

**GANiL**

**XPGAN : how to use it ?**

# GANIL

- To access to the experimental area
- How to log in
- Requirements to access the experiment area
- To check your personal informations
- To be authorized to work in ZRR (experiment room)
- To follow the safety/radioprotection e-learning
- To update your medical authorization
- Laser formation
- Access request

# To access to the experimental area :

***Until Beginning of April (after April 7 : login by SSO)***

You need to register as a GANIL user to the Portal Database : <https://u.ganil-spiral2.eu/portal>

For further details see : <https://www.ganil-spiral2.eu/scientists/running-an-experiment-in-ganil/becoming-a-member-of-ganil-community/ganil-community-portal/>

Then, you need to register as GANIL user to XPGAN : <https://u.ganil-spiral2.eu/pac/login>

# To access the experimental area, please :

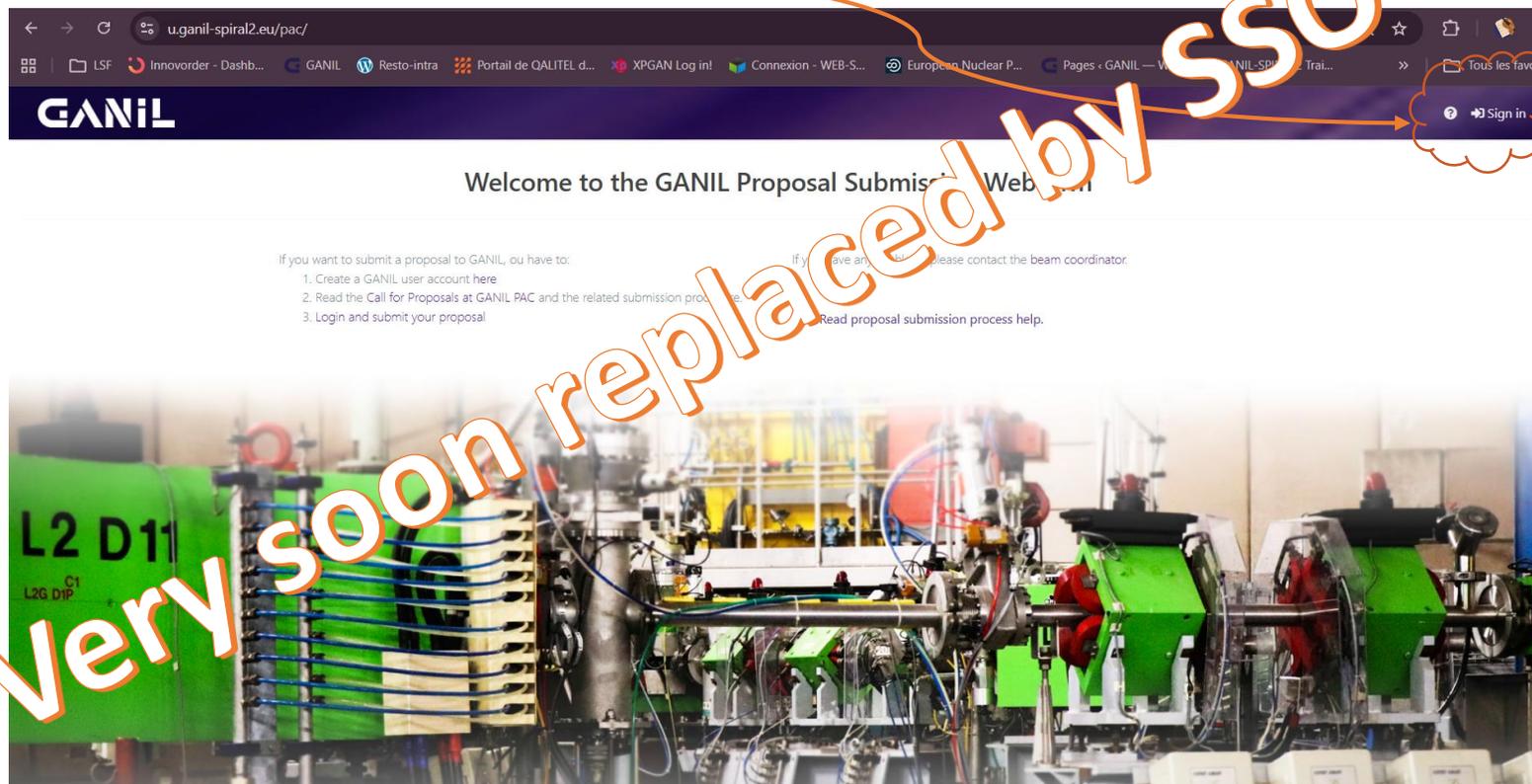


1. **First of all, please start the application to be authorized to work in ZRR** (Zone Régime Restrictif), upload 4 documents on XPGAN :
  - The access request form (available on XPGAN)
  - A complete Curriculum Vitae (no time gap)
  - Passport or ID copy (front and back side)
  - A detailed description of your activity at GANIL ZRR
2. Upload your **medical certificate** (in English or in French) authorizing you to work under ionizing radiations on XPGAN as soon as possible.
3. Bring your dosimeter with you for the experiment. If do not have your own dosimeter, please inform the GANIL reception ([user.office@ganil.fr](mailto:user.office@ganil.fr)) as soon as possible.
4. Perform the on-line e-learning training course at the following link : <https://u.ganil-spiral2.eu/gu/training> before arriving at GANIL.

For practical information, please follow the link : <https://www.ganil-spiral2.eu/contact/>  
How to reach GANIL : <https://www.ganil-spiral2.eu/en/scientists/running-an-experiment-in-ganil/preparing-your-stay/transportation/>

# How to log in

<https://u.ganil-spiral2.eu/pac/login>



# To check your personal informations

GANIL

[Proposals](#) ▾
 [\[TAC\]](#)
[\[PAC\]](#)
[My experiments](#)
[\[BeamCoordinator Menu\]](#) ▾
 [USER OFFICE](#)

**Marie-Laure ABAVENT**

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[Personal Informations](#)

[Access Eligibility Profile](#)

[Access requests](#)

[Documents](#)

[Affiliation](#)

## Personal Informations

You are logged in as : MarieLaureABAVENT

### Contact details

**Email:** abavent@ganil.fr

**Phone:** 0231454637

**Fax:** 0231454665

**Address:** 0231454665

Your account is referenced:

- as spokesperson in proposals experiments: No reference.
- as a collaborator in the proposals experiments: No reference.
- as a contact person in the proposals experiments: No reference.

### Affiliation

Current user's affiliation from PORTAL: **GANIL**

[Change affiliation](#)

Current user's affiliation from XPGAN:

**GANIL**

**Grand Accélérateur National d'Ions Lourds**

Adresse: **Boulevard H. Becquerel**

PostalCode: **14076**      Town: **Caen**

Department: **Calvados**      Country: **France**

If you want to update your personal data, please log in to [GANIL portal](#)

? [MarieLaureABAVENT] ▾

abavent@ganil.fr

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My account

Log out



# To check your access eligibility Profile

GANIL
Proposals ▾ [TAC] [PAC] My experiments [BeamCoordinator Menu] ▾ USER OFFICE
? [MarieLaureABAVENT] ▾

Marie-Laure ABAVENT

## Access Eligibility Profile

Access to GANIL is regulated for visitors or experiment participants. Below, you will find the dates that will allow the user office to approve or deny an access authorization.

Personal Informations

Access Eligibility Profile

Access requests

Documents

Affiliation

### Stay Authorization End Dates

If the date is invalid or not provided, please refer to the [documents](#) section.

|  |            |   |               |
|--|------------|---|---------------|
| ZRR Authorisation                            | 2028-07-27 | ✓ | 870 days left |
| Training                                     | 2027-03-12 | ✓ | 367 days left |
| Medical Authorization                        | 2026-12-03 | ✓ | 268 days left |
| HID  | No date    |   |               |
| This is not compulsory for French nationals. |            |   |               |
| Laser Formation                              | No date    |   |               |

### Edit Personal information in the case of a first coming

This data will be deleted after your stay.

Birth Date

Birth Place

Social Security Number


Only if you are a French citizen

### Edit Dosimetry informations

Date added dosiserv software
2015-02-01

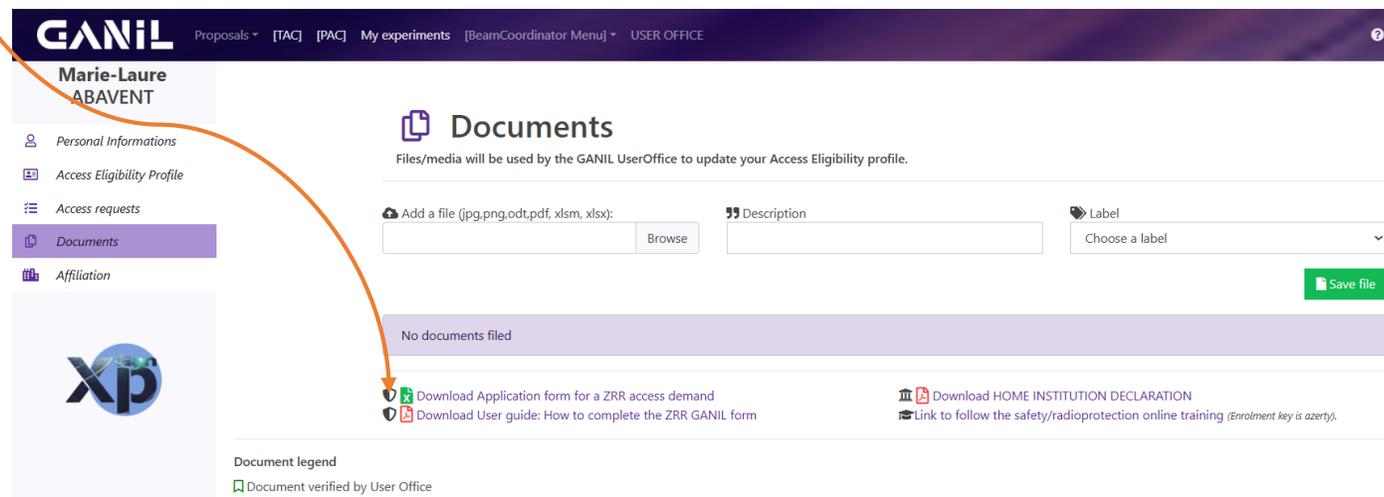
Do you supply your own passive dosimeter?

 Yes

# To be authorized to work in ZRR :

You have to upload 4 required documents/forms on XPGAN :

1. A copy of your ID card or passport
2. Your CV
3. An abstract of your activity
4. The filled in application form (.xlsx)



The screenshot shows the GANIL user interface for Marie-Laure ABAVENT. The 'Documents' section is active, displaying a form to add a new document. The form includes a file upload field with a 'Browse' button, a 'Description' text area, and a 'Label' dropdown menu. A 'Save file' button is located at the bottom right of the form. Below the form, a message states 'No documents filed'. At the bottom of the page, there is a 'Document legend' section with a key indicating 'Document verified by User Office'. Several download links are provided, including 'Download Application form for a ZRR access demand', 'Download User guide: How to complete the ZRR GANIL form', 'Download HOME INSTITUTION DECLARATION', and 'Link to follow the safety/radioprotection online training (Enrolment key is azerty)'.

# To follow the safety/radioprotection e-learning

Please click on the link available on XPGAN in section « documents » [Link to follow the safety/radioprotection online training](#) (**Enrolment key is azerty**).

The screenshot displays the GANIL User Office interface. The top navigation bar includes the GANIL logo and links for Proposals, [TAC], [PAC], My experiments, [BeamCoordinator Menu], and USER OFFICE. The user's name, Marie-Laure ABAVENT, is shown in the top left. The sidebar on the left contains navigation options: Personal Informations, Access Eligibility Profile, Access requests, Documents (highlighted), and Affiliation. The main content area is titled 'Documents' and includes a note: 'Files/media will be used by the GANIL UserOffice to update your Access Eligibility profile.' Below this, there is a form with three fields: 'Add a file (jpg,png,odt,pdf, xlsx, xlsx):' with a 'Browse' button, 'Description', and 'Label' with a dropdown menu. A 'Save file' button is located to the right of the form. Below the form, a message states 'No documents filed'. At the bottom, there is a list of links: 'Download Application form for a ZRR access demand', 'Download User guide: How to complete the ZRR GANIL form', and 'Link to follow the safety/radioprotection online training (Enrolment key is azerty)'. A document legend at the bottom left indicates that a green checkmark icon means 'Document verified by User Office'. An orange arrow points from the text above to the 'Link to follow the safety/radioprotection online training' link.

# To update your medical authorization

Upload your medical certificate **Or** your filled in Home Institution Declaration (not for french laboratories) in the section « documents »

**Marie-Laure ABAVENT**

- Personal Informations
- Access Eligibility Profile
- Access requests
- Documents**
- Affiliation

## Documents

Files/media will be used by the GANIL UserOffice to update your Access Eligibility profile.

Add a file (jpg,png,odt,pdf, xlsx, xlsx):

Description:

Label:

No documents filed

- Download Application form for a ZRR access demand
- Download User guide: How to complete the ZRR GANIL form
- Download HOME INSTITUTION DECLARATION
- Link to follow the safety/radioprotection online training (Enrolment key is azerty).

Document legend

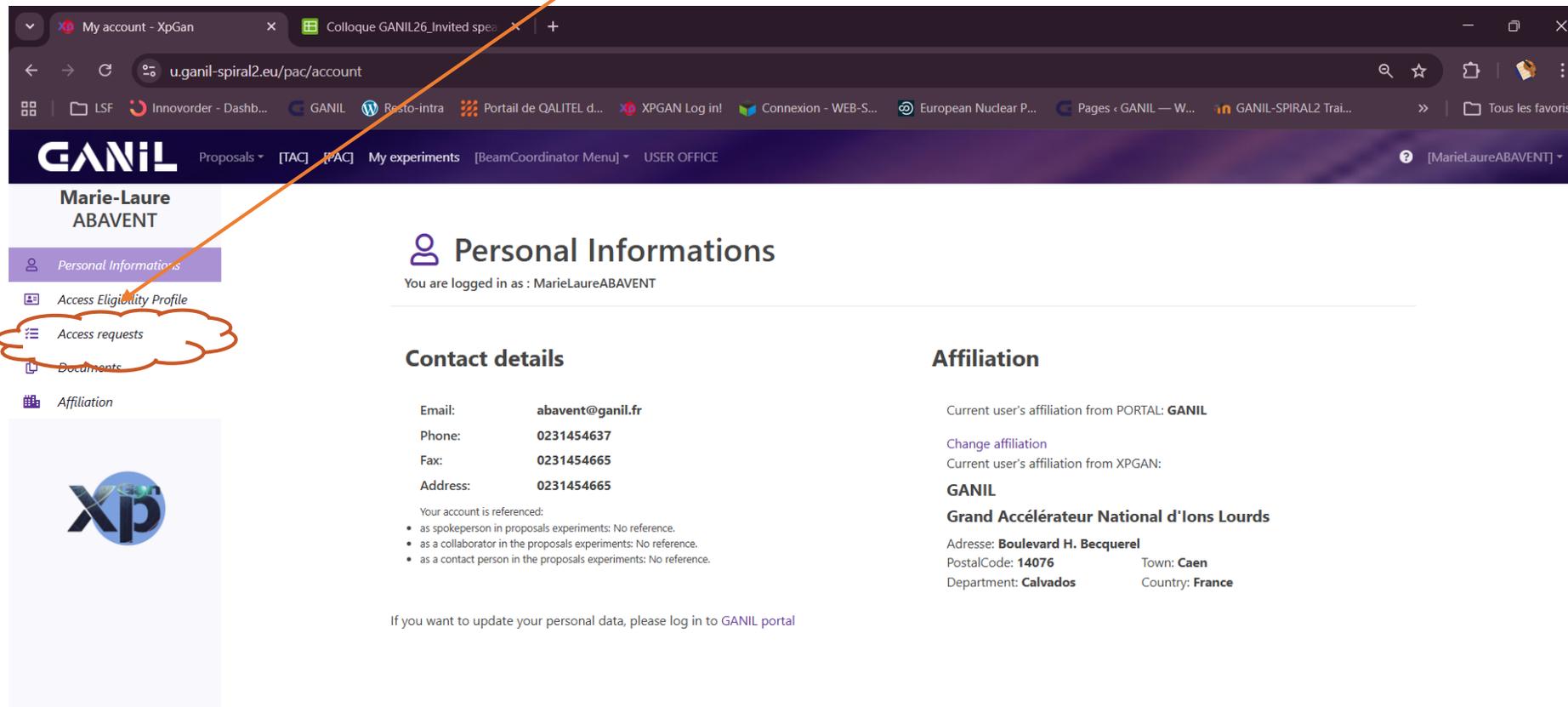
- Document verified by User Office

# Laser formation

**Only people who work in laser rooms of GANIL have to upload their laser documents (medical certificate and learning attestation)**



# Access request : please let us know your dates — stay in this section



The screenshot shows a web browser window with the URL `u.ganil-spiral2.eu/pac/account`. The page header includes the GANIL logo and navigation links for Proposals, TAC, PAC, My experiments, and USER OFFICE. The user is logged in as Marie-Laure ABAVENT. The left sidebar menu has five items: Personal Informations, Access Eligibility Profile, Access requests (circled in red), Documents, and Affiliation. The main content area is titled 'Personal Informations' and shows the user is logged in as Marie-Laure ABAVENT. It is divided into two columns: 'Contact details' and 'Affiliation'. The 'Contact details' section lists email, phone, fax, and address. The 'Affiliation' section shows the user's affiliation from PORTAL and XPGAN, and provides the address, postal code, town, department, and country. A note at the bottom states: 'If you want to update your personal data, please log in to GANIL portal.'

**Marie-Laure ABAVENT**

Personal Informations

Access Eligibility Profile

Access requests

Documents

Affiliation

**Personal Informations**

You are logged in as : Marie-Laure ABAVENT

**Contact details**

Email: **abavent@ganil.fr**

Phone: **0231454637**

Fax: **0231454665**

Address: **0231454665**

Your account is referenced:

- as spokeperson in the proposals experiments: No reference.
- as a collaborator in the proposals experiments: No reference.
- as a contact person in the proposals experiments: No reference.

If you want to update your personal data, please log in to GANIL portal

**Affiliation**

Current user's affiliation from PORTAL: **GANIL**

[Change affiliation](#)

Current user's affiliation from XPGAN:

**GANIL**

**Grand Accélérateur National d'Ions Lourds**

Adresse: **Boulevard H. Becquerel**

PostalCode: **14076** Town: **Caen**

Department: **Calvados** Country: **France**

# Click on « + create new access request »

The screenshot shows a web browser window with the URL `u.ganil-spiral2.eu/pac/account/ar/`. The page title is "List of Stays / Access Requests". The user is identified as Marie-Laure ABAVENT. The left sidebar contains navigation links: Personal Informations, Access Eligibility Profile, Access requests (highlighted), Documents, and Affiliation. The main content area shows a table with columns: Start date of stay, End date of stay, ExpNum, Schedule StartDate, Schedule EndDate, ZRR, Training, MED, HID, LASER, and actions. The table is currently empty, displaying "no records found". A red circle highlights the "+ Create new access request" button. Below the table, there are two legends: "Stay / Access request Status Legend" and "Access Eligibility Profile Legend".

**Marie-Laure ABAVENT**

- Personal Informations
- Access Eligibility Profile
- Access requests**
- Documents
- Affiliation

## List of Stays / Access Requests

| Start date of stay | End date of stay | ExpNum | Schedule StartDate | Schedule EndDate | ZRR | Training | MED | HID | LASER | actions |
|--------------------|------------------|--------|--------------------|------------------|-----|----------|-----|-----|-------|---------|
| no records found   |                  |        |                    |                  |     |          |     |     |       |         |

[+ Create new access request](#)

**Stay / Access request Status Legend**

- in progress
- incomplete
- approved
- cancelled

Indicates interest in booking at guesthouse

**Access Eligibility Profile Legend**

- ZRR Authorisation
- Training
- Medical Authorization
- Home Institution Declaration
- Laser Formation

# Fill in the fields :

1 : the experiment in which you will take part or nothing

2 : arrival date

3 : departure date

4 : click if you wish to book a room at the GANIL's guesthouse => 5 : Save !

**GANIL** Proposals ▾ [TAC] [PAC] My experiments [BeamCoordinator Menu] ▾ USER OFFICE ? [MarieLaureABAVENT] ▾

**Marie-Laure ABAVENT**

Personal Informations  
Access Eligibility Profile  
**Access requests**  
Documents  
Affiliation

**Stay / Access request** Stay created on 13/03/26-11:12  
Last update on 13/03/26-11:12

**Reason for access:**  
Experiment schedule:  
**1** If stay attached to a schedule, select a schedule here

**Details of your stay / access request:**  
Start date: **2** jj/mm/aaaa   
End date: **3** jj/mm/aaaa  **5** Save back to list  
Day of the week: undefined  
You wish to book a room at the GANIL's guesthouse:  **4**

**Status of your access eligibility profile based on your stay dates:**

| Category | Icon               | Date       | Status |
|----------|--------------------|------------|--------|
| ZRR      | Shield             | 2028-07-27 | ●      |
| Training | Graduation cap     | 2027-03-12 | ●      |
| Medical  | Medical cross      | 2026-12-03 | ●      |
| HID      | Classical building |            | ✗      |
| Laser    | Eye                |            | ✗      |

● Date limit greater than end date    ● Date limit less than or equal to end date    ● No date limit provided

<https://u.ganil-spiral2.eu/pac/account/ar/>

# GANIL

[user.office@ganil.fr](mailto:user.office@ganil.fr)