

1.1 Request for access to Solvay Gitlab instances

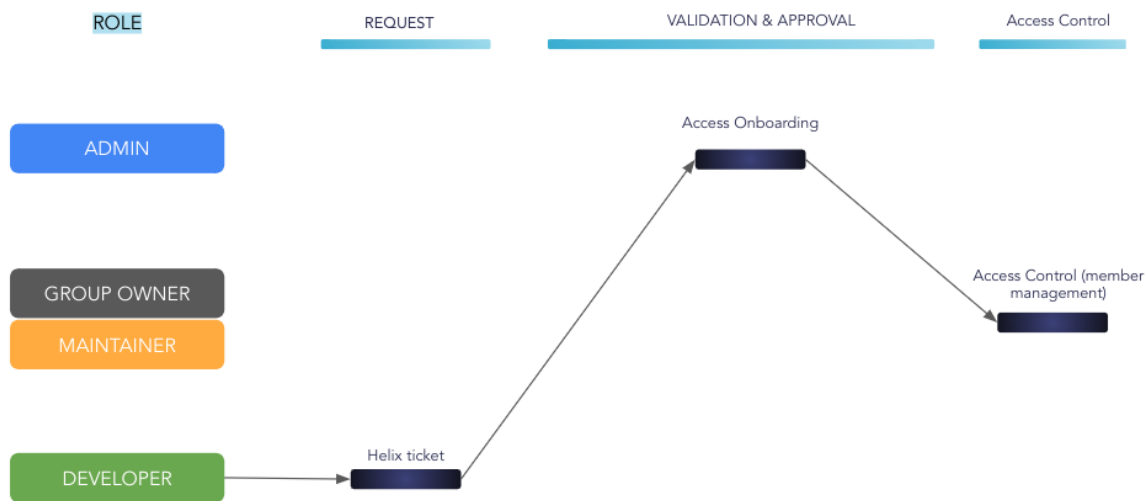


Before we begin

1. In gitlab, code repositories are termed as **projects** and all **projects** must belong to a **gitlab group**.
2. A gitlab group has at least one group owner

Requesting access for CE/EE

Developer onboarding/offboarding



Establishing access to Gitlab-CE / Gitlab-EE

- You will need to create a Helix ticket to request for approval on your account to onboard Gitlab
- If you are developer, please indicate who is the owner/maintainer of your existing group. you will need to contact group owner/maintainer to grant your group/project access
- If you are owner/maintainer of group, please indicate your new main group name to be created and have short description of your project needs

Trigger SSO on Gitlab-CE / Gitlab-EE for account creation

- Follow the instruction by Helix ticket, Access the gitlab-ce / gitlab-ee instance and click on the Solvay SSO login button
- Authenticate your SSO credentials
- Your account will be created in gitlab-ce / gitlab-ee but you will **NOT** access to any group/project by default, please follow up back on the helix ticket to have your account approved

After your access to Gitlab-CE / Gitlab-EE is established

- If there is an existing project that you are supposed to join, then you need to contact the existing gitlab group's owner to add your user account into the gitlab group

