

DISCCO

Getting Started for Projects

Manual

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The Clean Energy Transition Partnership is a transnational joint programming initiative to boost and accelerate the energy transition, building upon regional and national RDI funding programmes. The initiative is receiving funding from the European Union's research and innovation programme "Horizon Europe" under grant agreement No 101069750.

Document Status

	Date	Person(s)	CETP Entity
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- Not Sensitive

Contains only factual or background information; contains no new or additional analysis, recommendations or policy-relevant statements
- Moderately Sensitive

Contains some analysis or interpretation of results; contains no recommendations or policy-relevant statements
- Sensitive

Contains analysis or interpretation of results with policy-relevance and/or recommendations or policy-relevant statements, and/or contains financial information, and/or contains personal data
- Highly Sensitive
Confidential

Contains significant analysis or interpretation of results with major policy-relevance or implications, contains extensive recommendations or policy-relevant statements, and/or contain policy-prescriptive statements, and/or contains confidential financial information. This sensitivity requires explicit Steering Board decision.

Traffic Light Protocol (TLP) ¹

The Traffic Light Protocol (TLP) was created by the UK Centre for the Protection of National Infrastructure (CPNI) in order to encourage greater sharing of information. In order to encourage the sharing of sensitive (but unclassified) information, however, the originator needs to signal how widely they want their information to be circulated beyond the immediate recipient, if at all. The TLP is based on the concept of the originator labelling information with one of four colours to indicate what further dissemination, if any, can be undertaken by the recipient. The recipient must consult the originator if wider dissemination is required.

Sharing of information is classified with 4 states (colours). The four colours and their meanings are:

RED Personal distribution for named recipients only

Information is shared in the context of a meeting, for example. RED information is limited to those present at the meeting. In most circumstances, RED information will be passed verbally or in person.

YELLOW Limited distribution

The recipient may share YELLOW information with others within their organisation, but only on a 'need-to-know' basis. The originator may be expected to specify the intended limits of that sharing.

GREEN Community wide distribution

Information in this category can be circulated widely within a particular community. However, the information may not be published or posted on the Internet, nor released outside of the community.

WHITE Unlimited distribution

Subject to standard copyright rules, WHITE information may be distributed freely, without restriction.

¹ RULES OF PROCEDURE FOR THE EUROPEAN FORUM FOR MEMBER STATES (EFMS) ON PUBLIC POLICIES FOR SECURITY AND RESILIENCE IN THE CONTEXT OF CRITICAL INFORMATION INFRASTRUCTURE PROTECTION, Version 3.0 FINAL – May 2011 “Traffic Light system”

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1. Part 1 - Registering for DISCCO Platform

Please follow the steps given below in order to access our DISCCO Platform.

1.1. Check Registration Status

1. To determine if you are already registered on our platform, please follow these steps:
 - a. **Reset Your Password:** Click on the [following link](#) to begin the password reset process: password-reset.
 - b. **Enter Your Email Address:** On the password reset page, you will find an option to submit your email address. Please ensure that you use the same email address you used during your initial registration for CETP.

Where shall we send the password to? Please enter your e-mail address.

Email-Address:

Submit

- c. After submitting your email address, you will receive one of the following responses:
 - **Password Sent:** If the password reset link is sent to your email, this confirms that you are already registered on our platform. Then simply reset your password and go to [DISCCO - Workspace for Clean Energy Transition Partnership - Home](#).
 - **No Access to Information:** If you see a message indicating that we cannot access your information, this means that you are not registered with the platform using the provided email address.

Where shall we send the password to? Please enter your e-mail address.

Email-Address:

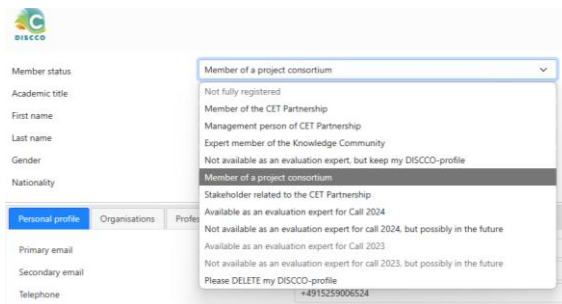
We were unable to access your information. Please try again.

Submit

2. If you are not registered on our platform, please follow the steps below to register:
 - **Register Your Account:** Use the [DISCCO registration link](#) to set up your account with your User Name, First Name, Last Name, and E-Mail. (Please use the same email address you used to register for CETP).
 - **Activating Your Account:** You will shortly receive an email “Membership Approved” with a temporary password (check your spam/junk folders also). Please activate your account following the instructions provided in that e-mail to change the temporary password to your own secure password. (The link to the change password page shall be in the e-mail itself.)
 - **Login:** Go to the [DISCCO Homepage](#) and click login. Log in using your username and the password you chose in the previous step.
 - **Getting Started:** After logging in, browse the [DISCCO Getting Started](#) page for a quick overview.

1.2. Updating Your Profile (For both already registered and newly registered users)

When on the Getting Started page, navigate to "About me" (Click on your name at the top right-hand *corner*) to update your profile details and confirm your member status. Use the EDIT button in the top right corner to access and update your details. You should choose the member status as **"Member of the project consortium."** Do not forget to save your profile using the SAVE button on the top right. **[IMPORTANT STEP]**



1.3. Getting Access and Support

If you have logged in and completed your profile and you cannot access the Project Hub via the **Getting Started Page**, please reach out to discco@cetpartnership.eu. Kindly include the following details:

- Project Code/Acronym
- Organisation Name
- Project Role

This information will help us provide you with specific access based on your role on the DISSCO platform.

Thank you for your cooperation. If you have any questions, feel free to reach out at discco@cetpartnership.eu.