

## Administration Form for Login Accounts (FGC)

FGC-eng V3.0

**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](mailto:gestutil@idris.fr)

### Removing an account from a project and/or files transfer

Project number:

When an account is removed from a project, 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.

Concerned logins	User (last name, first name)	Removing requested?	Transfer files to the following login if requested	Requesting the immediate purge of the files
		yes / no		yes / no
		yes / no		yes / no
		yes / no		yes / no
		yes / no		yes / no
		yes / no		yes / no

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

**Date:**

**Name and signature of Project Manager:**

### 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).

--	--	--	--	--	--	--	--

**Date:**

**Signature of the user:**

## Administration Form for Login Accounts (FGC)

FGC-eng V3.0

### Change in research structure or company but no change in login

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

**Concerned IDRIS login :** \_\_\_\_\_

**Date :**

**Name and signature of the user :**

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

### Add or delete IP connection addresses

**Concerned IDRIS login :** \_\_\_\_\_

IP address to add	Name of machine	IP address to remove	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

**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 V3.0

### 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: \_\_\_\_\_

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

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

**Date:**

**Stamp:**

**Signature of the host site manager:**

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

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:**

*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.*