

# Registration process to PUNCH AAI

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# Registration of new users

- Login to PUNCH4NFDI Services and tools should be done preferably via single sign on, which is via PUNCH4-AAI
- For this it is required that all new users register in the PUNCH-AAI
- A description how to do that is shown in the following slides
- Representatives of the PUNCH4NFDI partner institutes need to confirm the registrations

Step 1 & 2:  
browse to <https://login.helmholtz.de/punch>

select your home organisation

PUNCH AAI user's home - Chromium

PUNCH AAI user's home x +

login.helmholtz.de/punch/

Chromium ist nicht als Ihr Standardbrowser festgelegt [Als Standard festlegen](#)

Particles, Universe,  
Nuclei and Hadrons  
for the NFDI



You can log in using your institutional account or another account you have on the web.

-  FH HRZ Darmstadt
-  Hochschule Darmstadt, University of Applied Sciences
-  Technical University of Darmstadt

# Step 3 & 4: login with your organisations IdP and register

The screenshot shows a web browser window with the following details:

- Browser: Chromium
- Page Title: Identity Provider der Hochschule Darmstadt
- URL: sso.h-da.de/idp/profile/SAML2/Redirect/SSO?execution=e1s2

The main content of the page is as follows:

- Logo:** A stylized 'h\_da' logo composed of blue dots.
- Text:** HOCHSCHULE DARMSTADT UNIVERSITY OF APPLIED SCIENCES IT-DIENSTE UND -ANWENDUNGEN
- Section:** Anmelden bei Helmholtz AAI
- Form Fields:**
  - Benutzername:** Input field containing 'hda10110'. To the right are links: > Passwort vergessen? and > Hilfe benötigt?
  - Passwort:** Password input field with masked characters. To the right is a link: > Wortlaut Einwilligungserklärung
- Checkboxes:**
  - Anmeldung nicht speichern
  - Hier können Sie die an Dienst zu übermittelnden Informationen einsehen, die entweder aufgrund einer von Ihnen erteilten Einwilligung oder einer anderen gesetzlichen Grundlage übermittelt werden. Liegt eine Einwilligung von Ihnen vor, kann sie durch Anklücken der Checkbox für die Zukunft widerrufen werden.
- Button:** A red button labeled 'Anmelden'.
- Footer:**
  - HELMHOLTZ** RESEARCH FOR GRAND CHALLENGES
  - AAI für die Verwendung der Helmholtz Cloud Dienste

At the bottom of the page, there is a footer with the text: © Hochschule Darmstadt 2021 | Impressum | Nutzungsbedingungen | Datenschutzerklärung

Step 3&4: if your Home institute does not provide IdP functionality choose social IdPs  
you can choose Orcid, github, (Google) ...



Login to PUNCH AAI user's home

You can log in using your institutional account or another account you have on the web.



Login to PUNCH AAI user's home

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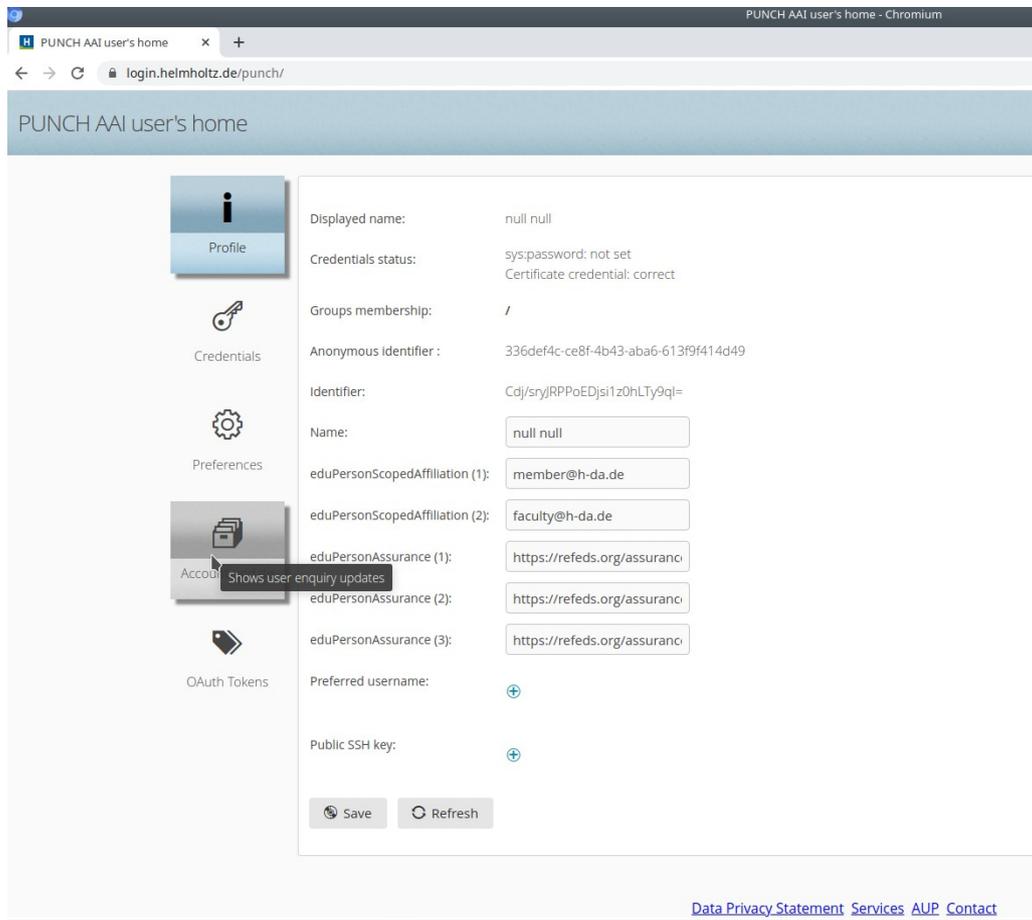


Login to PUNCH AAI user's home

You can log in using your institutional account or another account you have on the web.



# Step 5: press „Account Update“



The screenshot shows a web browser window with the URL `login.helmholtz.de/punch/`. The page title is "PUNCH AAI user's home". On the left sidebar, there are five menu items: Profile, Credentials, Preferences, Account, and OAuth Tokens. The "Account" item is highlighted with a tooltip that says "Shows user enquiry updates". The main content area displays user profile information and fields for updates.

Displayed name:	null null
Credentials status:	sys:password: not set Certificate credential: correct
Groups membership:	/
Anonymous identifier :	336def4c-ce8f-4b43-aba6-613f9f414d49
Identifier:	Cd/sryJRPoEDjsi1z0hLTy9qI=
Name:	<input type="text" value="null null"/>
eduPersonScopedAffiliation (1):	<input type="text" value="member@h-da.de"/>
eduPersonScopedAffiliation (2):	<input type="text" value="faculty@h-da.de"/>
eduPersonAssurance (1):	<input type="text" value="https://refeds.org/assuranc"/>
eduPersonAssurance (2):	<input type="text" value="https://refeds.org/assuranc"/>
eduPersonAssurance (3):	<input type="text" value="https://refeds.org/assuranc"/>
Preferred username:	<input type="button" value="⊕"/>
Public SSH key:	<input type="button" value="⊕"/>

At the bottom of the main content area, there are two buttons: "Save" and "Refresh".

[Data Privacy Statement](#) [Services](#) [AUP](#) [Contact](#)

# Step 5:

if you encounter this:  
remove last request and create a new one

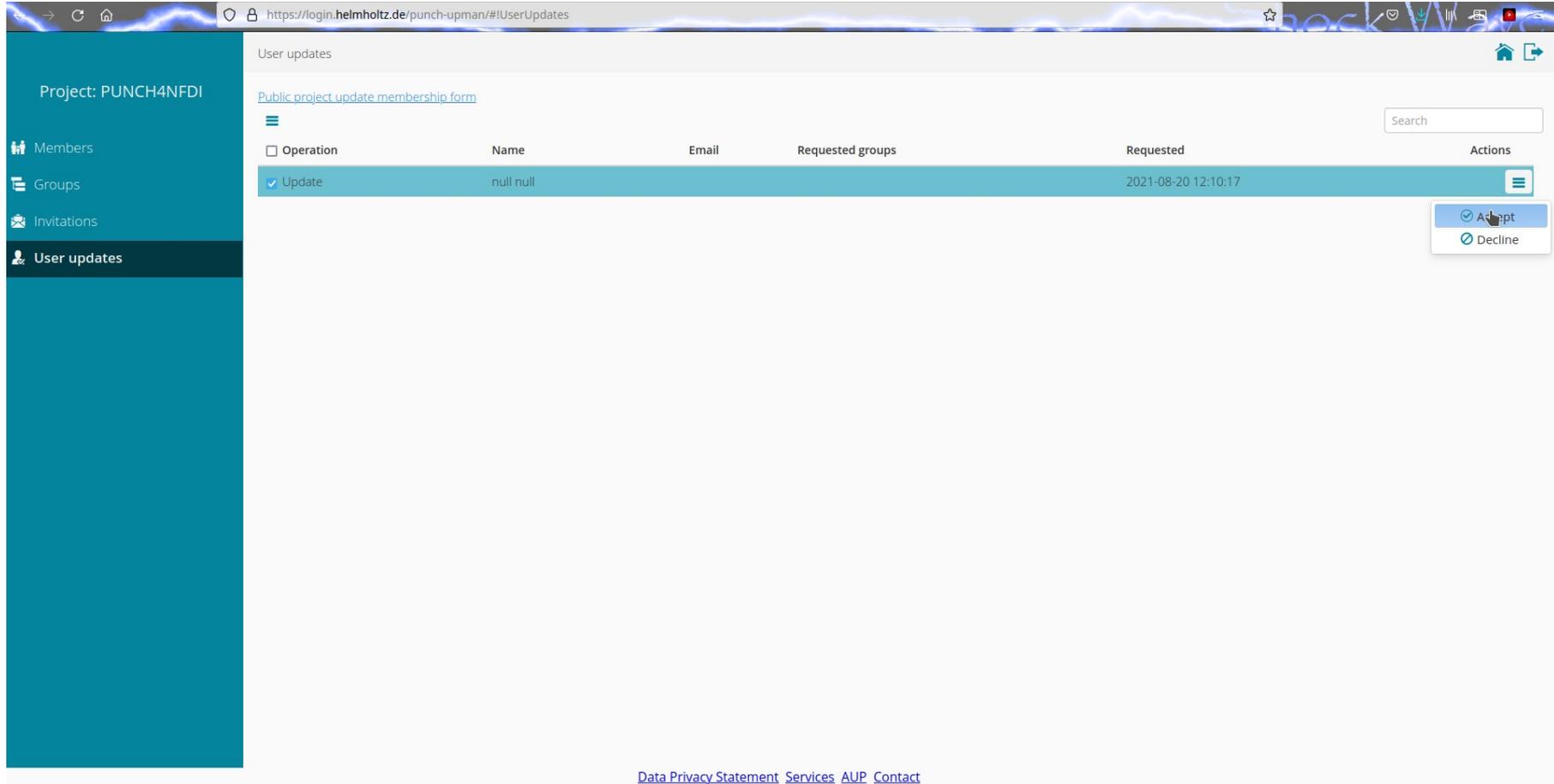
The screenshot shows a web browser window with the address bar displaying 'login.helmholtz.de/punch/'. The page title is 'PUNCH AAI user's home'. On the left side, there is a vertical navigation menu with icons and labels: 'Profile' (person icon), 'Credentials' (key icon), 'Preferences' (gear icon), 'Account update' (document icon, highlighted with a blue background), and 'OAuth Tokens' (key icon). The main content area features a large white box with the heading 'Update PUNCH4NFDI membership'. Below the heading, it states: 'You have already filled this enquiry form, but you can remove the last request and create a new one.' A blue button with the text 'Remove last request and create a new' is positioned below this text. At the bottom of the page, there are links for 'Data Privacy Statement', 'Services', 'AUP', and 'Contact'.

# Step 6: submit your request

The screenshot shows a web browser window with the following elements:

- Browser Tab:** PUNCH AAI user's home
- Address Bar:** login.helmholtz.de/punch/
- Page Header:** PUNCH AAI user's home
- Left Navigation Menu:**
  - Profile (info icon)
  - Credentials (key icon)
  - Preferences (gear icon)
  - Account update** (document icon, highlighted)
  - OAuth Tokens (key icon)
- Main Content Area:**
  - Form title: Update PUNCH4NFDI membership
  - Form content: A large empty rectangular box.
  - Form action: A blue 'Submit' button with a mouse cursor over it.
- Page Footer:** [Data Privacy Statement](#) [Services](#) [AUP](#) [Contact](#)

# Step 7: the PUNCH4NFDI AAI admins and site representatives need to confirm the request



The screenshot shows a web browser window with the URL <https://login.helmholtz.de/punch-upman/#!UserUpdates>. The page title is "User updates". On the left, there is a sidebar with the following items: "Project: PUNCH4NFDI", "Members", "Groups", "Invitations", and "User updates" (which is highlighted). The main content area has a search bar and a table with the following columns: "Operation", "Name", "Email", "Requested groups", "Requested", and "Actions". There is one row in the table with the following data: "Update", "null null", "", "", "2021-08-20 12:10:17". An "Actions" menu is open for this row, showing "Accept" and "Decline" options.

Operation	Name	Email	Requested groups	Requested	Actions
<input checked="" type="checkbox"/> Update	null null			2021-08-20 12:10:17	<a href="#">Accept</a> <a href="#">Decline</a>

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