**DIGITAL METRO NORTH** | Quick Reference Guide

# 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**.
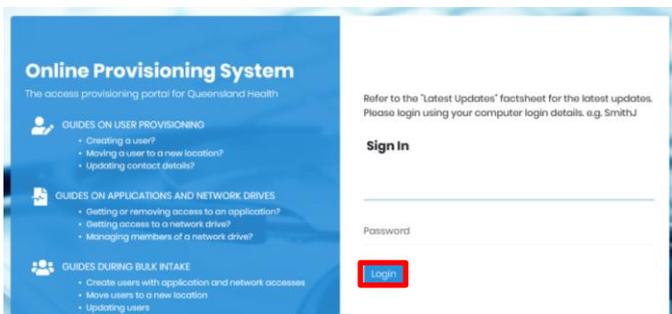


3. Once you have logged into the *Online Provisioning System*, select **Change** from the menu on the right-hand side of your screen.
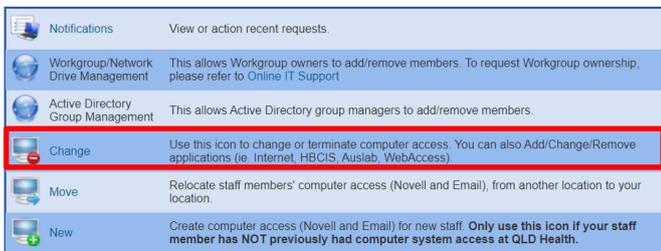


4. To request access as an Employee, complete the questions as shown below:

   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**.
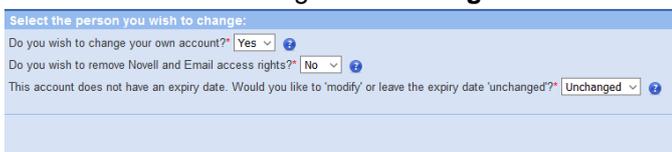


5. The application request form will appear with details pre-filled. Scroll down and check **I wish to nominate an Authorising Manager**. Enter your Line Managers name, click **Search** and then click **Select.**



6. Go to the '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**.
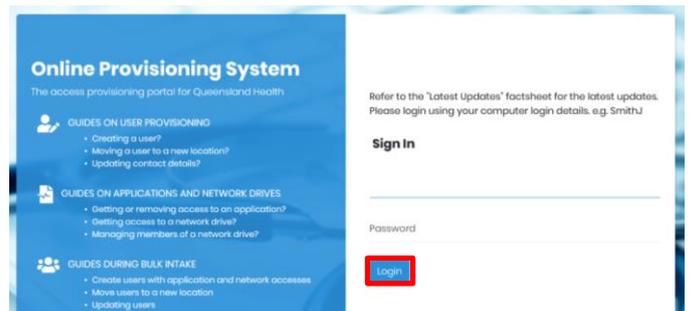


3. Once you have logged into the *Online Provisioning System*, select **Change** from the menu on the right-hand side of your screen.
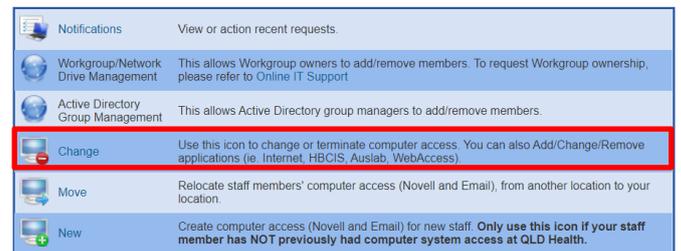


4. To request access for an Employee, answer the below question by clicking on the drop-down and select **No** from the list.

Queensland Government

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



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



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**.



8. 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.

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



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



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.



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



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