

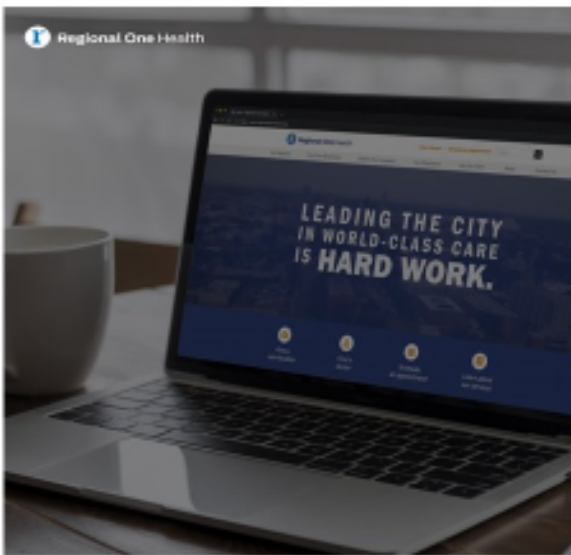
Existing User Requesting Additional Access

- Click on the Access Request button, located on the Intranet page.



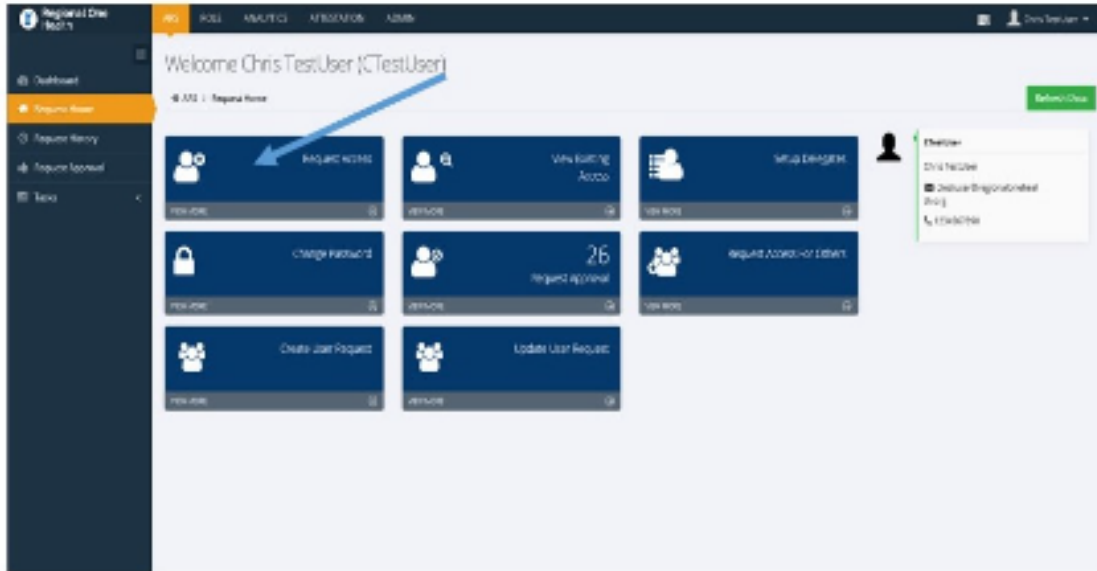
Existing User Requesting Additional Access

- Enter your username/password that you use to log into Email and MyOneHealth (your AD credentials), and then click on the Login button.



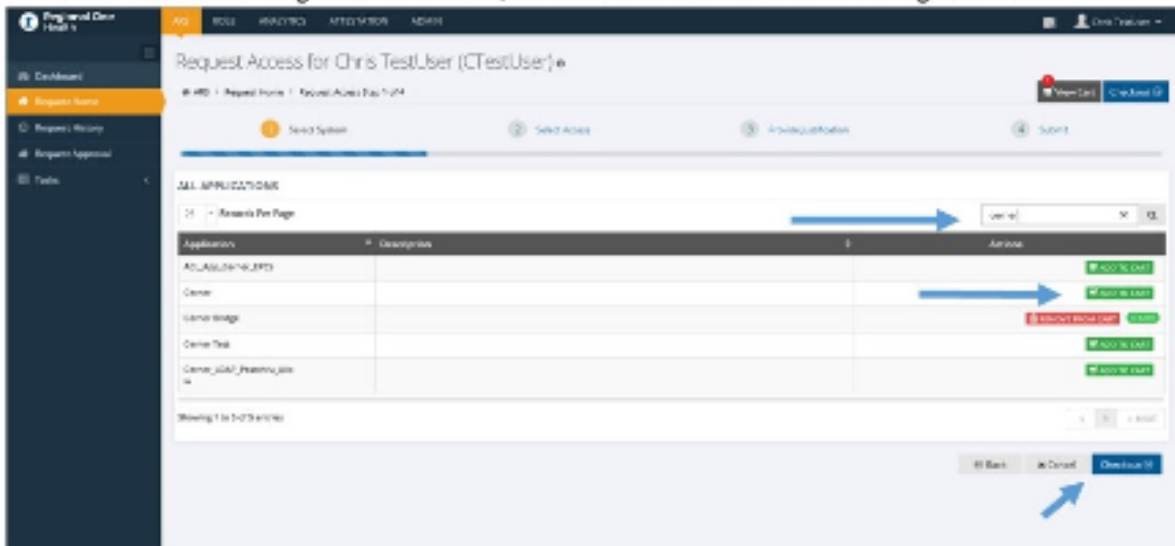
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- Click on Request Access tile.



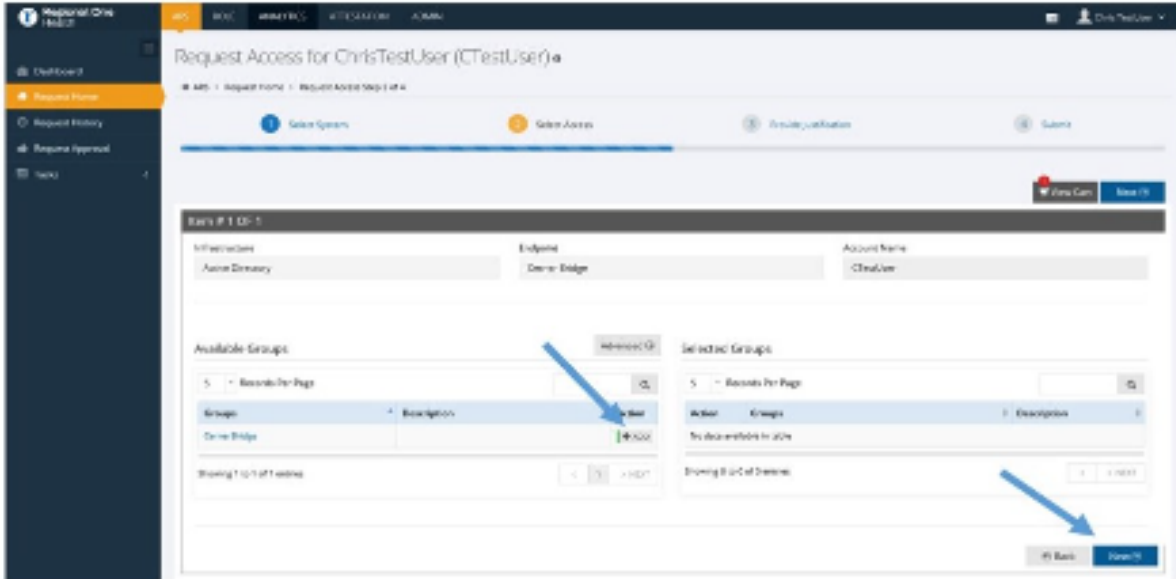
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- Search for the access desired in the search box, and then click on Add to Cart. You can repeat this step as many times as needed for multiple access requests.
- When finished adding access to cart, click on Checkout at the lower right corner.



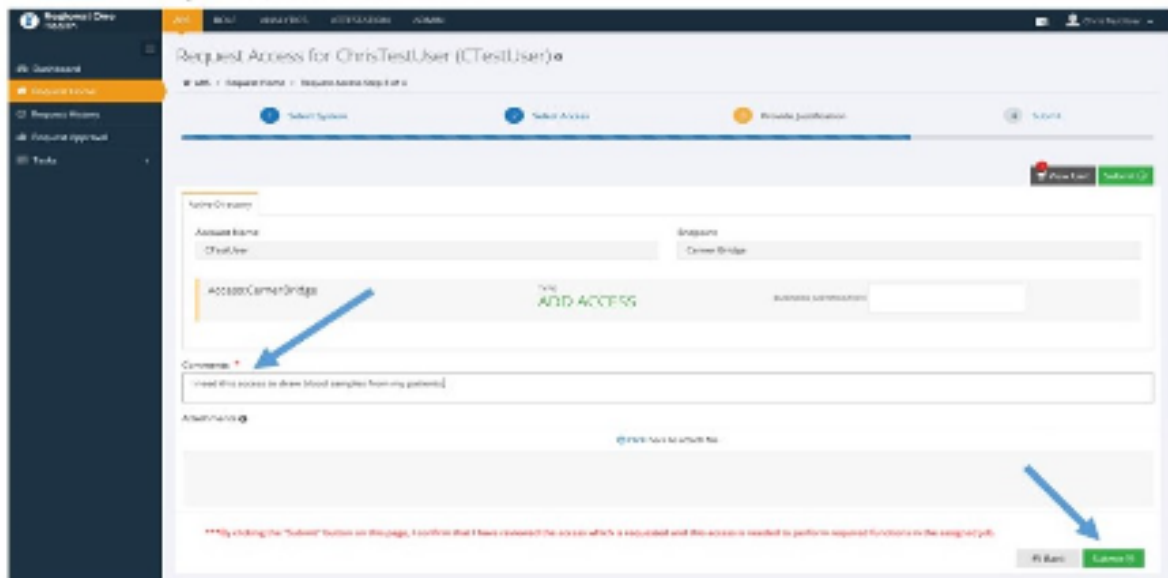
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- Click on +ADD to select the available group, and this moves the selection over to Selected Groups. Repeat, if needed, then click the Next button.



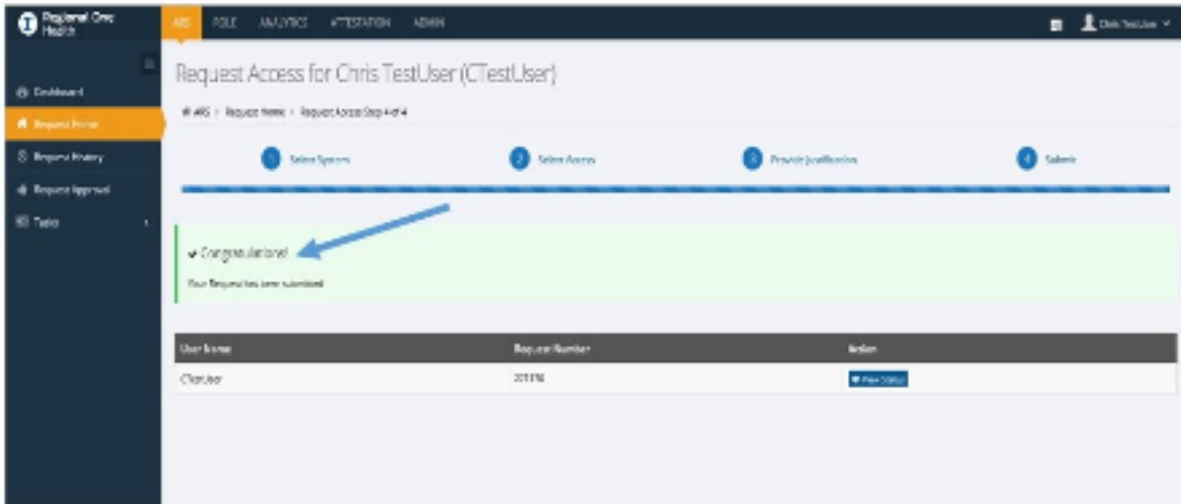
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- Enter the reason you are requesting the access in the Comments section.
- NOTE: Each access requested will need your justification for your approver to review. Once completed, click on Submit.



Existing User Requesting Additional Access

- After clicking on Submit, you will see confirmation that your request has been submitted.
- Once Approvers have completed their review of your request, you will receive an email notification of either the approval or denial.



Existing User Requesting Additional Access

- Once finished, click on the v beside your name, and then click on Log Out to exit Access Request.

