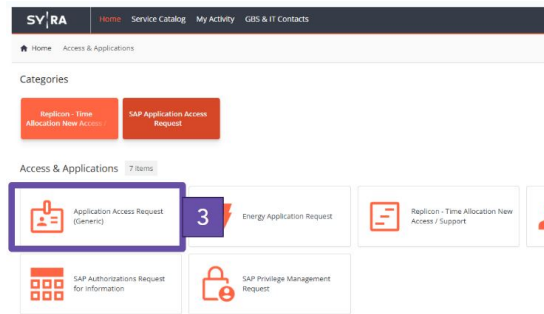
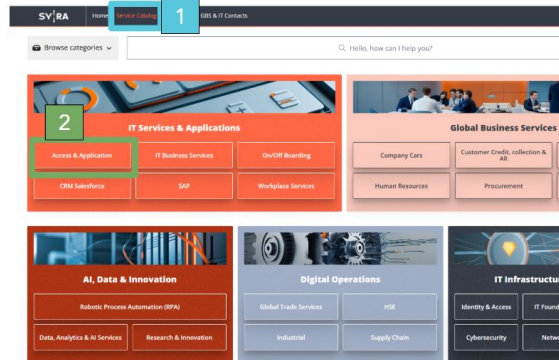


How to withdraw ELN Access rights?

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 (Generic)

Request for *Tiphaine Courtaud* Quantity: 1

13 Submit Request

User Details

Request Details

Type of Request (required)

Please select the application (required)

Please select the type of ELS right (required)

Specify rights

I have filled the G Form for any specific ELS access management request (required) (select specific filters access pane) (required) **11**

Additional Information (required) **12**

- 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