

## ELN: Transferring Account Ownership

If you are a graduating student or other individual who is leaving BioPACIFIC MIP, you may want to transfer the ownership of your ELN account to someone else. You can achieve this by going to Settings → Ownership, where you will be confronted with the screen shown in Fig 1.



Fig 1. Transfer ELN account ownership screen.

Here, you can specify whether to transfer your entire account (Fig 2) or only selected notebooks (Fig 3) to the user of your choosing. Then, you must type in the receiver's account name exactly as it shows up in the user list. **Be warned:** there is *no reversing* this process. Once you complete the transfer, your ELN notebooks and pages will now be the property of the receiver. **Make sure this is what you want to do before proceeding!**



Fig 2. Transfer full ELN account contents to the specified user.



Fig 3. Transfer selected ELN account contents (i.e. specific notebooks) to the specified user.

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