

# Short User Guide for the ATHENE Intranet

The ATHENE Intranet is the internal collaboration platform for ATHENEians. It provides you with updates and news, for example on internal meetings and deadlines. You can access important resources such as templates for ATHENE proposals, general information about ATHENE, and log into central services like Nextcloud, GitLab and to ATHENE email accounts.

The ATHENE Intranet is open for all ATHENEians, i.e., all persons that are involved in ATHENE research and development projects from all organizations participating in ATHENE (“Mitwirkende in ATHENE”).

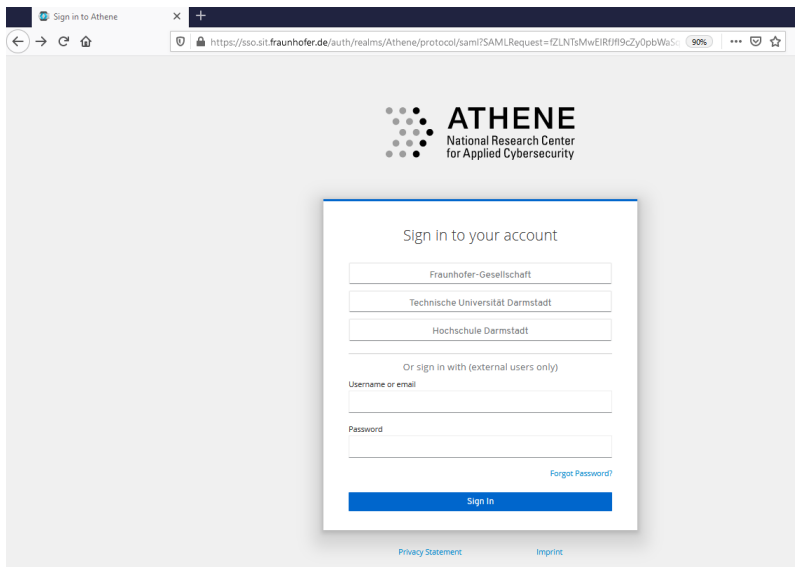
To access the Intranet, please follow the instructions below. In case of feedback or questions, please contact the email address given in Section “Support”.

## Login

If you are an ATHENE PI, then you can access the Intranet immediately without the need to register. In this case, please follow the steps below. Otherwise (i.e., you are not an ATHENE PI and you are accessing the ATHENE Intranet for the first time), please read first Section “Registration / New User”; see section below after this section.

**Remark for ATHENE PI:** Although there is no need for you to register personally, your research assistants (“wissenschaftliche Mitarbeiter”) require one single click from you for their registration. For the completion of their registration, you will receive an email containing a link. By clicking on the link, you confirm that your research assistants should be granted access to the ATHENE Intranet.

1. **Go to the Intranet website: <https://intranet.athene-center.de/>**  
⇒ you will be directed to the Intranet login
2. **Select your home organization**

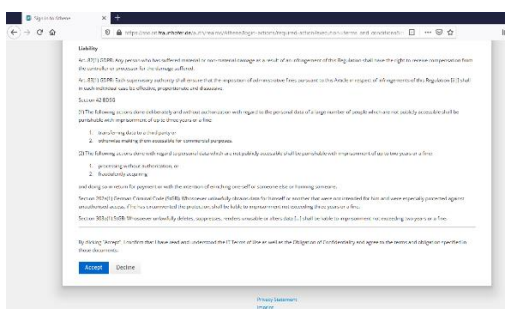
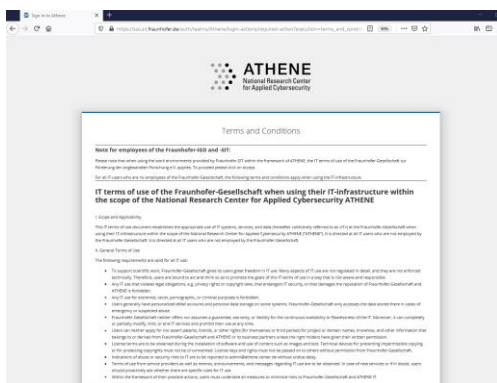


3. **Sign-in with the credentials of your organization (please see below)**

For logging in into the ATHENE Intranet please use the credentials of your home organization. The mechanism is similar to what you may know from Eduroam. Your credentials are sent to your home organization. Access to the Intranet requires positive verification by your home organization. Thus, access is only possible if you have a valid account at your home organization.

<b>Fraunhofer SIT &amp; IGD</b>	Login with Smartcard (recommended): Smartcard + PIN
	Login without Smartcard: User-ID = complete SIT or IGD email address Password = primary Fraunhofer password
<b>TU Darmstadt</b>	Username: TU-ID Password: TU-ID password Further details: <ul style="list-style-type: none"> <li>• <a href="https://www.hrz.tu-darmstadt.de/services/it_services/tu_id/sso_1/index.de.jsp">https://www.hrz.tu-darmstadt.de/services/it_services/tu_id/sso_1/index.de.jsp</a></li> </ul>
<b>Hochschule Darmstadt</b>	Username: HDA Benutzer-ID oder Stud-ID Password: HDA password

#### 4. Accept the IT Terms of Use AND the Obligation of Confidentiality (including Annex)



You will need to accept this only once.

*Note:* For employees of the Fraunhofer-Gesellschaft the *IT Terms of Use* of the Fraunhofer-Gesellschaft apply. You acknowledge this by clicking on “Accept”.

#### 5. Access the Intranet

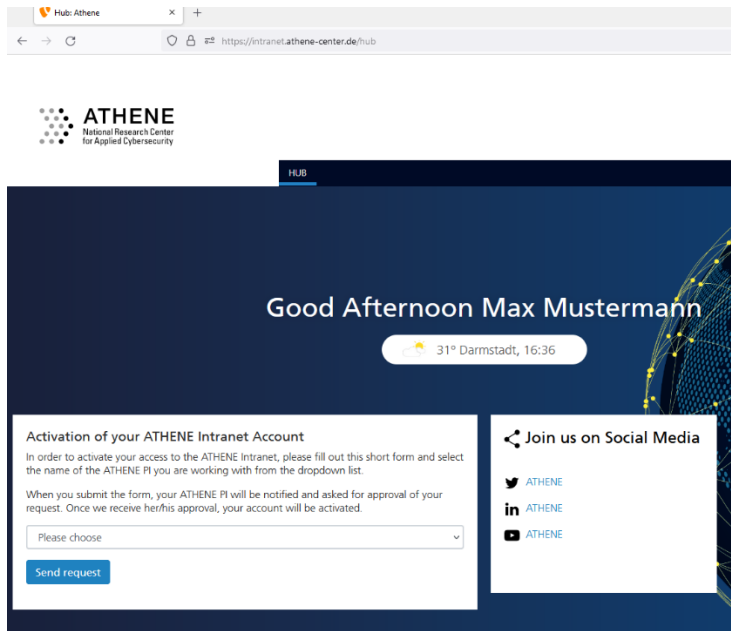
You can now use the ATHENE Intranet.

### Registration / New User

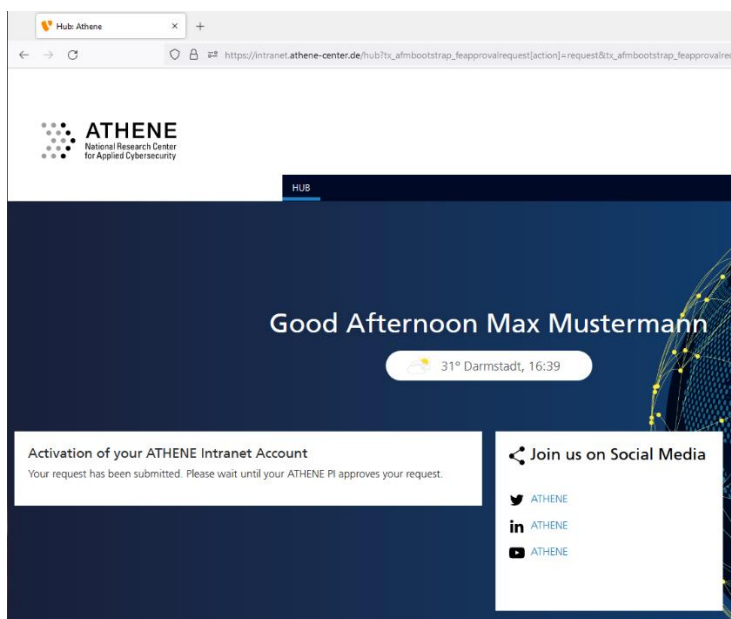
Only authorized persons can access the ATHENE Intranet. Thus, you need to register as a new user first. Since all ATHENE PI are already known to the ATHENE Office, the ATHENE Office has pre-registered them.

Steps 1 to 4 for the registration of a new user are equal to steps 1 to 4 for login (Section “Login”).

1. Go to the Intranet website: <https://intranet.athene-center.de/>  
 ⇒ you will be directed to the Intranet login
2. Select your home organization
3. Sign-in with the credentials of your organization
4. Accept the IT Terms of Use AND the Obligation of Confidentiality (including Annex)
5. Enter the requested details on the ATHENE PI you are working with  
 Please choose the PI’s name from a pre-defined list and press send.



After selection of your ATHENE PI and having send your activation request successfully you are informed about the status.



**What happens in the background?** After pressing the send button the system sends an email to the selected ATHENE PI in order to confirm that you should be granted access to the ATHENE Intranet. The ATHENE PI gives her/his confirmation by just clicking on a link contained in the email.

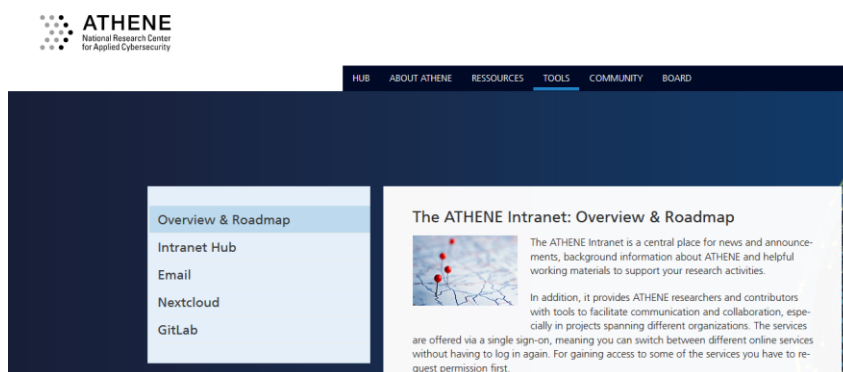
**Why do we need approval?** We do not know all research assistants (“wissenschaftliche Mitarbeiter”) working with ATHENE PIs. Your PI’s approval serves as trust anchor for us that you have a legitimate interest to access the ATHENE Intranet.

- You will receive an email after your ATHENE PI has given her/his confirmation. Then you can login to the Intranet. You will also receive a notification if your request was rejected by the ATHENE PI.**

## Additional Services

As registered user of the ATHENE Intranet, you can access additional services that support collaboration within and between ATHENE research projects without a separate account or login. Currently you can access Nextcloud or GitLab this way. In addition, you can also request an ATHENE email account.

- Go to the tab „Tools“**



- Choose the Service**

Currently the following services are available:

### Nextcloud (automatically available)

Nextcloud enables file sharing. If you are not familiar with Nextcloud, please take a look at our short ATHENE Nextcloud User Guide for your first steps. This document is offered for download in the Nextcloud section under the Tools tab.

In addition to file sharing, the ATHENE Nextcloud allows you to open and edit office documents such as text documents, spreadsheets, and presentations directly in the cloud environment. This is enabled through the integration of the Open-Source office suite *ONLYOFFICE*.

Nextcloud can also be accessed via: <https://sharing.athene-center.de/> using the ATHENE SSO details (see Step 2 of Section “Login”).

### GitLab (available upon request)

GitLab can also be accessed via <https://git.athene-center.de/> using the ATHENE SSO details (see Step 2 of Section “Login”).

ATHENE email account (available upon request)

You may request an ATHENE email address ([firstname.lastname@athene-center.de](mailto:firstname.lastname@athene-center.de)) through the Intranet.

**1. Go to „[Tools/Email](#)“ on the Intranet for more information**

You can set your ATHENE email up as a regular Exchange mailbox or as a redirect to an existing Fraunhofer, TU or HDA email address. The mailbox can be accessed via your email desktop client or via the Outlook Web App at <https://mail.athene-center.de/owa/>. A step-by-step guide for ATHENE Email is also available in the Intranet.

## Log off / Ending your SSO Session

There are two ways to log off from the ATHENE Intranet, i.e., to end your ATHENE SSO session.

**1. Close your browser**

*Note:* By only closing the respective tab, you can log off an individual Intranet service, but the SSO session will remain active until the browser is closed completely.

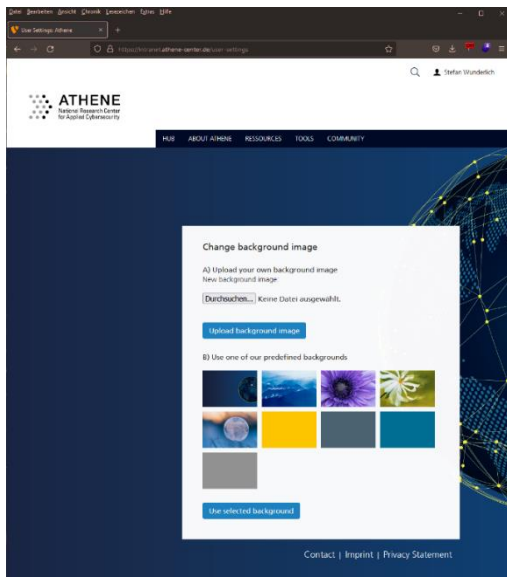
**2. Use the “Log out” button on the top right on the Intranet website or on Nextcloud**

Clicking this link will not only log you off the current service but will also end your ATHENE SSO session.

## Customize your Experience / User Settings

**Modify user settings by clicking on the icon next to the user name in the top navigation.**

Currently, the only customization we offer is changing the background of the Intranet website.



## Feedback & Support

The ATHENE Intranet will evolve continuously.

Please contact [intranet@athene-center.de](mailto:intranet@athene-center.de) in case you have proposals for further services or if you encounter any issues accessing the Intranet or have Intranet-related questions.