# DIGITAL METRO NORTH

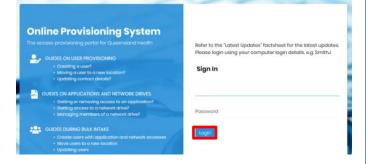
### Quick Reference Guide

## **Requesting MyApps**

MyApps can be requested by an Employee and a Line Manager through the Online Provisioning System.

#### Request access - Employee

- 1. Login to the Online Provisioning System .
- 2. Enter your Novell ID, Password and click Login.



3. Once you have logged into the *Online Provisioning System*, select **Change** from the menu on the right-hand side of your screen.

٩	Notifications	View or action recent requests.
$\bigcirc$	Workgroup/Network Drive Management	This allows Workgroup owners to add/remove members. To request Workgroup ownership, please refer to Online IT Support
$\bigcirc$	Active Directory Group Management	This allows Active Directory group managers to add/remove members.
	Change	Use this icon to change or terminate computer access. You can also Add/Change/Remove applications (ie. Internet, HBCIS, Auslab, WebAccess).
	Change Move	

- 4. To request access as an Employee, complete the questions as shown below:
  - a. Do you wish to change your own account? Yes.
  - b. Do you wish to remove Novell and Email access rights? **No**.
  - c. This account does not have ... the expiry date 'unchanged'? **Unchanged**.



 The application request form will appear with details pre-filled. Scroll down and check I wish to nominate an Authorising Manager.Enter your Line Managers name, click Search and then click Select.

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6. Go to the 'MyApps Access' section below to complete your *MyApps* request.

#### Request access - Manager

- 1. Login to the Online Provisioning System.
- 2. Enter your Novell ID, password and click Login.

Online Provisioning System	
	Refer to the 'Latest Updates' factsheet for the latest update
	Please login using your computer login details. e.g. SmithJ
Creating a user?     Moving a user to a new location?     Updating contact details?	Sign In
GUIDES ON APPLICATIONS AND NETWORK DRIVES	G
Getting or removing access to an application?     Getting access to a network drive?     Managing members of a network drive?	Password
Suides During Bulk Intake	
Create users with application and network accesses     Move users to a new location	cogn
Wove users to a new location     Updating users	

3. Once you have logged into the *Online Provisioning System*, select **Change** from the menu on the right-hand side of your screen.

٩	Notifications	View or action recent requests.
$\bigcirc$	Workgroup/Network Drive Management	This allows Workgroup owners to add/remove members. To request Workgroup ownership, please refer to Online IT Support
$\bigcirc$	Active Directory Group Management	This allows Active Directory group managers to add/remove members.
	Change	Use this icon to change or terminate computer access. You can also Add/Change/Remove applications (ie. Internet, HBCIS, Auslab, WebAccess).
	Move	Relocate staff members' computer access (Novell and Email), from another location to your location.
-	New	Create computer access (Novell and Email) for new staff. Only use this icon if your staff member has NOT previously had computer system access at QLD Health.

4. To request access for an Employee answer click on the drop-down and select **No** from the list.

• 😧

Do you wish to change your own account?



Government

5. The search bar will appear, enter the Employee's name whose access you would like to change and click **Search**.

Select the person you wish to change:
Do you wish to change your own account?" No 👻 😝
Surname: Given Name: - OR - User Name: Search

6. Click **Select** to request access for the Employee from the results box.

	Please enter the details of the person for whom you are searching									
Sun	name	Given	Name	- OR - User N	ame					
blo	99	jo				Search				
	Only search i									
					Job Title					
•	Bloggs	Joe	bloggsj							Select
								Primary Account	<ul> <li>Secondary Account</li> </ul>	Inactive Account
										Cancel

- 7. To request access as an Employee, complete the questions as shown below:
  - a. Do you wish to change your own account?
     No.
  - b. Do you wish to remove Novell and Email access rights? **No**.
  - c. This account does not have ... the expiry date 'unchanged'? **Unchanged**.



 The application request form will appear with details pre-filled. Scroll down and check I am the Authorising Manager and select Next.



9. Go to the 'MyApps Access' section below to complete your *MyApps* request.

#### MyApps Access

 Under 'Applications to add', for 'Application Name' select External Access – MyApps with On-Demand Tokencodes

External Access - MyApps with On-Demand Tokencodes	× 4
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EDS - Torres and Cape	^
EDS - Townsville	
EDS - West Moreton	
EDS - Widebay	
eHRX - RBWH	
Enterprise Reporting Service (QHERS)	
ePN - Herston	
ESISS	
External Access - MyApps with On-Demand Tokencodes	¥
Click have for instructions on how to log into NoAcas	

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2. Enter your **Cost Centre** and confirm you understand the conditions listed.

Additional Information Required:	
Cost Centre*:	
Internal Order or WBS Number:	
This request will set up access to MyApps with anOn-Demand Token	
This means when you log into MyApps you will be sent a token code via SMS	
Click here for instructions on how to log into MyApps using On-Demand Tokencodes	

- 3. Complete the following details:
  - a. Provide details (date and reason).
  - b. Contact phone number.
  - c. Queensland Health Employee: Select Yes.

1. Special Instructions - Please provide details (date and reason):	
2. Contact Phone Number:	
3. Is the person requiring access a QLD Health employee?*:	Yes v

4. Enter your financial delegate details, click **Search** and select them from the list.

Please select your financial delegate :							
Surname::		Given Name::		- OR - User Name::		Search	
_	= .		•• • •• /				

5. Enter your **RSA Mobile** (your personal mobile number) and choose your Hospital and Health Service from the drop-down list.

Additional Information R	equired:	
RSA Mobile*:		0
Hospital & Health Service*:	Select HHS	~

- 6. Select **Next** and check in the information on the final page is correct and click **Confirm**.
- 7. Your request for MyApps has been logged.

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