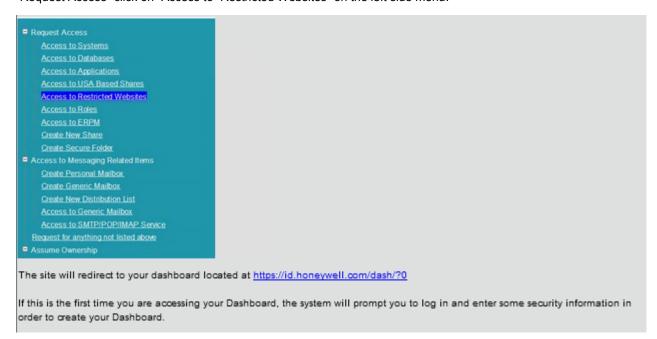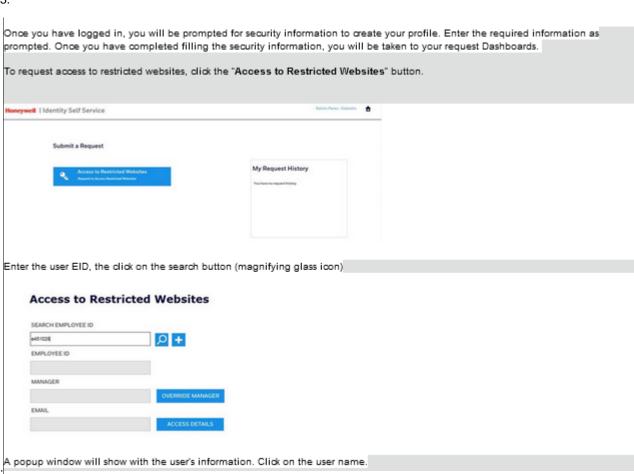1.To request access to these groups via ITIM by logging on https://itim.honeywell.com with their EID and LDAP password and under "Request Access" click on "Access to Restricted Websites" on the left side menu:

2. Enter your logging credentials:

3.

Click on the user name.

The user's information will display

Access to Restricted Websites

SEARCH EMPLOYEE ID

E451028

EMPLOYEE ID

E451028

MANAGER

Eric Brinkman   OVERRIDE MANAGER

EMAIL

Kelvin.Perez-Valentin@Honeywell.com   ACCESS DETAILS

Verify the user manager. If the manager is OK, please continue with the next step. If the manager is no the correct person, click on **OVERRIDE MANAGER** and select the appropriate manager.

Click the **ACCESS DETIALS** button.

Select the appropriate Group, then enter the Business Justification why the access is required. Once you have entered the information, click the **ADD** button.

ACCESS

☐ Online Storage   ☐ Radio Audio Streams   ☐ Remote Access

☐ TV/Video Streams ☐ Web Advertisements

REASON

ADD

The request will be created. Once you have validated the request, select **Accept Policy Term** and click **Submit.**

When submitting an ITIM request, you will need to provide business justification. Your manager will need to approve your ITIM request, as well as your SBG IT focal. You will receive an email from ITIM whether your request was approved or rejected. If rejected, read the email carefully as it does state who rejected it (in case you want to escalate to them). If approved, please allow up to one business day for the access to be replicated in AD. You must also log off and back on with your EID for the access to take effect.