

## Helpful Hints

- iRequest can be used to request access to OLT for both employees and contractors.
- For users who do not yet have OLT installed on their machine, iRequest will automatically include the installation package in their security request.

## Procedure

- Open Internet Explorer, and then type iRequest in the **Address** bar. Press **Enter** to open iRequest.
- Click on the **iRequest Access Management Form** link to open the **iRequest log-in screen**.
- From the **Log In iRequest** page **enter** your Suncor network **Username** and **Password**.
- Once the **iRequest Home** page is displayed, click on **Request Add/Remove Resources for an Employee/Contrator**.

Welcome, **Margaret Manager**. Make a selection to manage your work items, requests, or delegations.

Approvals	1
Requests	0
Delegations	Disabled

  

Single Contractor Activation
Request Computer Account for Contractor
Bulk Contractor Activation
Supplier Activation
<b>Request Add/Remove Resources for an Employee/Contrator</b>
Modify Contractor
Employee Leave of Absence
Employee Return to Work
Moves
Request Termination of Employee/Contrator
Manage Requestable Entitlements
Create New Requestable Entitlement

- When the **Find User** page is displayed:

### Find User

Please enter your search criteria and select from the available users to proceed.

Enter Search Criteria

i

Last Name

▼

starts with

▼

con

b

☐ Show Only People that Report to Me

Search

Select

Cancel

c

Search Results

Found 6 search results.

Last Name	First Name	Manager	Network Id	Worker Type	Pers
<input checked="" type="checkbox"/> Employee	Earl	Margaret Manager	earlemployee	Employee	005E
<input type="checkbox"/> Employee	Edward	Margaret Manager	edemployee	Employee	005E
<input type="checkbox"/> Employee	Evelyn	Margaret Manager	evelynemployee	Employee	005E

Found 6 search results.

Select

Cancel

- Uncheck the box **Show Only People that Report to Me**.
- Type in the **Last Name** of the individual you wish to request access for.
- Click on the **Search** button
- Click on the box next to the individual. A **Checkmark** should appear.
- Click on the **Select** button.

6. In the Request Entitlements window:

## Request Entitlements

Target User Name Earl Employee  
Business Unit BU10

Search Browse Existing (4) My Cart (0) Other Other Pe

**a**

**Request Additional Entitlements**

☐ Network

☐ Telephone Equipment

☐ Application

☐ Desktop Applications Desktop productivity tools (Visio, Adobe, Snagit,

☐ Subversion (SVN) Subversion (SVN) is a version control repository. It c

☒ Operator Log Tool (OLT) Edmonton Operator Log Tool (OLT) Edmonton

**b**

**c**

**Add Entitlement**

**d**

add to cart OLT Application Installation

add to cart OLT Edmonton Administrator

add to cart OLT Edmonton Coordinator / Area Team Manager

add to cart OLT Edmonton Operator

add to cart OLT Edmonton Read User

add to cart OLT Edmonton Supervisor

Back Continue Cancel

- Click on the **Browse** tab
- Click the **Application** checkbox
- Click the **Operator Log Tool (OLT)** checkbox that applies to your site.
- Click on **Add to Cart** for the role you wish to assign to the individual.

Select the **OLT Application Installation** option should the user already have access to OLT but does not have OLT installed on their computer.

7. Click on the **Continue** button to review the details of the **Confirm Request** form. Optionally, you may add additional information which will be provided to the approver.

## Confirm Request

Requester Name Margaret Manager

Requester Email margmanager@network.qut

Requester Phone Number

Target User Name Earl Employee

Target User Email earlemployee@network.qut

Business Unit BU10-In Situ

Manager's Name Margaret Manager

Manager's Personnel Number 00555510

**OLT Edmonton Operator**

Application Operator / Boardman

Requires Group approval from: OLT-Edmonton-702-Administrator

Back Submit Cancel

8. Click on the **Submit** button to finalize your request.

9. In the **Request Submitted** window, click the **Return to Main Menu** button.