

Registration and login of an external International Collaboration Teamroom (ICT) user

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1. General overview

This document describes the registration and login procedure for external ICT users of the ELAK network.

External ICT users may access predefined documents in the ELAK network even if they have not been regular ELAK users before.

In order to do so, they have to be invited to a joint teamroom, the International Collaboration Teamroom. If you are invited, you will receive an e-mail with your invitation to join the ELAK network and with two links, one to open the respective teamroom and the other one to register. For details please see chapter 2.

Once you have been successfully registered for the ELAK network, you login via multi factor authentication. The login procedure is described in detail in chapter 3.

In order to be able to read and process documents once you are logged in to the ELAK network, you will need to install a special plugin for your web browser. The downloads and settings required in this context are described in this document.

2. ICT user registration

1. Once an external ICT user has been created for you in the ELAK network, you will receive an e-mail at the address that has been entered when your user was created. This e-mail will contain the registration link and the link to the International Collaboration Teamroom to which you have been invited.

E-MAIL MESSAGE

Hello!

In order to simplify our collaboration I would like to invite you to Fabasoft eGov-Suite. In this trusted and reliable environment we will be able to exchange data and create joint work results.

Best regards,

ELAK BFÜ Patrick Neuzil MSc.

Collaboration links:

[Mail-Test](#)

Link to Registration:

[Registration](#)

Please do not reply to this message. E-mails sent to this address will not be answered.

Note: The sender of the e-mail will be "fscadmin@elak.gv.at" and the name of the teamroom will be used as reference. (If you have not received an e-mail, please also check your spam folder.)

2. To start registration, please click "Registration" in the e-mail received.

Link to Registration:

[Registration](#)

3. The following page will open in your standard web browser:

BRZ ELAK - password change

User name

 max.mustermann@brz.gv.at

Request confirmation key

4. Please enter your e-mail address in the field "User name" and confirm your entry by clicking the button "Request confirmation key".

BRZ ELAK - password change

User name

 max.mustermann@brz.gv.at

Request confirmation key


5. You will receive another e-mail with your confirmation code. Please note that this code is valid for a maximum of ten minutes:

```
Hello,  
at 11:36:43 you requested a confirmation code for changing the password of your account [REDACTED] :  
[REDACTED]  
  
The code is valid for a maximum of 5 minutes.  
  
Should you have questions or problems, please contact us.  
With best regards,  
BRZ GmbH
```

6. At the same time you will be redirected to below page:

BRZ ELAK - password change

User name

 max.mustermann@brz.gv.at

New password [Requirements]



Confirm new password



Confirmation code

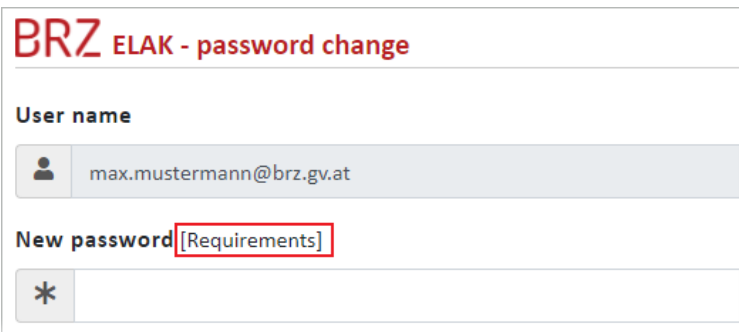


Change

You will shortly receive an email with your confirmation code. Please enter this code in the field above and finalize the password change by clicking "change".


Your user name and the e-mail address provided by you for the purpose of information has been set as your ICT user identification and is shown in the form.

Enter your new password into the field "New password" and repeat the password in the field "Confirm new password". Password requirements may be obtained by clicking "Requirements".




BRZ ELAK - password change

User name

 max.mustermann@brz.gv.at


New password [Requirements]



7. Please copy the confirmation code you will have received via a second e-mail into the field "Confirmation code" and finalize the change by clicking the button "Change". If you have not received an e-mail, please also check your spam folder.

BRZ ELAK - password change

User name

 max.mustermann@brz.gv.at


New password [Requirements]

*

Confirm new password

*

Confirmation code

 ea582387-0729-43ac-9e98-f63703c0b4b9

Change

You will shortly receive an email with your confirmation code. Please enter this code in the field above and finalize the password change by clicking "change".

3. Login for external ICT users

1. To log in, you need the e-mail received at the very beginning, when you registered. This e-mail contains the link to the teamroom enabled for you. You may also store this link in your browser favorites or file it in your ELAK desk.

Collaboration links:

[Mail-Test](#)

2. When clicking the link, the login template for the ELAK network pops up in your standard browser. It contains the following fields:
 - Mail address (the e-mail address you used when you registered)
 - Password (as defined by you)

Please enter the requested data into the respective fields and confirm by clicking „Submit“.

BRZ

Login

Mail address:

Password:


Submit

Manual



- When the next window opens, please enter the 8-digit one-time password that you receive immediately via a text message on your mobile. Finalize login by clicking "Submit".

BRZ

 challenge

Password

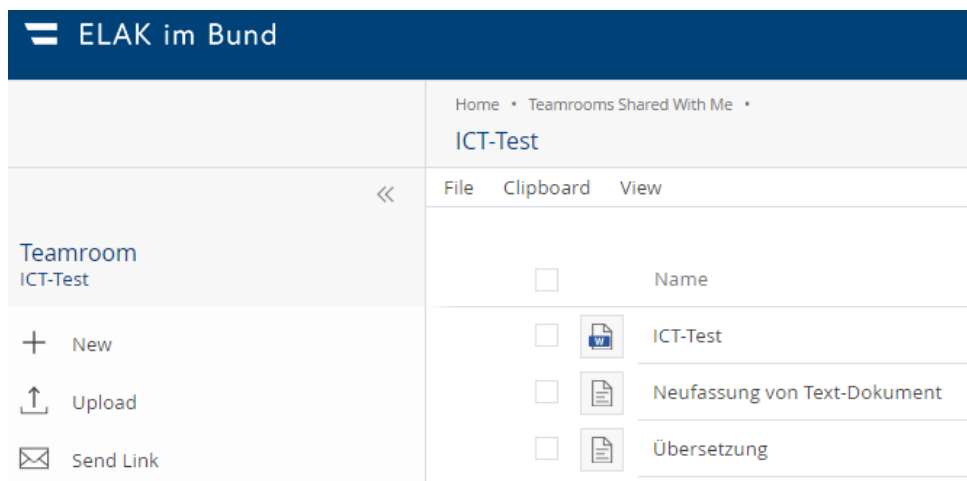
Submit

Manual



- The enabled ELAK network teamroom will open upon successful login and you will have access to the teamroom contents.





5. Alternatively, you may also log in via the following link:

<https://eib.elak.gv.at/fsc>

In this case, you will not access the ICT teamroom directly, but your home screen will be opened. Via the “Teamrooms Shared With Me” widget you may access your teamroom. Should you participate in more than one teamroom, they will be automatically displayed in the “Teamrooms Shared With Me” widget. You will still only need this one single access.

