

## HOW TO PROCEED ACCESS REQUEST

Before you begin your experiment, **Access Request** must be submitted in due time. You must receive an approval from the corresponding officer prior to your arrival, otherwise you will not be able to enter the laboratory. Once at Elettra, you will be asked for a **valid identification document**, so please remember to bring one with you.

1. Go to [Elettra Virtual Unified Office](#), choose the link **Access requests (only for users)** and then select **[Add new access request]**.

**Access requests to the laboratory (ONLY FOR USERS)**

*You can send your access request via VUO interface without using paper forms. If you are an EU funded user you can also indicate additional data for reimbursement.*

This link for the [access requests](#) to the laboratory is **ONLY FOR USERS**.

2. You should be able to select your proposal code from the drop-down menu, otherwise enter the code NFFA-Trieste Management sent you.

Access request	
Proposal code	▼
Other proposal code	<input type="text"/>
<a href="#">[Save &amp; continue]</a> <a href="#">[Cancel]</a>	

3. Select the proper user type between “**General user**” and “**NFFA funded user**”, then enter your arrival and departure date. If you request an access to Wi-Fi, you will receive an e-mail with the credentials at the end of the procedure.

Access request	
User type:	▼
Arrival date at the facility:	<input type="text" value="dd/mm/yyyy"/> 
Departure date from the facility:	<input type="text" value="dd/mm/yyyy"/> 
Do you want to have access to Wi-Fi on Elettra Campus?:	Yes ▼
<a href="#">[Save &amp; continue]</a> <a href="#">[Cancel]</a>	

4. NFFA funded users will have to add personal data.

Click on **[Add personal data]**. A new window will open to insert the required data.

You must fill all required fields, save it and close the window. Then, click on **[Retry]** link to continue the submission of your access request.

5. At this point, you will be required to enter your **bank account data** and the **identification document** you will be bringing with you (Passport/Identity card/Fiscal code/Visa/Insurance certificate).

If you already entered this data before, select it from the drop-down menu, otherwise you will have to add them.

On “Travel and accomodation reservation data”, select the means of transport you will be using and if you need a single or double room. After the access request submission you will be contacted by Elettra Travel Office to book travel tickets and hotel reservations.

Travel support	
Bank account:	<input type="text"/> <a href="#">[Add bank account]</a>
Document:	<input type="text"/> <a href="#">[Add document]</a>
<b>Travel and accomodation reservation data</b>	
Means of transport:	<input type="text"/>
<i>Specify the latest time by which you wish to arrive.</i>	
Time of arrival	<input type="text" value="hh:mi"/>
<i>Specify the earliest time within which you wish to depart.</i>	
Time of departure	<input type="text" value="hh:mi"/>
Hotel room reservation:	<input type="text"/>
Notes regarding the above:	<input type="text"/>
<a href="#">NFFA Rules &amp; Regulations:</a> Click here, to confirm that you read the regulation for reimbursement of italian users <input checked="" type="checkbox"/>	

[\[Save & continue\]](#) [\[Cancel\]](#)

6. Finally, click on **[Save and submit]** to finalize your access request. You will receive an approval by Elettra User Office as soon as possible.

Please check your spam folder if you can't find the message.