

GANiL

XPGAN : how to use it ?

GANIL

- 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
- Managing your profile

How to log in ?

From April 7 : login by SSO for people who already had an XPGAN account

Your login identifier will now be the email address at which you are receiving a message to update your password

GANIL users (@ganil.fr): Log in with your usual GANIL credentials and password.

Other users: You will need to reset your password upon your first login:

- Go to u.ganil-spiral2.eu/xpgan and click on "**Sign-in**".
- On the GANIL SSO, click on "**Forgot password**".
- Enter your email (the one from this mail).
- Follow the reset procedure received by email.

Important: Do not create a new account. Your data and experiments are already linked to your current account.

For others, and only others without an account on the old version, please create a new account.

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) 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/>

To check your personal informations

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

Marie-Laure ABAVENT

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](#)

Dropdown menu: [MarieLaureABAVENT] ▾
 abavent@ganil.fr
 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		<small>This is not compulsory for French nationals.</small>
👁️ 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

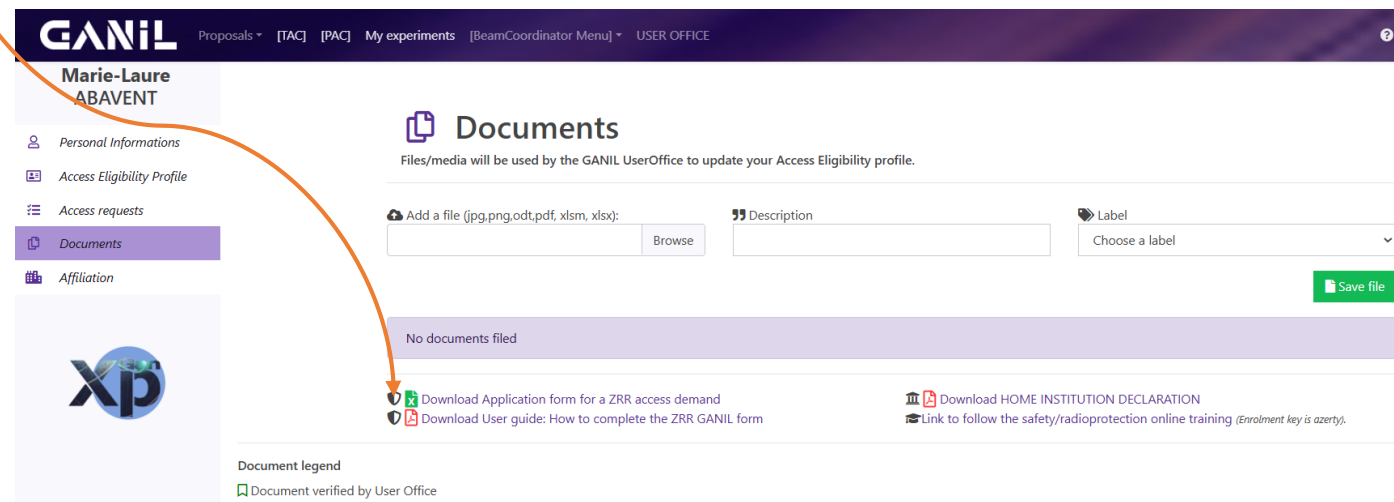
Do you supply your own passive dosimeter? Yes

Save

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 file with fields for 'Add a file', 'Description', and 'Label'. Below the form, a message states 'No documents filed'. At the bottom, there are four download links: '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'. A 'Document legend' at the bottom indicates that a green checkmark icon means 'Document verified by User Office'.

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. At the top, the GANIL logo is on the left, and navigation links for 'Proposals', '[TAC]', '[PAC]', 'My experiments', '[BeamCoordinator Menu]', and 'USER OFFICE' are on the right. The user's name 'Marie-Laure ABAVENT' is shown in the top left of the main area. A sidebar on the left contains navigation options: 'Personal Informations', 'Access Eligibility Profile', 'Access requests', 'Documents' (highlighted), and 'Affiliation'. Below the sidebar is the XPGAN logo. 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 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 green 'Save file' button is on the right. A purple box indicates '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 shows a green checkmark icon for '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

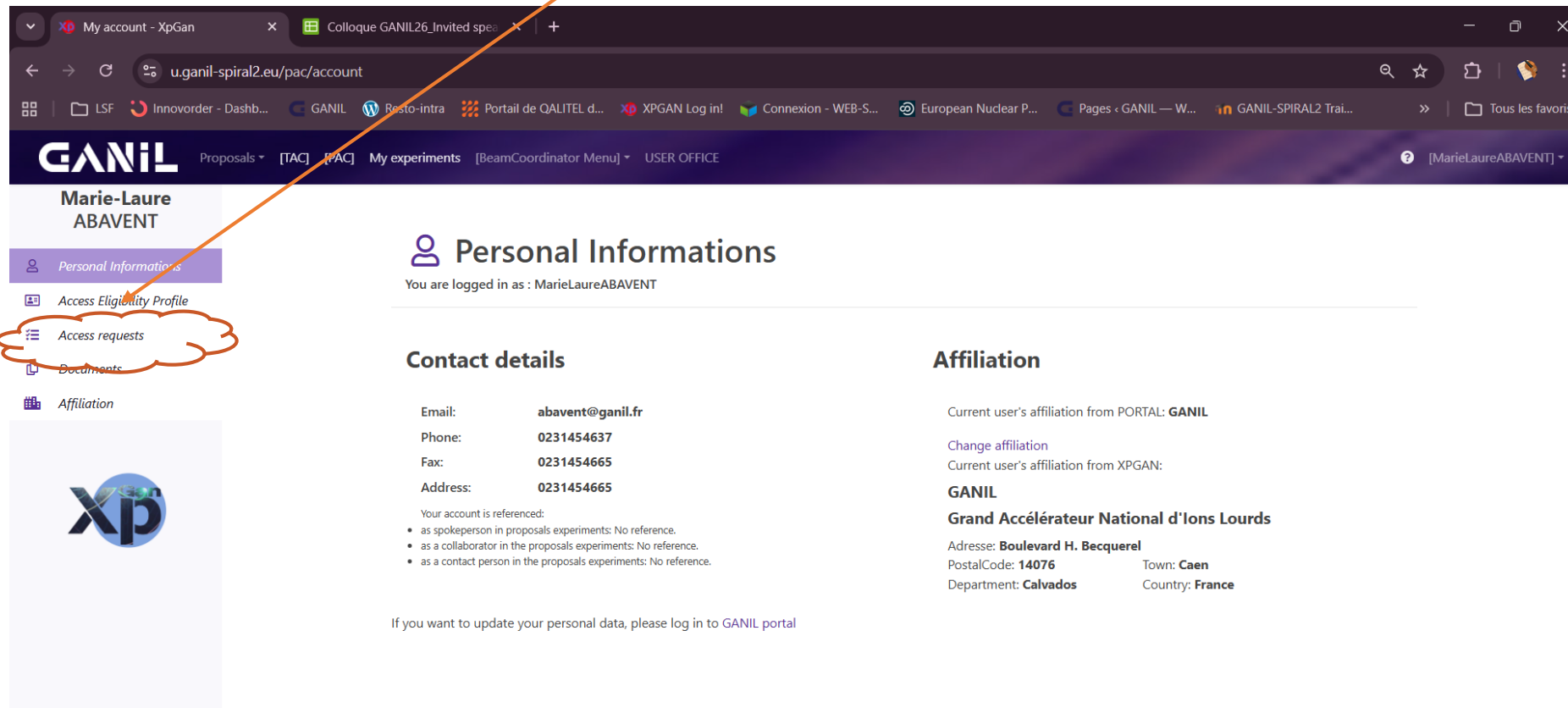


Laser formation

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 the following 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'.

Marie-Laure ABAVENT

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.

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

Click on « + create new access request »

The screenshot shows the GANIL user interface. The browser address bar displays `u.ganil-spiral2.eu/pac/account/ar/`. The user is identified as Marie-Laure ABAVENT. The main content area is titled "List of Stays / Access Requests". A table with columns for "Start date of stay", "End date of stay", "ExpNum", "Schedule", "ZRR", "Training", "MED", "HID", "LASER", and "actions" is shown. The table contains the text "no records found". A red arrow points to a "+ Create new access request" button, which is circled in red. Below the table, there are two legends: "Stay / Access request Status Legend" and "Access Eligibility Profile Legend". The status legend includes icons for "in progress", "incomplete", "approved", and "cancelled". The eligibility profile legend includes icons for "ZRR Authorisation", "Training", "Medical Authorization", "Home Institution Declaration", and "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/>

Managing your profile

Affiliation: If your affiliation was not yet filled in the old version, you will be prompted to choose one during your first login. In this case, please check if your organization already exists in the list before requesting the creation of a new entry.

ORCID: You can now fill in your ORCID identifier in the "**My Account**" section. We strongly encourage you to do so to facilitate the tracking of your publications and proposals.

Secondary emails: You will eventually be able to add other login email addresses to your profile.

✉ **Support & Contact Beam time & Scheduling:**

GANIL/SPIRAL2: Beam Coordinator – beamcoordinator@ganil.fr

Interdisciplinary (iPAC): CIRIL Coordinator – ciril@ganil.fr **Technical & Administrative:**

Technical setup: Contact your "Local Contact Person" (indicated in your experiment description).

Administrative support: User Office – user.office@ganil.fr

IT Support: support-it@ganil.fr



GANIL

user.office@ganil.fr