

Create an account and ask for rights



This step is only necessary for users who do not have an account GARDIAN.

1

Create an account

The screenshot shows the 'Identification' form on the PASS application. The form includes fields for 'Identifiant *' and 'Mot de passe *', a checkbox for 'Garder la session ouverte', and a link for 'Mot de passe oublié ? / Réactiver le compte'. Below these are buttons for 'Se connecter', 'Authentification GARDIAN', and 'Créer un compte'. The 'Créer un compte' button is highlighted with a green box.

Click on

Créer un compte

The account creation page appears.

The screenshot shows the 'Création du compte' form. It is divided into several sections: 'Identité' with fields for 'Nom de naissance *', 'Prénoms *', 'Nom d'usage', 'Date de naissance (JJMMAAAA) *', and 'Ville de naissance *'; 'Identifiant de connexion du compte' with fields for 'Adresse mail *', 'Confirmer adresse mail *', 'Mot de passe *', and 'Confirmer mot de passe *'; and a 'Le mot de passe' section with a list of requirements. At the bottom, there is a checkbox for 'Je ne suis pas un robot', a checkbox for 'J'accepte la charte d'utilisation de l'application', and a checkbox for 'En validant cet envoi, j'accepte que les informations recueillies sur ce formulaire soient enregistrées afin de rendre le service demandé et les traiter conformément à notre Politique de confidentialité'. There are also buttons for 'Retourner à l'écran de connexion' and 'Créer le compte'.

Enter the Name of birth (Nom de naissance), First name (Prénom), Date of birth (Date de naissance) and City of Birth (Ville de Naissance).

Enter the email address (Adresse mail) twice to confirm it. Create a Password (Mot de passe) and enter it a second time to confirm it.

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The choice of password must be robust:

- It must be between 8 and 16 characters
- It must contain at least 1 letter and 1 number
- It must contain at least 1 special character
- It must be different from the email address
- It must be different from the last 5 passwords
- It must not contain a sequence of 5 alphabetical characters (for example abcdef) or 5 identical characters or a sequence of 5 numeric characters (for example 12345)
- It must not contain any spaces

Check the boxes I am not a robot (Je ne suis pas un robot) and Charter of use and policy Confidentiality (Charte d'utilisation et politique de Confidentialité).

The Username (Nom d'usage) field is optional, however if it exists it must be entered.

Click on the Create account (Créer le compte) button **Créer le compte**.

A message confirming the creation of the account is displayed at the bottom of the screen. A mail is sent to the address indicated to activate the account.



Open the email in the mailbox and click on the link “Click this link to activate your account” (« Cliquer sur ce lien pour activer votre compte ») to confirm the creation of the account.

2

Request rights

Enter the username (email address) and password then click on [Connect \(Se connecter\)](#). There The rights request page is displayed.

view PASS Accueil Langue Julien DUPONT

Information Générale : Voici le message d'information paramétré

Demande de droit

Formulaire Mail de demande de droit

Site *

SIRET Raison sociale

Contact EDF *

Cochez le ou les droits attendus :

- Pouvoir gérer des demandes d'accès aux sites de production EDF
- Valider des demandes d'accès sur sites (réservé aux personnels de CNPE)
- Administrer des comptes pour accéder à PASS

Ou expliquez les droits attendus

Retour Envoyer le formulaire de demande de droit applicatif

Click on the [Site](#) field and choose the site corresponding to the right requested from the [list drop-down](#). Complete the [Contact EDF](#)



Contact EDF is the principal on site.



The SIRET number of the company involved as well as the company name are mandatory for EDF partner companies.

Check the expected right(s) in the dedicated box (Be able to manage access requests at EDF production sites, validate site access requests (reserved for personnel of CNPE), administer accounts to access PASS)

Click on [Send the application right request form \(Envoyer le formulaire de demande de droit applicatif\)](#)

Envoyer le formulaire de demande de droit applicatif

A confirmation email is sent with the following information: [Siret](#), [Company name \(Raison sociale\)](#), [Site](#), [EDF Contact](#) and [Justification](#). This email is sent to:

- The reception of the CNPE informed, in the case of a first creation of an account for the external company,
- The external company rights administrator



The first-time applicant for a PASS account from a company automatically becomes the rights administrator of his company. His request for rights is validated by a reception of CNPE. Each company therefore has at least one legal administrator.
Once his account is created, he will receive rights requests from members of the his company.



This legal administrator can, for the members of his company, grant the rights:
- Administration,
- Creation of AA, AOP and ASOP.



Once the right request has been validated, a confirmation email is sent to alert you of the validation of rights.

Validation de droit



noreply@edf.fr
À

Stratégie de rétention POLITIQUE-SUPPRESSION-180-JOURS (6 mois) Date d'expiration 10/10/2022



mer. 11:37

Bonjour,

Le profil Administrateur national et le périmètre IMPLID CONSULTING ont été validés

Ceci est un email automatique, merci de ne pas répondre



Division Production Nucléaire

This application is multilanguage compatible

