# DIGITAL METRO NORTH

# **Requesting MyVPN**

myVPN 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.

Online Provisioning System	
	Refer to the "Latest Updates" factsheet for the latest update
	Please login using your computer login details. e.g. SmithJ
Creation a user?	Contraction of the Contraction o
Moving a user to a new location?	Sign In
Updating contact details?	
GUIDES ON APPLICATIONS AND NETWORK DRIVES	
Getting or removing access to an application?	
Getting access to a network drive?     Mananing members of a network drive?	Password
CUIDES DURING BULK INTAKE	Innin

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.	
0	Workgroup/Network Drive Management	This allows Workgroup owners to add/remove members. To request Workgroup ownership, please refer to Online IT Support	
	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	Use this icon to change or terminate computer access. You can also Add/Change/Remove applications (iii: Internet, HBCIS, Auslab, WebAccess). Relocate staff members' computer access (Novell and Email), from another location to your location.	

- 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**.



- Quick Reference Guide
- 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.

You are	not permi	tted to au	thorise yo	our own a	iccess. Please nom	inate an authorising	(Line) Ma	anager to approve yo	ur reque
I am the	Authorisin	g Manager	<ul> <li>1 wis</li> </ul>	h to nomis	nate an Authonising N	lanager (8)			
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6. Go to the 'myVPN Access' below on page two to complete your myVPN request.

### Request access - Manager

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

Online Provisioning System	
The access provisioning portal for Queensland Health	Refer to the "Latest Updates" factsheet for the latest updates. 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	
Getting or removing access to an application?     Getting access to a network drive?     Managing members of a network drive?	Password
GUIDES DURING BULK INTAKE  Create users with application and network accesses More users to a new location  Updating users	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.
0	Workgroup/Network Drive Management	This allows Workgroup owners to add/remove members. To request Workgroup ownership, please refer to Online IT Support
0	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	Use this icon to change or terminate computer access. You can also Add/Change/Remove applications (ie. Internet, HBCIS, Auslab, WebAccess). Relocate staff members' computer access (Novell and Email), from another location to your location.

 To request access for an Employee, answer the below question by clicking on the drop-down and select No from the list.

Select the person you wish to change	IO.	
Do you wish to change your own account?	• 😧	



5. The search bar will appear, enter the Employee's name to gain access to make changes, click **Search**.

Select the person y	ou wish to change:		
Do you wish to change y	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 fo							
S	umame	Given	Vame	- OR - User Na	ame					
Ь	logg	10				Search				
E	Only search i	my area								
					Job Title	Telephone				
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							 -	-	_	-
							Primary Account	<ul> <li>Secondary Account</li> </ul>	Inactive Accou	nt
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- 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 'myVPN Access' section below to complete your *myVPN* request.

### myVPN Access

The remaining steps for myVPN access are the same for both a Manager and an Employee from this point.

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

Applications to add:	
Application Name	Access Required
External Access - MyVPN with On-Demand Tokencodes 🗴 🔻	New Access

V1.1 Effective: May 2020 Review: May 2021 Document ID: 24-QDA-QRG 2. Enter your **Cost Centre** and confirm you understand the conditions listed.

Additional Information Required:							
Cost Centre*: 1000209 Valid cost centre							
This request will set up access to MyVPN with an On-Demand Token This means when you log into MyVPN you will be SMSed with a login token code Click here for instructions on how to log into MyVPN using On-Demand Tokencodes Click here for instructions on how to Set and Update On-Demand Token Mobile Number and PIN							
Please confirm your understand	ing that the following ch	arges and conditions will apply					
External Access Levy is \$21.58 p	er month per person (inclu	des MyApps and MyVPN)*:					
Using a QH Laptops to connect to	an insecure public or priv	ate WiFi networks is a security risk*:					
The user has completed the 'Cybe	r Security Essentials' iLea	rn Training Course (link provided below)*:					
<u>iLearn</u>							

- 3. Complete User Information as below:
  - a. Is the person requiring access a Queensland Health Employee? **Yes.**
  - b. For the asset number, find the sticker on the device.
  - c. Additional Information is not mandatory.

User Information	
Is the person requiring access a QLD Health Employee?*:	
Asset number of QH Laptop MyVPN will be setup on*:	
Additional Information:	

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



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

