Onboarding Process

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# Communications Set UP

The following are optional (but recommended) Email/Teams set up tasks.

1. Create Email Signature (Outlook 🡪 File 🡪 Options 🡪 Mail 🡪 Signatures). Sample template:

**FirstName LastName**

Contractor

Information Technology

[FirstName.LastName@BCBSRI.org](mailto:FirstName.LastName@BCBSRI.org)

**m.**+1.999.999.9999



<Bcbsri.org>

1. Upload a personal PROFESSIONAL headshot: Teams 🡪 Profile Image (blank) 🡪 Upload Photo:

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# Access Tracker

Access should be received for the Access Tracker - [Request Tracker.xlsx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/Project%20Team%20Resources/Onboarding%20and%20Access%20Requests/Access%20Request%20Tracker/Request%20Tracker.xlsx?d=w2011e880bc014ae0a35b250fc06d7510&csf=1&web=1&e=73INfU). Update the tracker by adding name and TSO ID.

After this is completed, test AVD and mark that column as ‘Tested OK’.

# Submitting Requests

# Job Aides for Installation and Configuration of Required Tools

Below are the tools required and the links to the associated job aides. Follow the appropriate job aides to submit requests for each of the tools.

Use ServiceNow to Submit Requests for each of the required tools: [Link (BCBSRI Only](https://bcbsri.service-now.com/ssp/?id=home))

|  |  |  |  |
| --- | --- | --- | --- |
| Tool | Link to Job Aide to Request Access | Install & Config |  |
| Azure Dev Ops (ADO) | [ADO Access Request.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/1Project%20Team%20Resources/Onboarding%20%26%20Job%20Aid/ADO%20Access%20Request.docx?d=w907ba43ec2144dffaa4f4b5f3fb8414a&csf=1&web=1&e=Y6JIx4) | Web-based |  |
| Matillion\* | [Matillion Request Job Aide.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/1Project%20Team%20Resources/Onboarding%20%26%20Job%20Aid/Matillion%20Request%20Job%20Aide.docx?d=web9fdea86200457699898de9839a75ea&csf=1&web=1&e=onox7P) | Web-based |  |
| Unix (Putty) | [Unix Access Request Job Aide.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/1Project%20Team%20Resources/Onboarding%20%26%20Job%20Aid/Unix%20Access%20Request%20Job%20Aide.docx?d=w35fa8db5027541379ef45ea351228914&csf=1&web=1&e=fLkN4r) | Needed: Job Aide |  |
| DataStage | [DataStage Access Request Job Aide.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/1Project%20Team%20Resources/Onboarding%20%26%20Job%20Aid/DataStage%20Access%20Request%20Job%20Aide.docx?d=wbf6fc1c6278b40bfa3a25eb14ee26930&csf=1&web=1&e=4fKCjH) | Needed: Job Aide | Jack creating recording with Uma.  TBD: Job aide based on recording. |
| Snowflake | [Snowflake Access Request Job Aide.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/1Project%20Team%20Resources/Onboarding%20%26%20Job%20Aid/Snowflake%20Access%20Request%20Job%20Aide.docx?d=wd8e64b3cd89644c6bd11f75480be5714&csf=1&web=1&e=vPoOJl) | Web-based |  |
| Netezza | [Netezza Access Request Job Aide.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/1Project%20Team%20Resources/Onboarding%20%26%20Job%20Aid/Netezza%20Access%20Request%20Job%20Aide.docx?d=wbaeae8a0220f413f95882d4fb3f0a12b&csf=1&web=1&e=hW1gaT) | Needed: Job Aide |  |
| Oracle Client | [Oracle Access Request Job Aid.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/Project%20Team%20Resources/Onboarding%20and%20Access%20Requests/Oracle%20Access%20Request%20Job%20Aid.docx?d=wcaef2671286a4677bcf65330b4653785&csf=1&web=1&e=Z9SWlR) | Needed: Job Aide |  |
| SQL Server Database | [SQL Server Access Request Job Aide.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/1Project%20Team%20Resources/Onboarding%20%26%20Job%20Aid/SQL%20Server%20Access%20Request%20Job%20Aide.docx?d=w1b4fc33f65e44b469d6658ef9d4eee56&csf=1&web=1&e=WFevud) | Needed: Job Aide |  |
| Azure Blob Container | [Azure Blob Container Access Request Job Aide.docx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/1Project%20Team%20Resources/Onboarding%20%26%20Job%20Aid/Azure%20Blob%20Container%20Access%20Request%20Job%20Aide.docx?d=wa9d2137bfa3f4fcbb64a534b139a6e9d&csf=1&web=1&e=at0eYf) | Web-based |  |
| Toad | Instructions/Links needed (Arvind)  Optional: SQL DBX | No |  |
| GitHub | Link needed to access execute docs for Matillion (See Matillion Implementation Doc). |  | Link needed to access execute docs for Matillion (See Matillion Implementation Doc). |
|  |  |  |  |
|  |  |  |  |

# – DB Access Request Forms

DB Access Request forms are required for:

* Snowflake
* Netezza
* Oracle Database
* SQL Server Database

DB Access request documents are present at BCBS Teams channel at mentioned location: [DB Access request form Samples](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/Project%20Team%20Resources/Onboarding%20and%20Access%20Requests/Access%20request%20Documents/DB%20Access%20request%20form%20Samples?csf=1&web=1&e=wDrAx6)

A white and blue grid with black text

Description automatically generatedFor each of the DB Access Request Forms, the changes that are required are:

USER ID - TSOID  
First Name – USER First Name  
Last Name – USER last Name  
Manger – Arvind Rathi  
Replace name/TSOID and other details with your details.

After the request is submitted, add the requisition number (REQ…) and status (“Requested”) to the Project Tools Tracker linked here: [Request Tracker.xlsx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/Project%20Team%20Resources/Onboarding%20and%20Access%20Requests/Access%20Request%20Tracker/Request%20Tracker.xlsx?d=w2011e880bc014ae0a35b250fc06d7510&csf=1&web=1&e=mKOGST)

**Please keep this table up to date with your request statuses. Use the comments to indicate specifics about issues you are having.**

**Please forward all emails concerning access to:**

**CC : Arvind Rathi(**[**Arvind.Rathi@nttdata.com**](mailto:Arvind.Rathi@nttdata.com)**), Alex Scogin(**[**alex.scogin@BCBSRI.ORG**](mailto:alex.scogin@BCBSRI.ORG)**), Costa Cassis, Sanjay Doke**

# Tracking and Managing Requests

## 4.1 Ensuring Timely Approval by Management

1. If the request has sat with Arvind for more than 1 business day, ping Arvind to remind him of the request.
2. If the request has been with another stakeholder for more than 2 business days, ping Alex or Preksha to escalate. Include the status of the request (who last approved it and when it occurred) and a screenshot of the progress tracker under “Additional Comments” within ServiceNow (such as in the screenshot below).

A screenshot of a computer

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# Key Contacts

For any issues associated with setup, please contact the appropriate individual. Copy Alex Scogin and Preksha Jain on any communications/escalations.

|  |  |  |
| --- | --- | --- |
| Contact | Email | Description |
| Nikita Bharti | [nitika.bharti@BCBSRI.ORG](mailto:nitika.bharti@BCBSRI.ORG) | Offshore Contact for DataStage and Matillion Access |
| Umashankar (Uma) Annappa | [Umashankar.Annappa@BCBSRI.ORG](mailto:Umashankar.Annappa@BCBSRI.ORG) | Onshore contact for DataStage and Matillion Access |
| Vinit K. Agarwal | [Vinit.Agarwal@bcbsri.org](mailto:Vinit.Agarwal@bcbsri.org) | Matillion Access |
| Babu | [puppalaprasad.babu@BCBSRI.ORG](mailto:puppalaprasad.babu@BCBSRI.ORG) | ADO Board Contact |
| Manoj Ryala | Ryala.Manoj@bcbsri.org | Snowflake DB Access Related Issues,  Netezza Access |
| Veerendra Punati | ConsultantVeerendra.Punati@bcbsri.org | Snowflake DB Access Related Issues |
| BCBSRI HCL Linux and AIX | [BCBSRIHCL.LinuxAix@bcbsri.org](mailto:BCBSRIHCL.LinuxAix@bcbsri.org) | Unix Team |
| Sanjeev Kumar Sharma | [SanjeevKumar.Sharma@BCBSRI.ORG](mailto:SanjeevKumar.Sharma@BCBSRI.ORG) | Unix Access |
| Sundar Jayabalakrishnan | [sundar.jayabalakrishnan@BCBSRI.ORG](mailto:sundar.jayabalakrishnan@BCBSRI.ORG) | Azure Blob Container Access |
| Prashant Bhardwaj | [Prashant.Bhardwaj@bcbsri.org](mailto:Prashant.Bhardwaj@bcbsri.org) | Netezza Access |
| Murtaza Siddique | [murtaza.siddiqui@bcbsri.org](mailto:murtaza.siddiqui@bcbsri.org) | Oracle and SQL Access |

# Upon Completion

**Once access is granted, immediately update the Project Tools Tracker (NTT SharePoint):** [Request Tracker.xlsx](https://bcbsri.sharepoint.com/sites/CloudNativeDataProject-365copy-365/Shared%20Documents/Track%201%20-%20Datastage%20Netezza%20Migration/Project%20Team%20Resources/Onboarding%20and%20Access%20Requests/Access%20Request%20Tracker/Request%20Tracker.xlsx?d=w2011e880bc014ae0a35b250fc06d7510&csf=1&web=1&e=mKOGST)

# Profiles

|  |  |
| --- | --- |
| **Tool** | **Access** |
| Azure DevOps | Contributor Access to BCBSRI-DEV (ADO-DataHub)  <https://dev.azure.com/BCBSRI/DATA%20HUB/_workitems/recentlyupdated/> |
| Matillion | Matillion Dev access for both Demand and Supply.   * Read and write access on development environment – <https://10.31.8.7/> * Read only access in test environment – <https://10.31.8.6/> |
| Unix | Unix Access for Server Names:  briddlisapp68  Britpuisapp74 |
| DataStage | DataStage Read Access to:  Server:  DEV - <https://briddlisapp69:9446/ibm/iis/console/login>  TEST - <https://britplisapp75:9446/ibm/iis/console/login>  PROD - <https://briprlisapp93:9446/ibm/iis/console/login>  Read Access to all projects above  Execute Access to FDADEV, CBIDEV, FDMDEV, ABCDEV1, MSSDEV, DMDDEV |
| Snowflake | * Request Read/Write access to Dev Environment (DEV\_MIGRATION databases) then will be assigned our engineer role (ROLE\_ENGINEER\_MIGRATION) which also has read only access to Dev IIT Environment (DEVIIT\_MIGRATION). * Request Read Only access to Minor or above environment, then will be assigned each database read only role. |
| Netezza | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Request Type** | **Application** | **Environment** | **2J Access??** | **Role Type** | | Read | Enterprise Data Repository- EDR | Development | No | Operations Engineer | | Read | Facets Data Access- FDA | Development | No | Operations Read-Only | |
| Oracle | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Application** | **Database - Server** | **Schema** | **Environment** | **2J Needed??** | **Role Type** | | EDR CBI Dev | cbidev2 - BRIDDU0002 |  | Development | No | Operations Read-Only | | EDR CBI Dev | facdev1 - BRIDDU0002 |  | Development | No | Operations Read-Only | | EDR CBI Dev | cbitst1 - BRITSU0008 |  | Development | No | Operations Read-Only | | EDR CBI UAT | factst1 - BRIDDU0002 |  | Test Minor | No | Operations Read-Only | | EDR CBI UAT | factst3 - LORANT |  | Test | No | Operations Read-Only | | EDR CBI UAT | cbiuat1 - INFODEV1 |  | Test | No | Operations Read-Only | | ESB Dev | TBD |  | Development | No | Standard User Account / PW  Request from Ritika/Arvind | | ESB Prod | TBD |  | Prod | No | Standard User Account / PW  Request from Ritika/Arvind | |
| SQL Server | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Server** | **Database** | **Application Name** | **Environment** (Please Select) | **2J Needed??** (Please Select) | **Database Role**  (Please Select) | **Server Role** (Please Select) | | BMDCTWVSQLDB13 | EDR\_Data\_Minor | Microsoft SQL Server -Test | Test | No | db\_datareader |  | | BMDCTWVSQLDB14 | EDR\_Data\_Major | Microsoft SQL Server -Test | Test | No | db\_datareader |  | | BMDCTWVSQLDB14 | EDR\_Data\_Dev2 | Microsoft SQL Server -Dev | Development | No | db\_datareader |  | |
| Azure Blob | Reader Access to  PROD - steu2shprdmat01  TMajor steu2shtmamat01  DEV- steu2shdevmat01  Tminor - steu2shtmimat01 |
| A/B Results | A/B Framework Access via Matillion |
| GitHub |  |