

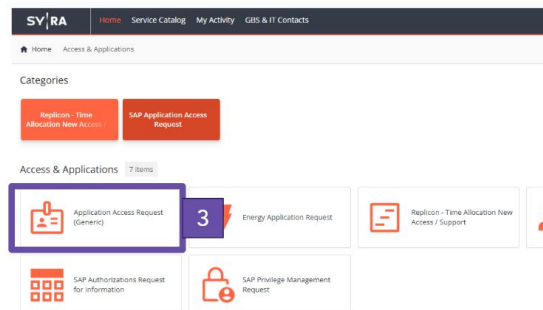
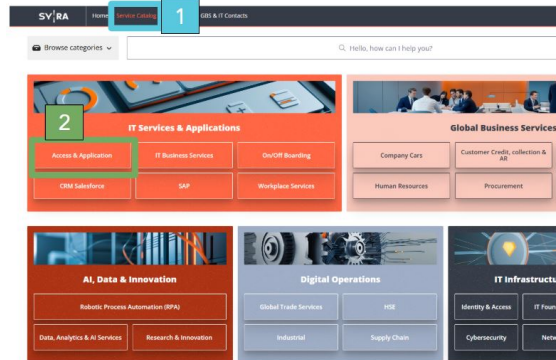
How to grant ELN Access for new comers?

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

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

- 8. Click on the **GForm**

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

- ### 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/mRivSToVh8N9wNZR7>

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

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☐ Internal Move

☐ Account reactivation

Retour

Suivant

Effacer le formulaire

- 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