



eunethta
EUROPEAN NETWORK FOR HEALTH TECHNOLOGY ASSESSMENT

EUnetHTA ID

User manual

About this document

Version	Date	Creator	Comment
1.0	2019-02-27	Patrice Chalon	
1.1	2019-03-27	Patrice Chalon	Update URL and screenshots

This document has been created in the context of the activity 6B9 of Work Package 6 of the EUnetHTA Joint Action 3.

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Introduction

What is the EUnetHTA ID

The EUnetHTA ID is a unique login and password allowing to access different online tools developed by EUnetHTA. (POP database EVIDENT database, ...)

Where to get support?

The main contact for user management is the EUnetHTA Secretariat eunetha@zin.nl

How to access the EUnetHTA ID manager

Login

1. Go to the EUnetHTA ID manager site (<https://id.eunetha.be/>)
2. Provide your login
3. Provide your password

PLEASE USE A STRONG PASSWORD¹

4. Click on [Sign in]

Log out

WHEN YOU FINISH YOUR SESSION, IT IS ESSENTIAL TO LOG OUT.

1. Click on “Logout”

¹ A strong password should be 12 characters and combine capitals, small letters, numbers and special characters

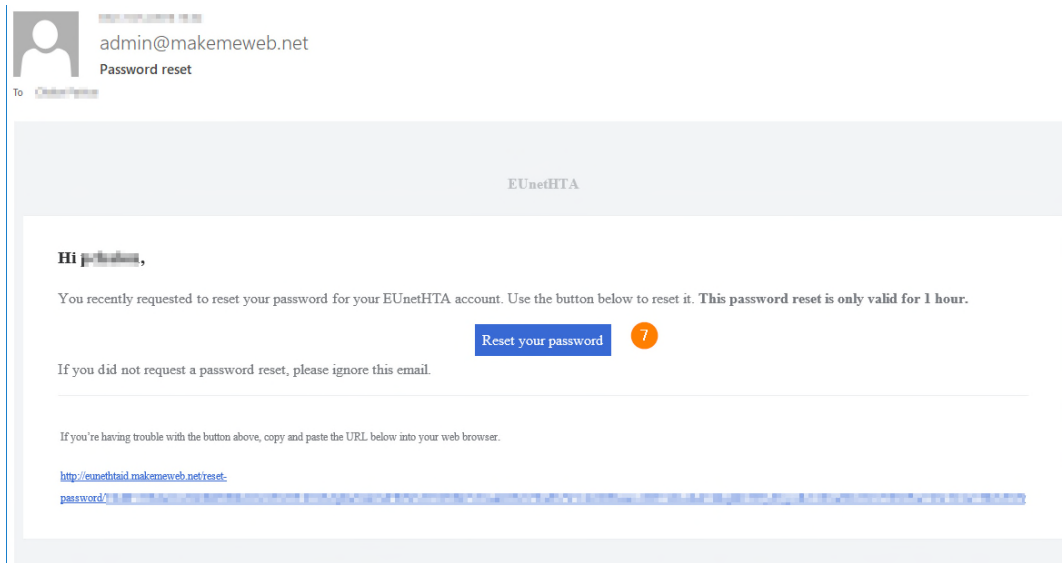
How to get a Password reminder?

The screenshot shows the EUnetHTA ID manager website. At the top, there is an orange header with the EUnetHTA logo and the text "EUROPEAN STRATEGY FOR HEALTH TECHNOLOGY ASSESSMENT". Below the header, there is a navigation bar with "EUnetHTA ID manager" on the left and "Home", "About", "FAQ", and "Contacts" on the right. The main content area has a heading "Welcome to the EUnetHTA ID manager" and a sub-heading "The EUnetHTA ID manager allows you to check your EUnetHTA ID profile, change your password or reset your password. For more information, see the [FAQ section](#)". There is a small graphic of a 2014 ID card. Below this, there are two tabs: "Log in" and "Reset your password". The "Reset your password" tab is selected and has a red circle with the number "2" next to it. The "Reset your password" form is displayed, with the title "Enter your user login and email". It has two input fields: "LDAP Username" and "LDAP Email". The "LDAP Username" field has a red circle with the number "3" next to it. The "LDAP Email" field has a red circle with the number "4" next to it. Below the input fields is an orange button labeled "Send recovery email" with a red circle with the number "5" next to it. At the bottom of the form is a link "Back to login".

1. Go to the EUnetHTA ID manager site (<https://id.eunetha.be/>)
2. Click on the Tab "Reset your password"
3. Provide your login
4. Provide your e-mail (the professional e-mail provided to EUnetHTA)
5. Click on [Send recovery email], a confirmation will appear on the screen

✓ A mail has been sent to your address email with a link to reset your password.

6. Check your mailbox for an e-mail coming from admin@makemeweb.net entitled "Password reset" (if necessary, check your spam box)



7. Follow the link provided in the mail

<IMAGE>

8. When at the ID manager, provide a new password

PLEASE USE A STRONG PASSWORD²

² A strong password should be 12 characters and combine capitals, small letters, numbers and special characters

How to edit my profile?

1. Identifier: this is an automatic field you cannot change
2. Organisation: this is a field you cannot change yourself, please ask SECRETARIAT for any change
3. E-mail: this is a field you cannot change yourself, please ask SECRETARIAT for any change

NB THE E-MAIL ADDRESS MUST BE A PROFESSIONAL ADDRESS

4. First name: Edit your first name
5. Last name: Edit your last name
6. Password: edit your password

PLEASE CHOOSE A STRONG PASSWORD³

7. Confirm the password
8. Click on [Save] to update your information

9. When done, click on "Logout" to leave your session

³ A strong password should be 12 characters and combine capitals, small letters, numbers and special characters