Node Registration User Guide

Version 2.1 – 25/09/2026

Table of Contents

1. Node Registration *3*

1.1 Manage Contributors 3

1.2 Basic Information 4

1.3 Profile 5

1.4 Location 6

1.5 Contact 7

1.6 Users 8

1.7 Acknowledgment and Acceptance 9

1.8 Overview 10

1.9 Viewing EOT Comments 11

2. View Registered Nodes *12*

2.1 Navigate to Registered Node List 12

2.2 List Nodes in Resource Hub 13

2.3 View Node 14

2.4 View Node Resources 15

2.5 Filter Resources per Node 16

3. Registering Data Sources *17*

3.1 Node Dashboard 17

3.2 Basic Metadata 18

3.3 Marketing 19

3.4 Classification 20

3.5 Location 21

3.6 Contact 22

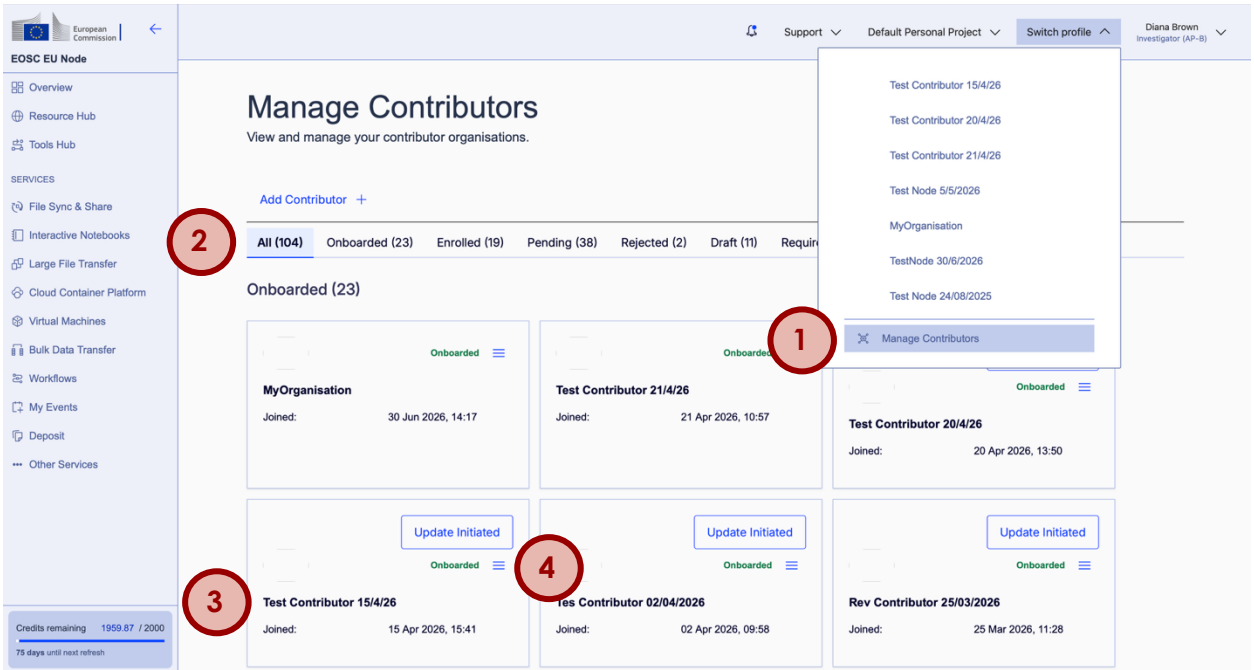
3.7 Maturity 23

3.8 Management (I/II) 24

3.9 Management (II/II) 25
3.10 Data Source Information 26
3.11 Data Source Metadata (I/IV) 27
3.12 Data Source Metadata (II/IV) 28
3.13 Data Source Metadata (III/IV) 29
3.14 Data Source Metadata (IV/IV) 30
3.15 Acknowledgment and Acceptance 31
3.16 Overview 32
4. Adding Additional Node Members 33
4.1 Node Dashboard 33
4.2 Add User 34
4.3 Select User Role 35
4.4 Remove User 36

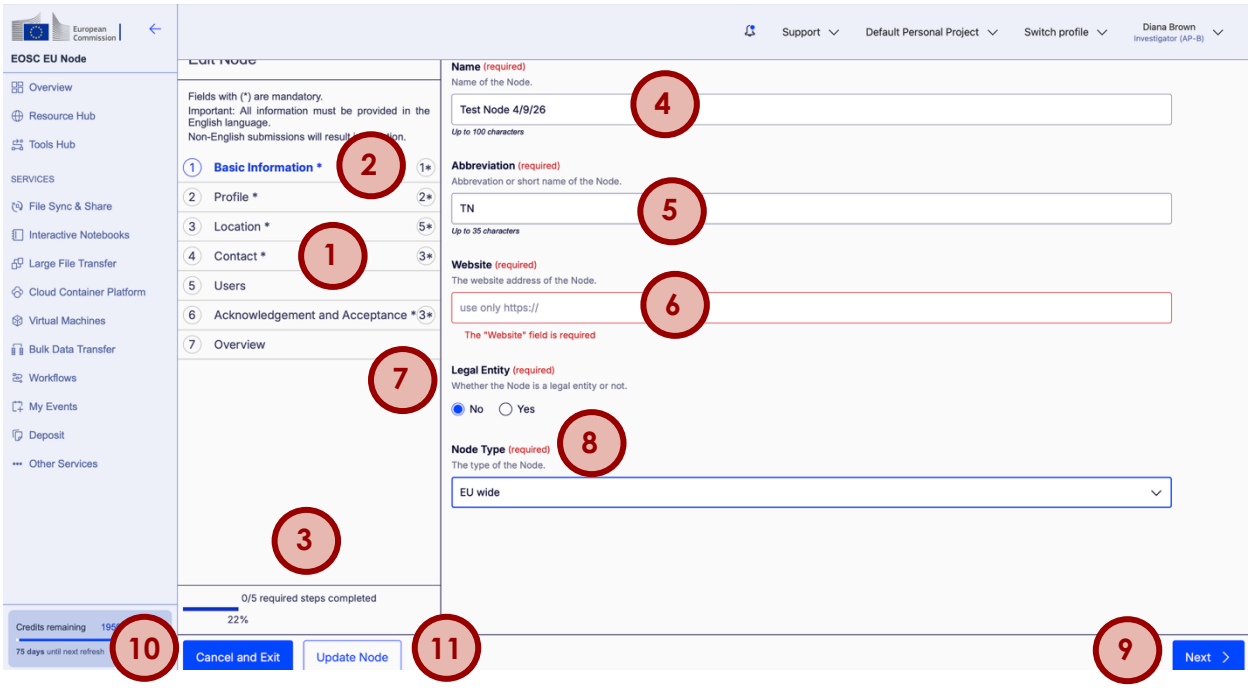
1. Node Registration

1.1 Manage Contributors



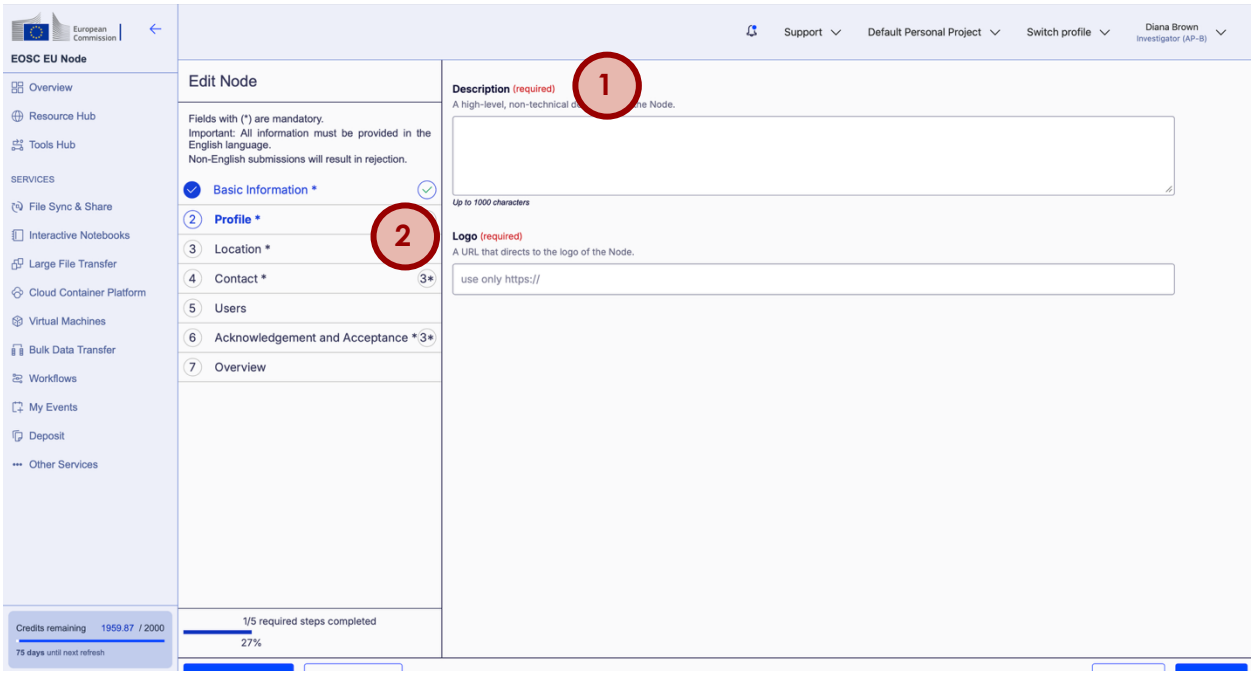
- Once the EOSC EU Node Onboarding Team creates your Node draft entry, you will receive an email to finish the registration. To do so, as a first step, you may log in to your **User Space** and navigate to the **Manage Contributors** page – (1)
- To facilitate the detection of the draft Node entry, you may use the filters on the top of the page – (2)
- To resume and complete the Node registration procedure, you may either click on the draft Node's name, or on the three vertical lines and select the **Resume Application** option – (3), (4)

1.2 Basic Information



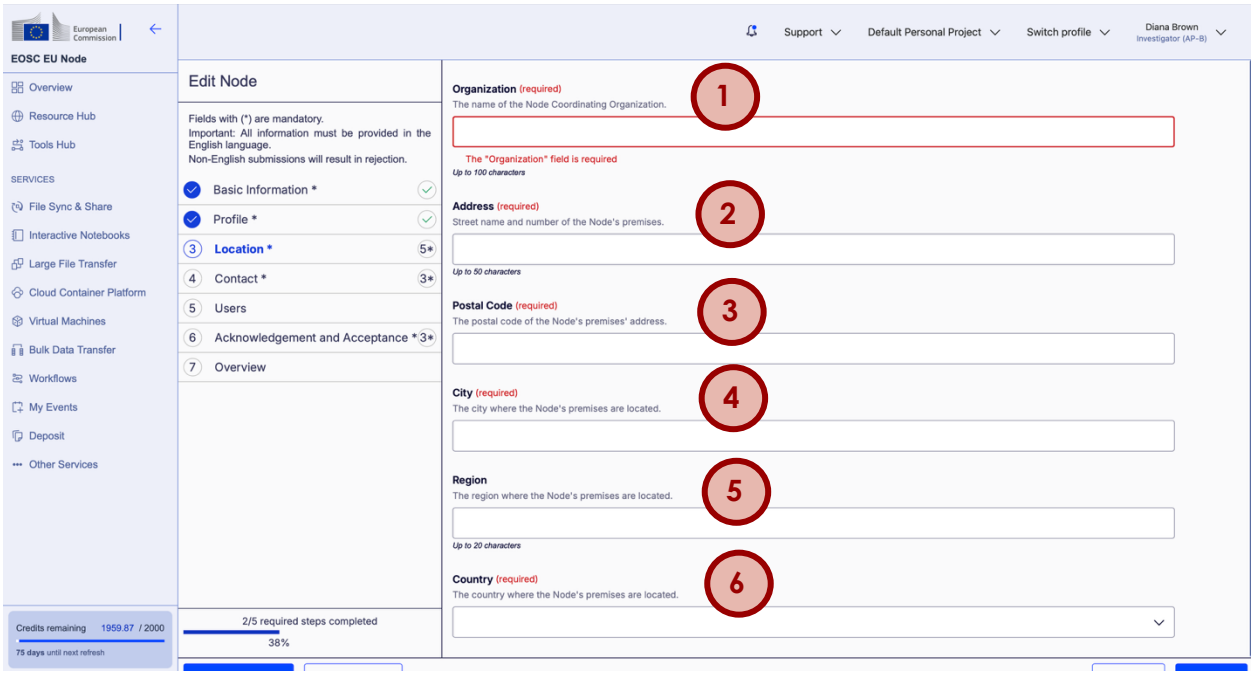
- After entering the Node registration wizard, you will be presented with a two-pane view. The various steps of the wizard are enumerated on the left pane. Each step has a number of mandatory fields marked with a circle next to its title. The total percentage of mandatory fields completed for the entire wizard is also indicated at the bottom of the left pane – (1), (2), (3)
- In the first step of the wizard, you will be asked to fill-in some **Basic Information** for your Node, including its **Name**, **Abbreviation** and **Website** address – (4), (5), (6)
- You must also indicate whether the Node is a **Legal Entity** or not – (7)
- Finally, you may also optionally select the type of the Node (i.e., one of **EU Wide**, **Institutional**, **Multinational**, **National**, **Regional**, **Thematic**, **eInfrastructure** or **Other**) – (8)
- To proceed to the next step of the wizard, click on the **Next** button – (9)
- You may cancel the process and exit at any time without saving by clicking on the Cancel and Exit button – (10)
- To update the draft application for your Node registration and exit the wizard without submitting it, click on the **Update Node** button – (11)

1.3 Profile



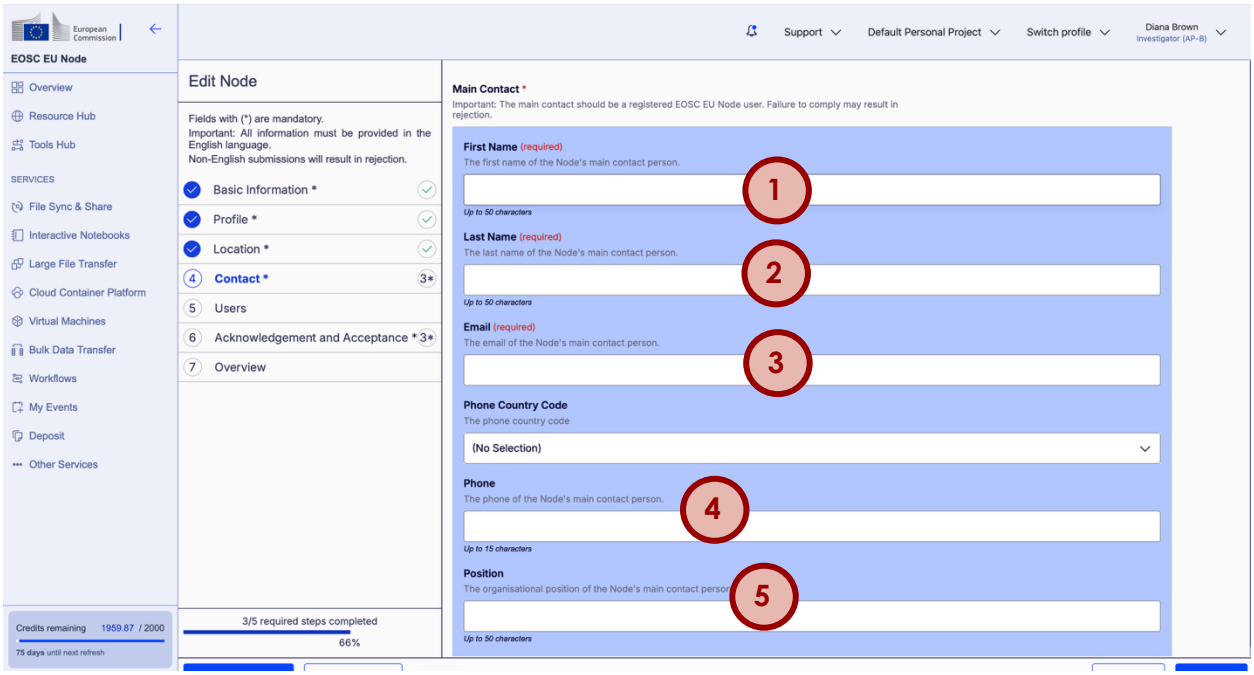
- At the **Profile** step of the wizard, you must provide a short **Description** of your Node organization (i.e., not more than 1000 characters). You must also provide a URL pointing to the **Logo** of your Node organization. The logo can be of any image type (e.g., PNG, JPEG) – (1), (2)

1.4 Location



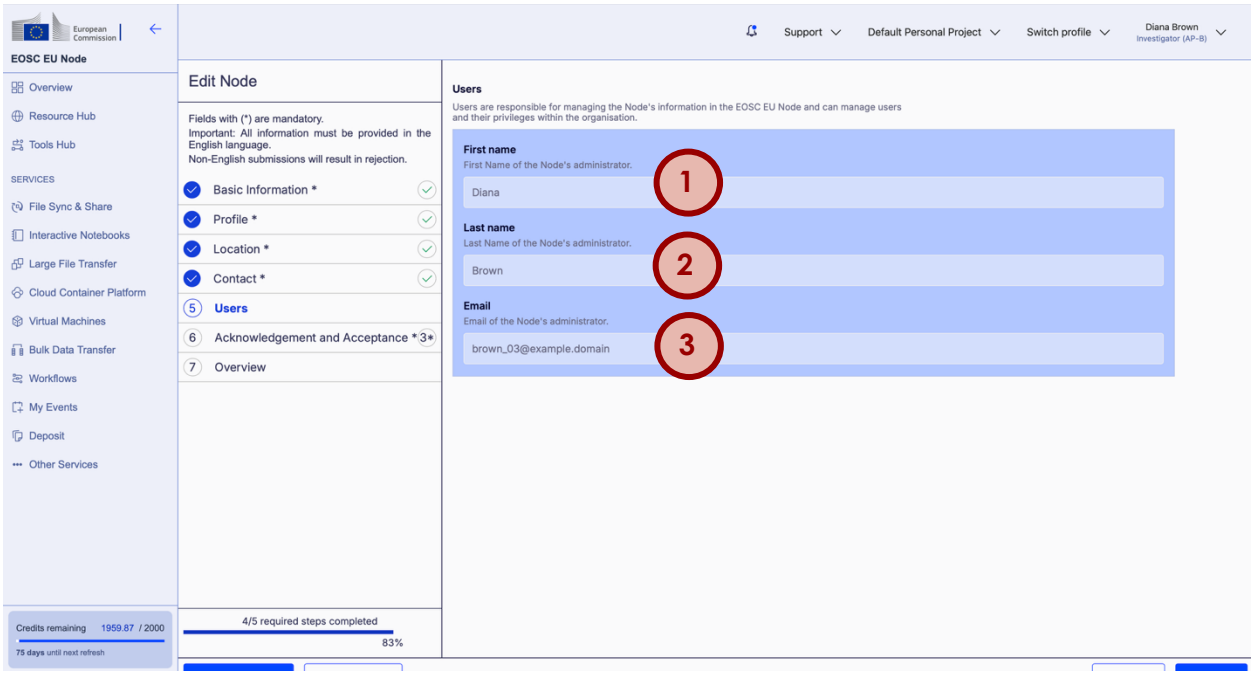
- At the **Location** step of the wizard, you must provide the location information of your Node organization. Specifically, you must provide the **Address**, **Postal Code**, **City,** and **Country** of your Node organization – (1), (2), (3), (4)
- Optionally, you may provide the **Region** of your Node organisation – (5)

1.5 Contact



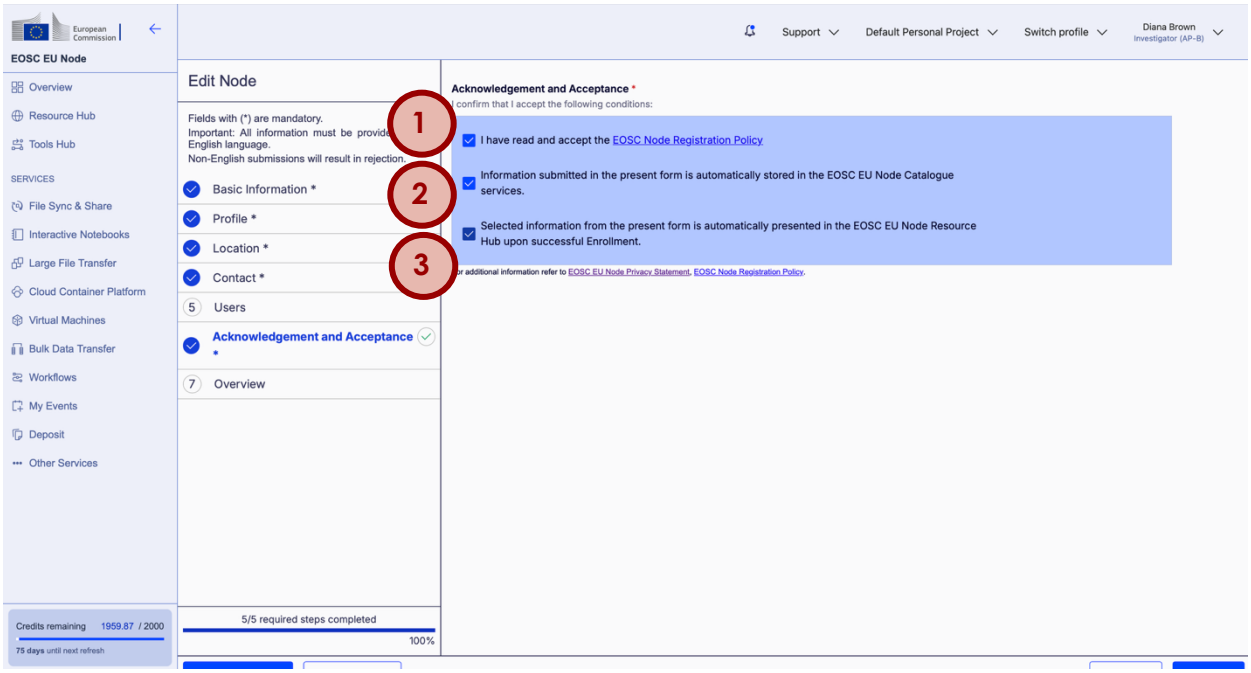
- Next, at the **Contact** step of the wizard, you must provide the details of the Node's main contact person. Specifically, you must provide his/her **First Name**, **Last Name** and **Email**. Please note that the main contact must be a registered EOSC EU Node user – (1), (2), (3)
- Optionally, you may provide his/her **Phone** number and organizational **Position** – (4), (5)

1.6 Users



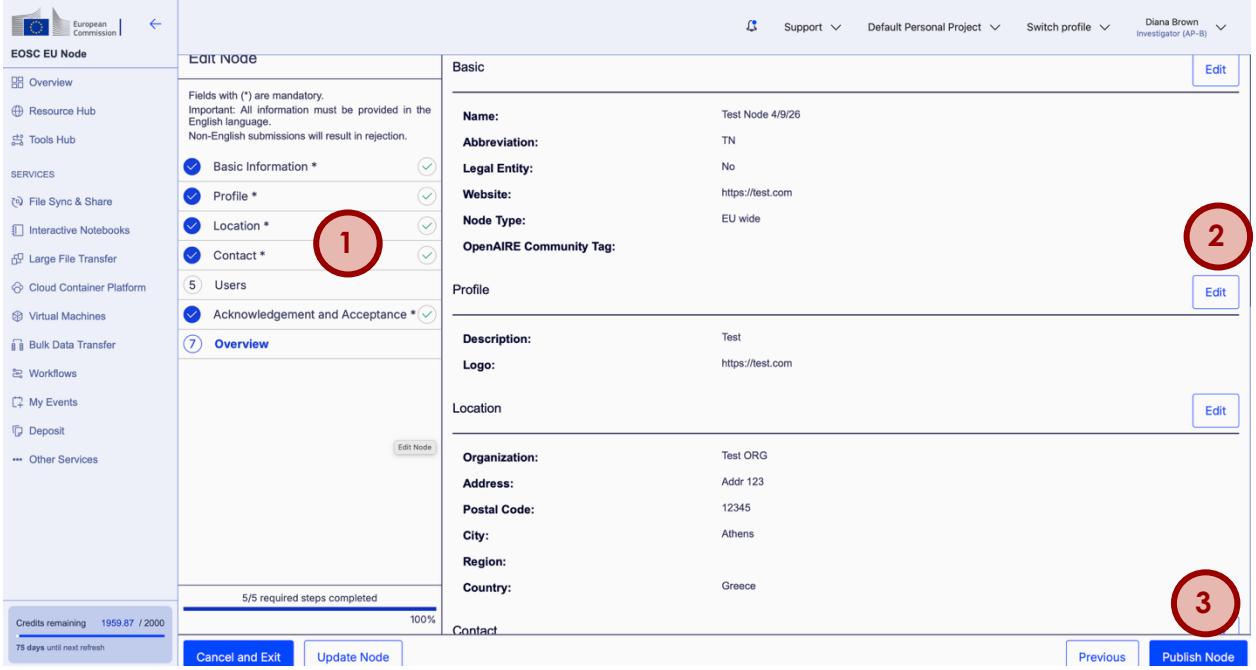
- At the **Users** step of the wizard, you are presented with non-editable fields containing the details of the administrator user of the Node under registration, which was provided during the initial creation of the draft application by the EOSC EU Node Onboarding Team. Specifically, you can view his/her **First Name**, **Last Name** and **Email**. The administrator user must have an active account on the EOSC EU Node – (1), (2), (3)

1.7 Acknowledgment and Acceptance



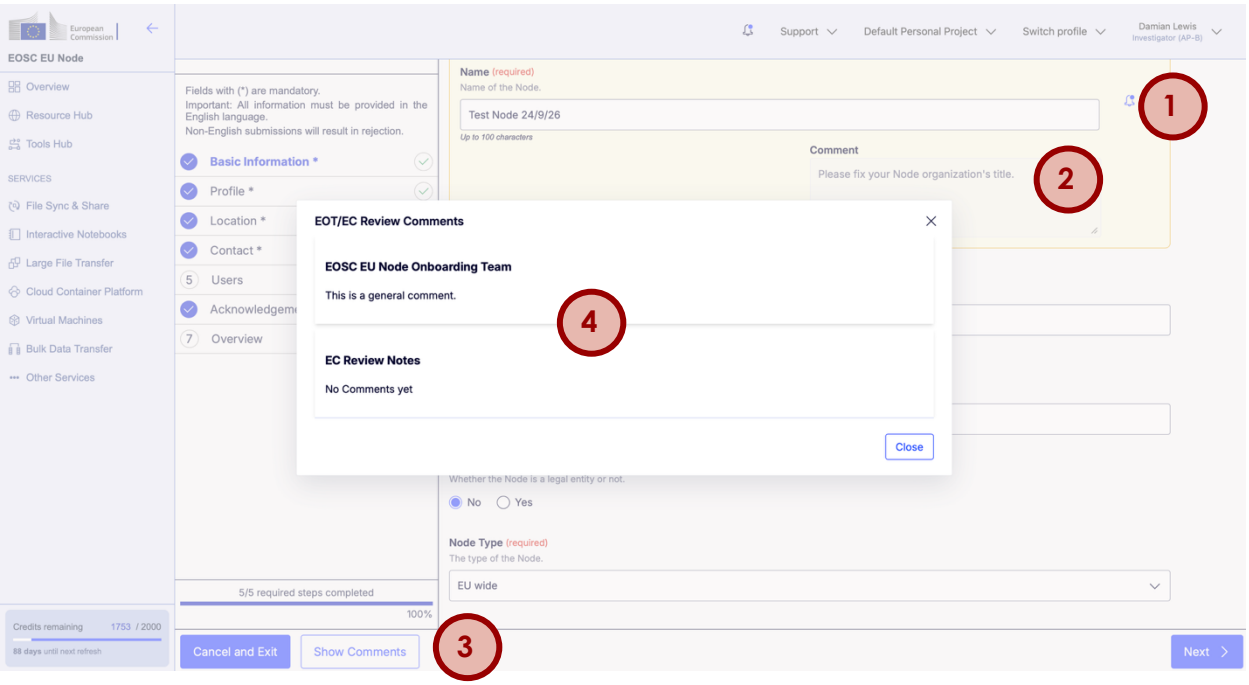
- At the **Acknowledgment and Acceptance** step of the wizard make sure to carefully read the **EOSC EU Node Privacy Statement** and the **EOSC EU Node Resources and Services Onboarding Policy** before accepting the required conditions - (1), (2)

1.8 Overview



- Finally, at the **Overview** step of the wizard, you have the opportunity to go through all the details that you have provided for your Node organisation
- To edit a field before submitting, you may either click on the corresponding step title at the left pane of the wizard, or at the **Edit** button above each category – (1), (2)
- To submit the application for review, click on the Publish Node button. You will be presented with a confirmation modal. Upon successful submission the Node's application will appear as having the 'Pending' status in the **Manage Contributors** tab in your **User Space**. Once the application is validated and accepted by the EOSC EU Node Onboarding Team and the European Commission, your Node organisation will appear as 'Enrolled' in the **Manage Contributors** tab in your **User Space** – (3)

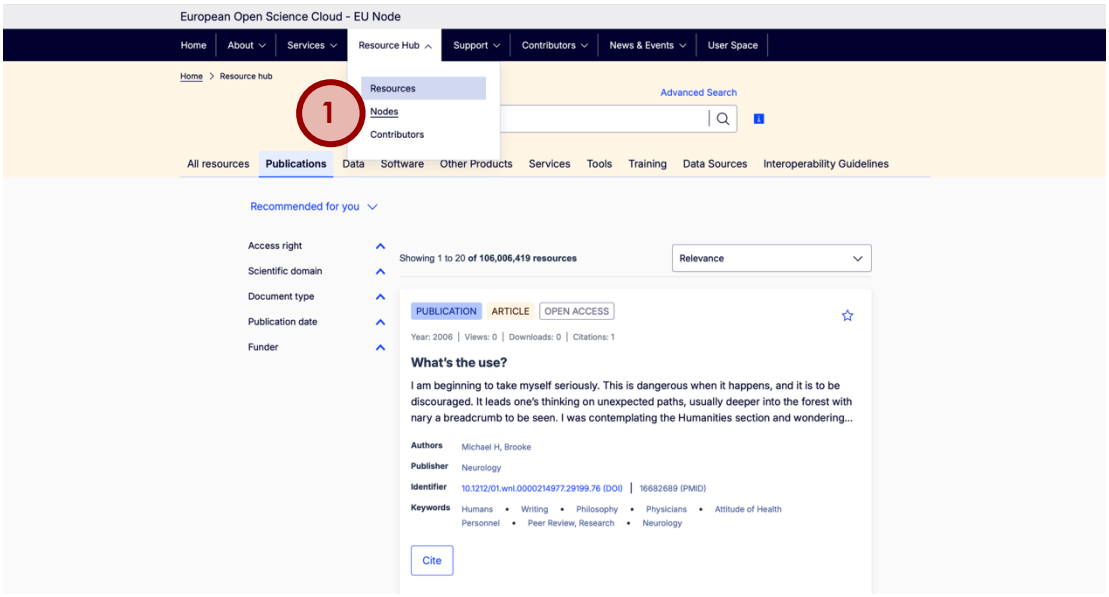
1.9 Viewing EOT Comments



- After submission, your application is reviewed by the EOSC EU Node Onboarding Team (EOT) and the European Commission (EC). The reviewers may request improvements before accepting it. If so, your application status will change to "Requires Improvement". You can view reviewer feedback by navigating to the **Manage Contributors** page, selecting the **Requires Improvement** tab, and clicking your application's title to open the Node registration wizard. There are three types of comments: (1) comments by the EOT team on a certain field, (2) general comments on your application by the EOT team and (3) general comments by the EC
- If the EOT commented on a specific field, that field is highlighted in yellow with a bell icon next to it. Click the icon to display the feedback – (1), (2)
- To view general feedback from either the EOT or the EC, click **Show Comments** to open a modal containing these notes – (3), (4)
- Once you address all feedback, resubmit your application for review using the standard submission steps

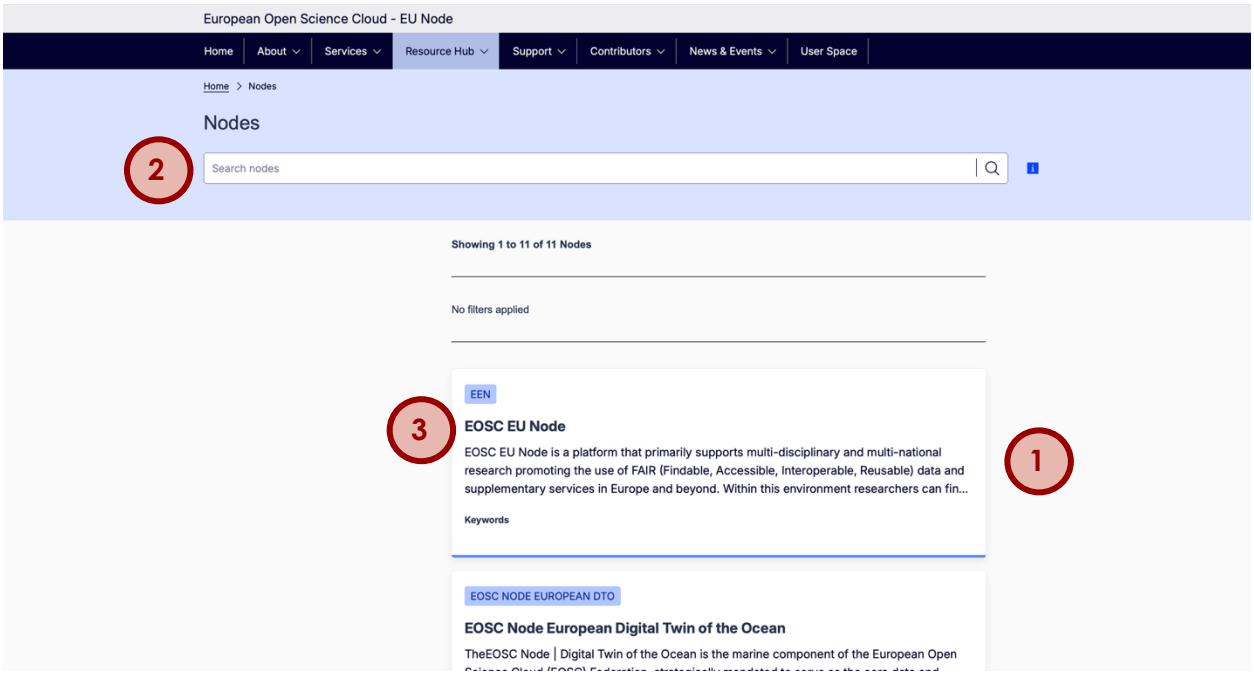
2. View Registered Nodes

2.1 Navigate to Registered Node List



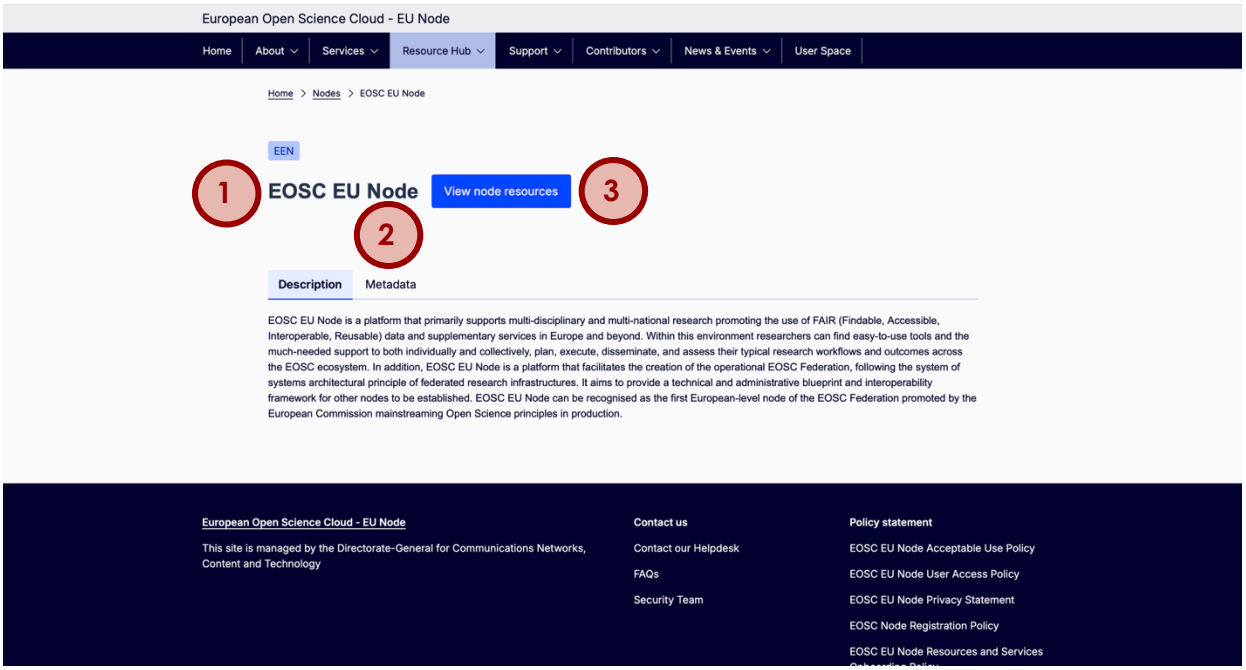
- To navigate to the Registered Nodes list, you may access the **Resource Hub** drop-down box and click on **Nodes** – (1)

2.2 List Nodes in Resource Hub



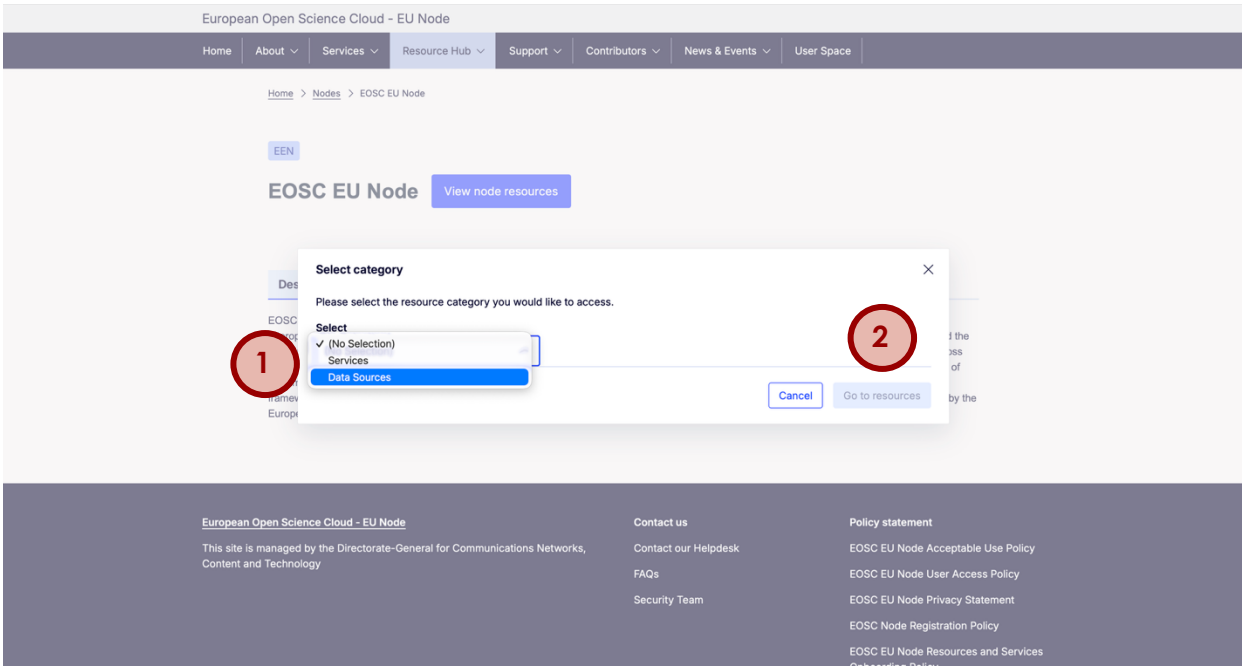
- Each Node that is registered in the EOSC Federation is listed here and is represented by a corresponding card containing useful information such as its title, description and related keywords – (1)
- You use the Search bar to search for registered Nodes – (2)
- To visit a registered Node's **View Page** you may click on its title in the corresponding card– (3)

2.3 View Node



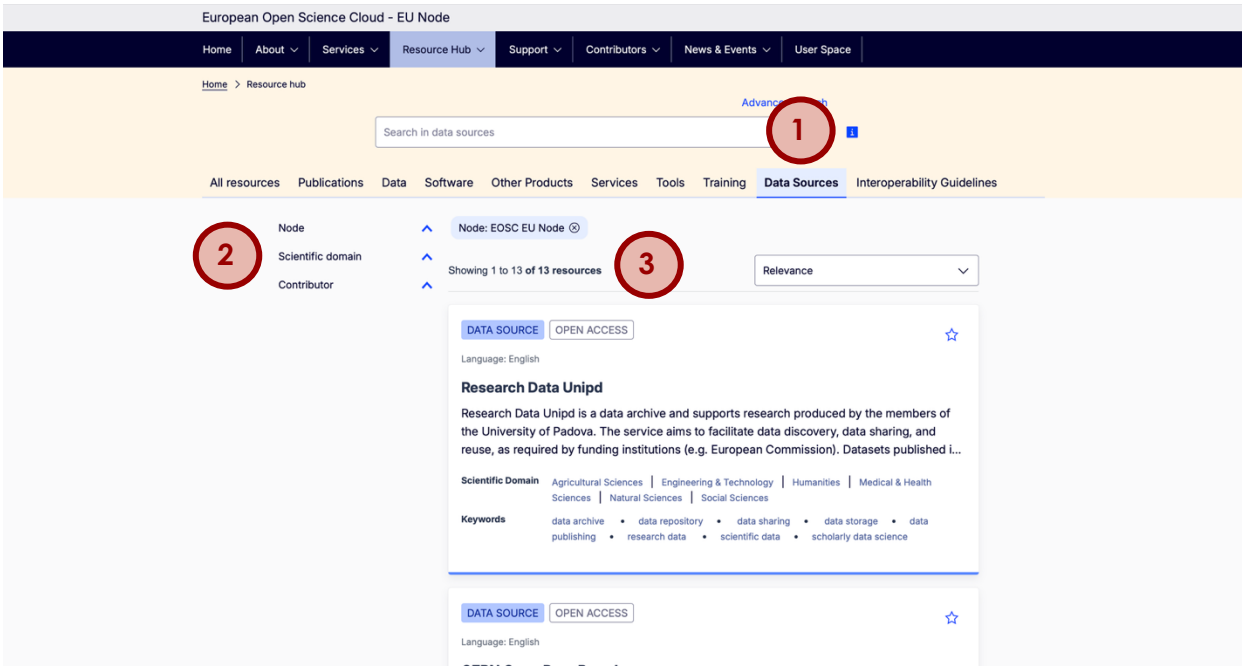
- Once in the **Node View** page, you have access to the details of the registered Node, such as its name, abbreviation and description – (1)
- To view more metadata related to the registered Node, you may navigate to the **Metadata** tab – (2)
- To view resources registered by a specific registered Node, you may click on **View node resources** (see next page) – (3)

2.4 View Node Resources



- Doing so will open a modal prompting you to select the resource category you would like to access for the registered Node in question – (1)
- Clicking on **Go to resources** reveals the filtered resources for the registered Node in question – (2)

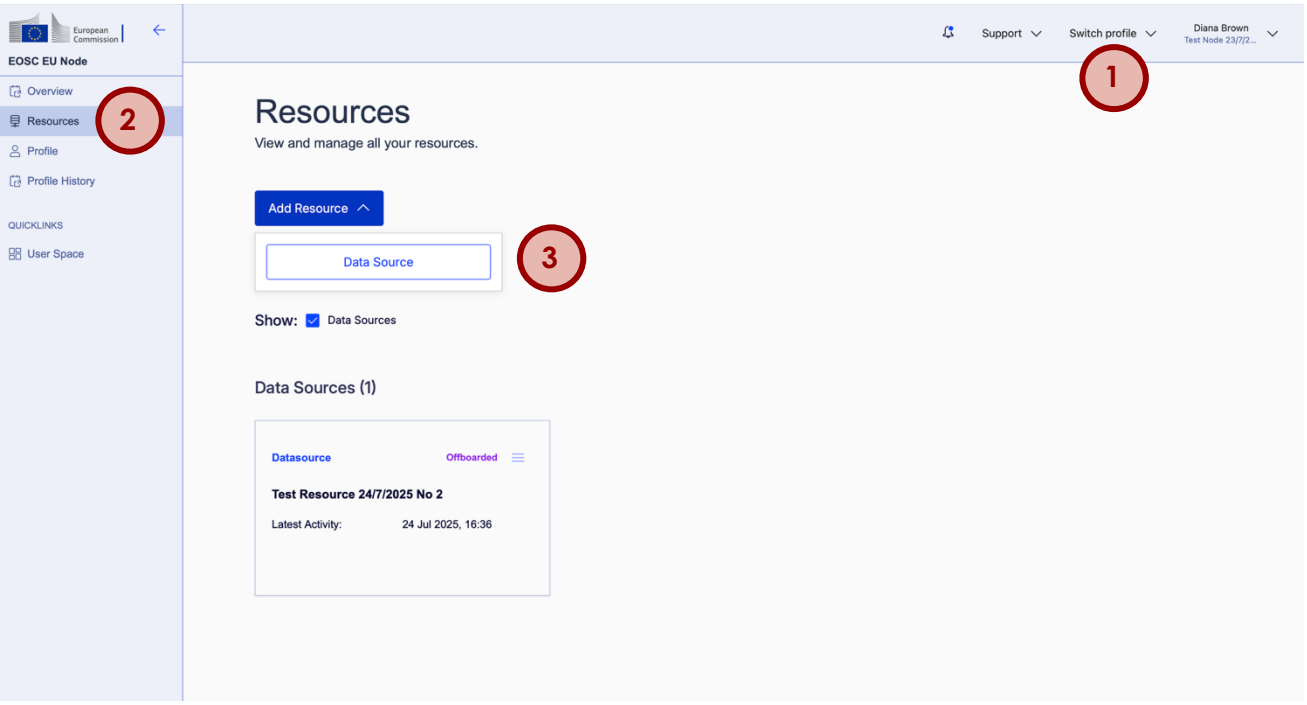
2.5 Filter Resources per Node



- You may also filter registered resources by registered Node via the main **Resource Hub** page. To do so, you may navigate to the **Resource Hub** and select the resource type of interest – (1)
- Once in the desired tab, you may access the Node filter on the left of the page and select the Node and Scientific domain of interest – (2)
- A list of the registered resources related to the Node of interest appears. On the top of the list the user can view the number of resources registered by the Node – (3)

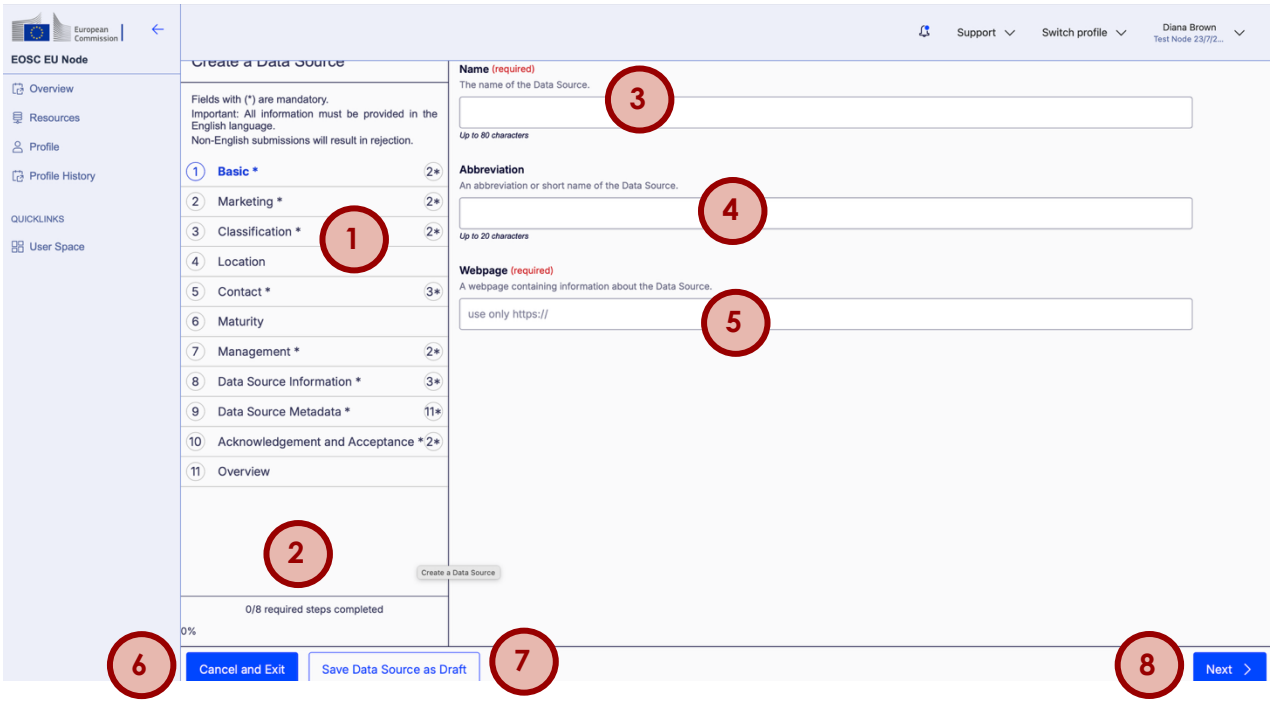
3. Registering Data Sources

3.1 Node Dashboard



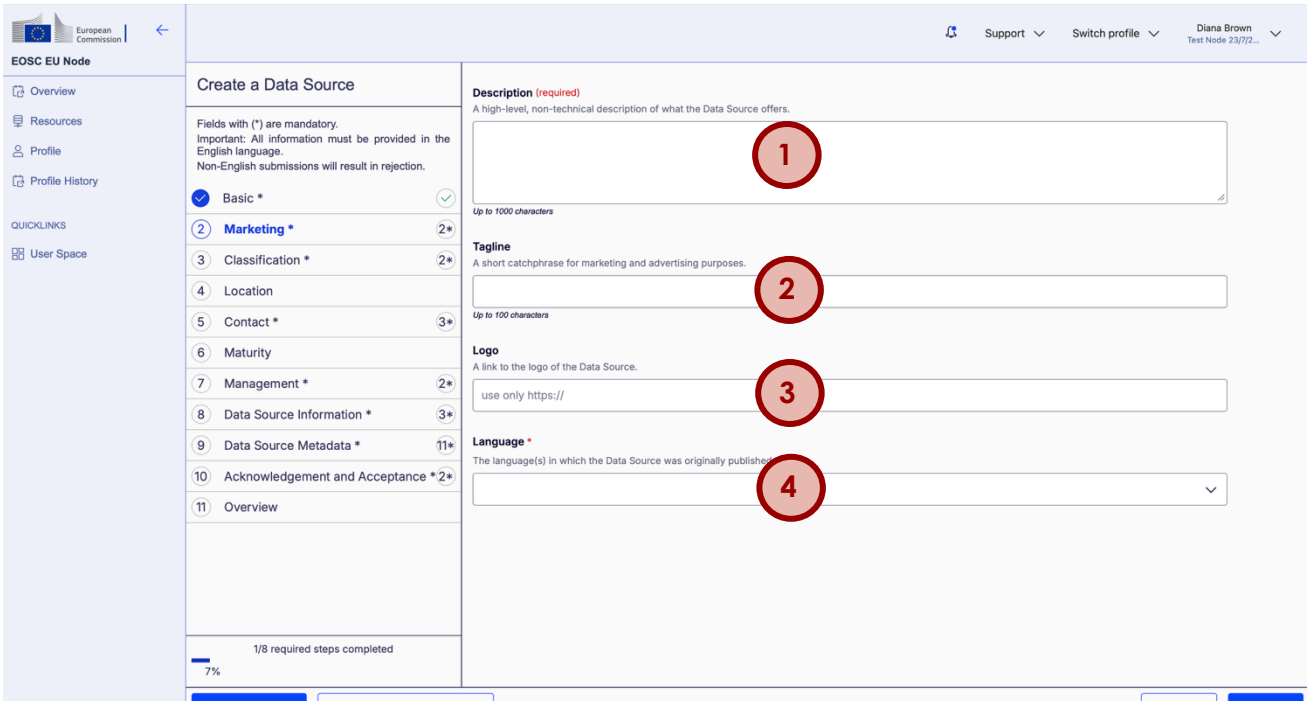
- When you submit your Node enrolment application for review, you will be able to visit your **Node Dashboard** page by clicking on the **Switch profile** drop-down list next to your username while in the **User Space** and selecting your Node. Please note that if your Node enrolment application is under review by the EOSC EU Node Onboarding Team and the European Commission, the status of your node will appear as 'Pending.' From there, you may start registering your **Data Source** even while your enrolment application is still pending – (1)
- To register a **Data Source**, visit the **Resources** tab in the **Node Dashboard**, click on the **Add Resource** button and then on the **Data Source** button. Doing so will initiate the **Create a Data Source** wizard – (2), (3)

3.2 Basic Metadata



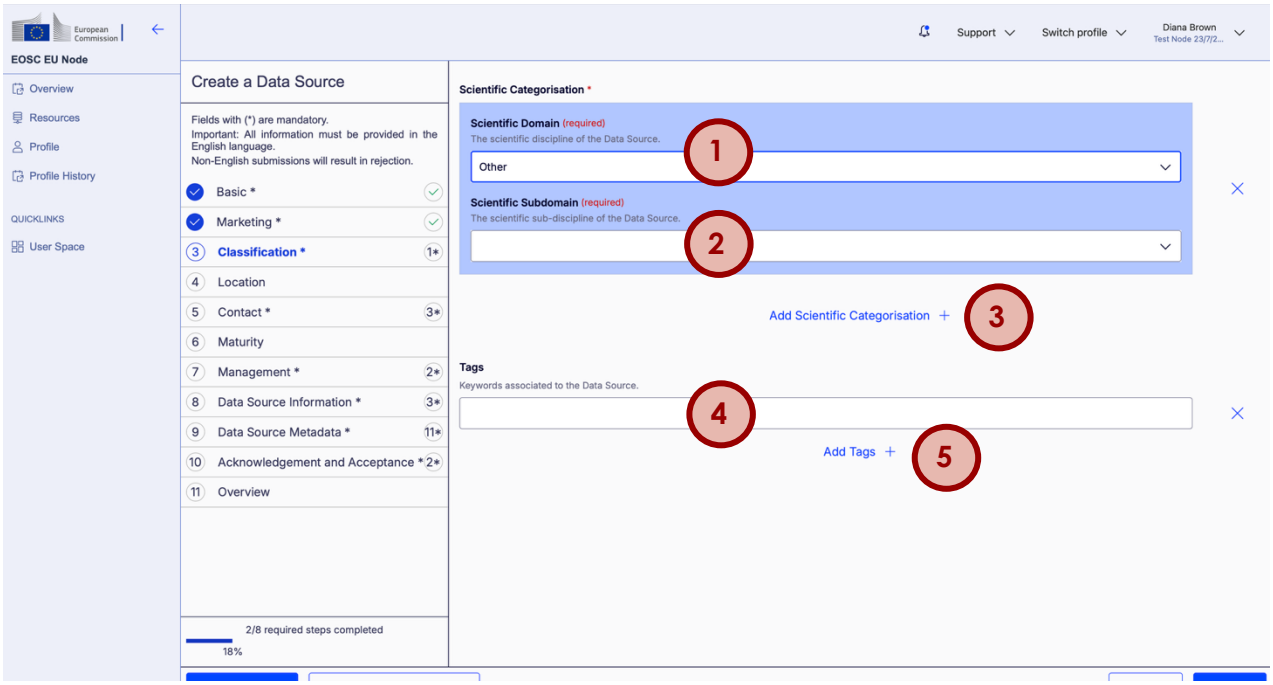
- In the first page of the **Create a Data Source** wizard, you will be presented with a two-pane view. The various steps of the wizard are enumerated in the left panel. Each step has several mandatory fields marked with a circle next to its title. The total percentage of mandatory fields completed for the entire wizard is also indicated at the bottom of the left pane – (1), (2)
- During the first step of the wizard, you will be asked to fill-in some **Basic Information** for your Data Source, including its **Name**, **Abbreviation,** and **Website** address – (3), (4), (5)
- You may cancel the process and exit at any time without saving by clicking on the Cancel and Exit button – (6)
- To update the draft application for your Data Source registration and exit the wizard without submitting it, click on the **Save Data Source as Draft** button – (7)
- To proceed to the next step of the wizard, click on the **Next** button – (8)

3.3 Marketing



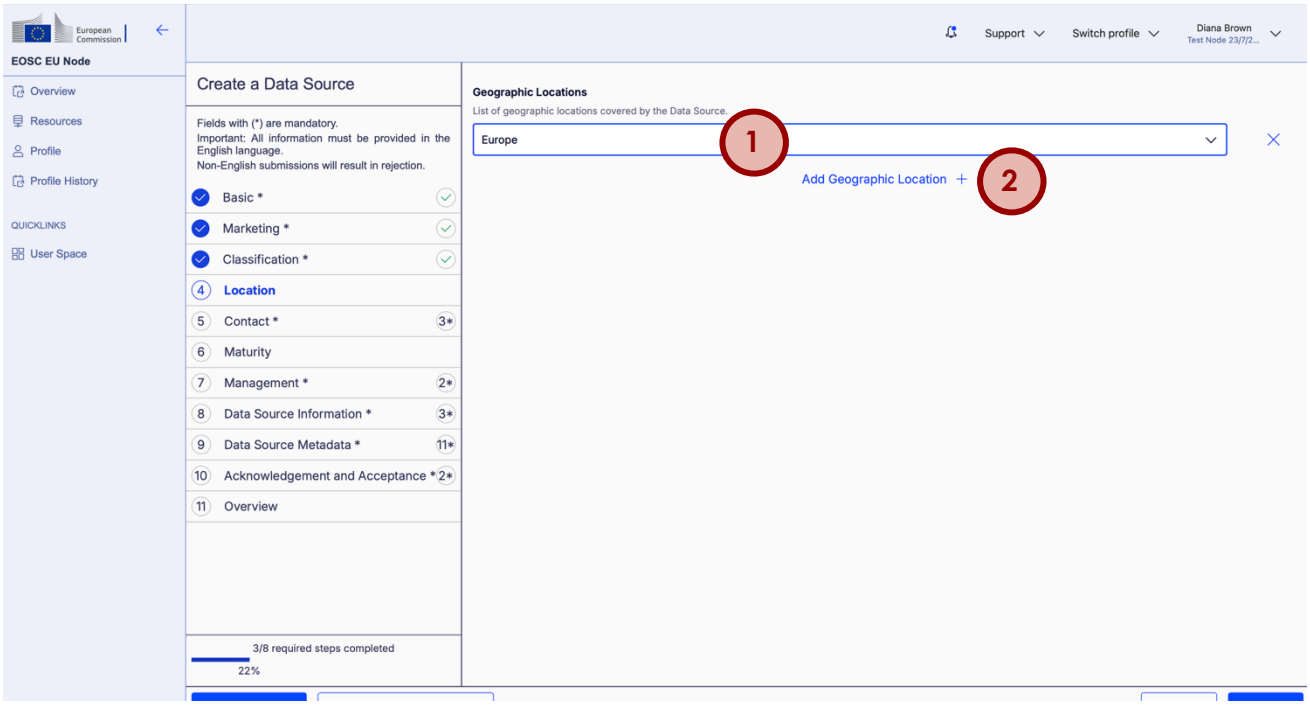
- In the **Marketing** step of the wizard, you must provide a non-technical **Description** and the **Language** of your Data Source – (1), (2)
- You may also optionally provide a **Tagline** (i.e., a short catchphrase describing the Data Source) and a URL pointing to the **Logo** of the Data Source (if available). The logo can be of any image type (e.g., PNG, JPEG) – (3), (4)

3.4 Classification



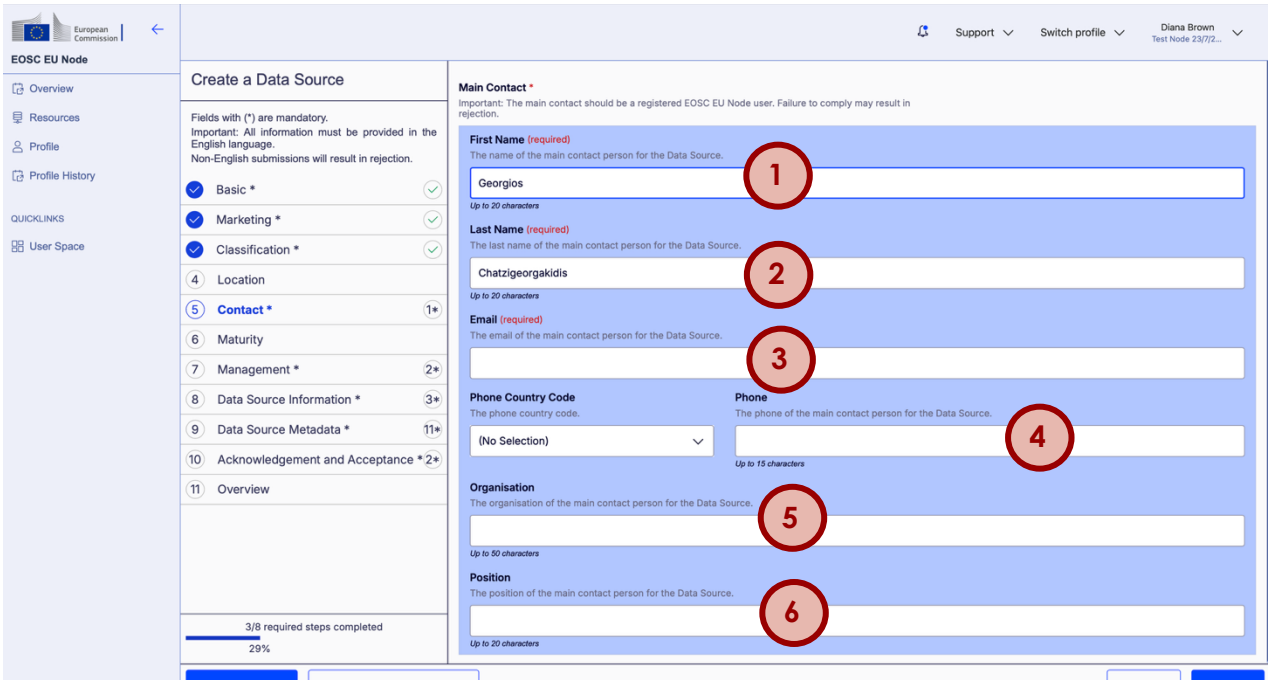
- Next, in the **Classification** part of the wizard, you must select the **Scientific Domain** and **Subdomain** of your Data Source. In case no scientific domain and/or subdomain are applicable to your Data Source, you can select the 'Other' or 'Generic' value. You may add more domains by clicking on the **Add Scientific Categorization** button – (1), (2), (3)
- You can optionally add one more **Tags** (i.e., related keywords) to the Data Source – (4), (5)

3.5 Location



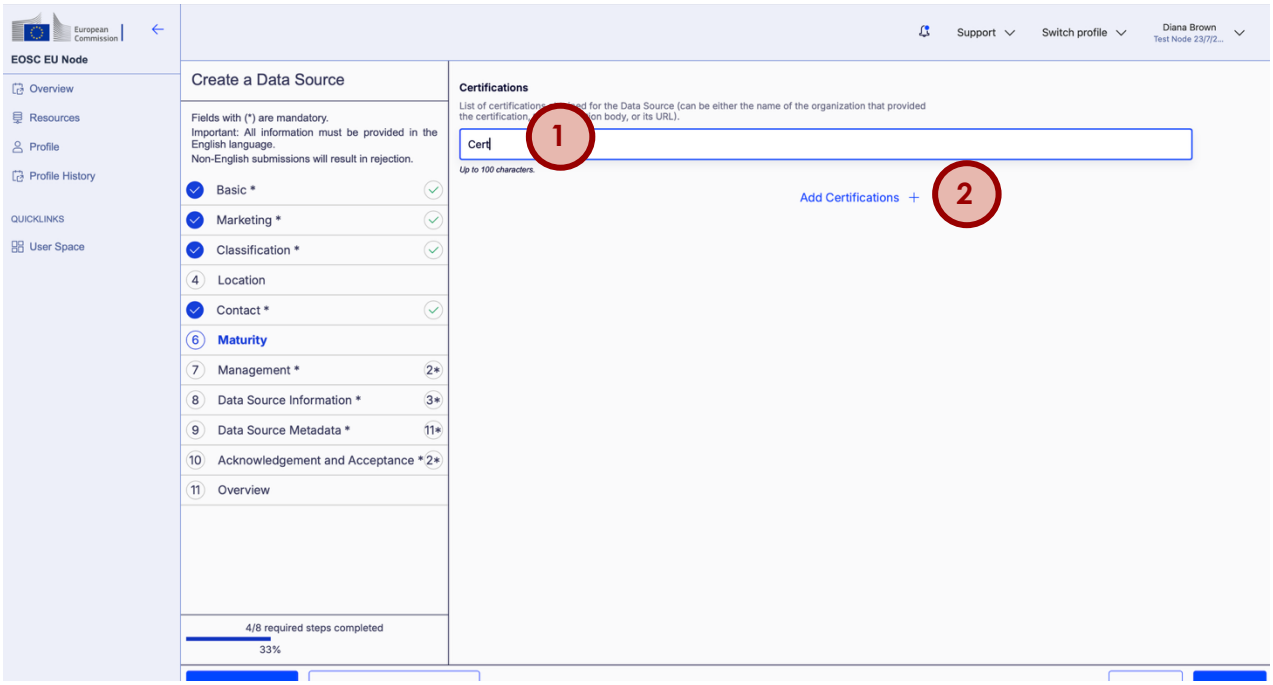
- Next, you may optionally select one or more **Geographic Locations** that are covered by the Data Source – (1), (2)

3.6 Contact



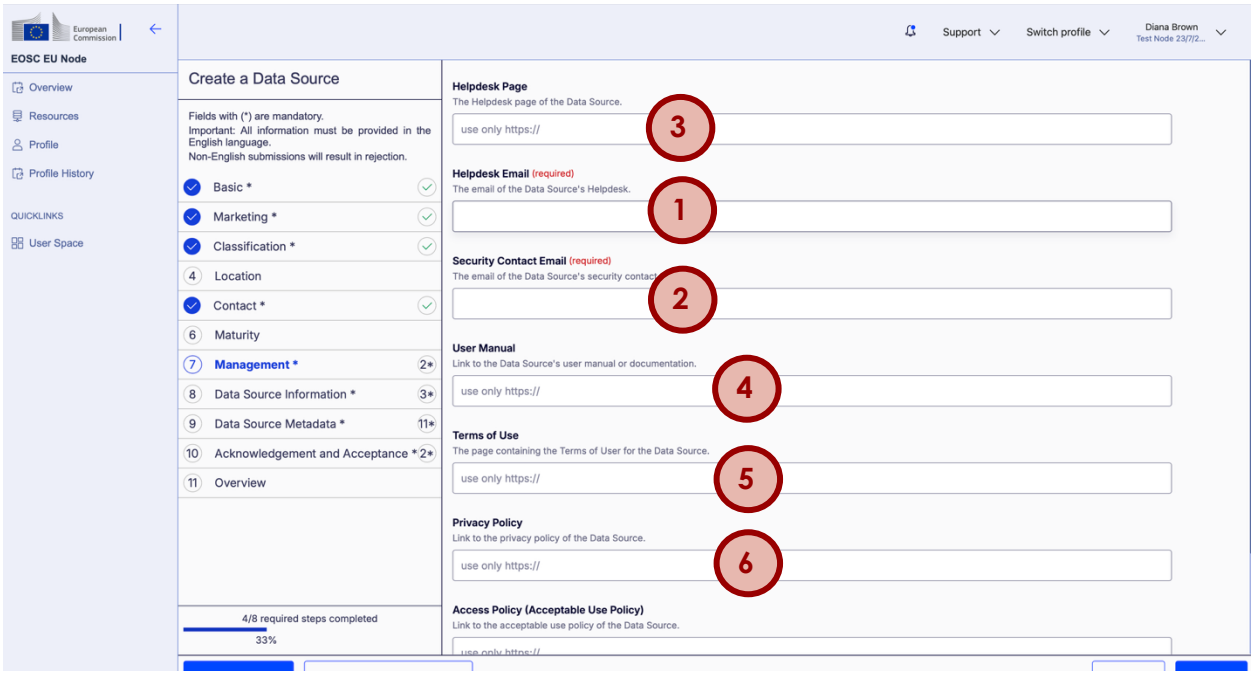
- In the **Contact** step of the wizard, you must provide details of the main contact person for the Data Source. Please note that the main contact should be a registered EOSC EU Node user
- Specifically, you must provide the main contact's **First Name**, **Last Name**, and **Email** – (1), (2), (3)
- You can optionally provide his/her **Phone**, **Organisation** and **Position** in that organization – (4), (5), (6)

3.7 Maturity



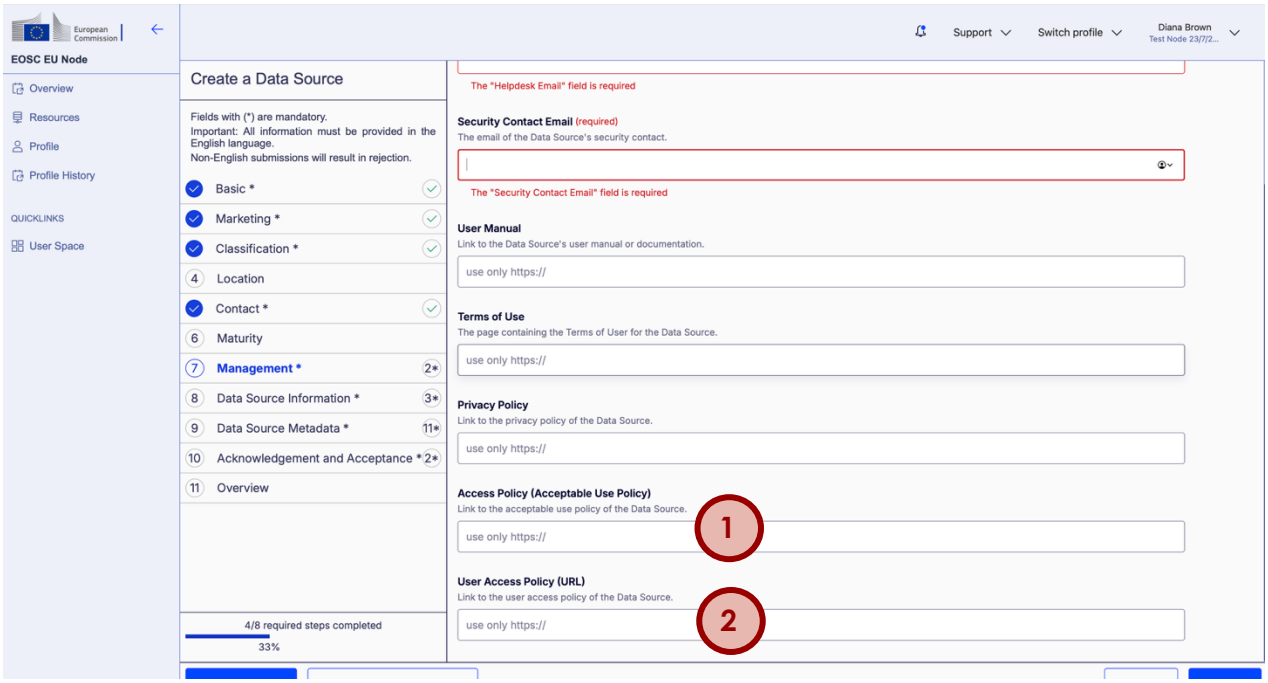
- Next, in the **Maturity** step, you can optionally select one or **Certifications** that were obtained for the Data Source that is being registered – (1), (2)

3.8 Management (I/II)



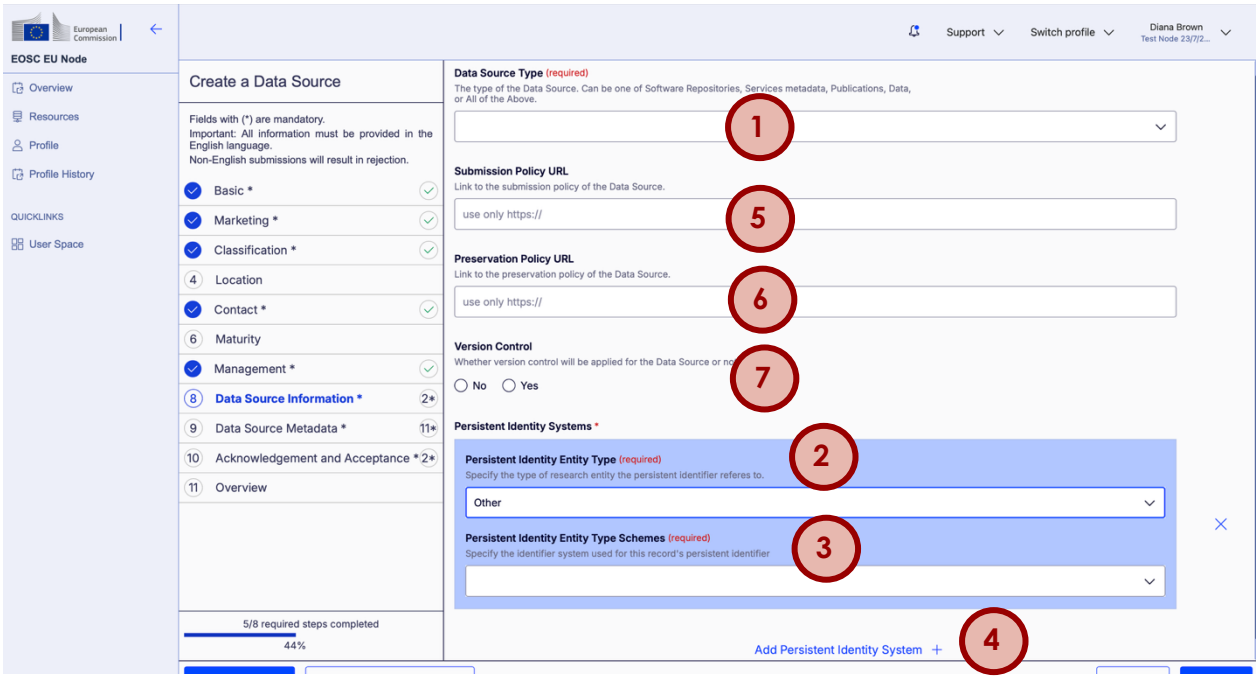
- In the **Management** step of the wizard, you will be asked to provide the **Helpdesk Email** and **Security Contact Email** for your Data Source – (1), (2)
- You can also optionally provide the URL of the Data Source's **Helpdesk Page**, a URL pointing to the **User Manual** of the Data Source, a URL pointing to the **Terms of Use** of the Data Source, a URL pointing to the **Privacy Policy** of the Data Source and more (see the next page) – (3), (4), (5), (6)

3.9 Management (II/II)



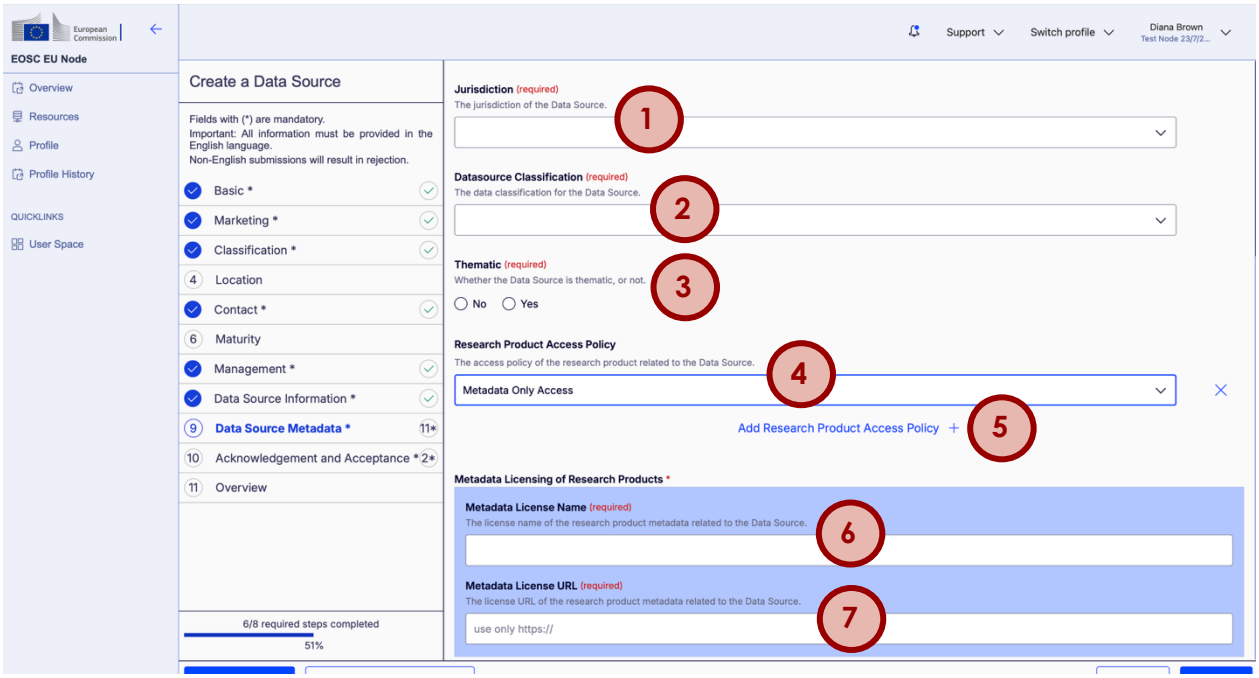
- After scrolling down the page in the **Management** step of the wizard, you will be able to optionally provide URLs for the **Acceptable Use Policy** and **User Access Policy** of the Data Source – (1), (2)

3.10 Data Source Information



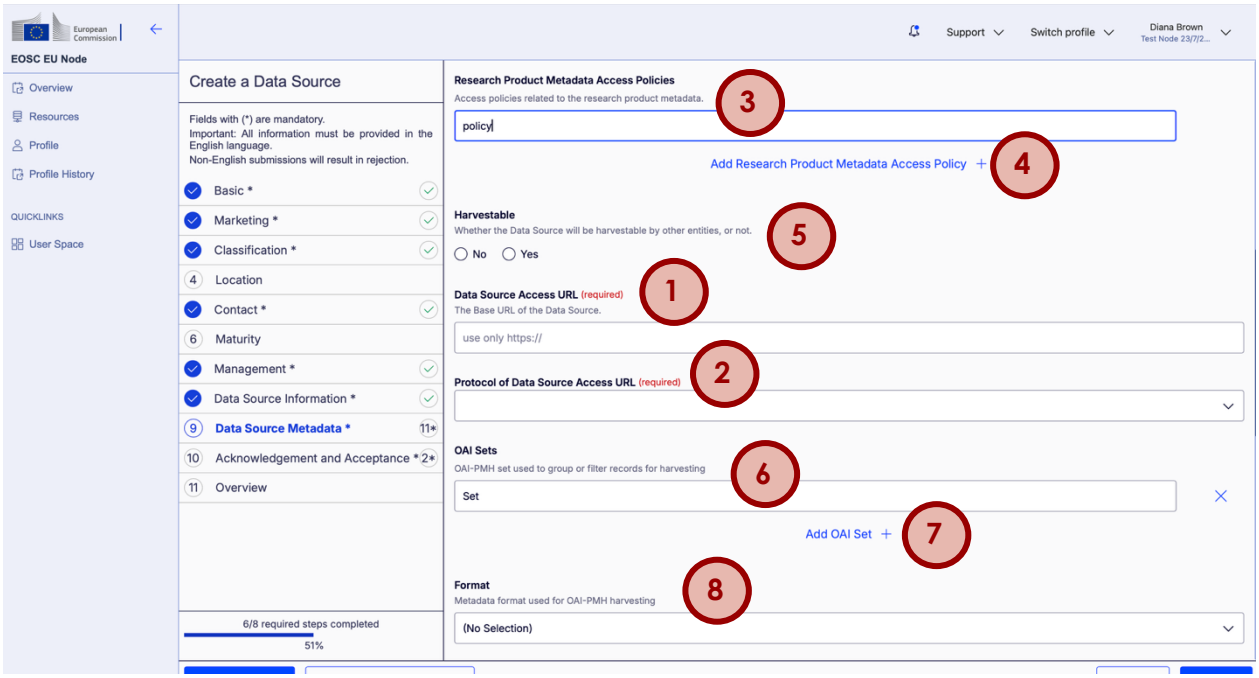
- Next, in the **Data Source Information** step of the wizard, you must provide the Data Source Type (i.e., **Software repositories**, **Services metadata, Publications, Data**, or all of the above) and select one or more Persistent Identity Systems for the Data Source – (1), (2), (3), (4)
- You can also optionally provide the **Submission Policy URL**, the **Preservation Policy URL** of the Data Source, and indicate whether **Version Control** will be applied to the Data Source – (5), (6), (7)

3.11 Data Source Metadata (I/IV)



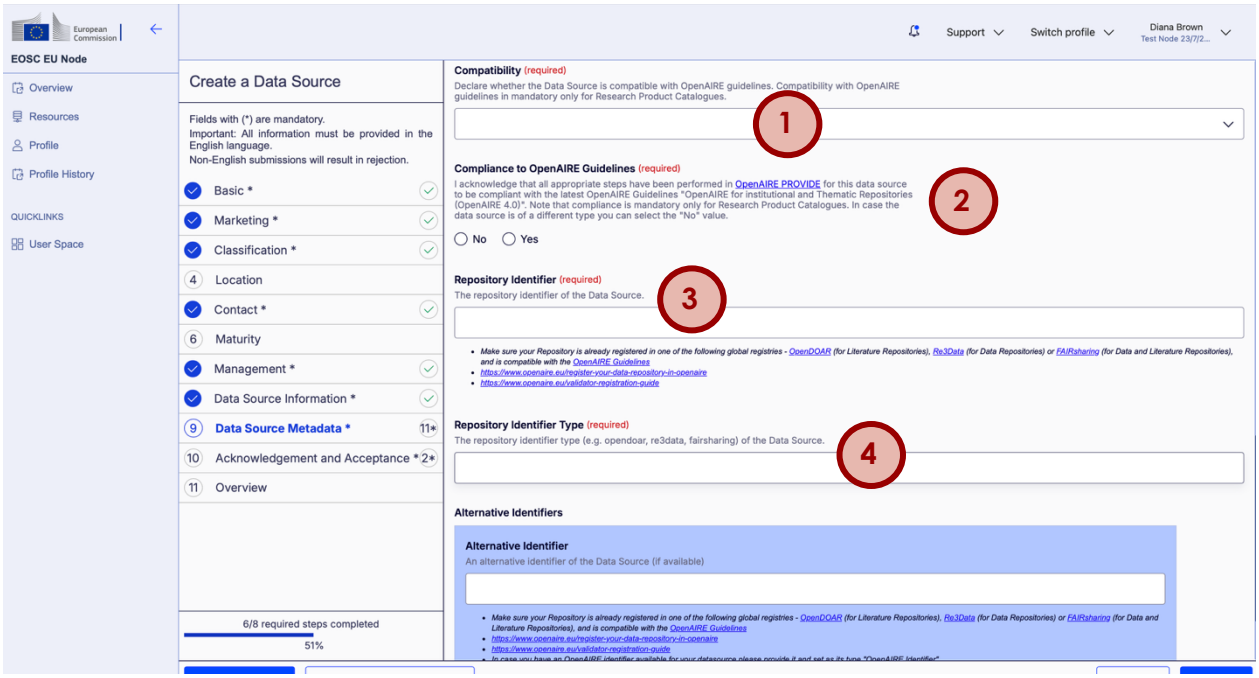
- In the **Data Source Metadata** step of the wizard, you must initially select the **Data Source Classification** (i.e., **Research Product Catalogue** or **Service Catalogue**). Then, you must fill-in the rest of the mandatory fields, including the **Jurisdiction** (i.e., pool of users the data source is intended to serve) of the Data Source (either **Global**, **Institution**, **National,** or **Regional** aka multiple countries) and whether the Data Source is **Thematic** or not (i.e., organized around a specific theme, subject, or domain of interest, rather than being general purpose or broadly scoped) – (1), (2), (3)
- You can optionally select one or more **Access Policies** for the research product related to the Data Source that is being registered – (4), (5)
- You may also optionally provide details for the related **Research Product Metadata Licensing** (i.e., name and URL) – (6), (7)

3.12 Data Source Metadata (II/IV)



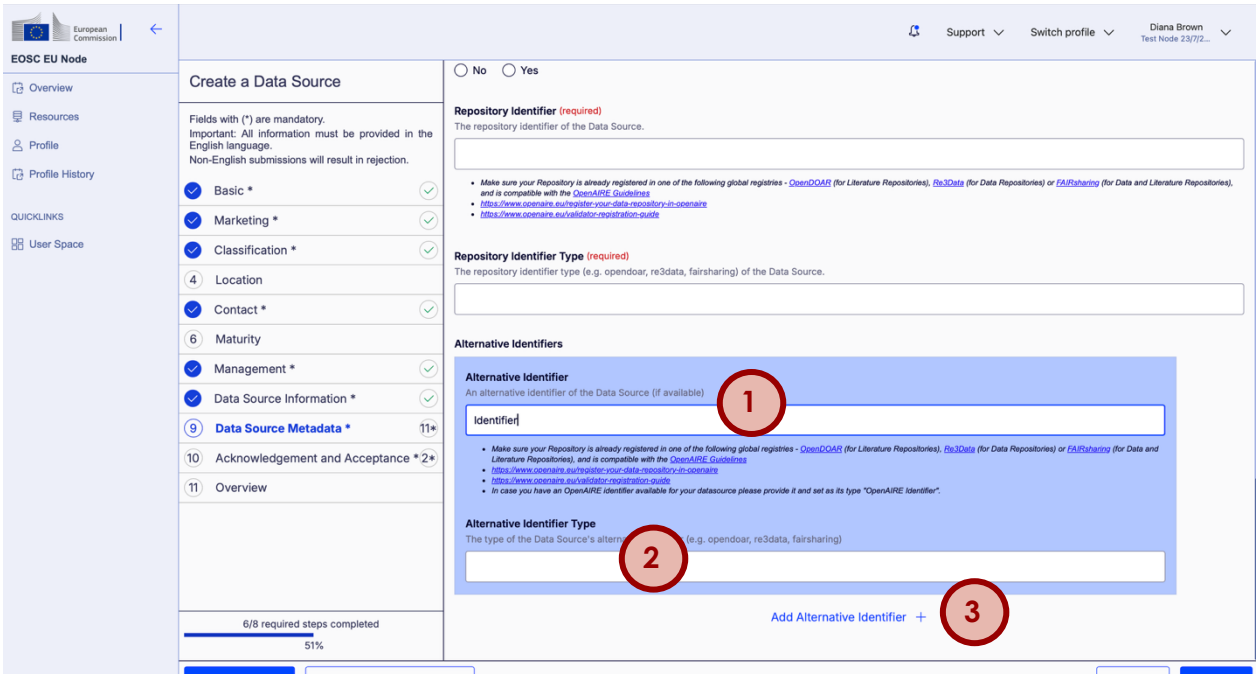
- Scrolling down the **Data Source Metadata** step of the wizard, you will be asked to provide the **Base URL** of the Data Source and its protocol (**FTP**, **OAI**, **Rest API** or **Other**) – (1), (2)
- You may also optionally provide one or more **Access Policies** for the related research product metadata, indicate whether the Data Source is harvestable by other entities or not, add one or more **OAI Sets** and select the **Format** of the Data Source – (3), (4), (5), (6), (7), (8)

3.13 Data Source Metadata (III/IV)



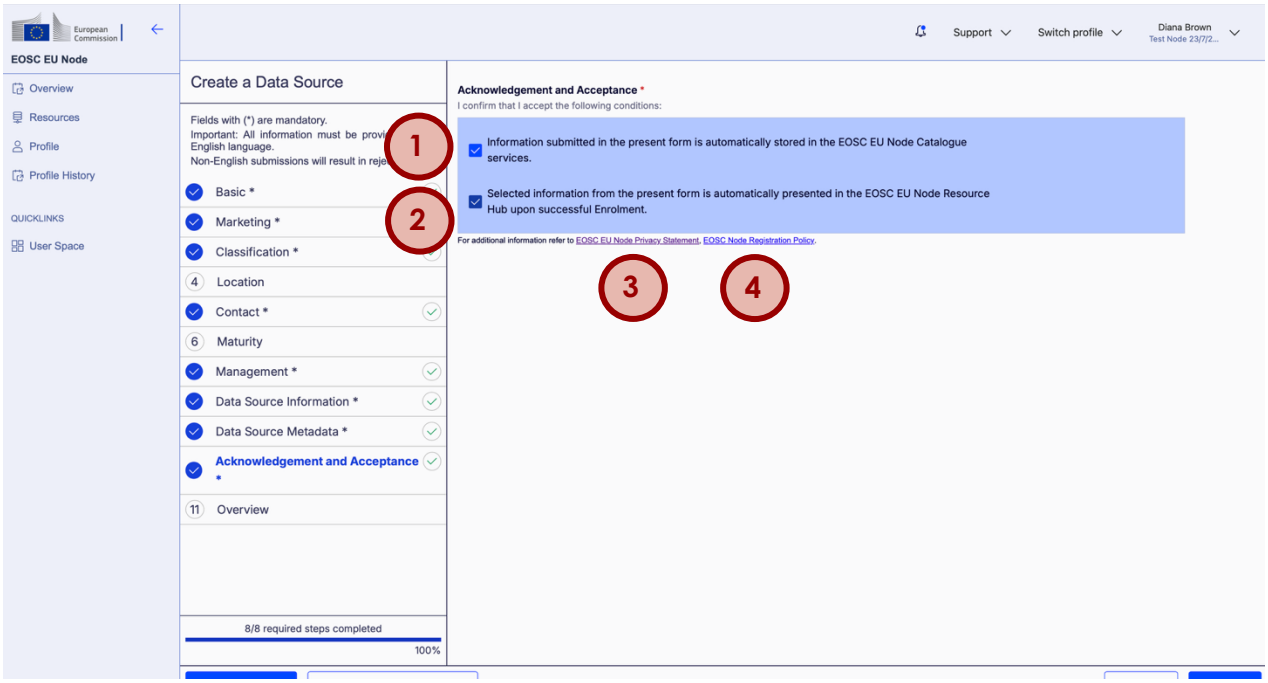
- Scrolling further down the **Data Source Metadata** step of the wizard, you may optionally declare whether the Data Source is compatible with the OpenAIRE guidelines 4.0 – (1), (2)
- You may also provide the **Repository Identifier** (and its type) of the Data Source. The repository must be already registered in one of the following global registries: OpenDOAR (for Literature Repositories), Re3Data (for Data Repositories) or FAIRsharing (for Data and Literature Repositories). The repository must also be compatible with the OpenAIRE Guidelines 4.0 – (3), (4)

3.14 Data Source Metadata (IV/IV)



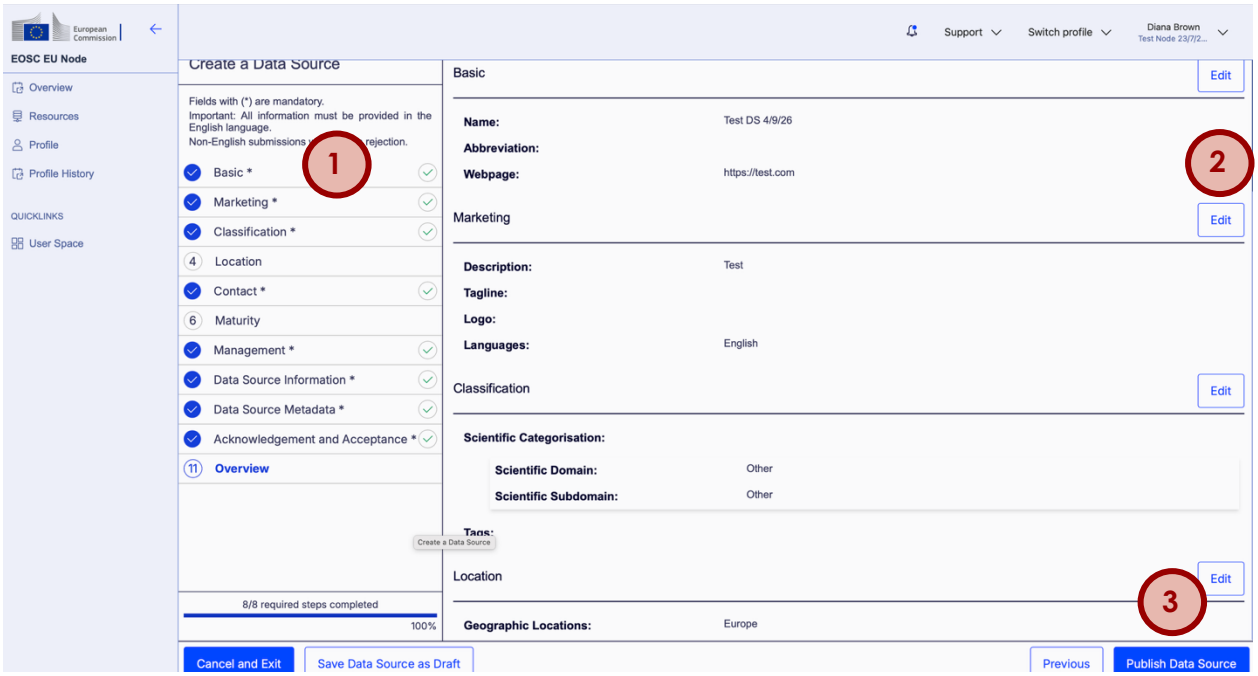
- Finally, scrolling at the bottom of the Data Source Metadata step of the wizard, you can optionally provide one or more alternative repository identifiers and their type – (1), (2), (3)

3.15 Acknowledgment and Acceptance



- In the **Acknowledgment and Acceptance** step of the wizard, you must provide your consent to the following:
  - Information submitted in the present form is automatically stored in the EOSC EU Node Catalogue services – (1)
  - Selected information from the present form to be automatically presented in the EOSC EU Node Resource Hub upon successful Enrolment – (2)
- Also, please make sure to carefully read the **EOSC EU Node Privacy Statement** and the **EOSC EU Node Resources and Services Onboarding Policy** before accepting the required conditions - (1), (2)

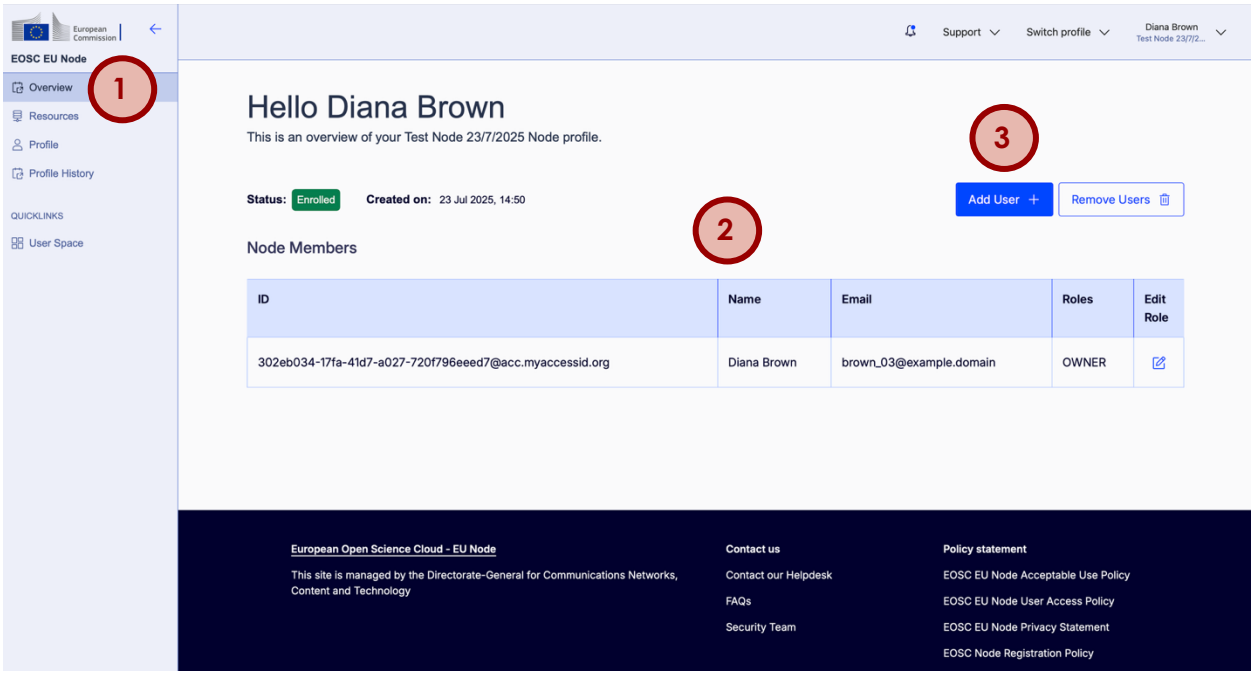
3.16 Overview



- Finally, at the **Overview** step of the wizard, you have the opportunity to go through all the details that you have provided for the Data Source to be registered
- To edit a field before submitting, you may either click on the corresponding step title in the left pane of the wizard, or on the **Edit** button above each category – (1), (2)
- To submit the application for review, click on the **Publish Data Source** button. You will be presented with a confirmation modal. Upon successful submission the Data Source's application will appear as having the 'Pending' status in the **Resources** tab in your **Node Dashboard**. Once the application is validated and accepted by the EOSC EU Node Onboarding Team and the European Commission, your Data Source will appear as 'Onboarded' in the **Resources** tab in your **Node Dashboard** – (3)

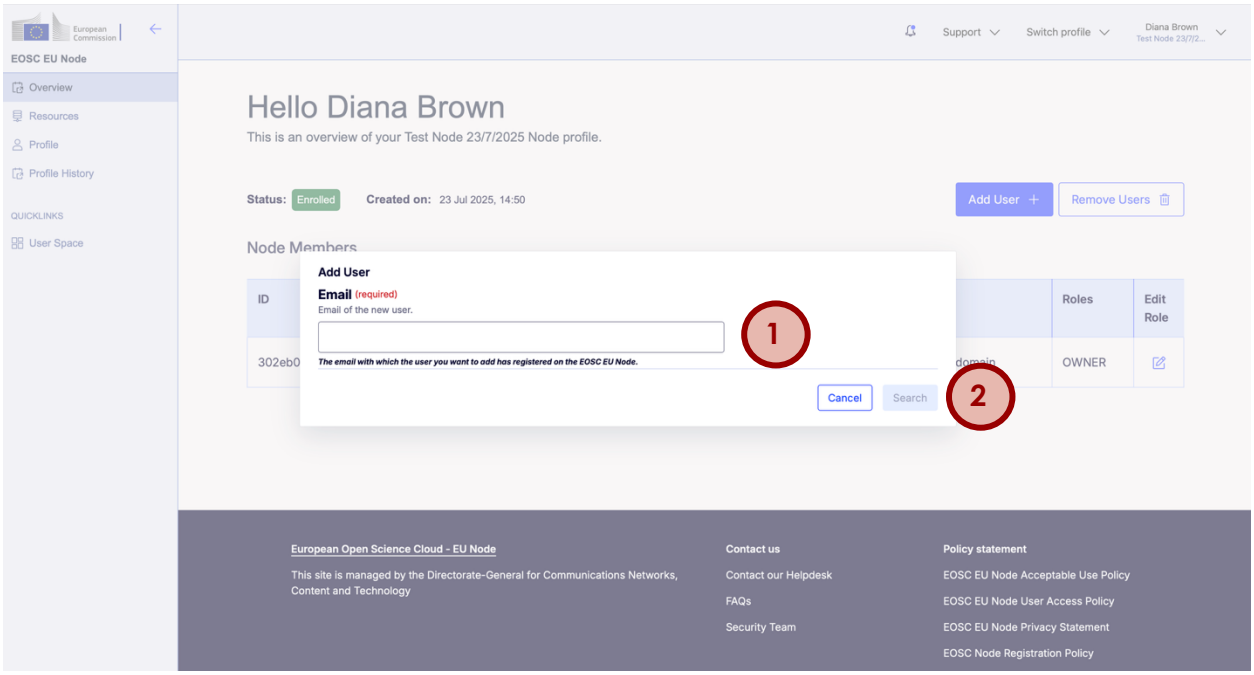
4. Adding Additional Node Members

4.1 Node Dashboard



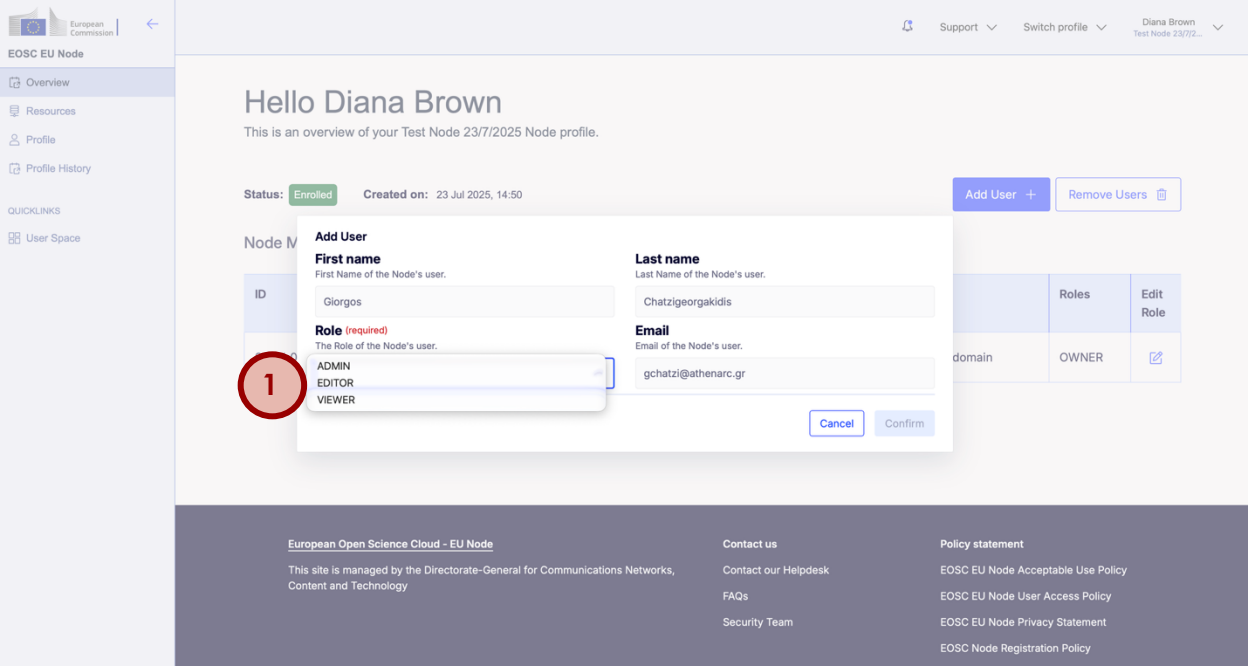
- When you submit your Node enrolment application for review, you will be able to visit your **Node Dashboard** page by clicking on the **Switch profile** drop-down list next to your username while in the **User Space** and selecting your Node. Please note that if your Node enrolment application is under review by the EOSC EU Node Onboarding Team and the European Commission, the status of your node will appear as 'Pending.' From there, you may start adding other users as members to your Node organisation. *Please note that you may start adding other Node members even if the registration status of your Node is 'Pending'* – (1)
- In the Overview page of your Node Dashboard there is a list of all the users of your Node organisation. For each member, you can see their ID, Name, Email and Role (i.e., one of ADMIN, EDITOR, or VIEWER). To add a new user to your Node organisation, click on **Add User** – (2), (3)

4.2 Add User



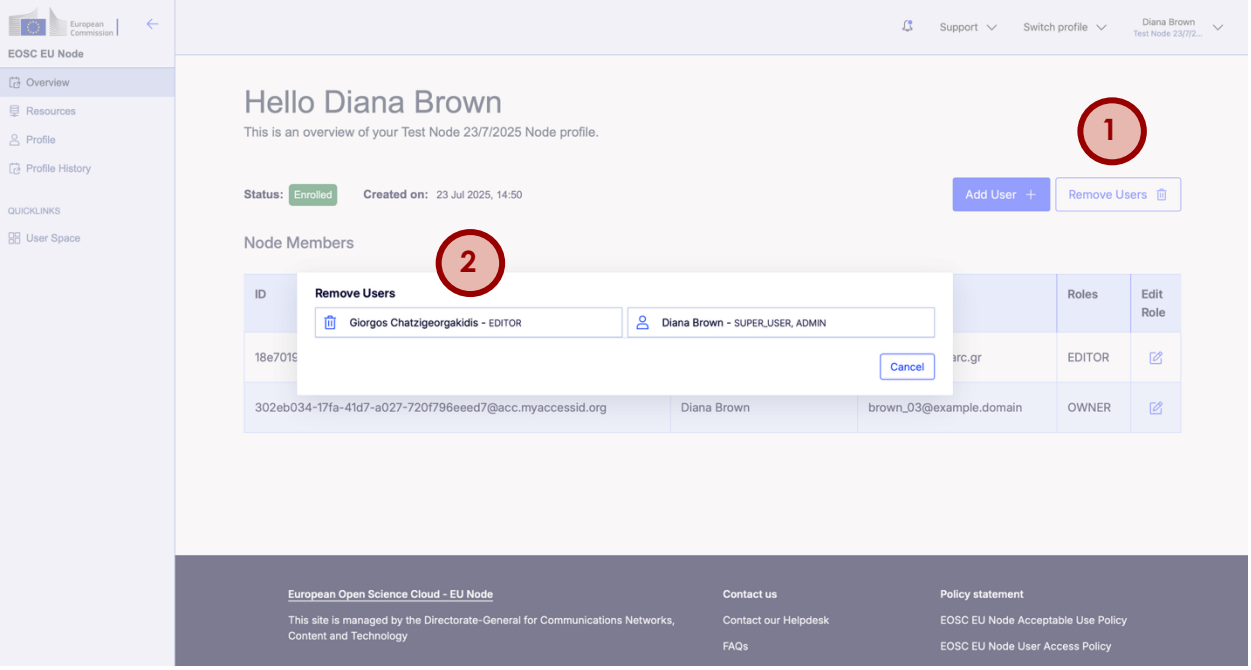
- Next, in the modal that appears, you may search for existing EOSC EU Node users by entering their email in the corresponding field and clicking on Search – (1), (2)

4.3 Select User Role



- This is the **Add User** modal, where you can select the role for a new member of your Node organisation. The available roles are **ADMIN**, **EDITOR**, or **VIEWER**:
    - **ADMIN**: Can add or remove members within the Node organisation, as well as view and publish resources.
    - **EDITOR**: Can view and publish resources.
    - **VIEWER**: Can only view the resources published for the Node organisation – (1)

4.4 Remove User



- Finally, to remove a user from a Node organisation, an **ADMIN** user can click on **Remove Users** and then on the corresponding user email in the list that appears – (1), (2)