**Steps needed for requesting for new access**

1. Visit the below URL;

<https://safe.accenture.com/SAFESelfService/Default.aspx?Direct=Yes&AppName=Self%20Service&SubAppName=My%20Profile&FormUrl=QSForm.aspx%3FFormID%3D111%26PKID%3D805452%26PrevFormID%3D54&DefTab=100126&PrevUrl=QSForm.aspx%3FFormID%3D54%26PKID%3D805452&PrevTab=103>

1. Click the **HOME** tab;
2. Select the option mentioned “**Request for new access**”;
3. You will be redirected to SELF SERVICE tab;
4. In the same tab, under REQUEST ACCESS tab, you will have to enter the LOCATION, i.e. HDC02;
5. Click on search;
6. You will get all the projects in that location;
7. From that select “IND\_HYD\_02A\_02\_CHEVRON PROJECT” and click ADD;
8. For further confirmation you can enter the remaining credentials (Floor, Bay/Rooms, Area Name);
9. Click on NEXT;
10. You will be again redirected to a new tab “REQUEST REASON”;
11. In the space provided mention the reason for request (just write that “I am a new joiner”);
12. Click SAVE;
13. Then you will be redirected to a page, under “MY ACCESS” you can see that your request raised will be PENDING, which will be approved within a couple of hours.