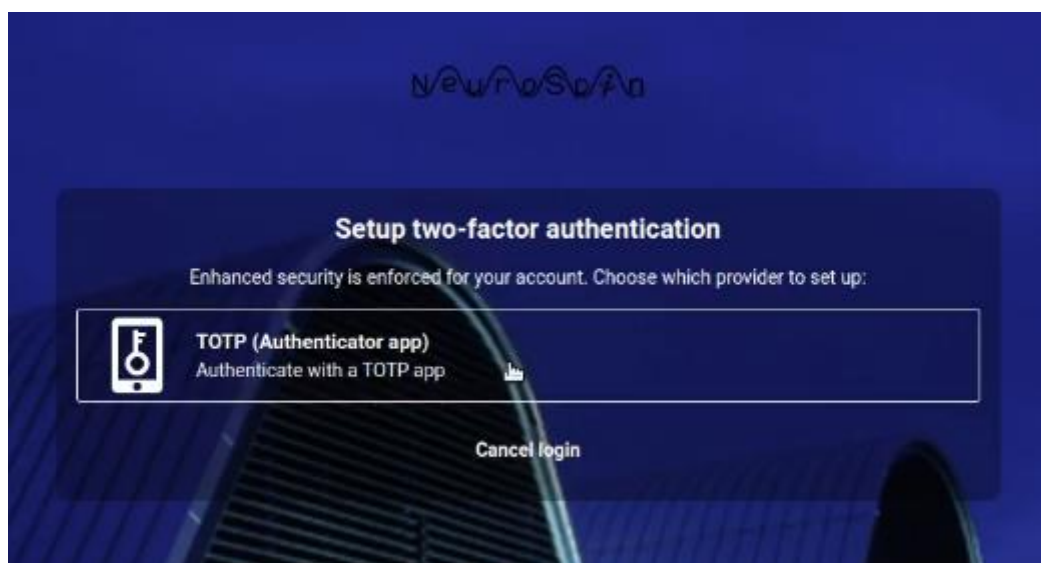


➤ 5. First connection.

The User provides his login and his password.



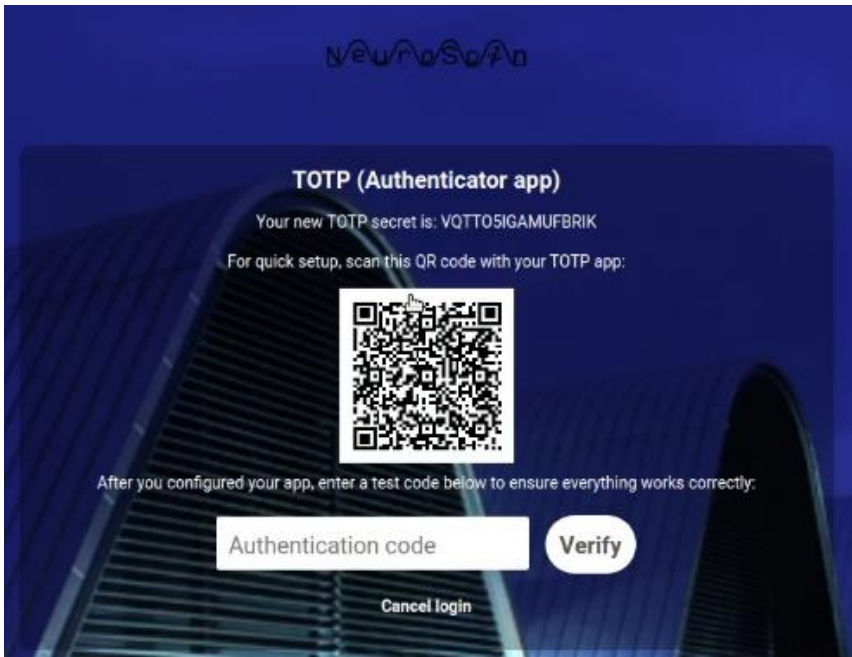
Then, the User has to choose the TOTP Authenticator app by clicking on it.



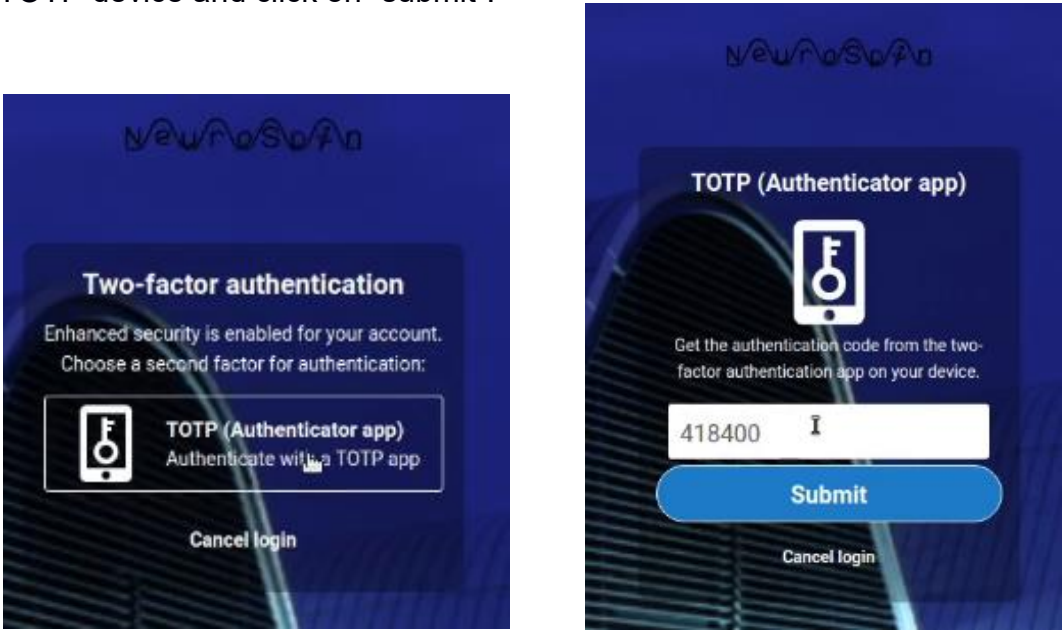
The User will see a secret code and a QR code. The QR code can be scanned by a TOTP application or the User can copy the secret code on his phone TOTP app or on his computer TOTP tool, depending on the app or tool chosen by the User. The chosen device will show the authentication code, that the User must enter in the



"authentication code" field and click on "verify". The Neurospin cloud and the User device are linked.



The User can now select the TOTP authenticator app, enter the code generated by his TOTP device and click on “submit”.



➤ 6. Connexion.

To log into their account, Users must provide their **login**, **password**, click on Log in button, then select TOTP (Authenticator app), finally enter the additional **PIN code** generated by their TOTP device.

➤ 7. In case the User's TOTP device (computer or smartphone) is lost, stolen or changed, the User has to contact neurospin-cloud@cea.fr, the administrator will send to the User a one-time PIN code to allow him to connect to his account to link the Neurospin cloud to his new TOTP device.

