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| Vestas Cloud  Onboarding Guide |
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| **Enclosures** |
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| **Reviewer’s department** |  | **Reviewer’s initials** |  | **Date of signature** |  | **Signature** |
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| 3055 |  | JONL |  | 2022.08.12 |  |  |
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# 1. Introduction

The purpose of the Onboarding guide is to assist onboarding on the accounts and tools required to perform the daily tasks. This is a step-by-step guide on how or where to request user logins and tools, and where or how to login or use it.

Target Audience: for **NNIT Cloud Engineers in PH that will work on Vestas Cloud**

# 2. Overview

A step-by-step guide where new users can request access and account login, and how to use all the tools necessary for operations.

# 3. Onboarding Checklist – Vestas

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| To keep track of all items or access that needs to be accomplished, please click the link below. You will see an excel file containing the information as seen on this page. You may add a tab, copy the contents on the first tab and rename it with your initials then fill out the cells as you finish each step so you can keep track of your progress. |
| [Vestas Onboarding Checklist](https://nnit.sharepoint.com/:x:/r/sites/WS-Cloud/_layouts/15/Doc.aspx?sourcedoc=%7B7D4E9985-9F71-48B0-8447-447175C5ECA1%7D&file=CBOS%20Access%20Checklist.xlsx&action=default&mobileredirect=true&cid=8e1a8d7a-0a39-4636-b391-db2601943474)   |  | | --- | | Vestas Access Checklist | |

# 4. List of Requests in NNIT

## 4.1 Request for Vestas AX code access

|  |  |
| --- | --- |
| Prerequisite | No |
| Mandatory | Yes |
| **Steps:**  1. Send email to your Local manager (ALDW - Aldwin Enriquez) requesting for access to Vestas AX code: **66633.03.04 Migration&Operation.**  2. Wait for confirmation.  3. Validate AX code is visible in NNIT AX.  Incase local manager is unavailable; you may reach out to Cloud Transformation Lead (MIEN) instead. | |

## 4.2 Request for membership to nnit-cloud-vestas@nnit.com

|  |  |
| --- | --- |
| Prerequisite | No |
| Mandatory | Yes |
| **Steps:**  1. Send email to **JQPA** (Junique Menorca Palanca) requesting to add as member of **nnit-cloud-vestas@nnit.com.**  2. Wait for the confirmation from JQPA.  3. Validate membership by checking the membership of [nnit-cloud-vestas@nnit.com](mailto:nnit-cloud-vestas@nnit.com) in Outlook. | |

## 4.3 Request to Add on NNIT Teams for Vestas

|  |  |
| --- | --- |
| Prerequisite | No |
| Mandatory | Yes |
| **Guidelines to request for access**      Message via Teams the following owners to add you to the **Vestas** Teams Channel:  JQPA  JONL  MZUJ  Vestas Group Chat: Ask existing members to add new members to Vestas Chat group:  1. Vestas-Newcomers  2. NNIT-Vestas-Engineers  3. Vestas | |

# 5. List of Request in Vestas

## 5.1 Request for VESTAS account creation

|  |  |
| --- | --- |
| Prerequisite | No |
| Mandatory | Yes |
| Send a request for creation of account and access to the Vestas account.  **To**: mien@nnit.com  **CC:** nnit-cloud-vestas@nnit.com  **Email Subject:** New Cloud Vestas: <NNIT Initials>  **Content of the email:**  **================**  Hi Michael,  Good day! My name is <Insert First Name>, I am a new Cloud Engineer starting today that will work on Vestas, can you facilitate the creation of my Vestas account/credentials:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | NNIT INITIALS | First Name | Last Name | Mobile | NNIT Email | | <XXXX> |  |  | mobile # | [xxxx@nnit.com](mailto:xxxx@nnit.com) |   Let me know if I need to provide further information.  Thank you in advance.  Regards,  <NNIT Signature>  **================**  Note: In case MIEN is OoO/is not available, contact JQPA on who can do the request. | |

## 5.2 Request to Add on Vestas Teams

|  |  |
| --- | --- |
| Prerequisite | Yes – Vestas account required |
| Mandatory | Yes |
| **Steps:**  1. Ask anyone from vestas teammates to add in vestas channel **PRJ - SAP@Cloud**  2. Owner will approve the invite  3. You may now access the  **PRJ - SAP@Cloud** | |

## 5.3 Request to Add on HPMO Cloud Ops Distribution List

|  |  |
| --- | --- |
| Prerequisite | Yes – Vestas account required |
| Mandatory | Yes |
| **Steps:**  1. Ask Vestas teammates to submit request in your behalf to add to HPMO Cloud Ops Distribution List  ServiceNow request portal: [Vestas Service Catalog Item - IT Service Portal (service-now.com)](https://vestasprod.service-now.com/itservice?id=reflect_sc_cat_item&sys_id=dbf981bc1b5ea05000efa8ade54bcb94)  Team DL Name: hpmo-cloud-ops@vestas.com  2. ALAMA will approve the request  3. Once approved, new member will be included on HPMO Cloud Ops Distribution List | |

## 5.4 Request to add Vestas Cloud Ops team to the Cloud Operations Tag

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| --- | --- |
| Prerequisite | Yes – Vestas account required |
| Mandatory | Yes |
| **Steps:**  1. Ask anyone from vestas teammates to add team members for Cloud Ops Team to the **Cloud Operations** tag  2. Owner will approve the request  3. Once approved, you will be able to see all the notifications tagged for  **Cloud Operations** in  **PRJ - SAP@Cloud** Teams channel. | |

## 5.5 Request access to Azure subscription and DevOps organization

|  |  |
| --- | --- |
| Prerequisite | Yes – Vestas account required |
| Mandatory | Yes |
| Send a request for subscription and DevOps access.  **To**: DAJU@nnit.com  **CC:** nnit-cloud-vestas@nnit.com; MIEN@nnit.com  **Email Subject:** New Cloud Vestas: <NNIT Initials> - Request access for Vestas Azure subscription and DevOps organization  **Content of the email:**  **================**  Hi Danni,  Good day! May I request access for the following:   1. Vestas Azure subscriptions – Contributor role assignment 2. Vestas Azure DevOps organization – Basic Access Level   Let me know if I need to provide further information.  Thank you in advance.  Regards,  <NNIT Signature>  **================**  Note: In case DAJU is OoO/is not available, reach out to Vestas teammates on who can gives access instead. | |

## 5.6 Request VDI Access

|  |  |
| --- | --- |
| Prerequisite | Yes – Vestas account required |
| Mandatory | Yes |
| **VDI request**:  1. To request a VDI, click this [link](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvestasprod.service-now.com%2Fitservice%3Fid%3Dreflect_sc_cat_item%26sys_id%3D325bb2931be12c10c2e0ed71f54bcb6d&data=05%7C01%7CJONL%40nnit.com%7C491110da76164f8623d908da6011ca87%7Ceae82d0e137d4df8ab7434f582042d39%7C0%7C0%7C637927926764295224%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BEd5%2BDIt7gY%2F4sPrZ6Jgyny9k1PfKZWDQvx814ifVs%3D&reserved=0) (access it using your vestas account).  2. Choose No, on “Did you find all need from the list” option.  3. On the Requester’s initial field, input your Vestas initials.  4. On the initials of the person to use the VDI, input your Vestas initials.  5. On specify why VDI is needed field, Type “Needed for Datacenter Hybrid operation aligned with ALAMA”.  6. For the WBS / Cost center field, Input 10071301.  7. Click order now.   1. Make sure that your name is on Request for field. 2. Click checkout.   Note: After submitting the request, please note down the ticket number for both requests in case we need to follow-up.  Response will be sent to Vestas email account/Outlook. | |

## 5.7 Request ADM account

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| --- | --- |
| Prerequisite | Yes – Vestas account required |
| Mandatory | Yes |
| **For ADM account creation**:  1. To request an ADM account click this [link](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvestasprod.service-now.com%2Fitservice%3Fid%3Dreflect_sc_cat_item%26sys_id%3Dc2f55ecb1b3fa850b1770dcde54bcbdd&data=05%7C01%7CJONL%40nnit.com%7C491110da76164f8623d908da6011ca87%7Ceae82d0e137d4df8ab7434f582042d39%7C0%7C0%7C637927926764295224%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=h54P58%2BsxgstBZDCNdn8dnQZhWGY8u68OOP0cWY6ejE%3D&reserved=0) (access it using your vestas account).  2. Select ADM Account creation.  3. On the description, type: “Needed for DataCenter Hybrid operation aligned with ALAMA”.  4. Then click, order now.    5. Make sure that your vestas initial is on Request for field.  6. Once confirmed, click check out button. | |

## 5.8 Request access to DKCDCMANAD11

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| --- | --- |
| Prerequisite | Yes – Vestas ADM account required |
| Mandatory | Yes |
| Access for AD and DNS server management | |
| **To request access:**  Send an email to Alan Madsen [alama@vestas.com](mailto:alama@vestas.com) to request access.  **To**: alama@vestas.com  **CC:** nnit-cloud-vestas@nnit.com;  **Email Subject:** Request access to DKCDCMANAD11  **Content of the email:**  **================**  Hi Alan,  Good day! May I request access for DKCDCMANAD11 server? Here is my adm account <adm account>.  Thank you in advance.  Regards,  <Name>  **================**  Note: In case ALAMA is OoO/is not available, reach out to MIEN who can we ask help from Vestas side. | |

## 5.9 Request ServiceNow Access

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| --- | --- |
| Prerequisite | Yes – Vestas account required |
| Mandatory | Yes |
| **Add or remove members in a ServiceNow group**:   1. To request ServiceNow access, click this [link](https://vestasprod.service-now.com/itservice?id=reflect_sc_cat_item&sys_id=6c32b9191b1c491000efa8ade54bcb2c). (access it using your vestas account). 2. Select the action: Add or remove members, and search **Hybrid Platform Management - Monitoring (HPMM)** group from the list 3. Select the members (Vestas account) who needs to be added/removed 4. Fill Group membership change justification as **New Resource Onboard** 5. An approval notification will be sent to the group manager. Once approved, the group will be updated automatically 6. Click **Order Now** | |

# 6. Trainings in Vestas

## 6.1 SuccessFactor

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| --- | --- |
| Prerequisite | Yes – Vestas account required |
| Mandatory | Yes |
| Steps:  1. Open <https://vestas.plateau.com/learning/user/personal/landOnPortalHome.do>.  2. Go to My Learnings.  3. Search and complete the following trainings below:   1. Data Privacy - General Awareness (Module 1) 2. Data Privacy - Incident Management (Module 2) 3. Data Privacy - Best Practice (Module 3) | |

# 7. Change Log

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| --- | --- | --- | --- |
| **Date** | **Version** | **Change** | **Author** |
| 2022.08.12 | 1 | First Release | LXGA |
| 2022.10.21 | 2 | Second Release | RENZ |