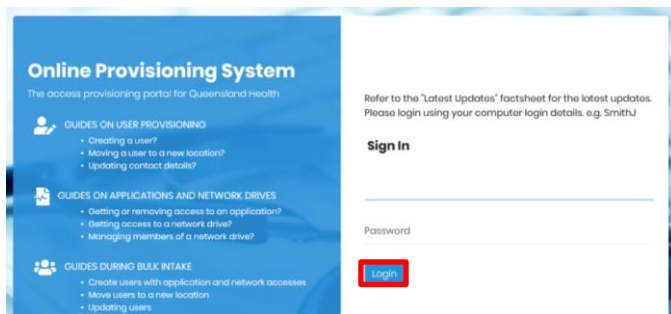


Requesting MyApps

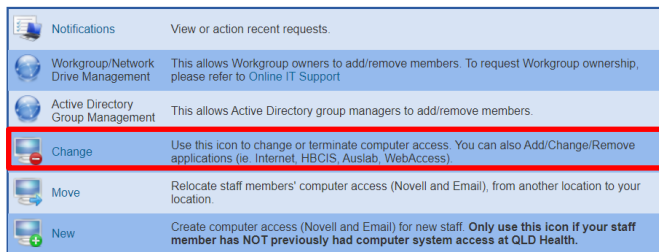
MyApps can be requested by an Employee and a Line Manager through the Online Provisioning System.

Request access - Employee

1. Login to the [Online Provisioning System](#).
2. Enter your Novell ID, Password and click **Login**.

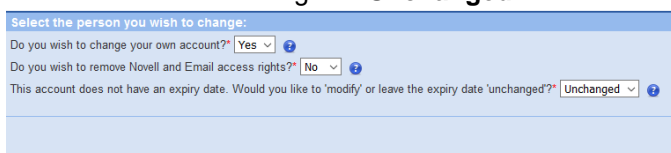


3. Once you have logged into the *Online Provisioning System*, select **Change** from the menu on the right-hand side of your screen.



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**.



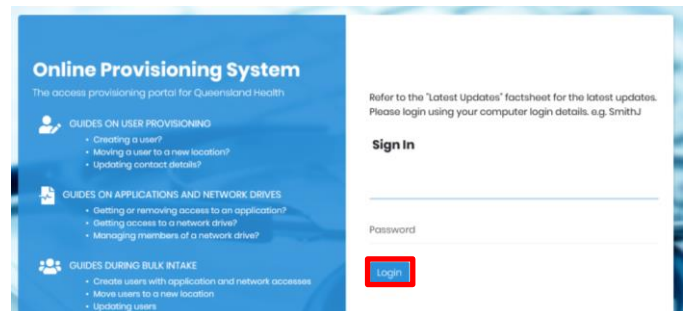
5. The application request form will appear with details pre-filled. Scroll down and check **I wish to nominate an Authorising Manager**. Enter your Line Managers name, click **Search** and then click **Select**.



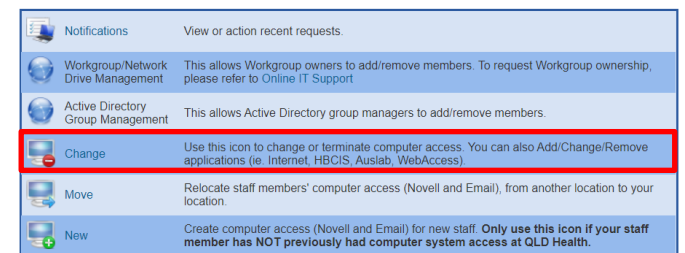
6. Go to the 'MyApps Access' section below to complete your *MyApps* request.

Request access - Manager

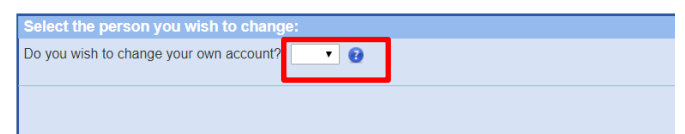
1. Login to the [Online Provisioning System](#).
2. Enter your Novell ID, password and click **Login**.



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



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



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

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

- To request access as an Employee, complete the questions as shown below:

- Do you wish to change your own account? **No**.
- Do you wish to remove Novell and Email access rights? **No**.
- 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**.

- 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**

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

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

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

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

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