

Instructions for the Department of Physics and Astronomy users

Dear Department of Physics and Astronomy User, the access to our Department is subject to specific rules.

In particular, for your own safe access to the Department, you are called to fill, by an online procedure, two forms: one related on your **safety** and one on your **training**.

Who has to fill the form for the access to the Department and who has to fill the Joint declaration of early training?

All the people playing any kind of activity work within the Department, even if they are not University employees.

Below you can find a short, not exhaustive, list of the most common category of people summoned to fill the forms mentioned above:

- 1) Employees (professors, clerks, technicians) of the University, working for the Department of Physics and Astronomy;
- 2) Undergraduates working in the Department for the needs of their thesis;
- 3) PhD students at the Department of Physics and Astronomy;
- 4) Postdoctoral researchers at the Department of Physics and Astronomy;
- 5) Visiting Professors or researchers carrying out working activities in the Department for more than fifteen consecutive days/year;
- 6) People having a fixed-term contract with the Department;
- 7) Retired employees and unstructured staff of any type, still voluntarily carrying out activities at the Department.

Forms to be filled

You have to fill two forms:

- 1) Form for Access to the Department;
- 2) Joint declaration of early training.

The form for the access to the Department has the function to collect all the information about the risks the person concerned will be subject to, in relation to his/her activities.

Such information is collected in order to protect his/her health.

The joint declaration of early training is necessary for the user to receive a proper training for the activity he/she will be involved in.

Please fill the two forms in the sequence indicated above.

Prerequisites for the on-line procedure

In order to fill the above mentioned form by the on-line procedure, you need an **“user name”** and a **“password”**.

Below the instruction to get such credentials divided by the different categories of employees.

Professors, clerks and technicians of the Department of Physics and Astronomy

For the employees (professors, clerks, technicians) of the Department of Physics and Astronomy the credentials needed for the filling of the forms are the same provided by the university for the access to the on-line services (SIAF provided credentials: “**user name**” and “**password**”).

Employees with fixed-term contract with the department, Postdoctoral researchers and PhD students of the department

Also in this case the credentials are the same provided by SIAF (username = matricola initial password = ddmmyyyy birthdate write as 2 number for the day, 2 for the month and 4 for the year) provided at the time of signing the contract with the Department (the user has to ask the employee for them).

Undergraduates, Italian or visiting students, Postdoctoral researchers and PhD students of other departments or universities, retired employees, or, more in general, all not structured people without any kind of contract with the university

This kind of personnel has, first, to connect to the website: <https://dipfaservizi.fisica.unifi.it/modudip>

Exclusively using a computer connected to the UNIFI network of the Department of Physics and Astronomy or at the INFN network (it is not possible to connect to the website at home or generally outside the two buildings above mentioned). At the first access the user have to register by the "New user" button, filling the form and sending it. By e-mail (provided at the time of registration) he/she will receive the access credentials.

How to fill the Form for the Access to the Department

Connect to the link <https://dipfaservizi.fisica.unifi.it>

Log in with your user name (matricola) and password and click on the "58504" button (the code assigned to our department).

If you are filling the form for the first time, by clicking on it, two buttons will appear:

- the first is related to the Italian version;
- the second is related to the English version.

Both will enable the compilation to the form.

Choose your language by clicking one of them.

The form has to be completely filled only the first time, then you can simply modify it all the time your status or the expiring date of your contract changes.

How to fill the Joint declaration of early training

After filling the access form, and only after it has been approved, you can fill the early training form. You have to connect to the same link

<https://dipfaservizi.fisica.unifi.it>

and click the same "58504" button.

On the left side of the page 3 buttons will appear: the first is related to the access form, already filled and only to be update if the risks of your activity changed, the second and the third are related to the early training declaration in its:

Italian version (the second);

English version (the third).

Choose the language by clicking on one of this button and fill the form.

Please note

In case the payment of an insurance is needed, the access will become effective only after it has been paid and the payment receipt has been delivered (by mail or by e-mail) to Mr. Roberto Bondi: bondi@fi.infn.it

The access, regardless the duration of the contract, is allowed only until the expiry of the insurance.

Payment is required for research fellows, fellows, trainees, guests staying over two weeks, contract professors and by the retired employees.