How to connect to Mina

Process to connect to Mina (with the new 2-step authentication)

Since the new 2-step authentication, you'll need to connect to a new link first.

Link: https://lauth1.europarl.europa.eu/PortalMain

You'll get this page:

Network Access Service

To proceed, please authenticate below.
Access Code:

- Physical token: 4-Digit PIN followed by the 6-digit token code.
- SMS token: PIN code and follow the instructions on the next page.

Username [   ]
Access code [   ]

Log In

Username = 1st field = your Windows username (linc- account)
Access code = 2nd field = your pin code | physical token

Authentication Challenge

//
Wait for token to change, then enter the new tokencode:
The server requires that you enter an additional token code to verify that your credentials are valid.
To continue, enter the token code received by SMS or wait for the token code to change on your physical token and enter the new code in the field below.

Response

Submit   Restart

Insert the pin you've received on your phone

Once inserted the code you received, you'll arrive on this page:

Network Access Granted

Welcome to the network.

Access has been granted to this computer for 12 hours.

Log Out

DO NOT CLICK ON "Log Out" ! Otherwise, you won't be able to have access and will have to do the whole step since the beginning.

In the <u>SAME</u> browser (= create a new tab or a new windows), use the DG-LINC
Connection Page: http://www.linc.europarl.europa.eu/

Click on "Mina"

You'll arrive on this webpage:

Username = 1st field = your Windows username (linc- account)
Field "Enter Your Token Code here" = 2nd field = your pin code | physical token

Next Token Mode

The server requires that you enter an additional token code to veri[]
your credentials are valid.

If you have a physical token, wait for the token code to change and
enter the new code in the SecurID Token Code field.

If you have an SMS token, enter the token code received by SMS.

SecurID Token Code:

Enter   Cancel

Insert your token code

European Parliament
Authentication Service

SIGN IN

user name

Password

LOG IN

This authentication service is for Members and staff of the
European Parliament. For public information, visit our
website at: www.europarl.europa.eu

1st field = Your Username = Your Windows account = Your linc-account
2nd field = Your Password = Your Windows password

MINA   Week 12 (22 - 28 Mar 2021)

Then you'll arrive on Mina

Troubleshoot (several issues answered. Take a look if you're struggling)

Question: "I'm getting a screen saying 'You currently have opened user sessions, you may close the sessions by selecting them before you continue'" (see below):

Answer: it's because you already have a session opened on another device/browser. You can click on "Continue" and you'll arrive on the page asking your Windows credentials.

Question: "I'm getting a page saying "404 error - This page doesn't exist" when I try to reach Mina through the DG Linc connection page but I've a web connection, I can reach google/send mails and so on. Why ?"
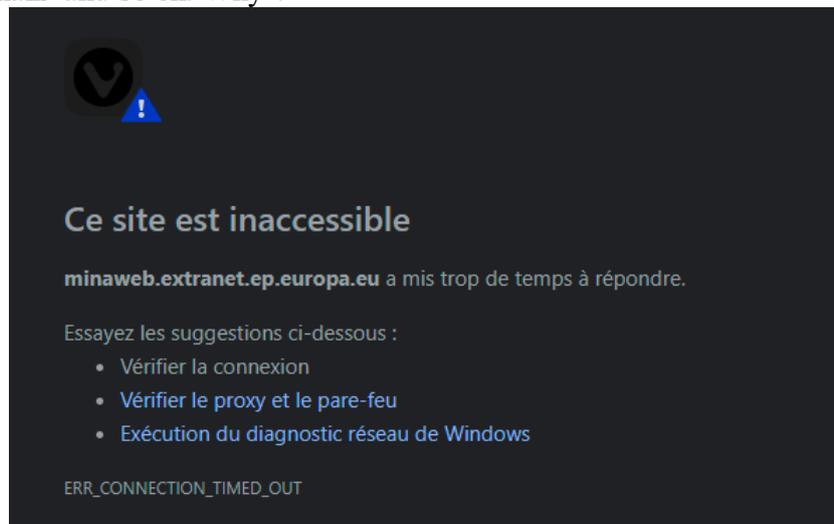
Answer: If you have an error like this, it mostly due to the fact you didn't use the new 2-step authentication. See the whole process for it.

Question: "I'm getting some trouble to connect even if I did the whole process"

Answer: There're few things you can do in case this happen.
- Clear your browser cache
- Try on another browser
- Try on another device

Clear cache on PC

To clear cache on FireFox:

Click on the Menu

Select "Options"
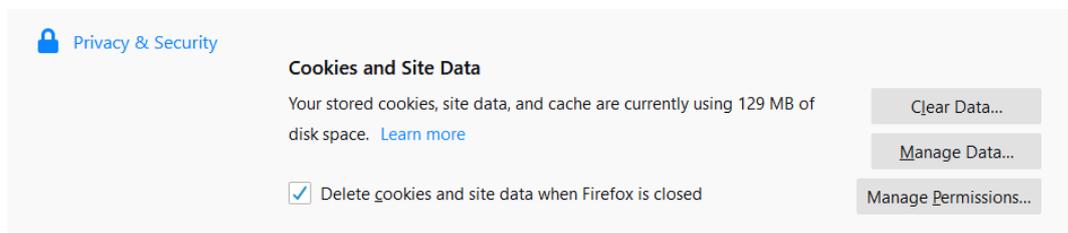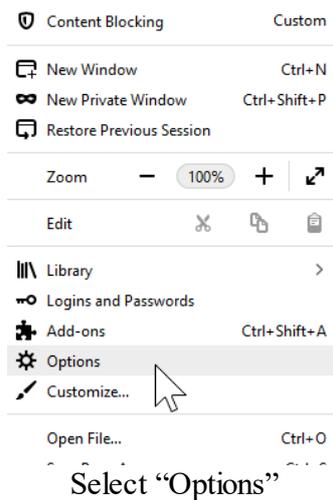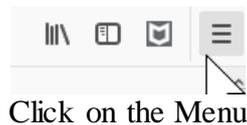
In the "Privacy & Security" tab, you can tick "Delete cookies and site data when Firefox is closed" (--> Everytime you close FireFox, it'll automatically clear the data & cookies). Click on "Clear Data..."
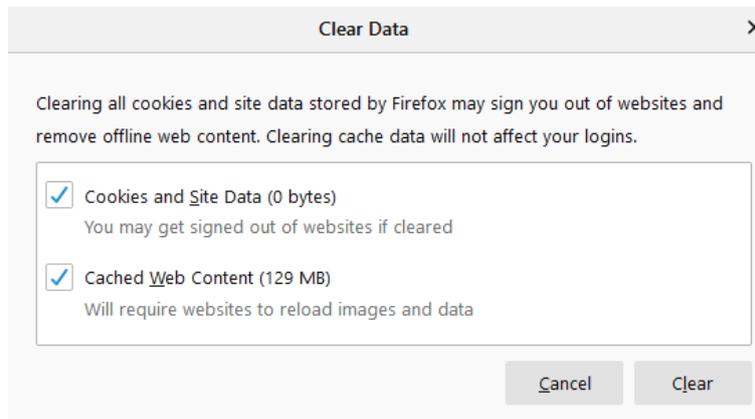
Tick the 2 boxes and click "Clear". Then restart your browser once it's done.

To clear cache on Chrome:
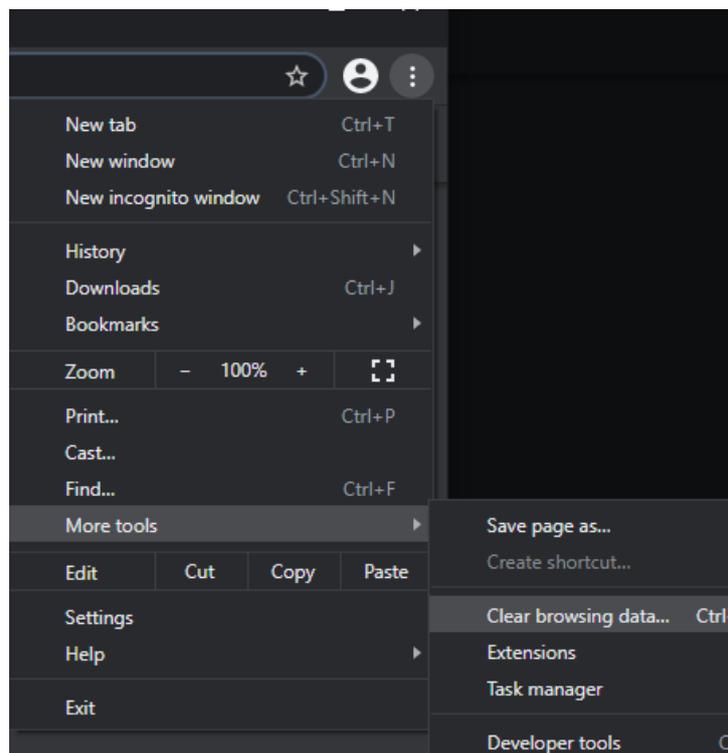
Click on the 3 dots "..." -> Select "More tools" --> Click on "Clear browsing data..."
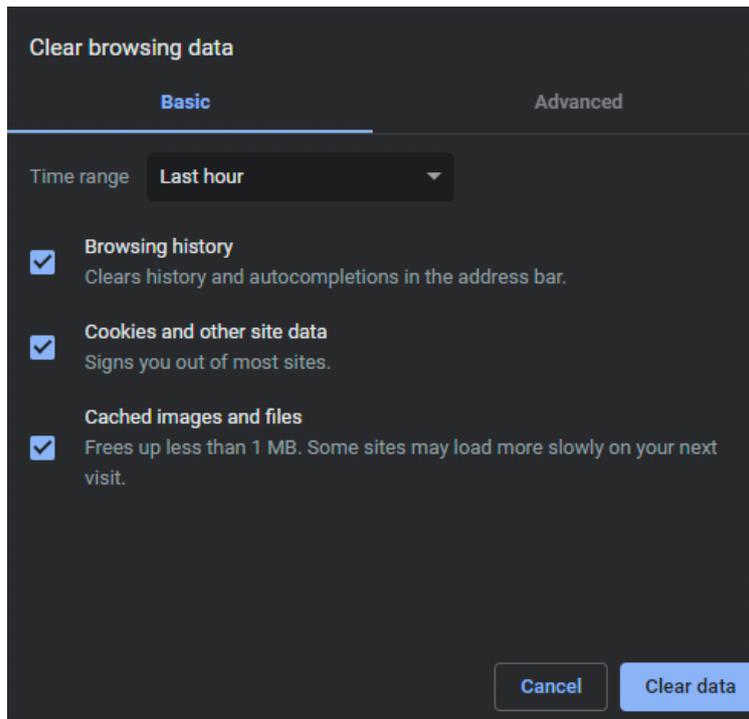
By default, the time range is "Last hour". Select "All time" and tick all boxes ("Browsing history", ...) if it's not the case then click on "Clear data". Restart your browser once it's done.

To clear cache on Edge:
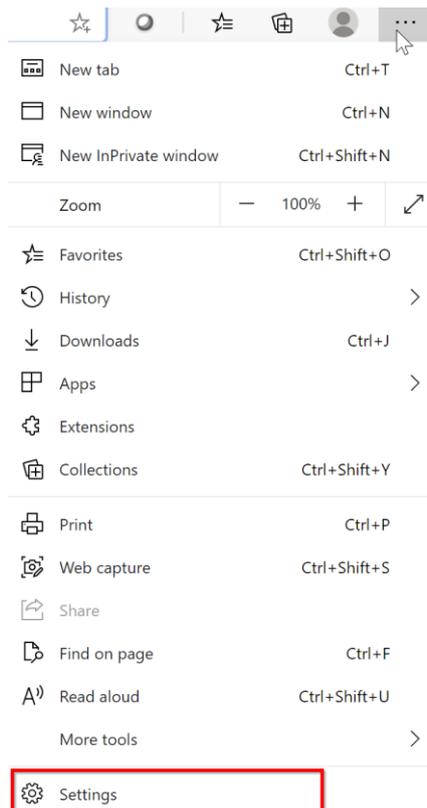
Click on the 3 dots "..." and select "Settings"
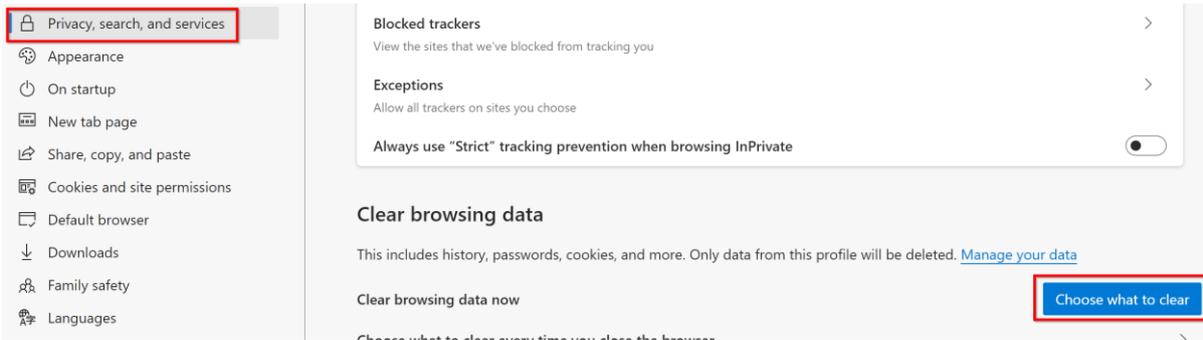
In "Privacy, search, and services" tab, click on "Choose what to clear"
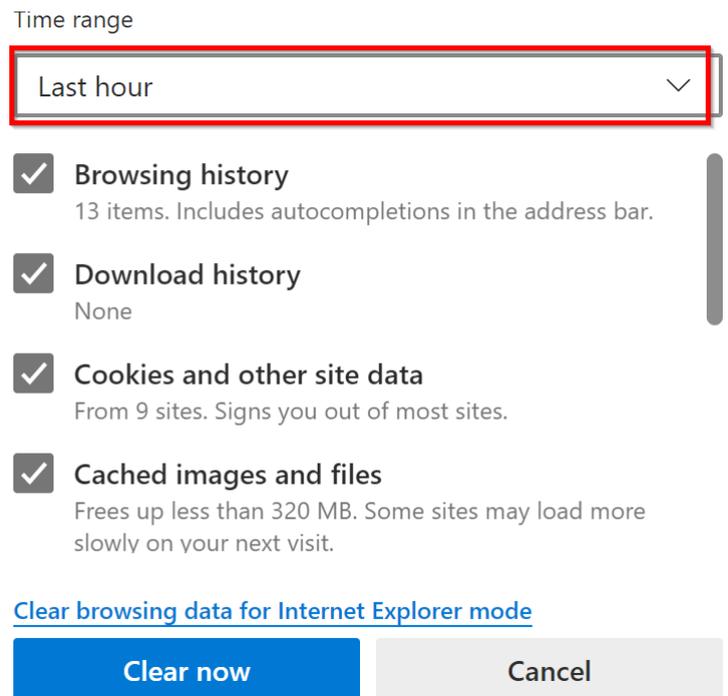
By default, it's based on the last hour. Click on the arrow and select "All time" and tick all boxes then click on "Clear now". Then restart your browser once it's done.

Clear cache on Ipad

Clear cache on Firefox:

Click on "Options" (see n°1) then "Settings" (see n°2)
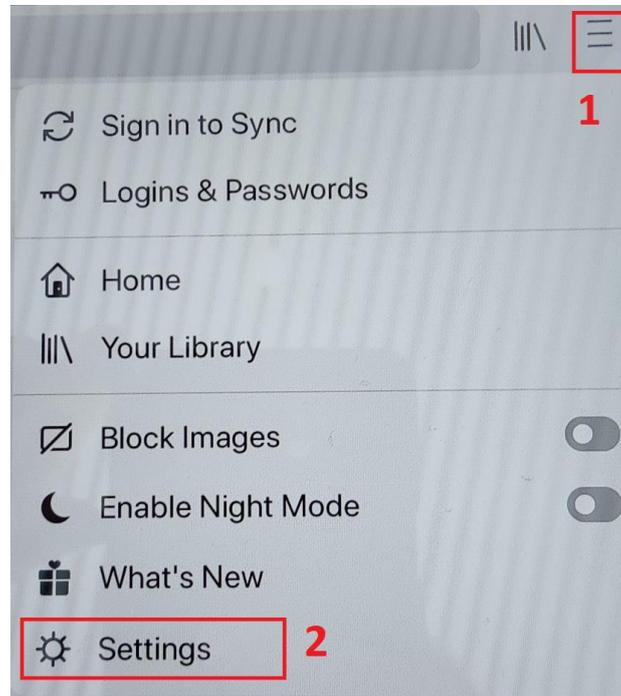
In "PRIVACY" tab, select "Data Management"
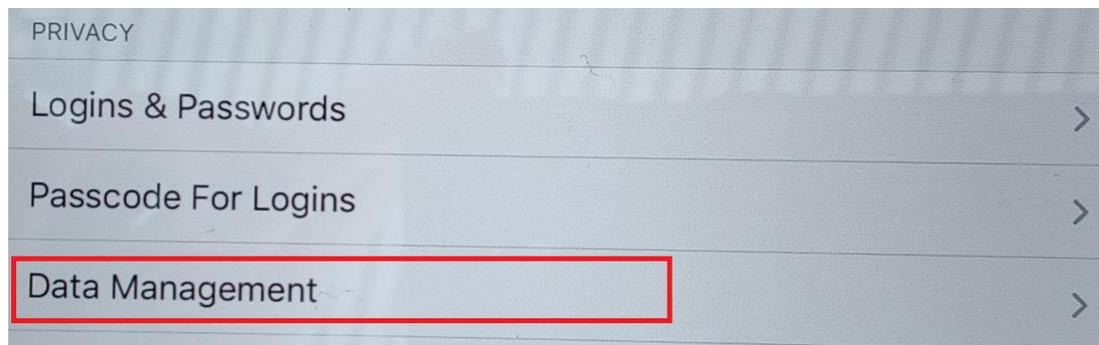
By default, every options (except "Downloaded Files") are selected. If not, select them and then press "Clear Private Data"
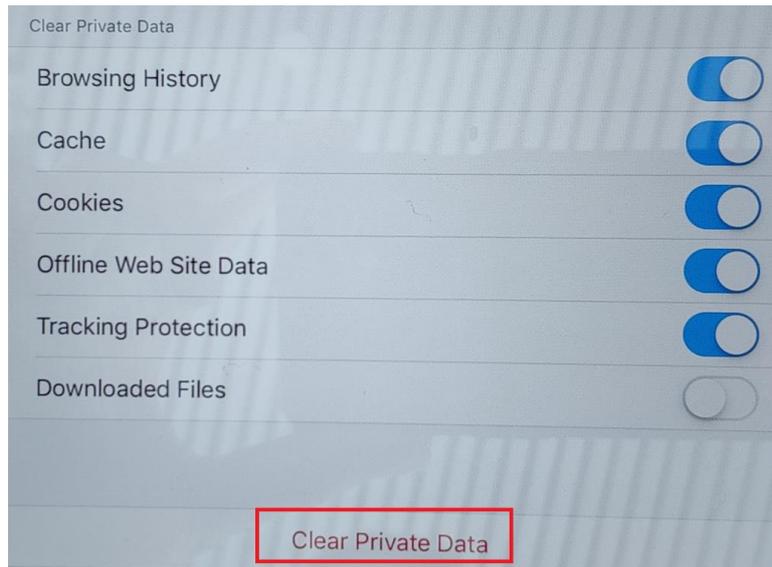
Double tap on the Home button, slide up Firefox (in order to close it), and restart it.

Clear cache on Safari:

Go to Settings (see the icon below)

Search for "Safari" in the left column and click on it. Then on the right column, search after "Clear History and Website Data"
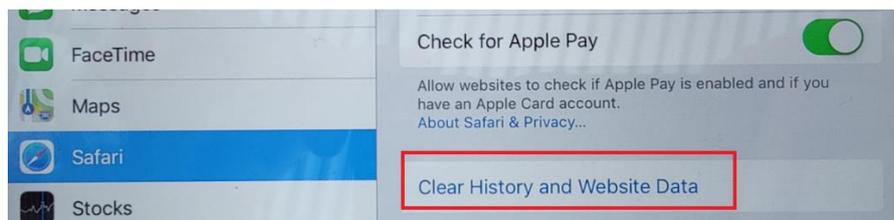
A new window appear. Click on "Clear"

Clear History and Data
Clearing will remove history, cookies and other browsing data.

Cancel   Clear
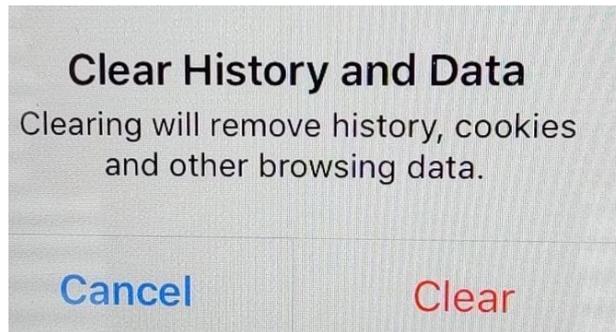
Double tap on the Home button, slide up Safari (in order to close it), and restart it.

Clear Mina (shortcut on Ipad)

If you're still getting trouble even after clearing the cache to have access to Mina, do the following **(important note: this solution can take a certain amount of time. Only do it if nothing worked !**):

Select the "EP Catalogue" application

EP Catalogue
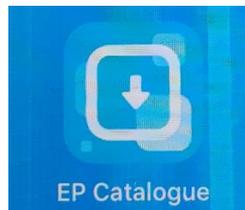
Search for "Mina" and select it

MINA
Web App   Installed

Press on "Installed"

MINA
Web App   Installed

Description

Quick access to DG-INTE MINA internal website
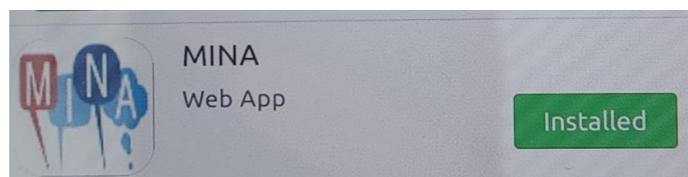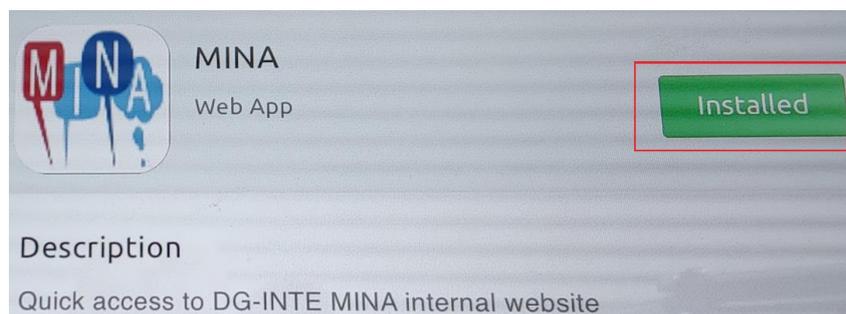
A window requesting an installation appeared. Press on "Install"
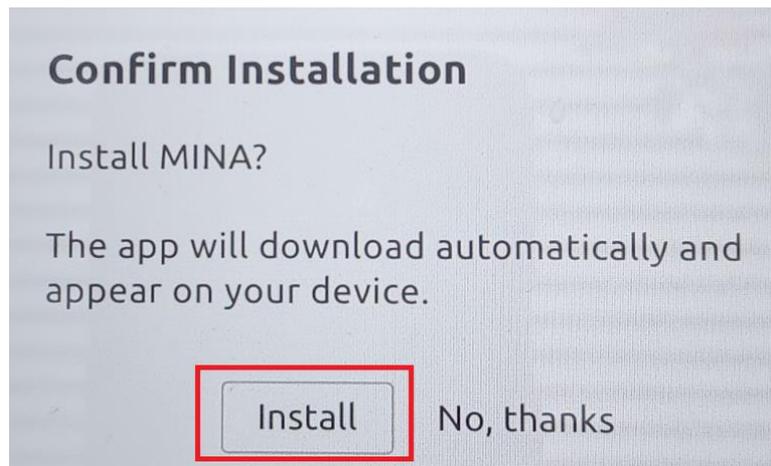
Mina will then be on "Processing". Unfortunately, the installation can take a while. It's recommended to do so only if you've time to spare.