



User Registration Procedure

This document gives details on how CERN user can register and access the CERN account on Total Materia Horizon materials database. This account is opened to all CERN coworkers with a @cern.ch email domain.

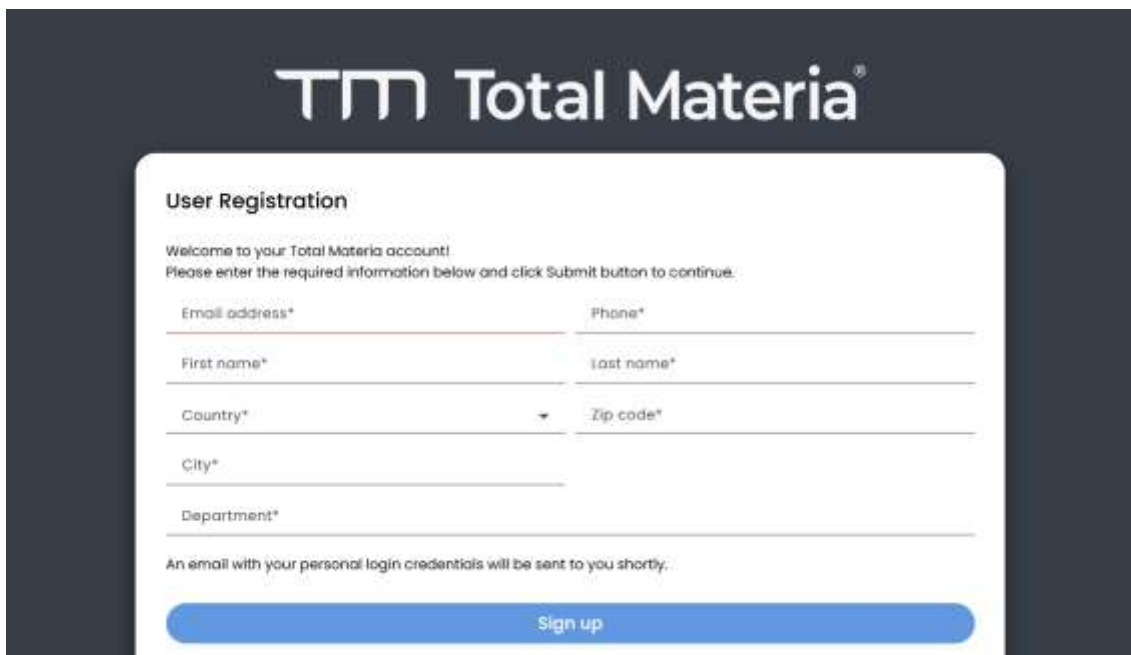
A. Registration:

1. User should visit the following URL in order to register:

<https://identity.totalmateria.com/user-registration?uid=CERNSWISS>

2. If it is your first visit (meaning you did not yet register), he should click on the **register** button.

3. Please fill in registration form. **NB. Your e-mail must belong to CERN domain e.g. abc.xyz@cern.ch.** This is used to recognize which user account you can enter.



The screenshot shows the 'User Registration' form on the Total Materia website. The form is titled 'User Registration' and includes a welcome message: 'Welcome to your Total Materia account! Please enter the required information below and click Submit button to continue.' The form fields are: Email address*, Phone*, First name*, Last name*, Country* (with a dropdown arrow), Zip code*, City*, and Department*. Below the fields, a note states: 'An email with your personal login credentials will be sent to you shortly.' At the bottom of the form is a blue 'Sign up' button.

4. After submitting the registration, the user will get inside the database immediately and receive a password to his email, which he should then use to login for the second session.

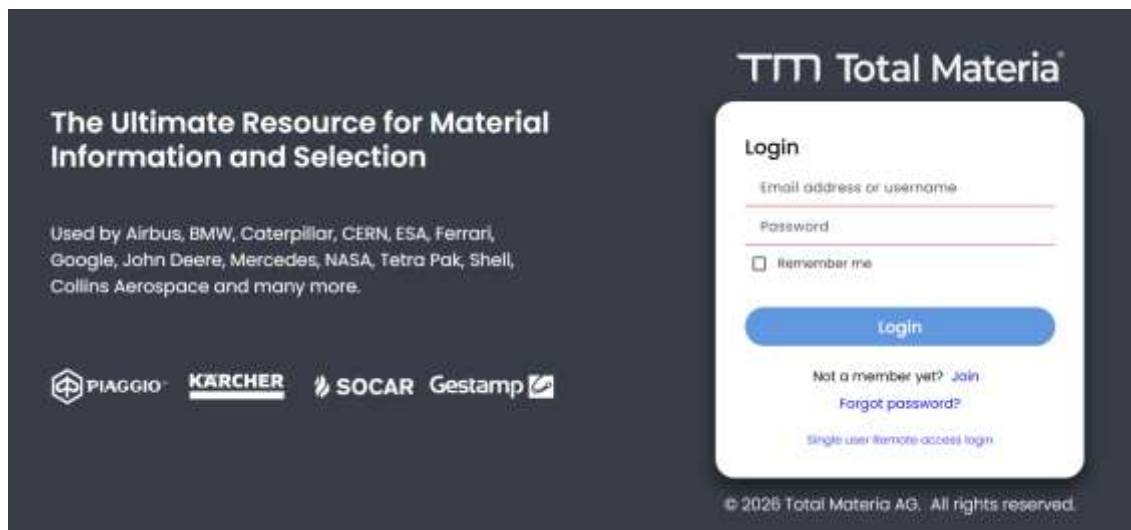


B. Second session:

1. Click on the login page on Total Materia website:

<http://www.totalmateria.com/page.aspx?ID=Login&LN=EN>

2. After inputting your email address and password (received to your email), the page will save your information through cookies and log you into the database.



C. Each next visit to the login page:

1. When you return to the login page for your next visit we will automatically recognize you via your cookies and log you straight into the database without the need to use your login details.
2. Please note, if there is no cookie step B will need to be repeated.

D. Password lost / Change password:

1. In case you **lost your password**, follow the link <https://identity.totalmateria.com/forgot-password>, input your email address and **submit**. Your password is sent immediately to your email address.
2. If you want to **change your password**, please follow the link <https://www.totalmateria.com/UserPasswordChange.aspx>.