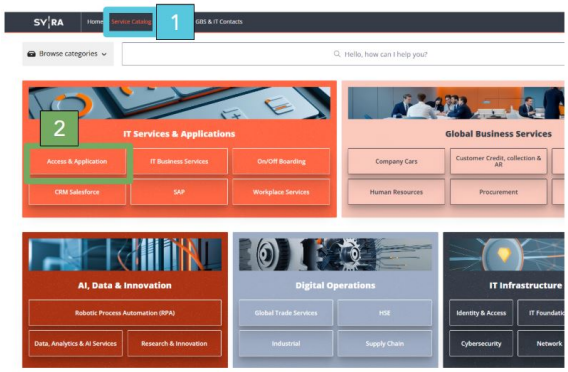
How to grant ELN Access for new comers?

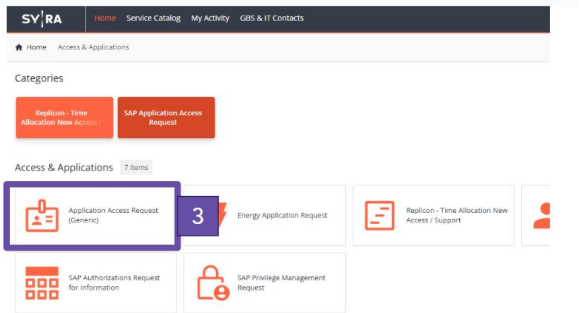
The new line manager, the new comer or any other legitimate requestor (e.g. project manager) are responsible to create any access rights, based on a need-to-know principle.

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 & App lication**" in the Home page:
  You can also find this request in the catalog tab or in the searching bar.



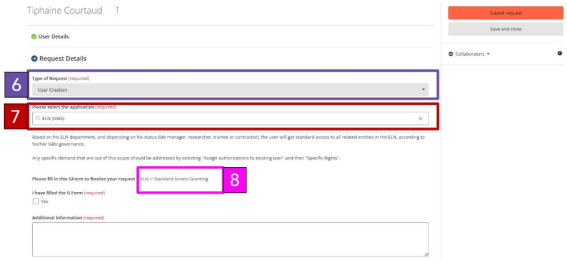


- 3. Click on "**Application Access Request (Generic).**"

- 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 your are the requestor !
  In the example, the ticket will be created for Tiphaine COURTAUD.

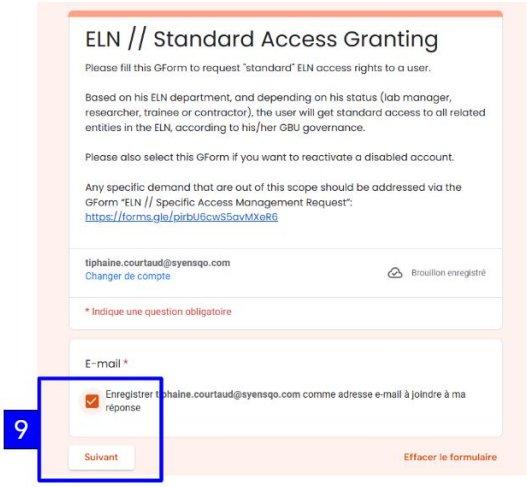
- 5. Click on "**Request now"** , verify the user information & click on "**Next**" .

Then fill in the ticket :



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

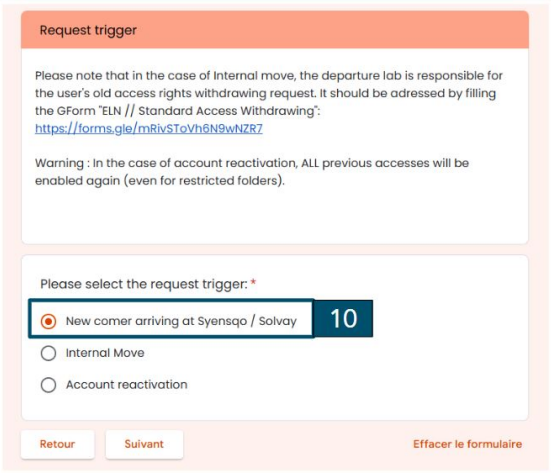
- 7. Select **"ELN (IDBS)"** as the System

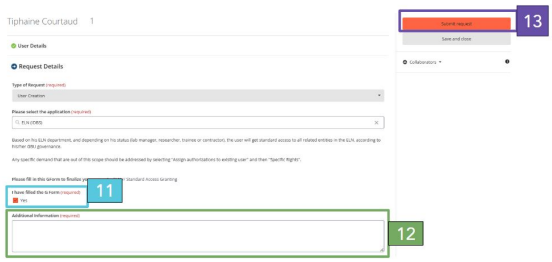


- 8. Click on the **GForm**

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

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





- 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