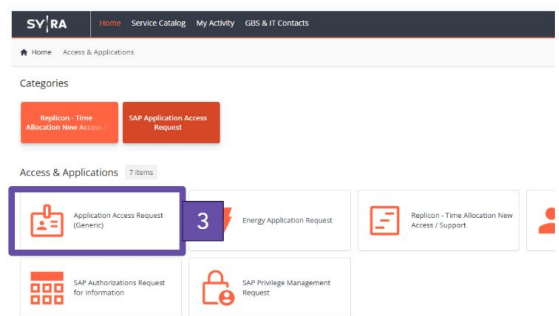
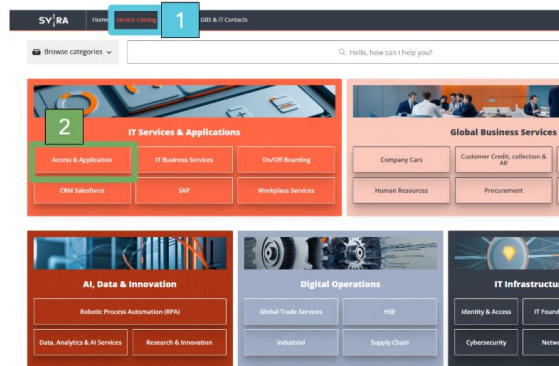


# How to grant specific access rights?

Access Requests tickets should be used to request access granting for yourself or another user.

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)

Requested by: 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 ERM rights (required)

Please fill this GForm for any specific ERM access management request (user name/Specific folders access granting/initial setting) - GForm - ERM - Specific Access Management

**11** Yes

**12** Additional Information (optional)

- 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