

REQUEST ACCESS TO OLT

QUICK REFERENCE GUIDE (QRG)

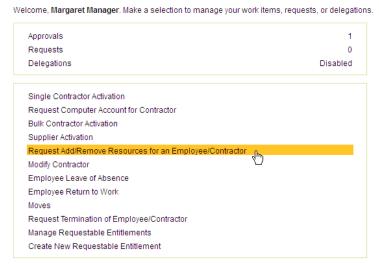


Helpful Hints

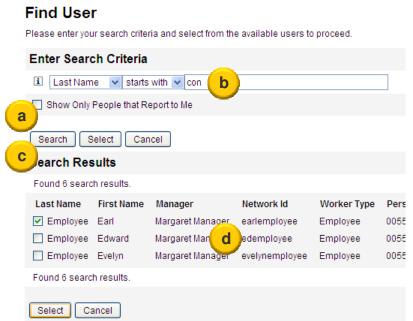
- iRequest can be used to request access to OLT for both employees and contractors.
- For users who do not yet have OLT installed on their machine, iRequest will automatically include the installation package in their security request.

Procedure

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



5. When the **Find User** page is displayed:



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



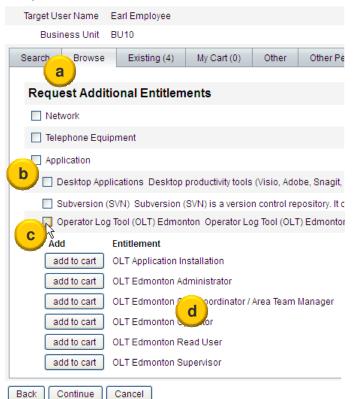
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6. In the Request Entitlements window:

Request Entitlements



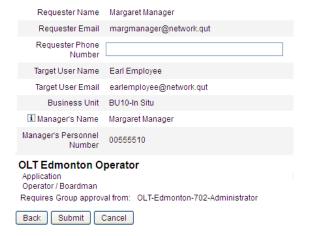
- a) Click on the Browse tab
- b) Click the Application checkbox
- c) Click the Operator Log Tool (OLT) checkbox that applies to your site.
- Click on Add to Cart for the role you wish to assign to the individual.



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



- 8. Click on the Submit button to finalize your request.
- 9. In the Request Submitted window, click the Return to Main Menu button.