Adding or removing members from a project

• Adding or removing members to a project can be done only once a project is in an “approved” state.
Adding or removing members to a project (procedure)

• Authentication as the PI of the project (UNIL login & password)
  • [https://conference.unil.ch/research-resource-requests](https://conference.unil.ch/research-resource-requests)
• Press the home button
• Check if the project is in an “approved” state
• Press the add members button
• Enter a coma separated list of users (only UNIL usernames)
• Press the add button
• Verify that the added users are present in the current member list
• If needed, remove a user by pressing the user specific remove button
• Provisioning in the authentication systems will be done overnight
1. Authentication

2. Press the Home Button

3. Press the Add Members Button
   The button appears once the project is in a validated state
4. Add the users you wish to be members of your project

8 characters UNIL username, separated with commas if several members are added at the same time

<table>
<thead>
<tr>
<th>Nom</th>
<th>Prénom</th>
<th>Nom d'utilisateur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hussain-Khan</td>
<td>Hamid</td>
<td>hhussain</td>
</tr>
</tbody>
</table>
5. Current members of the project

The current member of the project are listed down here. Once they are newly listed, it takes 1 to 3 days for them to be effectively able to access the resources of the project.

6. Members removal

You can remove access to your project when collaboration of a specific member is no more necessary. Removal of the access will be effective 1 to 3 days after the removal.