

# Getting Access & Permissions - WIP

## How to Request Access:

- Submit a request via Helix: IT Service Portal or Manager Approval.
- Complete required training and [accept the Syensqo Clay Terms of Use](#).

## Roles & Permissions Overview:

- User: - Can create, upload, and manage own files.
- Project Lead: - Can manage project folders and team access.
- Admin: - Full access for folder structure, permissions, and compliance. - [Gonçalo Silva: Add/adjust roles as needed.]