Administration Form for Login Accounts (FGC)

FGC-eng V4

Imperative: To prevent possible transcription errors, this form must be typewritten.
Complete, print and sign this form before sending a copy to gestutil@idris.fr

Request to change the user part of initial password

Ms. ☐ Mr. ☐
First name: _____

Last name: _____

Professional e-mail address (at laboratory): _____

Telephone number: _____

Login concerned by the request: _____

Choose 8 characters that will comprise the second part of your initial password (the first part will be sent to you by e-mail). | | | | | | | | |

Date: **Signature of the user:**

Removing one or multiple accounts from a project

You can now remove an account from a project directly on eDARI Web site, using your own account:
open the file of the Dynamic or Regular Access you are responsible for, then reach the
"Possible Actions list" : "List or remove collaborators"

In any case where this would not be possible (e.g., an old account), as an exception you may use the following form:

Project number:

When an account is removed from a project, its files are transferred to another account (except for the $HOME), by default the Project Manager's, or any of the project's account.

Concerned logins	User (last name, first name)	Target login

Useful information about **login management** is available on the IDRIS Website (http://www.idris.fr/en/)
under **Accessing Resources ⇒ Management of your computing Account.**

Date: **Name and signature of Project Manager:**

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Add or delete IP connection addresses

Concerned Jean Zay login: _____

Concerned Dalia login: _____

IP address to add	Name of machine (F.Q.D.N)	**IP address to delete**	Name of machine (F.Q.D.N)

If you wish to authorise data **outflow** to an institutional service (Git, iRODS, …), please complete the following:

IP address	Name of machine (F.Q.D.N)	Type of service	Port number

Date:
Name and signature of the user:

Name and signature of the security manager of the user's laboratory:

Report any machines which are under the responsibility of an organisation or a department which is different from that of the applicant

Organisation hosting the machines: _____

_____

Laboratory unit number (if CNRS) or acronym: _____

Address: _____

_____

Telephone: _____

First name, last name and qualification/function of the hosting site manager: _____

_____

Professional e-mail address: _____ Telephone: _____

Date: **Stamp:** **Signature of the host site manager:**

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Change in research structure or company but no change in login

You can now perform this action directly from your account on the eDARI website:
open the "List of General Actions", then go to step 2 of the
"Request for an account on computing systems": “modify my account opening application form”.

Add or delete a deputy project manager for an existing project

Project number: _____ **Add** ☐ **Delete** ☐

Deputy (first name, last name): _____

Login (if any): _____

Date: **Name and signature of Project Manager:**

Access to the CCFR network

Concerned IDRIS login : _____

Date :

Name and signature of the user : **Name and signature of the security manager of the user’s laboratory:**

Report any temporary stay of a user in a foreign country (to be renewed every 6 months)

First and last name of the visiting researcher (user): _____

Dates of temporary stay, From: _____ To: _____

Country and city of the stay: _____

Professional e-mail address (at laboratory): _____ Telephone: _____

Date: **Signature of the visiting researcher:**

In accordance with Article 38 of the French « Informatique et Libertés *» law n° 78-17of 6 January 1978 (amended in August 2004), you have the right of access and correction which you can exercise by connecting to the IDRIS Extranet or by postal mail.*

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