

1: Register on Elettra VUO



- <https://vuo.elettra.eu/pls/vuo/guest.startup>

Login

Username:

Password:

[\[Login\]](#)

Please note that in case you log in from a new location you will be asked to type a validation code that is sent to you via email.

Type your username (your **your email** or your VUO identification code - USER ID) and the password

Lost password

If you have already registered but cannot remember your password, do not register again. [Click here to reset your password.](#)

If you have lost your password and your email has changed please [contact us](#).

Registration

If you are a new user select this link and follow the registration procedure.

Phonebook

[eContact](#)

1.1 Log in to the Elettra VUO



- <https://vuo.elettra.eu/pls/vuo/guest.startup>

A screenshot of the Elettra VUO login page. The page has a yellow header with the word 'Login' in black. Below the header, there are two input fields: 'Username:' with a light blue box and 'Password:' with a yellow box containing black dots. To the right of the password field is a small icon of an eye with a slash through it. A blue '[Login]' button is positioned to the right of the password field. Below the input fields, there is a bold black text block: 'Please note that in case you log in from a new location you will be asked to insert a validation code that will be sent to you via email.' At the bottom, there is a smaller text block: 'Indicate as username your identification code (USER ID) or your e-mail and the password'.

- You will receive an email with the subject: "VUO: Two-factor authentication code".
- Then, copy the "Validation Code" found in the body of the email into the login form.

2: Compete the access request to the site



Access requests to the laboratory (**NOT FOR USERS**)

You can send your access request to this Laboratory site via the VUO interface without using paper forms.

This link for the [access requests](#) to the Elettra laboratory is **NOT FOR USERS**, but only for:

- Student final-year@UNI (from Italy),
- PhD student (from Italy),
- Post-doc@UNI (from Italy),
- Student for training,
- Fellowship holder,
- **School attendee,**
- Attending at Conferences/Lecturer,
- Elettra partner,
- Collaborator,
- Commercial user

2.1: access request as a school attendee



VUO - Access request not for users

Logged as: [Andrea TEST](#) (99543) - [\[Logout\]](#)

[Home](#) | [Access requests](#) | [Editing](#) | [Submitted](#) | [Approved by tutor](#) | [Rejected by tutor](#) | [Accepted](#) | [Rejected](#)

Enter your query

[Clear](#)

[\[Search\]](#)

Access requests
sorted by "Arrival" descending

▼
User
⬇ ⬆

▼
Institute
⬇ ⬆

▼
Access Request Type
⬇ ⬆

▼
Tutor
⬇ ⬆

▼
Arrival ▲
⬇ ⬆

▼
Departure
⬇ ⬆

▼
Status
⬇ ⬆

[\[Add new access request\]](#)

[\[Export\]](#) [\[Export \(Italian format\)\]](#)

2.2 select «school attendee»



VUO - Access request

Logged as: **Andrea TEST** (99543) - [\[Logout\]](#)

[Home](#) | [Access requests](#) | [Editing](#) | [Submitted](#) | [Approved by tutor](#) | [Rejected by tutor](#) | [Accepted](#) | [Rejected](#)

Personal profile	
Id	99543
Name	Andrea
Lastname	TEST
Birth	19/05/1967
Email	andrea.lupo.locatelli@gmail.com

Type	Number	Contacts
Mobile	+393498425123	
Work	+390403758308	

Institute profile	
Institute name	2BM S.r.l.
Address	Via Dante Alighieri, 5
Zip code	34122
City/Town	Trieste
Country	ITALY
Institute type	Industrial or Private (profit/not profit) organization

Access request	
Access request type:	School attendee ▾ Help

[\[Save & continue\]](#) [\[Cancel\]](#)

2.3 filling the form ...



VUO - Access request as "School attendee"

Logged as: **Andrea TEST** (99543) - [\[Logout\]](#)

[Home](#) | [Access requests](#) | [Editing](#) | [Submitted](#) | [Approved by tutor](#) | [Rejected by tutor](#) | [Accepted](#) | [Rejected](#)

For the submission of the access request you have to include the following information:

1. **Personal data**
2. Other data
3. School and access period
4. Upload documents

Access request as "School attendee"

Personal profile	
Id	99543
Name	Andrea
Lastname	TEST
Birth	19/05/1967
Email	andrea.lupo.locatelli@gmail.com

Contacts	
Type	Number
Mobile	+393498425123
Work	+390403758308

Personal data	
Country	ITALY ▼
Province (<i>only for Italy</i>)	Udine ▼
Municipal district (<i>only for Italy</i>)	▼
City/Town	
Address	
ZIP Code	
Phone	
E-mail	
Fiscal code	

[\[Save and continue\]](#)

[\[Back to the list\]](#)

2.4 ... requires some patience!



VUO - Access request

Logged as: [Andrea TESTI](#) (99543) - [\[Logout\]](#)

[Home](#) | [Access requests](#) | [Editing](#) | [Submitted](#) | [Approved by tutor](#) | [Rejected by tutor](#) | [Accepted](#) | [Rejected](#)

For the submission of the access request you have to include the following information:

1. Personal data
2. **Other data**
3. School and access period
4. Upload documents

Access request

Other data

Researcher type

Post-graduate PhD student ▾

Scientific sector

Physics ▾

If your institute is not included in the list, please contact: educational@elettra.trieste.it

Institute name

(17002) - 2BM S.r.l. [\[Search\]](#)

Institute type

Private Research Institute (foreign countries) ▾

Institute type (only if secondary schools)

▾

[\[Save and continue\]](#)

Access request

School and access period

School

SILS synchrotron radiation school - 21/09/2026 - 01/10/2026 ▾

ST-GuestNet is a subnetwork at Elettra-Sincrotrone Trieste SCpA and it is the easiest way you, as a guest at Elettra, can connect to the Internet and partially to the Intranet without having to request for a permanent IP number for your computer ([Terms and Conditions](#)).

Access to Wi-Fi on Elettra Campus (ST-GuestNet):

▾

[\[Save and continue\]](#)

2.5: upload your id and submit!



VUO - Access request

Logged as: **Andrea TEST** (99543) - [[Logout](#)]

[Home](#) | [Access requests](#) | [Editing](#) | [Submitted](#) | [Approved by tutor](#) | [Rejected by tutor](#) | [Accepted](#) | [Rejected](#)

For the submission of the access request you have to include the following information:

1. Personal data
2. Other data
3. School and access period
4. **Upload documents**

Action	Document	Uploaded documents	Pdf
[Delete]	Identity card/Passport		
[Delete]	Fiscal Code		

In order to proceed with your access request you must pass the following test(s):

- [Radiation Protection and Safety training for FERMI Users](#)

3. Take the courses and pass the tests



Logged as: [Andrea TEST \(99543\)](#) - [\[Logout\]](#)

Type here to search

VUO functions

Personal data

[Your profile](#)
[Your emails](#)
[Your Task and Skills](#)
[Your Courses](#)
[Your Keys](#)

Safety Training for Elettra/FERMI Users, Elettra-Sincrotrone Partners & Collaborators

Users coming at Elettra-Sincrotrone must be trained about radiation-protection and safety risks connected with their access requests

[Courses and tests for users](#)

[Beamline/Lab Hands-on Training](#)

3.1 Choose the courses for FERMI



Radiation Protection and Safety Training for Users

Prior to access the experimental facilities, users are required to attend the related radiation-protection and safety courses.

Please note that any training requires passing a test and should it turn out that you have not passed those tests, upon arriving at Elettra-Sincrotrone you will be stopped at the entrance gate and be compelled to attend any missing courses. Accessing the facilities without the due radiation-protection and safety training is in fact strictly forbidden.

Scope	Name	
Premises	Safety in Elettra-Sincrotrone's area	Attend it in English or in Italian
Elettra	Radiation protection training & Safety training for Elettra users	Attend it in English or in Italian
FERMI	Radiation protection training & Safety training for FERMI Users	Attend it in English or in Italian
FERMI-laser	Fermi laser course	Attend it in English
BAD_ELPH_AT_VUV	BaDElPh@VUV beamline safety instructions	Attend it in English or in Italian
DIPROI	DiProI Beamline Safety Instruction	Attend it in English or in Italian
EIS-TIMER	EIS-TIMER experimental end-station Safety Instructions	Attend it in English or in Italian
EIS-TIMEX	EIS-TIMEX experimental end-station Safety Instructions	Attend it in English or in Italian
LDM	LDM Beamline Safety Instructions	Attend it in English or in Italian
MagneDyn	MagneDyn Beamline safety instructions	Attend it in English or in Italian
NANOSPECTROSCOPY	Nanospectroscopy Beamline Safety Instructions	Attend it in English or in Italian
SISSI-Bio-OFFLINE	Safety Instructions at SISSI-Bio offline facility	Attend it in English or in Italian
T-REX	Safety Instructions of the T-ReX Users Facility	Attend it in English or in Italian
TeraFERMI	TeraFERMI Beamline Safety Instructions	Attend it in English or in Italian

3.2 You must pass all three tests!



Radiation protection training & Safety training for FERMI Users

Course Content	
Training Unit Description	Learning Material
Radiological risk in FERMI Experimental Hall	Slides
Safety risk in FERMI Experimental Hall	Slides
Access to the construction site for the realization of Elettra 2.0	Slides

⚠ Please note that you have to download and read the course material before you are allowed to take any tests

Tests

Test on Radiological Risk in FERMI Experimental Hall

Test		Attempts	Passed
[Take]	Test on Radiological Risk in FERMI Experimental Hall	0	No

Test on Safety Risk in FERMI Experimental Hall

Test		Attempts	Passed
[Take]	Test on Safety Risk in FERMI Experimental Hall	0	No

Test on Access to the construction site for the realization of Elettra 2.0

Test		Attempts	Passed
[Take]	Test on Access to the construction site for the realization of Elettra 2.0	0	No

4. Wrap up



- Do this by M9 a.m. on Monday!
- After passing the tests, your request will be evaluated by Elena Cantori
- Once approved, you will receive confirmation email!