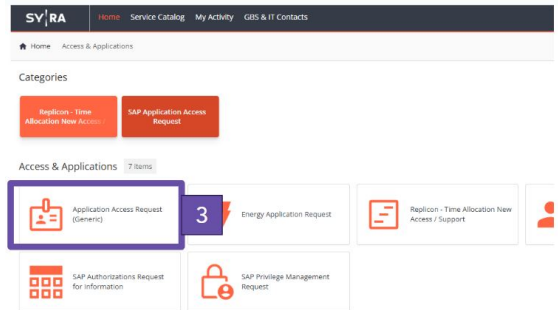
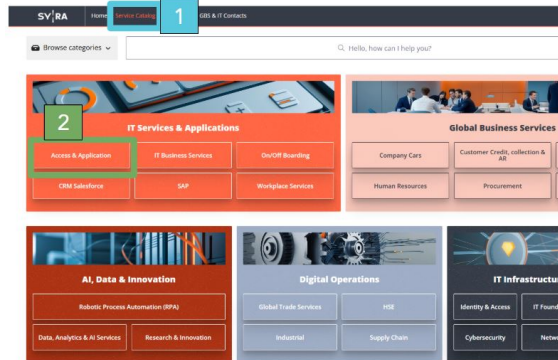


# How to grant Key-users rights?

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 "**Key-user rights**"
- 9. Click on the **GForm**

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

- 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