

RIR

Marine



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Introduction

Starting from November 2024 RINA will adopt a new authentication method based on Microsoft ENTRA ID B2C. The implementation project in RINA:

- > It will change the login of all applications with authentication via User Manager;
- > It is aimed at increasing security by introducing MFA (Multi-Factor Authentication) for external users.

| | | | 7 |
|----------|---|--|------------------|
| | RI | RI | |
| | Sign in | Sign in with your email address | |
| ld login | No account? Create one! | Sign in Sign in with your account | New login B2C |
| | Need help signing in? | Don't have an account? <u>Sign up now</u> Forgot your password? | |
| | Important changes to your login process in 2024. We're introducing Multi-Factor Authentication to make your account safer. | Having trouble with our new login process? Don't worry, our guidelines are here to help Hai difficoltà con il nuovo processo di login? Le linee guida che trovi qui possono aiutarit. | |

New authentication method

- All users will need to log in with an email address rather than a username (Profile).
- Each user will have to register entering an email address and clicking on Sign in.

Existing users: to receive all authorizations previously granted to your existing User it is essential to enter <u>the email</u> <u>address linked to that User</u>. Otherwise, the new registered email will not have any permission and your RINA reference person will be required to provide the necessary permissions.

E.g. OWN_xyz created 5 years ago with the email name.surname@company1.org





Procedure for External Users – Steps (1/3)

The user will have to enter the data in the different boxes. Using the **Send verification code** button, the user can confirm the email address by entering the code received in the inbox. After that click on **Verify code**.

| < Cancel RIR | |
|---|---|
| User Details | User Details |
| Please provide the following details. | Please provide the following details. |
| Verification is necessary. Please click Send button. | Verification code has been sent to your inbox. Please copy it to the input box below. |
| testmail@yopmail.com | testmail@yopmail.com |
| Send verification code | 917523 |
| Given Name* | |
| | Given Name* |
| Surname* | Surname* |
| * = Required | * = Required |
| Continue | Continue |
| | |
| Having trouble with our new login process? Don't wony, our guidelines are here to help Hai difficoità con il nuovo processo di login? Le linee guide che trovi qui possono alutarti. | Having trouble with our new login process? Don't wony, our guidelines are here to help Hai difficotà con il nuovo processo di login? Le linee guida che srovi qui possono aiutard. |

Procedure for External Users – Steps (2/3)

At this point it will be possible to enter your Name and Surname and click on Continue.

Next you will need to enter **new** a password, compliant with RINA rules, and at least the highlighted flag to be able to click on **Create**.

| | < Cancel RITH | |
|---|---|-------------------------|
| < Cancel | User Details | |
| User Details Please provide the following details. | Please provide the following details. testmail@yopmail.com | |
| E-mail address verified. You can now continue. | Testname | |
| testmail@yopmail.com | Testsurname | |
| Change e-mail | | Choose the new password |
| Testname | Lacknowledged the privacy notice* | |
| Testsurname * = Required | I agree to receive newsletters, commercial materials or invitations to RINA initiatives and services, including those that may differ from ones I have previously participated in or selected. | |
| Continue | * = Required | |
| Having trouble with our new login process? Don't worry, our guidelines are here to help Hai difficitia con il nuovo processo di login? Le linee guida che rovi qui possono aiutarri. | Create | |
| | Having trouble with our new login process? Don't wonry, our guidelines are here to help Hai difficultă con il nuovo processo di login? Le linee guide che trovi qui possono autarti. | |

Procedure for External Users – Steps (3/3)

After entering their data, the user will have to indicate the additional authentication factor by choosing between:

- Use the Microsoft Authenticator app or
- Receive a text message via SMS



Procedure for External Users – MS Authenticator

In the first case, Miscosoft Authenticator, it will be necessary:

- to install the app on your mobile phone;
- to scan the QR Code displayed on pc with the app;
- to enter the code provided by the app.
- By clicking on Verify the user creation process is completed.



Procedure for External Users – SMS

In the second case, <u>SMS</u>, it will be necessary to enter your telephone number to which a code will be sent via **Send Code** button. After entering it you will have to click on **Verify Code**. The user creation process is completed.

| | | Cancel RIA |
|--|---|--|
| Enter a number below that we can send a code via SMS to authenticate you. Country Code Italy (+39) | | Enter a number below that we can send a code via SMS to authenticate you. Enter your verification code below, or Send a new code |
| Phone Number Phone number Send Code | - | 528759 Verify Code |
| Having trouble with our new login process? Don't worry, our guidelines are here to help Hai difficoltà con il nuovo processo di login? Le linee guida che trovi qui possono aiutarti. | | Having trouble with our new login process? Don't worry, our guidelines are here to help Hai difficoltà con il nuovo processo di login? Le linee guida che trovi qui possono aiutarti. |

Procedure for External Users – New user

If the email entered was not linked to a user already registered in RINA User Manager, the system will automatically assign a **new** E*timestamp* Profile.

With this Profile you will not be able to access all the applications because <u>it does not have permissions</u> already granted. In this case you have to contact your **RINA reference person to** provide you the necessary permissions by communicating your email and your new Profile or by forwarding the welcome email you received in your inbox.

Note - Leonardo Info: if you have a colleague who can delegate access to Leonardo Info, contact him to be enabled to access to your ships.

| | Welcome to RINA - Your Account is Ready! 🤣 🔦 🖨 | D : |
|--|--|------------|
| | 2 No Reply <noreply.accservice@rina.org> Delverability Rispondere Inoftrare Stamps I</noreply.accservice@rina.org> | Borrar |
| ← Sign Out | Olunedi 28 ottobre 2024 16:34:54 | |
| RIR | Dear Testname Testsurname, Thank you for choosing RINA - we're delighted to welcome you to our platform! To get started, here are the details for your new account: | |
| Your registration has been successfully completed. | - EMAIL (use this to log in): testmail@yopmail.com - PROFILE: e241028163452428 | |
| Your assigned profile is: E241028163452428 | Please remember, you'll need to log in using the email address you provided at registration, rather than the system-generated profile name above. | |
| Thank you for joining us! | Getting Started with RINA We're here to help you get comfortable with the platform and we recommend taking these first steps to familiarize yourself with the platform. | |
| Continue | Need Help? If you have any questions, please visit our Support Page (https://www.rina.org/en/b2c-support) for guidance. Should you need further assistance, you can also submit a through our Ticket Form (https://www.rina.org/en/forms/b2c-form), and our team will get back to you as soon as possible. | request |
| | Once again, welcome to RINA! We're excited to support you in achieving your goals and look forward to a lasting partnership. | |
| Having trouble with our new login process? Don't worry, our guidelines are here to help Hai difficoltà con il nuovo processo di login? Le linee guida che trovi qui possono aiutarti. | Helpful Tips We recommend saving this email to keep your login details handy whenever you need them. | |
| | The RINA Team | |

Procedure for External Users – Existing user

If you already have a RINA user (Profile), immediately after confirming the code received on the app or via SMS, you will be able to <u>map</u> your existing Profile.

You will see your existing Profile associated to the mail pre-populated with the request for the password. The password is not the new you just created but is the old password used before with the previous username. By entering the old password and clicking on Sign in the procedure will be completed.

This procedure is used to archive in the login procedure your previous username and password and activating the email and new password that will be used from now on for login.

Now you can access the desired application.

| ← Back | |
|--|---------------|
| Sign in | |
| own_in82 | |
| Password | |
| □ Show password | |
| | Sign in |
| Having trouble with our new login process? Don't worry, our guidelines are here to help Hai difficoltà con il nuovo processo di login? Le linee guide che trovi qui possono aiutarti. | \rightarrow |

| Sign in | |
|-----------------|---------|
| own_in82 | |
| ••••• | |
| □ Show password | |
| | Sign in |

Procedure for External Users – Wrong email

If you don't find the desired Profile pre-filled, it probably means you registered with an email that is not associated with the previous username.

You must use the correct email address linked to the previous username (usually when the Profile was created), otherwise the system will recognize you as a new user.

If you cannot access the email address associated to the previous username or you do not remember it, contact our support team via the page linked in the yellow banner:

Having trouble with our new login process? Don't worry, our guidelines are here to help Hai difficoltà con il nuovo processo di login? Le linee guida che trovi qui possono aiutarti.

Note - Leonardo Info: if you are a Master user and you cannot access the right email to inherit your Profile, you can contact your RINA reference person to replace it with your new Etimestamp Profile just created with the new email.

For RINA users only here is the link to the procedure to change the Master User: https://rinagroup.sharepoint.com/:b:/s/83155/EW0TAdl4ryJBhK5VMJRWaosBPqTY1h4panuqTIO2OfUqWw?e=bUQGBI