

# Application Process

The steps below give a simple summary of the process of applying to join the UK Access Management Federation. Full details can be found on the UK federation website at: [www.ukfederation.org.uk/content/Documents/JoinFederation](http://www.ukfederation.org.uk/content/Documents/JoinFederation)  
Please consult the joining instructions on the website before progressing further with your application - they contain important information that will help you with the process.

## Technical Team

## Management Team

Organisation reads UK federation technical documents 'Technical recommendations for participants' and 'Federation technical specifications'.

Organisation reads UK federation 'Rules of Membership', 'Recommendations for use of personal data' and 'Federation operator procedures'.

Organisation consults legal and technical team regarding any actions resulting from the documents.

Organisation chooses federated access management software (commercial or open source products).

Organisation implements federated access management software and obtains X.509 certificate.

Organisation (which must have legal status) applies for membership by sending a letter of application to the UK federation.

UK federation accepts organisation's membership.

Organisation registers Identity and/or Service Provider entities with the UK federation. UK federation confirms entities have been published in the UK federation metadata.

Organisation downloads metadata provided by UK federation and modifies its software configuration.

Organisation tests software configuration.

Organisation refreshes metadata on a regular basis.

