Instructions for the access to the Department of Physics and Astronomy

Dear user,

the access to the Department of Physics and Astronomy is subject to specific rules. In particular, for your own safe access to the Department, you are requested to fill, by online procedure, two forms related on your safety and your training.

Who has to fill such forms?

All the people playing any kind of job within the Department, even if they are not University employees must do it.
Below you can find a short, not exhaustive, list of the most common categories of people which have to fill the forms mentioned above:
1) University staff (professors, administrative and technical staff) working for the Department of Physics and Astronomy;
2) Undergraduates students 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 per year;
6) People having a fixed-term contract with the Department;
7) Retired employees and unstructured staff of any kind, even if voluntarily carrying out activities at the Department.

Which forms do you have to fill before accessing the Department?

You have to fill two forms:
1) Form for Access to the Department;
2) Joint declaration of early training.
The first one is intended to collect all the information about the risks the person concerned will be subject to, in relation to his/her activities. Such information is gathered 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.

How to be connected to the on-line services

For safety reasons, the access to the on-line services is only available via a computer connected, through an ethernet cable, to the UNIFI or INFN network within the Department of Physics and Astronomy. It is not possible to fill the form through a wireless connection inside the Department or other external wired/wireless connection.

Prerequisites for the on-line procedure

In what follow you can find for the different categories of users the procedures for filling the required forms.

*A. **Professors, administrative and technical staff, Employees with fixed-term contract with the Department, Postdoctoral researchers and PhD students of the Department of Physics and Astronomy***

The requested credentials are the same provided by the University for the access to the UNIFI on-line services.

B. Employees of the University but not belonging to the Department of Physics and Astronomy, Employees with fixed-term contract with the Department, Postdoctoral researchers, Undergraduates, Italian or foreign 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 as first thing must connect to the website:
<p align="center">https://dipfaservizi.fisica.unifi.it/modudip</p>

At the first access you have to sign up with the *New user* button, filling the form and sending it. You will receive the access credentials at the e-mail address provided at the time of registration.

How to fill the Form for the Access to the Department

- For the personnel included in *A* category:

connect to the website: https://dipfaservizi.fisica.unifi.it

and then select the button named **Accesso e Formazione.**

- For the personnel of the **B** category:

connect to the website: https://dipfaservizi.fisica.unifi.it/modudip

When the above procedures are fulfilled and the access to the reserved area is complete, on the left side of the screen some buttons will enable you to choose the desired task.

If you are filling the form for the first time, you can see two buttons (Italian and English version). Choose your language and fill the form. Please note that this choice will be available only when the form is processed for the first time. The form has to be completely filled only the first time; then you can simply modify it every time your status or the deadline of your contract changes.

After you have filled the form for Access to the Department, for the next steps you need the approval from the Head of the laboratory, that you have selected, and from the Director of the Department.

How to fill the Joint declaration of early training

After filling the access form, and only after it has been approved by the Head of the laboratory and by the Director of the Department, you can fill the early training form. The links to be used are the same specified above for the different typologies of employees and personnel.

After you have completed the access to the reserved area, on the left side of the page three buttons will appear: the first is related to the access form, already filled and only available to be updated if the risks of your activity are changed, the second and the third are related to the declaration of early training (Italian and English version).

A single separate form needs to be filled for each laboratory you are intended to become a user. In order to obtain the access to any laboratory it is required that in the form for the access are declared the risks related to the activity in this laboratory. Otherwise the access will be automatically denied.

Insurance fee

In case the payment of an insurance is needed, the access will be 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 deadline 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,
- retired employees,
- Ph.D. students that ask for the badge for the access to the department and/or a workstation and/or the access to some laboratories.