

**Imperative: To prevent possible transcription errors, this form must be typewritten.**  
**Complete, print and sign this form before** sending a copy to IDRIS using one of the methods described on the following page: [www.idris.fr/eng/docs/formulaires-eng.html](http://www.idris.fr/eng/docs/formulaires-eng.html)

### Multiproject logins : Add a project

Project number:

User (last name, first name): \_\_\_\_\_

Login : \_\_\_\_\_

Date : \_\_\_\_\_

**Signature of the user:** \_\_\_\_\_

**Name and signature of Project Manager :** \_\_\_\_\_

### Account closure

Project number:

All the files of the account will be destroyed with no possibility of restoration. This will be done during an undetermined time period. If you would like to recover the disk space without any delay, you must request the immediate purge of the files.

Logins to be closed	User (last name, first name)	Requesting the immediate purge of the files	Requesting the transfer of files

### File transfers

Concerned login	User (last name, first name)	Transfer files to the following login

Useful information about project and login management is available on the IDRIS web site (<http://www.idris.fr>) English page, under « Resource Management ».

### Add or delete a deputy project manager for an existing project

Project number:

Add  Delete

Deputy (last name, first name): \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name and signature of Project Manager:** \_\_\_\_\_

### Request to change the user part of initial password

Mr.  Ms.

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Professional e-mail address (at laboratory): \_\_\_\_\_

Telephone: \_\_\_\_\_

Login(s) 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).

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**Date:** \_\_\_\_\_

**Signature of the user:** \_\_\_\_\_

### Modification of the user's postal address

User's Last name: \_\_\_\_\_ User's First name: \_\_\_\_\_

Last name and first name of laboratory director: \_\_\_\_\_

Laboratory unit number (if CNRS) or acronym: \_\_\_\_\_

Name and address of laboratory \_\_\_\_\_

Telephone: \_\_\_\_\_ Professional e-mail address (at laboratory): \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of laboratory director:** \_\_\_\_\_ **Signature of the user:** \_\_\_\_\_

### Access to the CCFR network

TGCC  CINES

**IDRIS login concerned :** \_\_\_\_\_

**Date :**

**Name and signature of the user :**

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

### Add, modify or delete machines

Add  Delete  Modify

IP address	Name of machine	IP address	Name of machine

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

IP address	Name of machine	Type of service	Port number

**Login account at IDRIS :** \_\_\_\_\_

**Date:**

**Name and signature of the user:**

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



## Administration Form for Login Accounts (FGC)

FGC-eng V2.2

**Complete this box only if the machines are under the responsibility of an organisation or a department which is not the demander's organisation.**

Organisation hosting the machines: \_\_\_\_\_

Laboratory unit number (if CNRS) or acronym: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Last name, first name and qualification/function of the site manager: \_\_\_\_\_

Professional e-mail address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Date:**

**Stamp:**

**Signature of the host site manager:**

**Complete this box in case of temporary stay in a foreign country.**

Dates of temporary stay From: \_\_\_\_\_ To: \_\_\_\_\_

Last and first name of the visiting researcher (user): \_\_\_\_\_

Professional e-mail address (at laboratory): \_\_\_\_\_ Telephone: \_\_\_\_\_

**Date:**

**Signature of the visiting researcher:**

**Complete this box to add, modify or delete the laboratory Security Manager**

Add  Modify  Delete

Laboratory: \_\_\_\_\_

Last name, first name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Professional e-mail: \_\_\_\_\_

**Date:**

**Name and signature of laboratory director:**

**Signature of the security manager:**

*In accordance with Article 38 of the French « Informatique et libertés » law n° 78-17 of 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.*