

# Give access to DCSR NAS files to an external collaborator

There are two administrative steps:

1. The external collaborator must ask a UNIL account using [this online form](#) (go to "Obtenir un compte informatique personnel"). Warning: in the online form, the external collaborator have to write the name/email of the PI who is sponsoring the UNIL account in the comments section.
2. the PI (Principal Investigator) to whom the external collaborator is related must use [this application](#) to add the collaborator into the appropriate project. Log into the application if necessary on the top right, and click on the "Manage members list / Gérer la liste de membres" icon for your project. The usernames always have 8 characters (e.g. Greta Thunberg username would be: gthunber)

The external collaborator can then access the data of the project stored on the UNIL NAS using VPN:

- [Install and use the UNIL VPN](#)
- [Access the NAS from a laptop](#)

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Créé 6 janvier 2022 13:27:30 par Emmanuel Jeanvoine

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