

: CUP Guide:

1. Go to Neo Production portal (<https://neo.batgen.com>) for Production systems and Neo Test(<https://neotest.batgen.com>) for Non Production systems.
2. Select **Access request -> My profile -> Access request creation** in Quick Links or select **support -> Access Management -> Access Management -> Access Request**.

neo.batgen.com/irj/portal#

Aditya Sharma (External)
85026457

Support

- APO Tools
- Access Management
 - Corporate Reporting
 - Access Management
 - Access Reports
 - Access Requests
 - GRC Setup
 - ID Lookup
 - Role Owner Review
 - SAP Password Reset/Activation
- BW Tools
- ECC Tools
- Firefighting Access
- GRC Tools
- Process Integration
- RSPCM PC Monitoring
- Solution Manager

My Favourites

- Display Own Jobs - ECC (SMX)

Inbox (UWL)

- Access Requests
- Functional Training Library
- Cherwell for Finance
- Now@BAT (Support)
- Robyn
- Check SAP Account Status
- SRM

Questions about Expenses?

Do you need help?

Robyn can now help with T&E

System Maintenance

Planned Downtime

TaO production system i.e ECC P03 and APO will not be available in below timings for improvement of System Performance and Stability.

Access Request

Submit Close

Requestor 85026457

Reason for Request

* Description: Give your requirement -> Why You need access
Attach the supporting documents for approver reference

Request Details

* Request Type: New Account

* Request For: Self

* User: 85026457

* Functional Area: Information Techno...

Due Date: 1

User Access Risk Violation Attachments User Details User System Details Custom Data

Add Remove Existing Assignments Import Roles Simulation

Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...
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In the above screen, you can fill all the required details.

1. Request Type:

4 Types of requests will be there for user.

New Account : If the user need to be created in the system.

Change account: If user want to extend the role access or include new roles or role removal or Validity extension

Lock Account : Validity Change and Lock user.

Unlock account : You can unlock the account.

2. Request For :

Self: You can raise Cup request for your self

Other: You can raise CUP for other users.

Multiple: You can raise CUP for more than 1 users.

3. Mandatory Fields :

Functional Area: Your area of Working should be selected

Description: Why do you need access to be explained here

Add (User access tab) : System : Select system you would like to create ID

Role : Select role which you would like to get or remove the access.

Attachment: You can add any approvals or requesting access related mails.

User Details tab: Verify the user details, Manager & Select Company.

User System details: Verify the system and User group name, You can request for new user group by changing the user group here.

4. Approvals :

CUP request for **User Lock , Unlock , User group change, Validity change** can be approved by Line manager only.

Only one approval involved (Line manager), Once the approver approves the request in GRC then automatically user will get the requested access in backend system.

CUP request for New role addition, Existing role deletion, Role validity change will be having 2 approver levels.

1. Line manager
2. Role owner

New User Creation:

Go to neo portal and open access request as per the above steps.

Access Request
Submit Close
Requestor 85026457

Reason for Request
* Description: I am from security team need access to support BAU activity.

Request Details
* Request Type: New Account
* Request For: Self
* User: 85026457
* Functional Area: Information Techno...
Due Date:

User Access Risk Violation Attachments User Details User System Details Custom Data

Add Remove Existing Assignments Import Roles Simulation

Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...
T61CLNT100	T61CLNT100	System	08.10.2021	31.12.9999		ATTP Test T6...	Add Comments	Testing	Create User	Not Processed

Add system and Role details:

Select Roles

Search Criteria
Maximum number of result rows: 100

System	is	ATTP Test T61 100	+ -
Role Type	is		+ -
Role / Profile Name	is		+ -
Role Description	is		+ -

Search Clear

Available
View: [Standard View]

Role Name	System	Description	System Description	Role Type
ZGLOBGALLADC_BAU_CONFIG_DISP	T61CLNT100	BAU: Composite Display Role for Application Support Consultant	ATTP Test T61 100	Composite Role
ZGLOBGALLADC_BAU_SECURITY	T61CLNT100	BAU: Composite Role for Security Administrator	ATTP Test T61 100	Composite Role

▼ ▼ ▲ ▲

Selected
View: [Standard View]

Role Name	System	Description	System Description	Role Type
ZGLOBGALLADC_BAU_BASIS	T61CLNT100	BAU: Composite Basis Role	ATTP Test T61 100	Composite Role

OK Cancel

Access Request

Submit **Close**

Requestor 85026457

Reason for Request

* Description: I am from security team need access to support BAU activity.

Request Details

* Request Type: New Account

* Request For: Self

* User: 85026457

* Functional Area: Information Techno...

Due Date:

User Access Risk Violation Attachments User Details User System Details Custom Data

Add	Remove	Existing Assignments	Import Roles	Simulation								
		Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...
		T61CLNT100	T61CLNT100	System	08.10.2021	31.12.9999		ATTP Test T6...	Add Comments	Testing	Create User	Not Processed
		ZGLOBGALL...	T61CLNT100	Composite Role	08.10.2021	31.12.9999	81019540(1)	BAU: Compos...	Add Comments	Testing	Assign	Not Processed

Access Request

Submit **Close**

Requestor 85026457

Reason for Request

* Description: I am from security team need access to support BAU activity.

Request Details

* Request Type: New Account

* Request For: Self

* User: 85026457

* Functional Area: Information Techno...

Due Date:

User Access Risk Violation Attachments **User Details** User System Details Custom Data

Personal

* First Name: Aditya

* Last Name: Sharma

Org Data

* Manager: 81237420 [View Details](#)

Company

* Company: BAT p.l.c

Function:

Communication

Communication Method: INT

* Email: aditya_sharma_Extern...

You can change user group in below screen.

Access Request

Submit **Close**

Requestor 85026457

Reason for Request

* Description: I am from security team need access to support BAU activity.

Request Details

* Request Type: New Account

* Request For: Self

* User: 85026457

* Functional Area: Information Techno...

Due Date:

User Access Risk Violation Attachments User Details **User System Details** Custom Data

System	User Group	User Path
T61CLNT100	MYMY50GSDCOM	

Click on Submit, You will get a CUP request number.

Change Account:

Go to neo portal and open access request as per page 1 steps.

Access Request

Submit Close

Requestor: 85026457

Reason for Request

* Description: I am from security team need access to support BAU activity.

Request Details

* Request Type: Change Account
* Request For: Self
* User: 85026457
* Functional Area: Information Techno...
Due Date: [T]

User Access Risk Violation Attachments User Details User System Details Custom Data

Add	Remove	Existing Assignments	Import Roles	Simulation	Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...
					ZGLOBGALL...	T61CLNT100	Composite Role	08.10.2021	31.12.9999	81019540(1)	BAU: Compos...	Add Comments	Testing	Assign	Not Processed
					T61CLNT100	T61CLNT100	System	08.10.2021	31.12.9999		ATTP Test T6...	Add Comments	Testing	Change User	Not Processed

You can change validity here.

Access Request

Submit Close

Requestor: 85026457

Reason for Request

* Description: I am from security team need access to support BAU activity.

Request Details

* Request Type: New Account
* Request For: Self
* User: 85026457
* Functional Area: Information Techno...
Due Date: [T]

User Access Risk Violation Attachments User Details User System Details Custom Data

Add	Remove	Existing Assignments	Import Roles	Simulation	Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...
					T61CLNT100	T61CLNT100	System	08.10.2021	31.12.9999		ATTP Test T6...	Add Comments	Testing	Create User	Not Processed

Add system and Role details:

Select Roles

Search Criteria

Maximum number of result rows:

System	is	ATTP Test T61 100	+	-
Role Type	is		+	-
Role / Profile Name	is		+	-
Role Description	is		+	-

Available

View:

Role Name	System	Description	System Description	Role Type
ZGLOBGALLADC_BAU_CONFIG_DISP	T61CLNT100	BAU: Composite Display Role for Application Support Consultant	ATTP Test T61 100	Composite Role
ZGLOBGALLADC_BAU_SECURITY	T61CLNT100	BAU: Composite Role for Security Administrator	ATTP Test T61 100	Composite Role

Selected

View:

Role Name	System	Description	System Description	Role Type
ZGLOBGALLADC_BAU_BASIS	T61CLNT100	BAU: Composite Basis Role	ATTP Test T61 100	Composite Role

Access Request

Requestor: 85026457

Reason for Request

* Description: I am from security team need access to support BAU activity.

Request Details

* Request Type:

* Request For:

* User:

* Functional Area:

Due Date:

Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...
T61CLNT100	T61CLNT100	System	08.10.2021	31.12.9999		ATTP Test T6...	Add Comments	Testing	Create User	Not Processed
ZGLOBGALL...	T61CLNT100	Composite Role	08.10.2021	31.12.9999	81019540(1)	BAU: Compos...	Add Comments	Testing	Assign	Not Processed

Access Request

Submit

Close

Requestor 85026457

Reason for Request

Request Details

* Description:

I am from security team need access to support BAU activity.

* Request Type:

New Account

* Request For:

Self

* User:

85026457

* Functional Area:

Information Techno...

Due Date:

1

User Access

Risk Violation

Attachments

User Details

User System Details

Custom Data

Personal

Org Data

Company

* First Name:

Aditya

* Last Name:

Sharma

* Manager:

81237420

View Details

* Company:

BAT p.Lc

Function:

Communication

Communication Method:

INT

* Email:

aditya_sharma_Extern...

Access Request

Submit

Close

Requestor 85026457

Reason for Request

Request Details

* Description:

I am from security team need access to support BAU activity.

* Request Type:

New Account

* Request For:

Self

* User:

85026457

* Functional Area:

Information Techno...

Due Date:

1

User Access

Risk Violation

Attachments

User Details

User System Details

Custom Data

System	User Group	User Path
T61CLNT100	MYMY50GSDCOM	

Click on Submit, You will get a CUP request number.

Lock Account :

Go to neo portal and open access request as per PAGE 1 steps.

You can change validity Here.

Access Request
Submit Close
Requestor **85026457**

Reason for Request
* Description:

I am from security team need access to support BAU activity.

Request Details
* Request Type:

Lock Account

* Request For:

Self

* User:

85026457

* Functional Area:

Information Techno...

Due Date:

1

User Access Risk Violation Attachments User Details User System Details Custom Data

Add Remove Existing Assignments Simulation

Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...
<div>T61CLNT100</div>	T61CLNT100	System	08.10.2021	31.12.9999		ATTP Test T6...	<a>Add Comments	Testing	Change & L...	Not Processed

Access Request
Submit Close
Requestor **85026457**

Reason for Request
* Description:

I am from security team need access to support BAU activity.

Request Details
* Request Type:

Lock Account

* Request For:

Self

* User:

85026457

* Functional Area:

Information Techno...

Due Date:

1

User Access Risk Violation Attachments User Details User System Details Custom Data

Personal
* First Name:

Aditya

* Last Name:

Sharma

Org Data
* Manager:

81237420

View Details

Company
* Company:

BAT p.l.c

Function:

Communication
Communication Method:

INT

* Email:

aditya_sharma_Extern...

Access Request

Submit

Close

Requestor 85026457

Reason for Request

* Description: I am from security team need access to support BAU activity.

Request Details

* Request Type: Lock Account

* Request For: Self

* User: 85026457

* Functional Area: Information Techno...

Due Date:

User Access

Risk Violation

Attachments

User Details

User System Details

Custom Data

System	User Group	User Path
T61CLNT100	MYMY50GSDCOM	

Click on submit to get the CUP Request number.

Unlock Account :

Access Request

Submit

Close

Requestor 85026457

Reason for Request

* Description: I am from security team need access to support BAU activity.

Request Details

* Request Type: unlock user

* Request For: Self

* User: 85026457

* Functional Area: Information Techno...

Due Date:

User Access

Risk Violation

Attachments

User Details

User System Details

Custom Data

Add	Remove	Existing Assignments	Simulation								
Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...	
T61CLNT100	T61CLNT100	System	08.10.2021	31.12.9999		ATTP Test T6...	Add Comments	Testing	Change & Unlo...	Not Processed	

Access Request

[Submit](#) [Close](#)

Requestor: 85026457

Reason for Request	Request Details
<p>* Description: I am from security team need access to support BAU activity.</p>	<p>* Request Type: unlock user</p> <p>* Request For: Self</p> <p>* User: 85026457</p> <p>* Functional Area: Information Techno...</p> <p>Due Date: <input type="text"/></p>

[User Access](#)
[Risk Violation](#)
[Attachments](#)
[User Details](#)
[User System Details](#)
[Custom Data](#)

Personal	Org Data	Company
<p>* First Name: Aditya</p> <p>* Last Name: Sharma</p>	<p>* Manager: 81237420 View Details</p>	<p>* Company: BAT p.l.c</p> <p>Function: <input type="text"/></p>

Communication

Communication Method: INT
 * Email: aditya_sharma_Extrem...

Access Request

[Submit](#) [Close](#)

Requestor: 85026457

Reason for Request	Request Details
<p>* Description: I am from security team need access to support BAU activity.</p>	<p>* Request Type: unlock user</p> <p>* Request For: Self</p> <p>* User: 85026457</p> <p>* Functional Area: Information Techno...</p> <p>Due Date: <input type="text"/></p>

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[User System Details](#)
[Custom Data](#)

System	User Group	User Path
T61CLNT100	MYMY50GSDCOM	

Click on submit to get the CUP Request number.

CUP Request For Other user :

Go to Neo (Production) or Neo test (for Non Production) Portal and select other in request for field.

Access Request
Submit Close
Requestor 85026457

Reason for Request
* Description: Give user requirement description

Request Details
* Request Type: Change Account
* Request For: Other
* User: 85017452
* Functional Area: Information Techno...
Due Date:

User Access Risk Violation Attachments User Details User System Details Custom Data

Add Remove Existing Assignments Import Roles Simulation

Assignment	System	Type	Valid From	Valid To	Assignment Ap...	Description	Comments	Provisioning ...	Provisioning ...	Provisioning ...
D61CLNT110	D61CLNT110	System	08.10.2021	31.12.9999		ATTP Develop...	Add Comments	Development	Change User	Not Processed

Access Request
Submit Close
Requestor 85026457

Reason for Request
* Description: Give user requirement description

Request Details
* Request Type: Change Account
* Request For: Other
* User: 85017452
* Functional Area: Information Techno...
Due Date:

User Access Risk Violation Attachments User Details User System Details Custom Data

Personal
* First Name: Jaganmohan Reddy
* Last Name: Akkluri

Org Data
* Manager: 81237420 View Details

Company
* Company: BAT p.l.c
Function:

Communication
Communication Method: INT
* Email: jaganmohan_reddy_a...

Access Request

Submit

Close

Requestor 85026457

Reason for Request

* Description:

Give user requirement description

Request Details

* Request Type:

Change Account

* Request For:

Other

* User:

85017452

* Functional Area:

Information Techno...

Due Date:

User Access

Risk Violation

Attachments

User Details

User System Details

Custom Data

System	User Group	User Path
D61CLNT110	MYMY50GSDBMC	

Submit request.