

## 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 the user who will receive the contents of your account. Then, you must type in the receiver's account name exactly as it shows up in your selection. **Be warned:** there is nothing you can do to reverse this. Once you complete the transfer, all of your ELN notebooks and pages will now be the property of the receiver. As of 4/9/2025, there is no ability to transfer ownership of specific pages or folders to another individual, meaning this process is, truly, all-or-nothing. **Make sure this is what you want to do before proceeding!**

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