



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: [input box]

When an account is removed from a project, its files can be transferred to another account (except for the \$HOME). If not, they will be destroyed with no possibility of restoration. This will be done within a 2 weeks time period approximatively. If you would like to recover the disk space for your project without any delay, then you must request a quick purge of the files in the mail you send to [gestutil@idris.fr](mailto:gestutil@idris.fr) with this FGC attached.

Table with 5 columns: Detach (y/n), Transf. (y/n), Concerned logins, User (last name, first name), Transfer files to the following login if requested

Useful information about login management is available on the IDRIS website English page (<http://www.idris.fr/eng>), under Resource Management -> Account Management.

Date: Name and signature of Project Manager:

Add or delete a deputy project manager for an existing project

Project number: [input box] Add [checkbox] Delete [checkbox]

Deputy (last name, first name): [input line]

Date: Name and signature of Project Manager:

Request to change the user part of initial password

Mr. [checkbox] Ms. [checkbox]

Last name: [input line]

First name: [input line]

Professional e-mail address (at laboratory): [input line]

Telephone number: [input line]

Login(s) concerned by the request: [input line]

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

Grid of 8 empty boxes for password characters

Date: Signature of the user:



**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 (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: \_\_\_\_\_

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.*