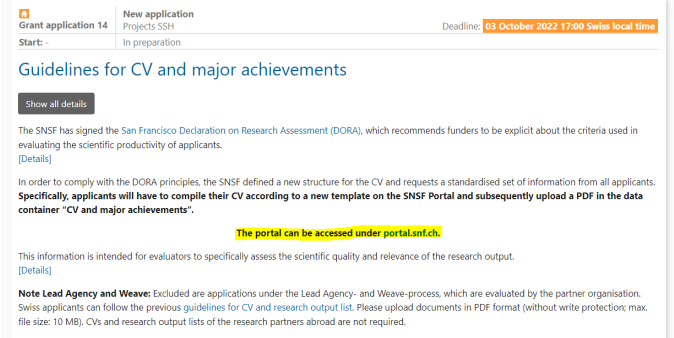
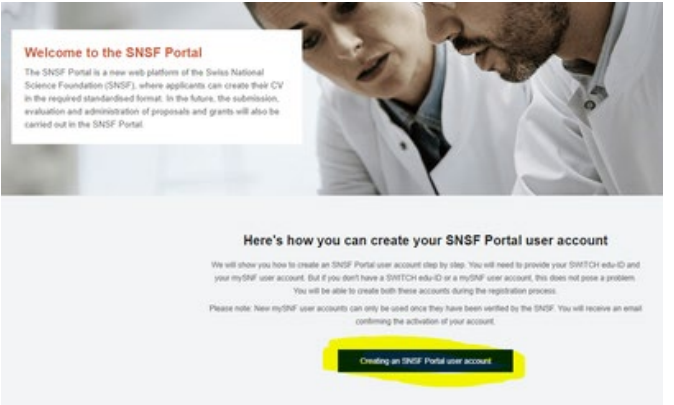
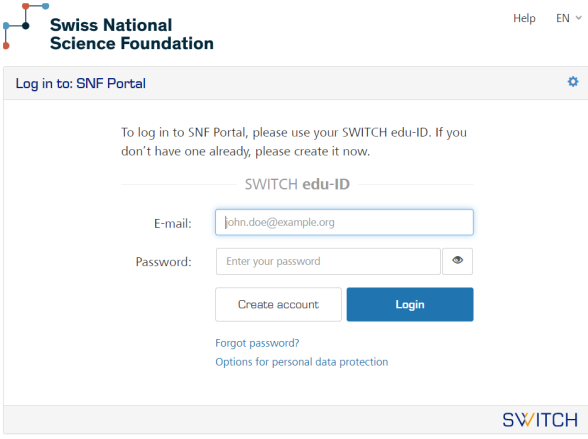
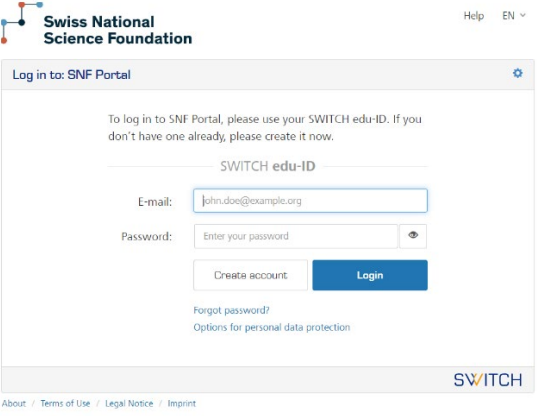


SNF Portal – step-by-step guide for Login procedure

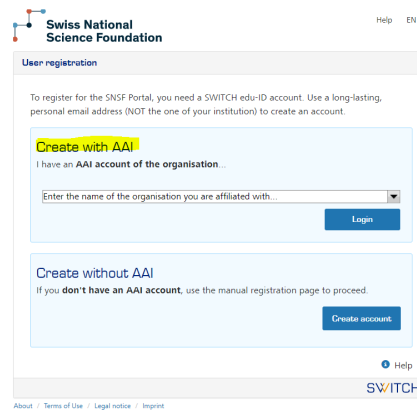
#	Step	Screen
1	Navigate to SNF Portal	<p>https://portal.snf.ch/relationship-management/user-management or via corresponding data container in mySNF:</p> 
2	Create SNF portal user account	

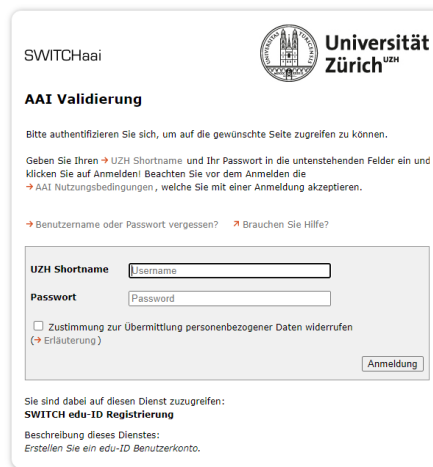
<p>3a</p>	<p>Enter credentials of your existing edu-ID and go to step 4</p>	
<p>3b</p>	<p>If you do not have a SWITCH edu-ID, create one</p>	

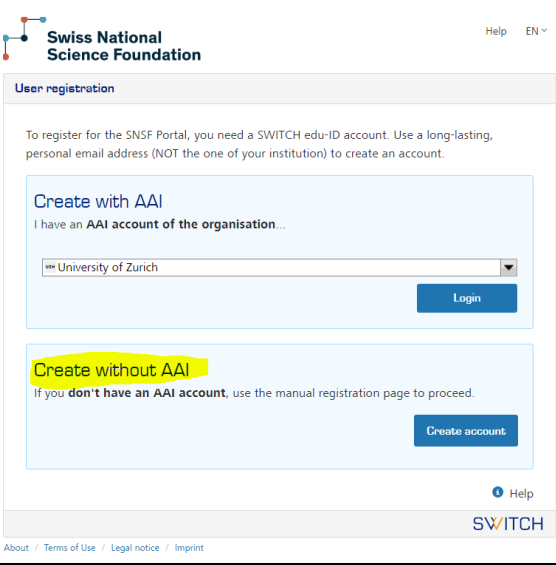
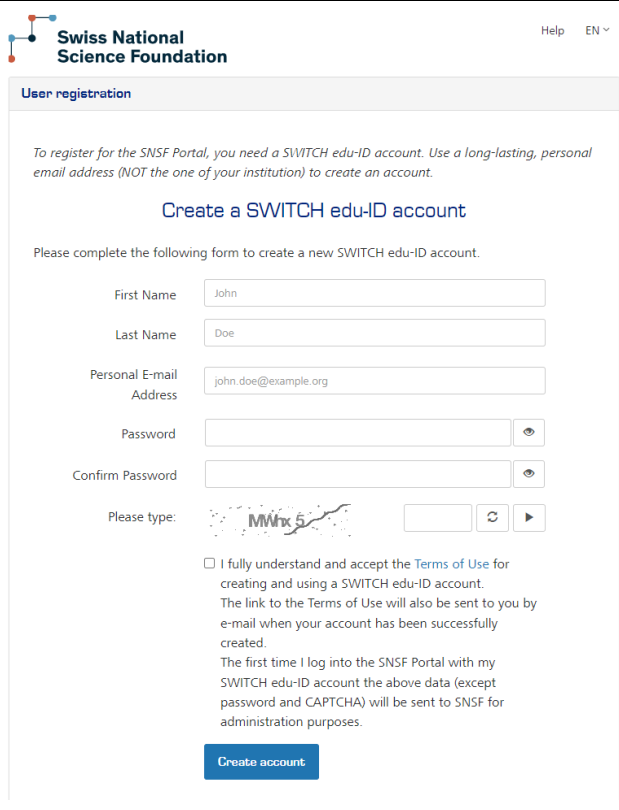
3c


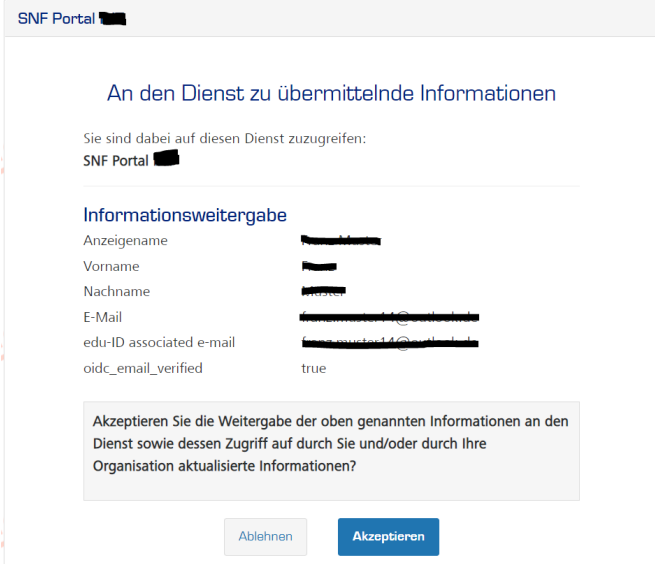
Check if you find your home institution in the dropdown list “create with AAI”.

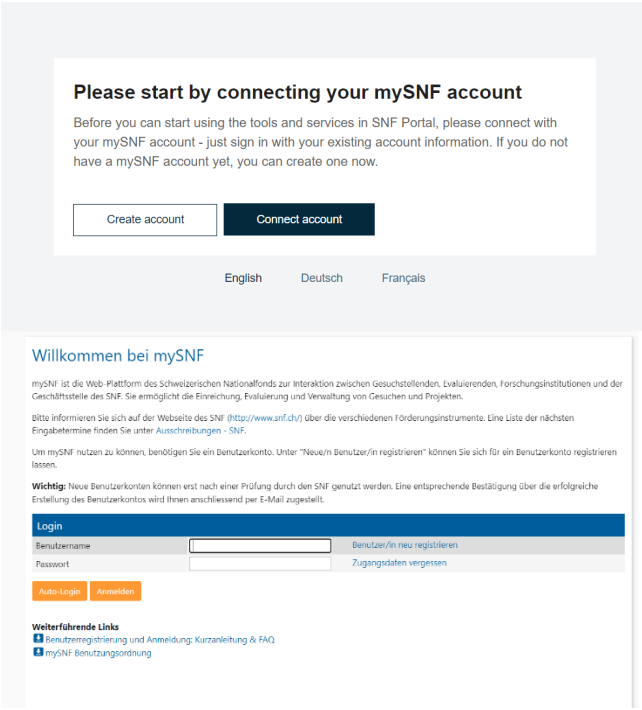
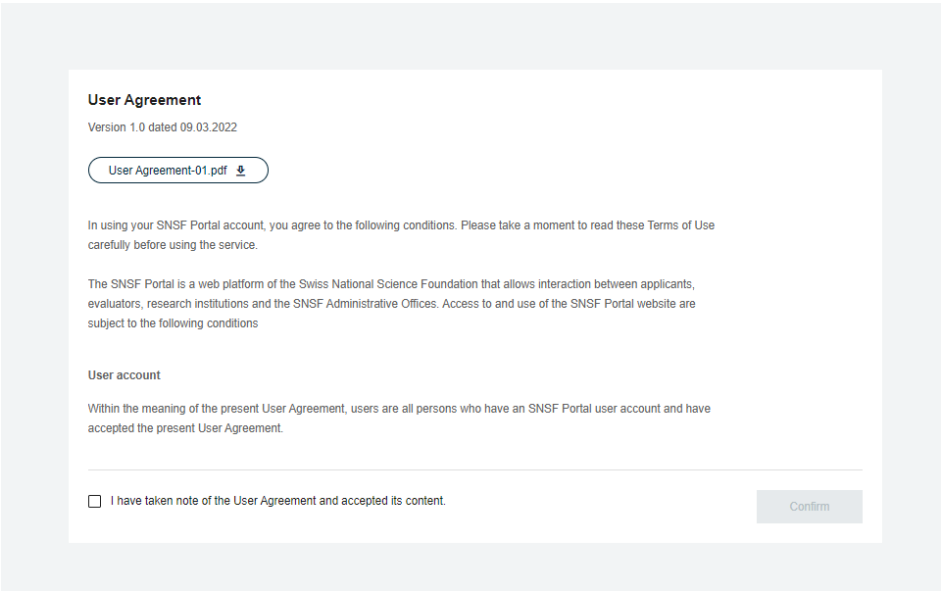
If yes, select and proceed as your home institution asks you (see 2 examples on the right)





<p>3d</p>	<p>If you cannot find your institution in the dropdown list, choose “create without AAI”</p>	 <p>The screenshot shows the 'User registration' page of the Swiss National Science Foundation. It features a dropdown menu for 'Create with AAI' with 'University of Zurich' selected. Below it, the 'Create without AAI' option is highlighted in yellow. The text indicates that users without an AAI account should use the manual registration page.</p>
<p>3e</p>	<p>Follow the steps to create a SWITCH edu-ID account</p>	 <p>The screenshot shows the 'Create a SWITCH edu-ID account' form. It includes fields for First Name (John), Last Name (Doe), Personal E-mail Address (john.doe@example.org), Password, and Confirm Password. There is also a CAPTCHA field and a checkbox for accepting the Terms of Use. A 'Create account' button is at the bottom.</p>
<p>3f</p>	<p>Confirm E-mail (SWITCH sends confirmation E-mail to your E-mail address you have indicated)</p>	
<p>3g</p>	<p>Go back to SNF Portal and Login with SWITCH edu-ID</p>	

<p>3h</p>	<p>Accept SWITCH edu-ID terms of use</p>	 <p>The screenshot shows the 'SWITCH edu-ID Nutzungsbedingungen' page. At the top, there is a red warning box stating: 'This is the test instance of the SWITCH edu-ID service. It is for testing and developing purposes only and it contains only test accounts that can be deleted or changed any time!'. Below this, the title 'SWITCH edu-ID Nutzungsbedingungen' is displayed, followed by 'Version 1.2, publiziert am 30.7.2018'. A section titled 'Änderungen seit Version 1.1' lists a bullet point: 'Die vorliegenden Nutzungsbedingungen referenzieren den Dienstleistungsbeschrieb SWITCH edu-ID'. A welcome message follows: 'Willkommen zur SWITCH edu-ID, der lebenslangen digitalen Identität für Schweizer Universitätsmitglieder, Personen in der Hochschulgemeinschaft und lebenslang Lernenden.' Below the text, there are two buttons: 'Ablehnen' and 'Bestätigen', with a checkbox 'Ich akzeptiere die Benutzerordnung' between them.</p>
<p>4</p>	<p>Accept that SWITCH hands over your first name, name and E-mail to SNF Portal</p>	 <p>The screenshot shows the 'SNF Portal' page with the heading 'An den Dienst zu übermittelnde Informationen'. It states: 'Sie sind dabei auf diesen Dienst zuzugreifen: SNF Portal'. Under the heading 'Informationsweitergabe', a list of fields is shown with their values: 'Anzeigenname', 'Vorname', 'Nachname', 'E-Mail', 'edu-ID associated e-mail', and 'oidc_email_verified' (true). At the bottom, there is a text box asking for consent: 'Akzeptieren Sie die Weitergabe der oben genannten Informationen an den Dienst sowie dessen Zugriff auf durch Sie und/oder durch Ihre Organisation aktualisierte Informationen?'. Below this are 'Ablehnen' and 'Akzeptieren' buttons.</p>

<p>5a</p>	<p>System asks you to connect your mySNF Account</p> <p>If you have a mySNF account choose “connect account”, enter your mySNF credentials and proceed to step 6</p>	
<p>5b</p>	<p>If you do not have a mySNF account yet, create one and follow the steps as indicated</p>	<p>New mySNF accounts require at least 24 hours to be confirmed</p>
<p>5c</p>	<p>Once your mySNF account is confirmed, follow the steps up until 5a and connect your mySNF account</p>	
<p>6</p>	<p>Accept terms of use of SNF Portal</p>	

7	Reach SNF Portal	<div style="border: 1px solid #ccc; padding: 10px;"> <p>CV</p> <ul style="list-style-type: none"> <input type="radio"/> Basic data <input checked="" type="radio"/> Academic age <input type="radio"/> Education / qualifications <input type="radio"/> Employment <input type="radio"/> Major achievements <p style="text-align: center;">Download CV</p> <hr/> <p>Introduction</p> <p>Aim - In order to improve the evaluation of CVs, the SNSF introduced a new, standardised CV format. In the new format, researchers compile their CV in a structured way and present their most important achievements in brief narratives. The achievements need to be substantiated with references to verifiable supporting evidence such as research outputs or works. The new format will ensure a DORA-compliant</p> <p style="text-align: right;">Show more ▾</p> <hr/> <p>Basic data</p> <p>Please note that a personal ORCID Identifier is mandatory. It is possible to import works directly from your ORCID record. Your identifier will be visible on your CV and evaluators will have access to your curated list of works on your ORCID record. As your ORCID ID will be shared with evaluators, the SNSF recommends that your most recent and your most important works are visible on your ORCID ID (click here for more information)</p> <p style="text-align: center;">Connect ORCID ID</p> <p>First name <input style="width: 80px;" type="text"/> Last name <input style="width: 80px;" type="text"/></p> <hr/> <p>Academic Age Calculator</p> <p>The net academic age is defined as the full-time equivalent (FTE) number of years and months the applicant has conducted research in academia after their PhD or equivalent. The net academic age is an important reference value, allowing evaluators to put the major achievements of an applicant in relation to the time spent actively conducting research. While your net academic age will be included in the CV, the type and duration of deductions will not be part of the evaluation. This information will be visible for the Administrative Offices only in view of a plausibility check of your net academic age.</p> </div>
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