Managing a lab account

In this documentation, we will see how to manage your SCITAS group account and more precisely how to add and remove users. Throughout this page, we will use a dummy account called hpc-example. Of course, you will have to adapt the group name with the one of your lab.

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Everything done in this documentation requires you to be an administrator of the group. To verify it is indeed the case, go to the group page:

https://groups.epfl.ch/removemembers?groupid=<group_name>

where <group_name> is the name of your group, and check that your name appears in the "Administrateurs" section.

If you are not an administrator, but would like to be added or removed from an account, please contact directly one of the administrators of the group.

Add users to the SCITAS account

To add one or many users, you need to go to your account main page:

https://groups.epfl.ch/removemembers?groupid=<group_name>

where <group_name> is the name of your group, e.g. hpc-example. This is the dashboard allowing to manage your account.

On this new page, you will be able to add a single person, a service, a group, a organizational unit, or many persons at once:

Details on group 'hpc-example'

| ID           | 529999 |
| Owner        | Lasti Emmanuel |
| Description  | Members of EXAMPLE having access to SCITAS managed HPC clusters - Premium |
| URL          | https://search.epfl.ch/?filter=unit&g=EXAMPLE |
| Access       | Ouvert |
| Registration | Fermé |
| Visibility   | Oui |
| Mailing list | Non |
| Mailing list visibility | Non |
| Allows emails to be sent to the list from outside EPFL | Non |
| LDAP and AD  | Oui |
| Public       | Oui |
| GID          | 76619 |
| Date de création | 2022-04-08 09:03:35 |

Your EPFL groups admin.

In the group menu, select "Add members":

- Add members
- Remove members
- Rename group
- Change owner
- Manage administrators
- KBE
- Get some help
- Logout
Usually, only the "Add the person" and "Add many persons at once" will be used. In those two fields, you can input either the name, first name and name, or SCIPER number of the person(s) you wish to add. Note that it must uniquely identify the user. For example, if there are many persons with the same name at EPFL you will need to add also the first name, or better yet, use the SCIPER number (which is unique).

Once you entered the people information in the field, click on the "Add the person" or "Add many persons at once" button to apply the changes. You can check on your account main page that the persons you have added do indeed appear in the "Members" section.

Remove users from the SCITAS account

Removing users is very similar to adding them. From the main page of your account, click on the "Remove members" menu:

Before removing a user from your account, make sure all of his data is correctly backed up. The user's /home directory will be removed if there are no other accounts associated to him. Note however that the /home directory of every user is backed up and a copy is kept during six month (see File systems for more information).
On this new page, you can choose between removing one person from the drop-down list, or one or many persons by ticking their name in the list:

Remove members from group 'hpc-example'

Remove a member
Select an entry, then click on 'Remove a member'.

Remove selected members
Select members to remove, then click on 'Remove selected members'.

Chester Milosz
Haley Weronika
Espinoza Ernest
Stott Nina

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- Data Transfer Nodes
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