▪ User Registration

Preconditions

1. Applicant should have an active Government of Malta CORP user account. In case of difficulty, kindly liaise with the respective Ministry's CIO Office.

2. An Internet connection is required.

3. Google Chrome must be installed on the computer.

Contents

✎ **This document should be read in conjunction with SOP 1 – RRFD User Rights I (Grant / Modify / Revoke / Review).**

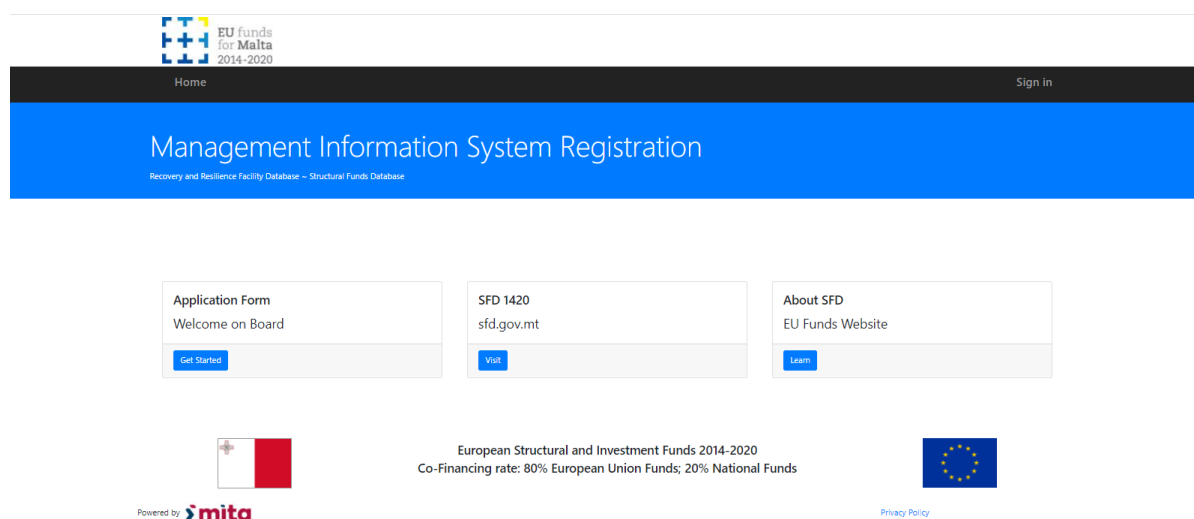*Figure 1: Management information system registration portal*

A. Definitions

1. Definitions

1.1   *Applicant* is a natural person who submits a formal application for a user account.

1.2   *Approver* is a person who is either the system owner or authorised by the system owner, and who may approve or reject requests for system access at the second level control.

1.3   *Endorser* is a person who is the data group owner, i.e., responsible for the respective data group/s, and is authorised to endorse/reject the applicant's request for system access at the first level control.

1.4   *System Administrator* is a person who manages the operation of the information system, including the creation of user accounts.

1.5   *User* is a natural person who is authorised to use the information system.

1.6   *User Account* is an identity created for a user in the information management system comprising of an unique username and a confidential password.

B. Signing in the User Registration Portal

1. Sign in

a) Login to the Management Information System Registration portal at **https://sfd.gov.mt/userregistration/** .
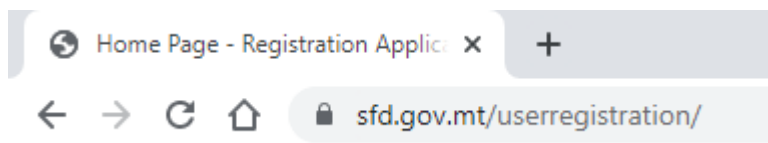

Figure 2: Portal address

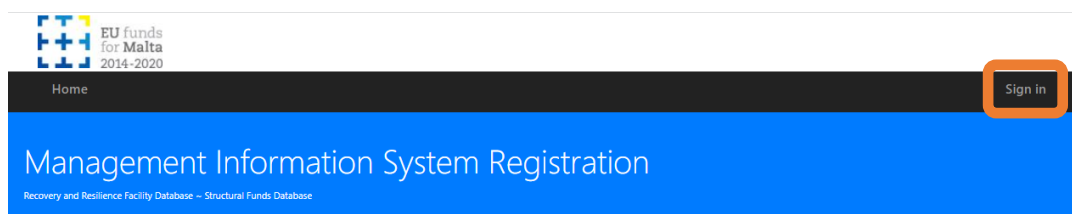b) Click on "**Sign In**" at the top right corner of the page.

Figure 3: Sign In link

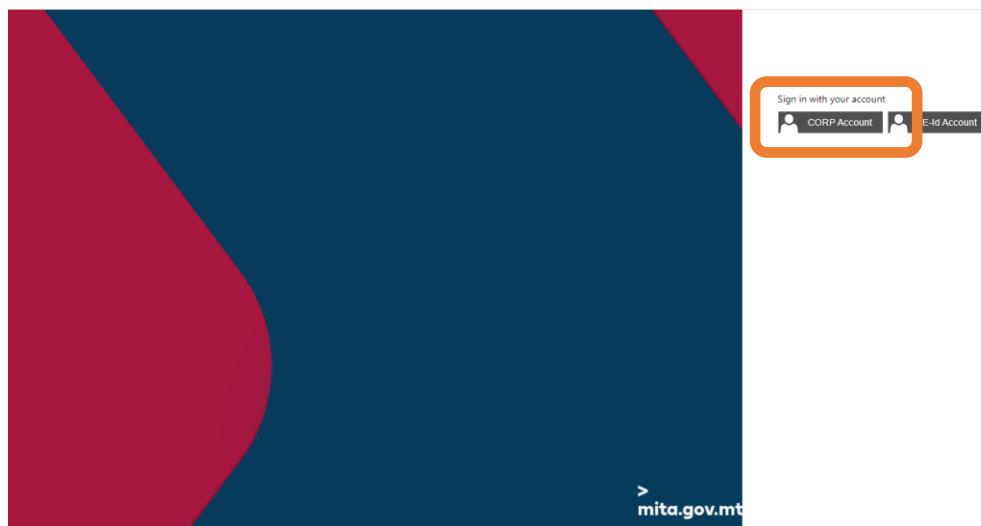c) MITA's B2C login prompt will be displayed. Select "**CORP Account**".

Figure 4: MITA's B2C authentication page

d) If prompted, enter your credentials and login to the portal.

e) Check that your **CORP email address** is displayed at the top right section of the page, near the "Sign Out" link.
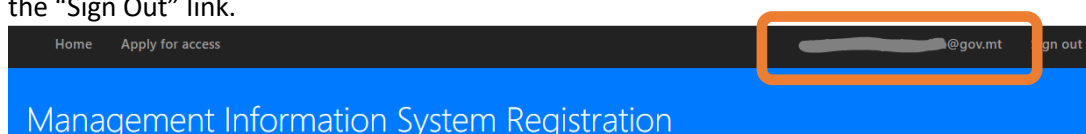

Figure 5: Post sign in page

C. Submitting a Registration Form

1. Select system access

a) In the Management Information System Registration portal click on "**Apply for access**".
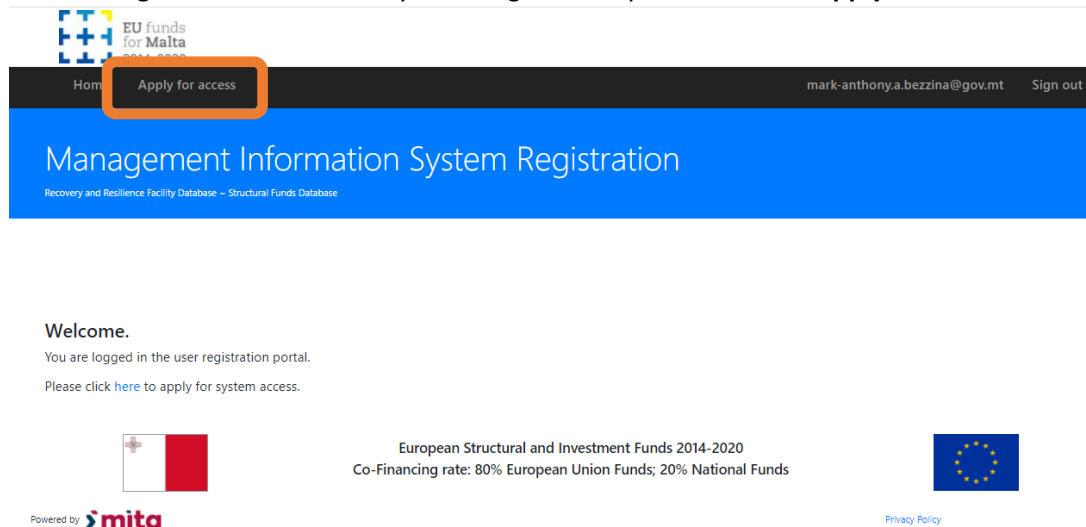

Figure 6: Registration portal

b) Select the data group for which access is being requested.
   i.   If applying at a Beneficiary organisation, tick "**Are you a beneficiary?**", otherwise leave the checkbox unticked.
   ii. Select the **information system**: "*MIS – Recovery and Resilience Facility Database*"
   iii. From the drop down "**User application Type**", select the process related to your entity, e.g. "*Beneficiary (RRP)*".
   iv. Select the **Data Group**/s for which access is being requested.
   v.   Press **Next** button.

Figure 7: Step 1

c) The system will automatically check if a data group owner (i.e. Endorser) has already been assigned to the data group. If a data group owner has not yet been assigned, the system will alert the user that the application would only be considered if the applicant is the rightful data group owner.

> ✍ **Note: Do not proceed if you are not the authorised data group owner in terms of *SOP 1 – User Rights I (Grant / Modify / Revoke / Review), section 2.3.***
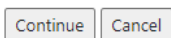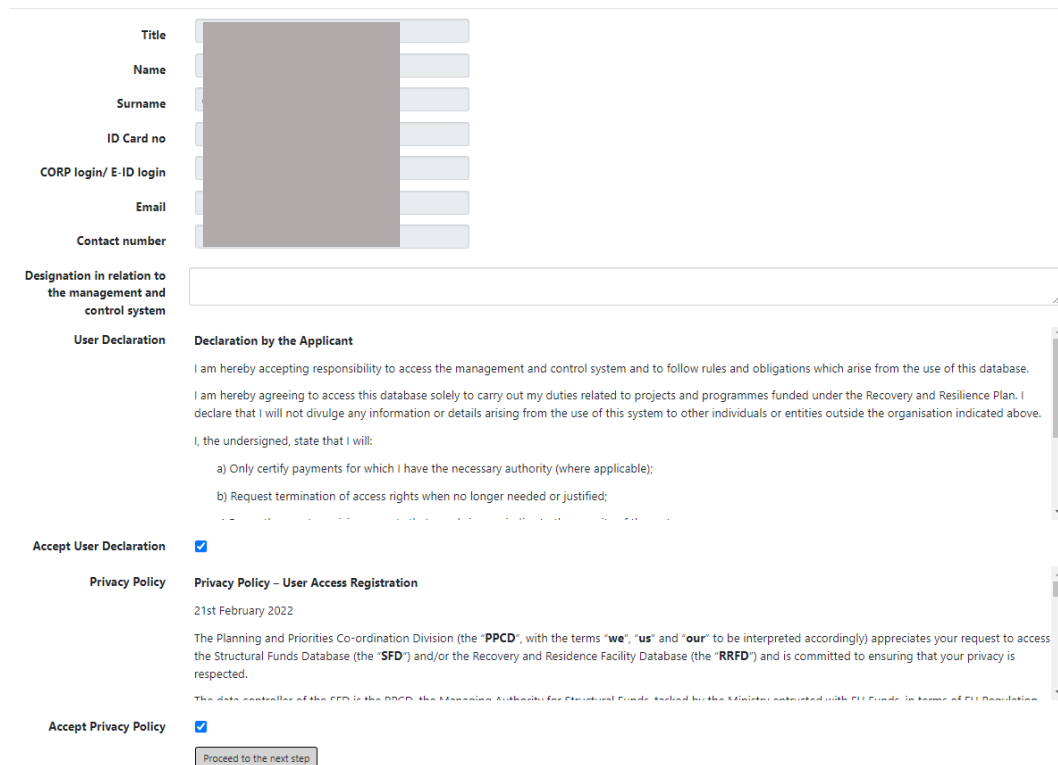
Figure 8: Warning when an Endorser is not found.

2. **Applicant Details**

a) The portal will auto-source your data from the Government of Malta CORP account through Malta Information Technology Agency (MITA). The following information may be provided: *Title, Name, Surname, ID Card No, CORP Login, Email, and contact number*.

Figure 9: Step 2

b) Enter the **designation in relation to the management and control system**, e.g. "Project administrator working on project C1 – I1" or "Line Ministry official within Ministry for Forestry". This field is required.

c) Read the **User Declaration** and select the checkbox to confirm acceptance.

d) Read the **Privacy Policy** and select the checkbox to confirm acceptance.

e) Press "**Proceed to the next step**" to continue.

3. **Confirm Endorser**

a) Prior to submission of the user access request, the details of the Endorser will be shown on the screen. Kindly double check that the endorser name is valid, as otherwise the application will be sent to the wrong person.

Figure 10: Step 3

b) On selection of "**Confirm and Submit**" an on-screen notification is displayed.

Figure 11: On screen notification

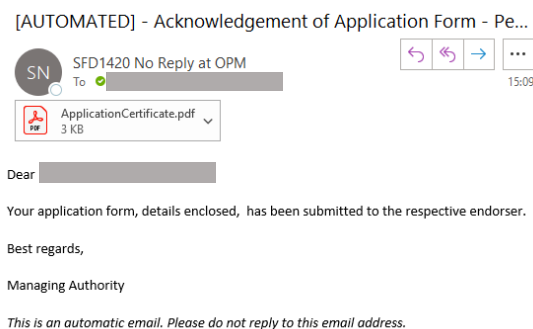c) The Applicant will receive an automatic email notification.

Figure 12: Email to the Applicant

d) The Endorser will also receive an automatic email notification, which will include a link to endorse/reject the application form.
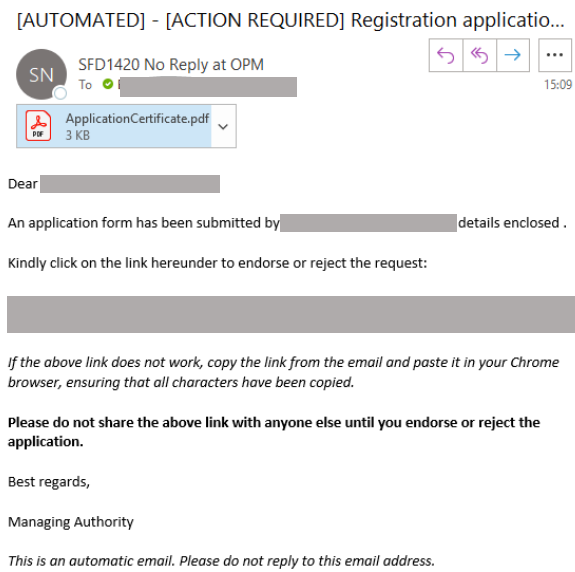
Figure 13: Notification sent to the Endorser

e) Should the Endorser endorse the application form, it will be sent to the Approver.

f) If the application is subsequently approved, the system administrator will create the user account, and the credentials will be sent to the user.

--- End of Tutorial ---

Modification History

Version	Date	Changes	Authorisation
1.0	22/02/2022	Initial release	MA Bezzina