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Starting a project in PHAIDRA

Repository Management PHAIDRA Services

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To **start a project in PHAIDRA**, you require a service e-mail address (that is valid for an unlimited period). You can request a service e-mail address from the Vienna University Computer Center (ZID).

How do I get a service e-mail address?

The ZID e-mail service website (<https://zid.univie.ac.at/en/e-mail/>) provides detailed information under “**Requesting a service e-mail address**”. Please read this information carefully.

You can also find the link to the relevant form (log-in via your personal u:account required) on this website. Please complete this form to request a service e-mail address.

As soon as you have submitted the form and your request has been processed, the ZID Helpdesk will send you the relevant information (including your log-in details).

You can now use the UserID and the service password to log in to PHAIDRA.

The service e-mail address is now listed as the “owner” in PHAIDRA and you can communicate with the project group via e-mail.



You now have your log-in details as well as a service e-mail address for your project on PHAIDRA:

Next, please **contact us for a first consultation:**

- via e-mail to support.phaidra@univie.ac.at
- or via telephone at +43-1-4277-151-70 (Ms. Susanne Blumesberger, Head of Repository Management PHAIDRA Services at the Vienna University Library)

You can now start working in PHAIDRA <https://phaidra.univie.ac.at/>.

For further information about PHAIDRA, please visit our website:

<https://datamanagement.univie.ac.at/en/>

Please note: Please use the **PHAIDRA Sandbox** for getting started. This test instance can only be accessed within the network of the University of Vienna and allows you to try all PHAIDRA features:

<https://phaidra-sandbox.univie.ac.at/>