Access/Service Request Management Manual

1. The designated link for the Access/Service Request Management is as follows:

   http://10.99.99.201:8012/ac/login

2. Go to this link and create a Profile with your Domain email, Domain password and Employee Id.

3. After creating your profile, Login with your Domain Email and Password.
4. After Logging in , Upload your signature in the system. If you don't have your signature follow these steps.
    a. Take a picture of your signature with your mobile.
    b. Send it to your Official email.
    c. Download it in your computer.
    d. Upload the image file in the system.
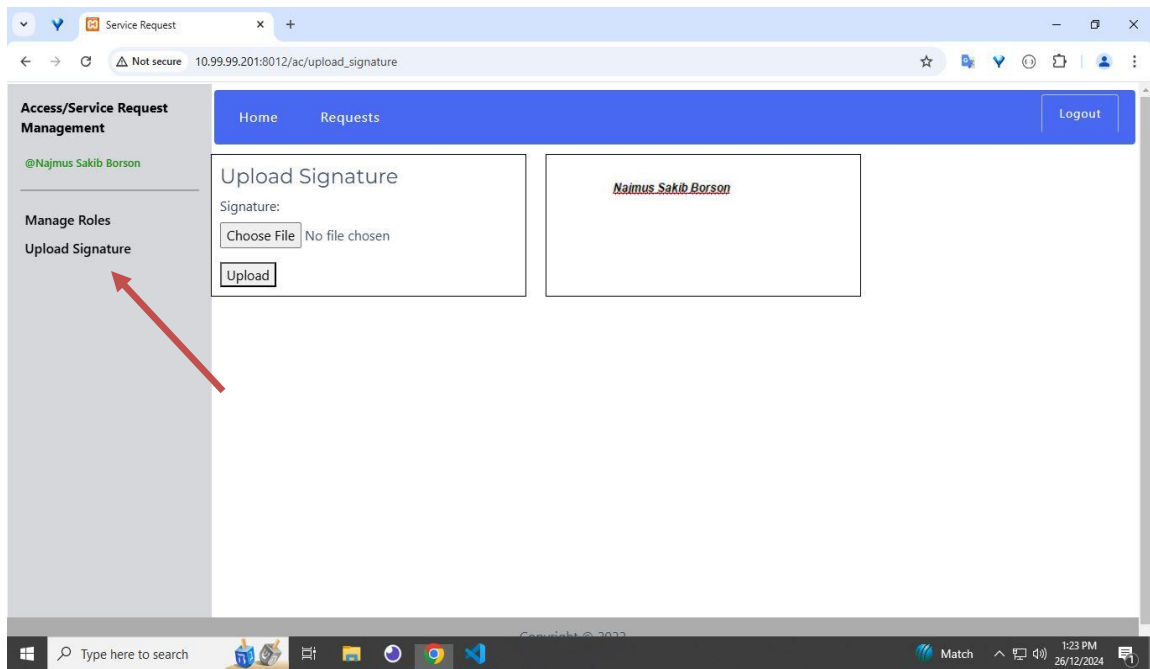
5. After uploading your signature, You can Request Access/Service with form **MBPLC-ISMS-FR-02** and **MBPLC-ISMS-FR-67.**
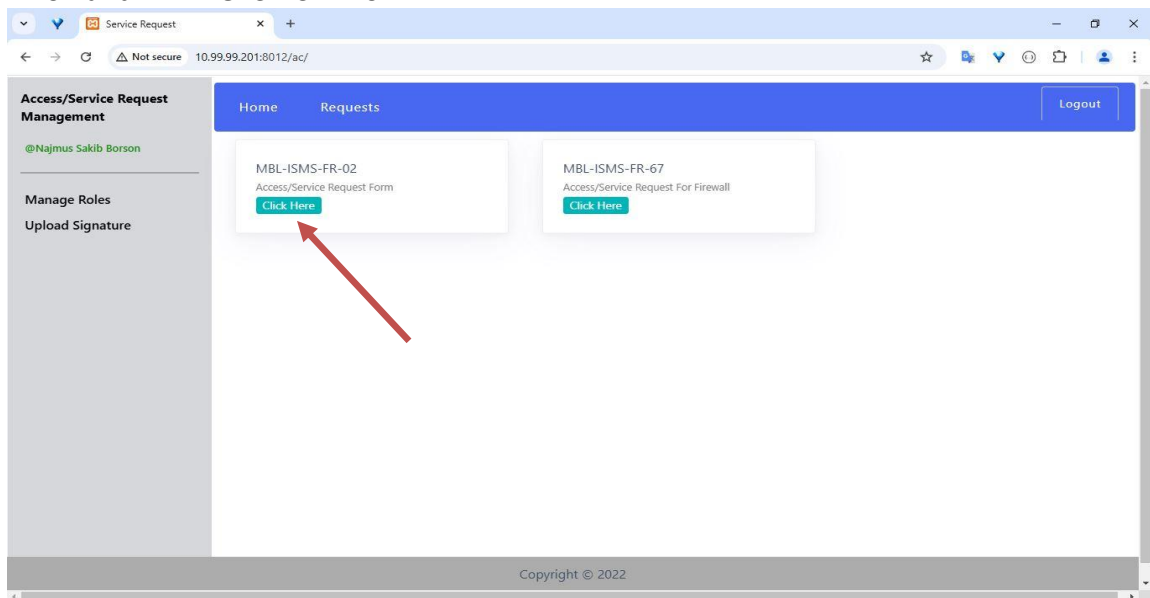
6. Fill up the form with your information and details of services. Then submit the form for approval .

7. You can check the status of your request on the **Requests** tab.

For assistance, please contact
Najmus Sakib Borson
Executive Officer,IT Division
Telephone : 97165 , Mobile : 01798599869