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| **Standard Operating Procedure** |

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| Title: | Administration of C3SE resources | Version: | 1.0.0 |
| Author: | Shaghayegh (Shaq) Hosseini | Available date: | 23 April 2014 |

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| **Caution:** | **-** |

**1. Purpose**

Administration of C3SE resources

**2. Scope**

To sysbio IT research engineer

**3. How to grant permission:**

1. Ask user to register in SUPR <https://supr.snic.se/person/register/?>
2. Login to <https://supr.snic.se/> with the credential that you have in the paper password file.
3. Add the user to the existing project
4. Send C3SE-Environment files to user. Find the files on sysbio group file area, ../sysbio/SOPs Chalmers/ITprotocols/C3SE
5. Schedule a meeting to give presentation to user. Find the presentation file in SOPs directory above
6. Ask user to take part in C3SE introduction seminar
7. Send the project info to user