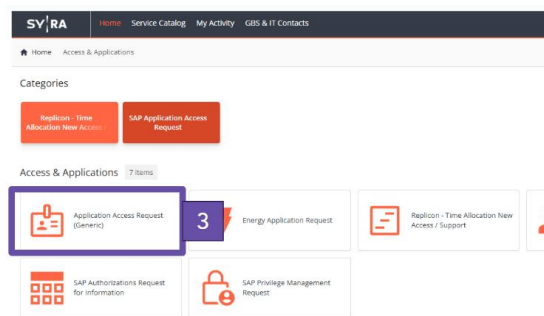
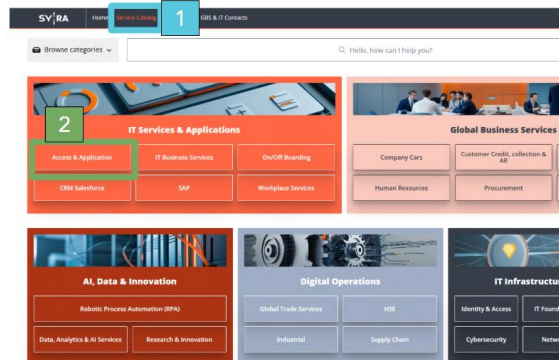


# How to withdraw ELN Access rights?

The previous line manager, the end user leaving the company or any other legitimate requestor (e.g. project manager) are responsible to remove any end-user access rights not anymore necessary.

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 Modification

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

- 8. Select **"Specific rights"**

- 9. Click on the **GForm**

- 10. Fill the GForm completely by clicking on **"Suivant"** after completing each step

Application Access Request (Genetic)

Request for: Tiphaine Courtaud Quantity: 1

**13** Submit request

**11** I have filled this G-Form (required)

**12** Additional Information (required)

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