

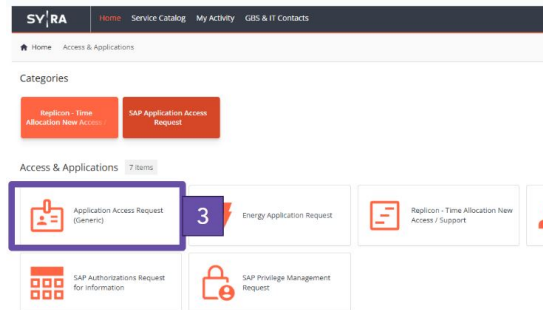
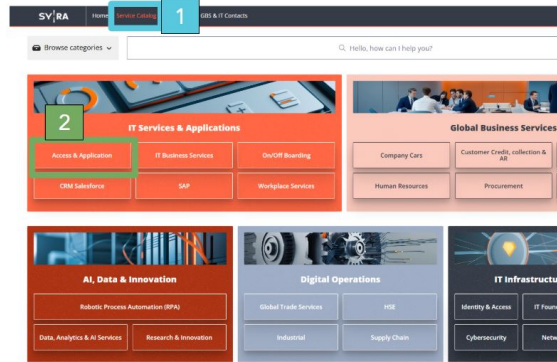
# How to grant ELN Access for new comers?

The new line manager, the new comer or any other legitimate requestor (e.g. project manager) are responsible to create any access rights, based on a need-to-know principle.

The ticket is validated by the N+1 of the person to whom access is given.

First, connect to the SYRA portal.

- 1 & 2. Simply click on "Service Catalog" & on "Access & Application" in the Home page: *You can also find this request in the catalog tab or in the searching bar.*



- 3. Click on "Application Access Request (Generic)."

- 4. If needed, you can change the field "**Request for**" at the right. By doing so, both the user and requestor will be notified of the ticket progress. No need to change that if you are the requestor !  
*In the example, the ticket will be created for Tiphaine COURTAUD.*

- 5. Click on "**Request now**" , verify the user information & click on "**Next**" .

Then fill in the ticket :

- 6. Select the "**Type of Request**": User Creation

The screenshot shows a web form for user creation. Callout 6 points to the 'Type of Request (required)' dropdown menu, which is set to 'User Creation'. Callout 7 points to the 'Request for (required)' dropdown menu, which is set to 'In a name'. Callout 8 points to the 'Standard Access Granting' checkbox, which is checked. The form also includes a 'Please fill in this GForm to create your request' section with a 'Yes' checkbox and an 'Additional information (required)' text area.

- 7. Select "**ELN (IDBS)**" as the System

- 8. Click on the **GForm**

The screenshot shows the 'ELN // Standard Access Granting' GForm. The title is 'ELN // Standard Access Granting'. The text reads: 'Please fill this GForm to request "standard" ELN access rights to a user. Based on his ELN department, and depending on his status (lab manager, researcher, trainee or contractor), the user will get standard access to all related entities in the ELN, according to his/her GBU governance. Please also select this GForm if you want to reactivate a disabled account. Any specific demand that are out of this scope should be addressed via the GForm "ELN // Specific Access Management Request": <https://forms.gle/pirbJGcwS5ovMxe8E>'. Below the text, there is a user profile section for 'tiphaine.courtaud@syensgo.com' with a 'Brouillon enregistré' icon. A red asterisk indicates a mandatory question: '\* Indique une question obligatoire'. The question is 'E-mail \*' with a checkbox 'Enregistrer tiphaine.courtaud@syensgo.com comme adresse e-mail à joindre à ma réponse' which is checked. A blue callout 9 points to this checkbox. At the bottom, there is a 'Suivant' button and an 'Effacer le formulaire' link.

- 9. Fill the GForm by clicking on "**Suivant**"

- 10. Fill the GForm by selecting "New comer arriving at Syensqo" & Click on "Suivant" to fill the request.

Request trigger

Please note that in the case of Internal move, the departure lab is responsible for the user's old access rights withdrawing request. It should be addressed by filling the GForm "ELN // Standard Access Withdrawing": <https://forms.gle/mRivSToVh6N9wNzR7>

Warning : In the case of account reactivation, ALL previous accesses will be enabled again (even for restricted folders).

Please select the request trigger: \*

New comer arriving at Syensqo / Solvay 10

Internal Move

Account reactivation

Retour
Suivant
Effacer le formulaire

Tiphaine Courtaud 1

Send request 13

**User Details**

**Request Details**

Type of Request (required)

User Creation

Please select the application (required)

ELN

Based on the user's department, and depending on the lab's lab manager, researcher, chemist or technician, the user will get standard access to all related folders in the lab, according to internal OHS guidelines.

Any user will demand that one out of this scope should be addressed by sending "assign authorizations to existing user" and then "Specific Rights".

Please fill in this information (required) 11

Standard Access Scoping

Yes  No

Additional Information (optional) 12

- 11. Once GForm is sent, go back to your SYRA page and Confirm by **ticking the checkbox**.
- 12. Add "Additional information" if needed
- 13. Click on **Submit request** to complete the service request