



## Instructions to obtain an « ENS access card » by ENS software ALOUETTE

**This service is intended for people wishing to ask for an ENS card for the first time.**

**You will join some documents in PDF format, depending on your job :**

- **for students or trainees** : Student card and invitation letter by scientific manager in laboratory or training agreement.

- **for PhD students** : Copy of doctoral contract or copy of the registration card in thesis or invitation letter by scientific manager in laboratory.

- **for other staffs (post-PhD, ...)** : Payslip or Employer contract or invitation letter by scientific manager in laboratory.

Step 1 : go at <http://intranet.ens.fr> on *Form « Hébergé-ENT ENS »*

Step 2 : choose your language

Step 3 : click on « [Get a login](#) »

Step 4 : **seize th necessary informations** (last name, first name, email adress, birthdate, code to be reproduced)

Step 5 : click to "[submit](#)" **left open the "form of account creation"**

**Your identifiers are sent to you on the e-mail address you have seized.**

Step 6 : click on back, seize the identifiers that you received on step 5 and click on "[send](#)"

Step 7 : On the entitled page **Mail Form** on which you arrive, please seize the following informations by columns, among which these are **COMPULSORY**:

\* In "**IDENTITY**" : clarify your nationality

\* In "**EMPLOYER**" : choose employer country

\* In "**STATUS**" : choose **NECESSARILY** a status (PhD, other employee, post-PhD, ENS trainee, other, CNRS employee)

\* In "**YOUR AFFECTATIONS**" : select :

- level structure 1 : "**Department of Chemistry**" ;

- level structure 2 : **your laboratory** (UMR 7203 LBM, UMR 8640 PASTEUR or FRE2000)

- level structure 3 : **your team**

à savoir :

for **UMR 7203 - LBM** :

- Résonance Magnétique Nucléaire (RMN)

- Synthèse et activité biologique des glucides

for **UMR 8640 - PASTEUR** :

- Électrochimie
- Chimie organique
- Pôle Théorie
- Microfluidique
- Photochimie ultrarapide

for **FRE2000**

\* In "**YOUR FUNCTIONS**" : select it and click on "**Add**"

\* In "**YOUR STAY AT ENS**" : seize **your dates of stay** (arrival and departure)

Continue the seizure of informations in columns "**HEBERGEMENT**", "**PROFESSIONALS COORDINATES**" et "**PERSONAL COORDINATES**"

In "**ATTACHED FILES**" **OBLIGATORY** !

Click on "**Add**", choose your status (PhD, post-PhD, trainee, ...), join files and click on "**Submit**", and "**Refresh**"

Step 8 : A last screen appears telling you that your datas will be sent to ENS administration in order to achieve your registration click on "**Submit**"

**WELL DONE, the process is finish, you will be informed by e-mail when your card will be ready.**