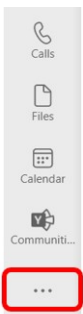


User Guide – BYOD Approval Request

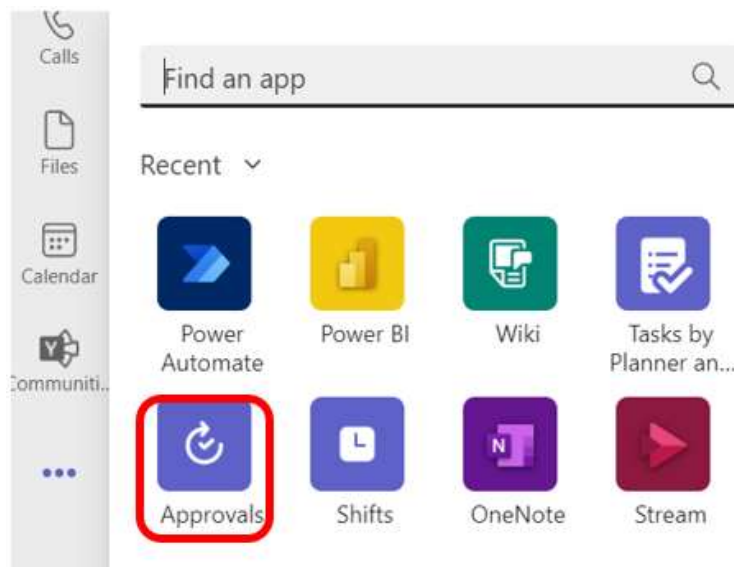
1. Open Microsoft Teams in your desktop or mobile



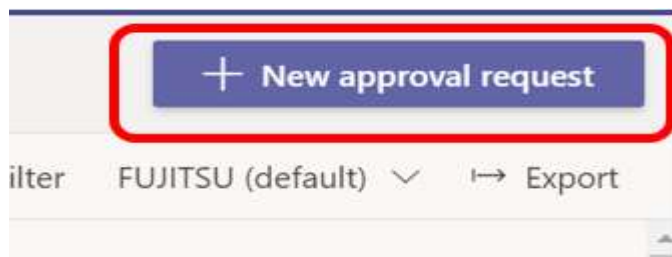
2. Click "... " from navigation panel



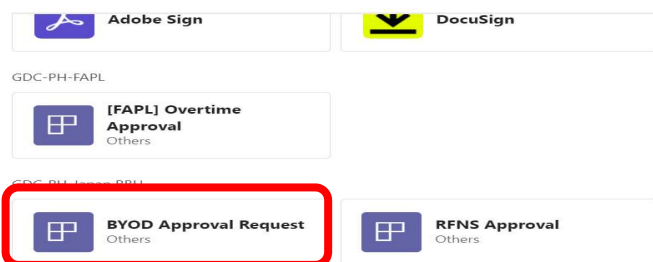
3. Click **Approvals**.



4. From the top right of your screen, click “+ New approval request” button



5. Scroll down and click “BYOD Approval Request” button



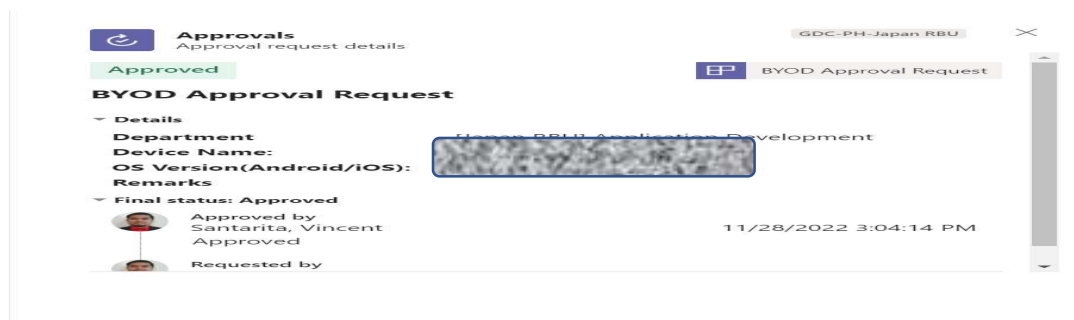
6. Enter the following values:

- ❖ **Name of request ***: e.g BYOD Approval Request
- ❖ **Approvers ***: Line Manager, RBU Head (Geraldine Mabale), Head of Security (Saldie Carino), and customer (if required)
- ❖ **Phone Make and Model:: ***
- ❖ **Device Name:***
- ❖ **Remarks:**

7. Click “Send” button

Priority	Request title	Status	Created
	BYOD Approval Request	Requested	11/23/2022 9:02:31 PM

8. Once the request is fully approved, do screenshot, and save it to a file.



9. Fill out the BYOD Acknowledgement form, see link below:

[https://fujitsu.sharepoint.com/:w:/r/sites/gd-ph/CCO/Certifications and Compliance Office/WS-ISMS-FR-009 Bring Your Own Device \(BYOD\) Acknowledgement Form v1.00.dotx?d=w875f8f6c1aa2420a813dbc848095390f&csf=1&web=1&e=vYq20J](https://fujitsu.sharepoint.com/:w:/r/sites/gd-ph/CCO/Certifications and Compliance Office/WS-ISMS-FR-009 Bring Your Own Device (BYOD) Acknowledgement Form v1.00.dotx?d=w875f8f6c1aa2420a813dbc848095390f&csf=1&web=1&e=vYq20J)

10. Lastly, attach the form and screenshot to FJ Global Request. Please check the link below for the instructions:

https://fujitsu.sharepoint.com/:b:/t/ASIA-PHGDC-JapanRBU/Ec3RWPNwa5pLqX4OdxVkW98BVS0eEFjLcoP0_1Pbzq6SRw?e=vZXWAS