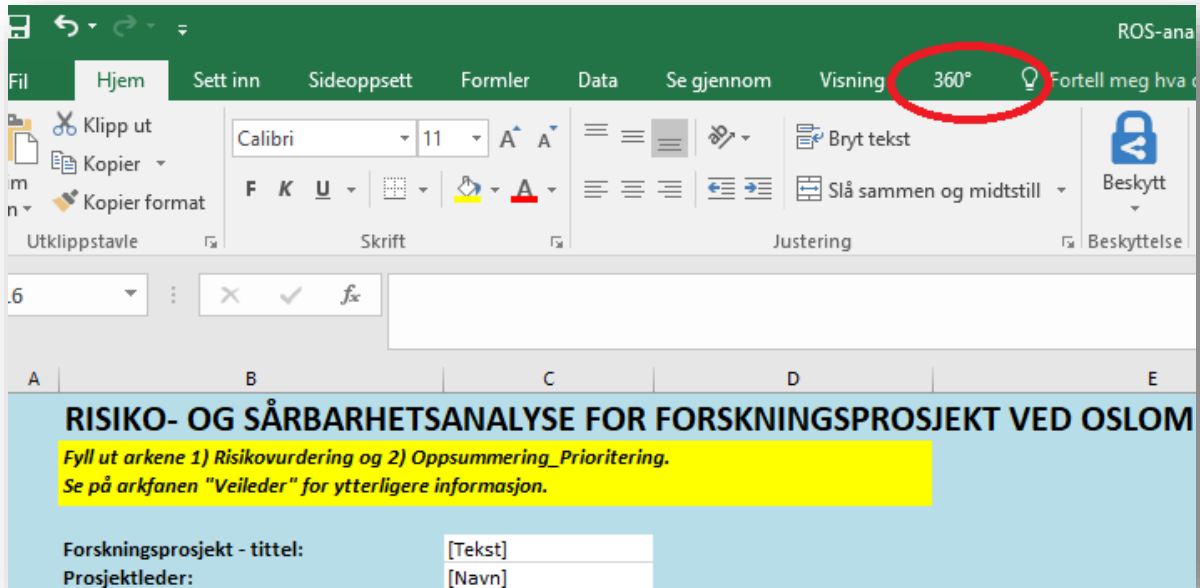
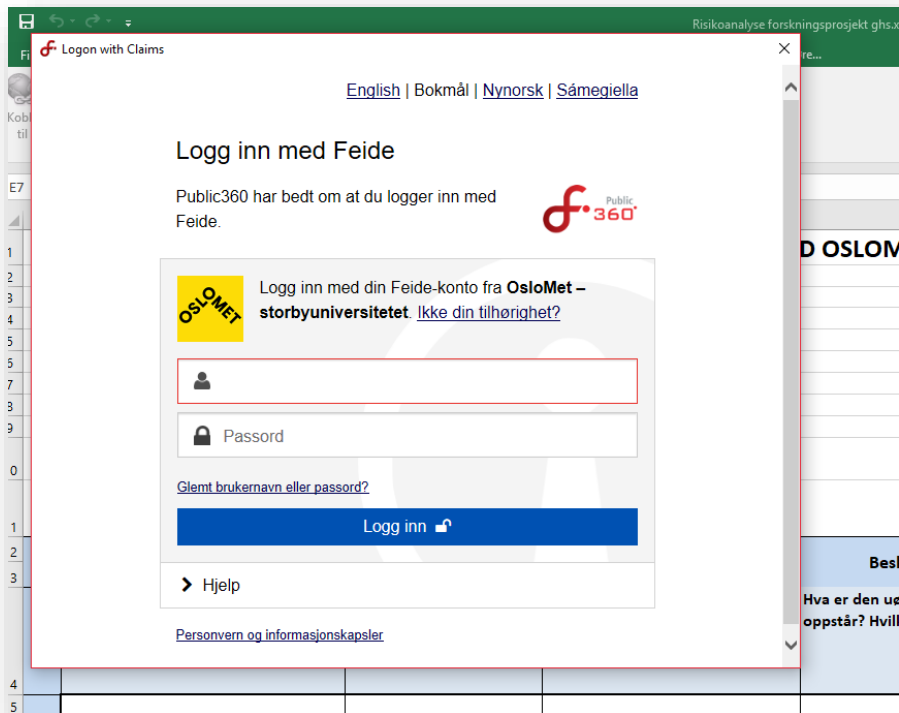


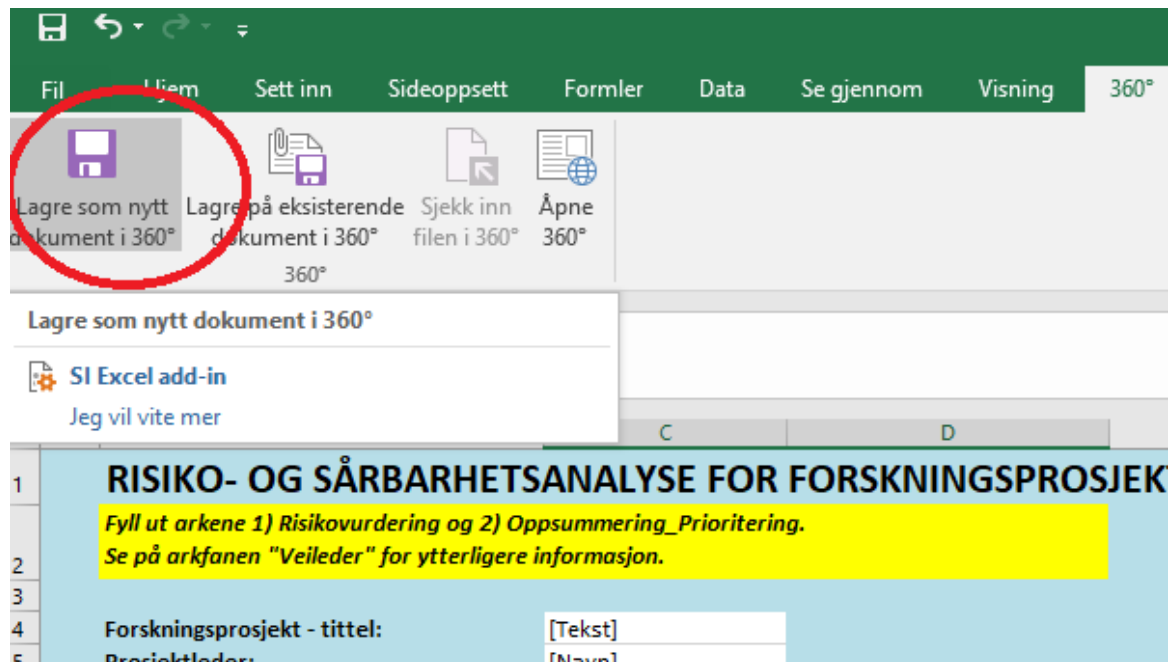
- 1) Open and fill in the form Risk and Vulnerability Analysis (ROS analysis).
- 2) Click the P360 button at the top right-hand side of the menu bar.



- 3) Log in to P360.

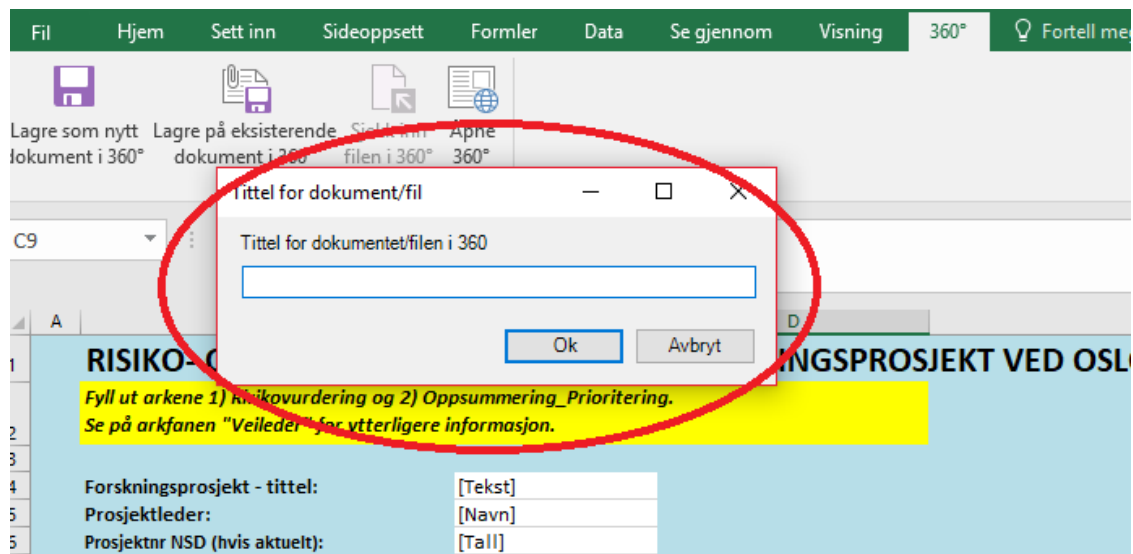


4) Then click «Lagre som nytt dokument i 360°».



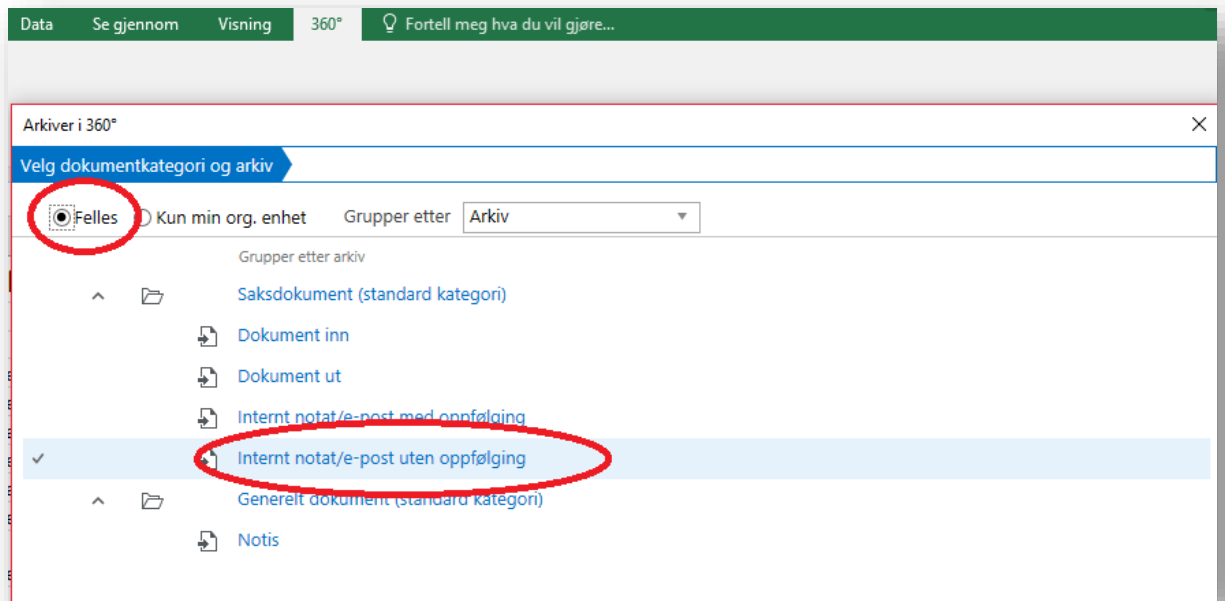
5) Write the title.

(See below the image for more details)



- If it concerns a research project, write the title in the following way:  
ROS-analysis – project title – name of project manager – student/research or PhD project – [fac./centre] 2019  
(For example: ROS-analysis – Project title – Trine Researcher – Research Project – SVA 2019)
- If it concerns a PhD project or student project, write the title in the following way:  
ROS-analysis – project title – name of supervisor– name of student/research fellow – student/research or PhD project – [fac./centre] 2019  
(For example: ROS-analysis – Project title – Kari Supervisor – Ola Student – Student project – TKD 2019)
- Click OK.

6) A new window (case) will open in P360.

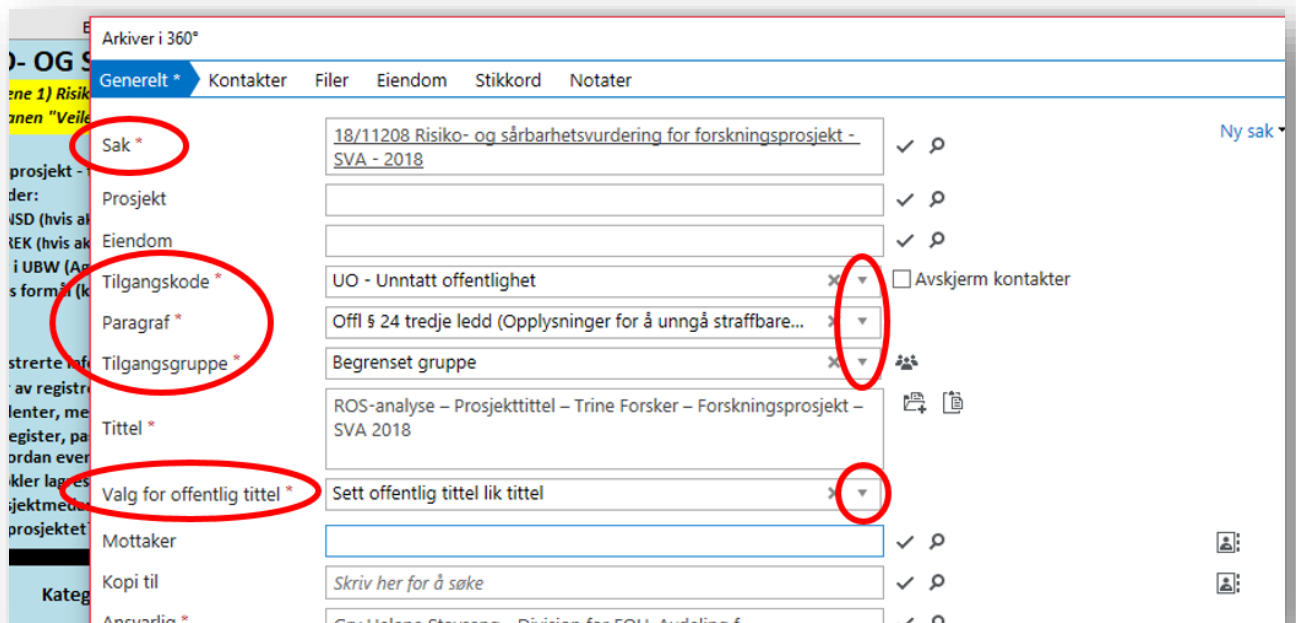


Select 'Internt notat/e-post uten oppfølging'.

Click OK.

7) Write the correct case number and information about access.

(See below the image for more details).



**Case:** Fill in the case number for your faculty/centre and click Enter.

- HV: 18/12622
- LUI: 18/10490
- SAM: 18/11207
- SPS: 18/11221
- SVA: 18/11208
- TKD: 18/09703

Select the same (1) *Tilgangskode*, (2) *Paragraf*, (3) *Tilgangsgruppe* and (4) *Valg for offentlig tittel* as shown in the image above. Click 'Fullfør'.

**8) The form has now been saved in P360.**

