



RICHMONT

THE GREAT
MYACCESS USER GUIDE

APPLY USER ROLE VIA MYACCESS – SELF SERVICE

For **BTQ Staff, BTQ Managers, and RFBOs** roles Only

(For other roles, submit a ServiceNow ticket)

1. **Individual Onboarding** in Existing BTQs: Apply for access through MyAccess.
2. Existing GREAT User **Role Changes**: Please Remove the old role when requesting a new one.

Important Notes:

1. Each user should have **only ONE role** in their profile. Remove the old role when changing.
2. MyAccess requests require **line manager approval**.
3. **No More ServiceNow Tickets for these 3 roles.** Use MyAccess self-service. You can now raise requests on behalf of someone else.
4. For new BTQ openings, IT manages user role assignments. No individual MyAccess application is needed.
5. If a BTQ Staff or Manager switches BTQs without changing roles, the BTQ linkage will be synchronized with DARE registration. No action is needed in GREAT.



RULES





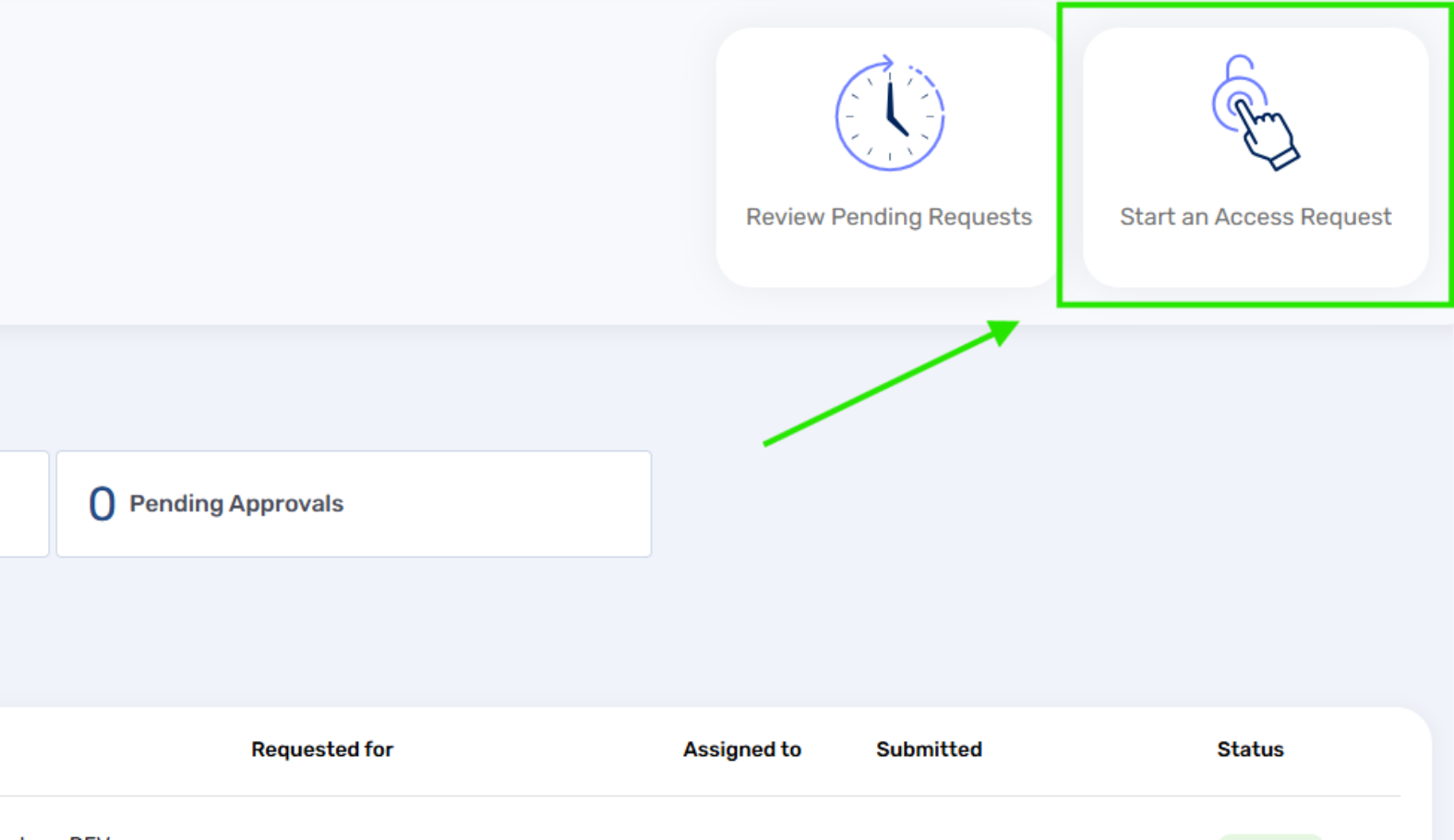
USER GUIDE

RICHEMONT

GET START

Step 1

Connect to MyAccess - <https://richemont.saviyntcloud.com>




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HOW



SELECT THE SUERS

Step 2

Select the person you wish to apply for the rôle, by default it is yourself.
Click on applications




Request Access


Who are you requesting access for?

Myself (Fabien JOCHAUT) ▾

What are you requesting access to?



Application



Role

“


HOW



FIND BTP APPLICATION

Step 3

Select the users you wish to add / remove / change roles. It can be yourself or your team (as show in the list)

Click on  next to the username

Enter “BTP” in the search bar and click on “modify”  then click on next  at bottom of the screen



Select Applications

Need new access? Want to change what you have? Add as many applications as you need.

1 Users 2 Applications 3 Access 4 Review

 BTP     My Access Only



SAP BTP Worldwide (Excluding China)

SAP Business Technology Platform (BTP) WorldWide available for use in all regions except mainland China.

User has access




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HOW

SELECT THE APPROPRIATE ROLE

Step 4

1. Enter “**GREAT**” in application/project
2. The Roles of the GREAT will appear. Please only select **PROD** from below **3** PROD roles : Boutique Manager access – **Prod**, GREAT - Boutique Staff access – **Prod**, GREAT - RFBO access – **Prod**, according to the user responsibility.
3. Click on  to add the role, then click on **NEXT**

For each application you've selected, specify the roles and entitlements you need.

1 of 1

SAP BTP Worldwide (Excluding Chi... Account Name: yan.duan@richemont.com

Who Needs This Access?
Review the information about the user to be granted access.

User Name: 00006612

Dynamic Attribute

Application/project: GREAT

1

Select AADGroup

Browse the AADGroup available, and select the ones that you need for this application.

Available Entitlements

Search by AADGroup

Records per page: 5 | 1 - 5 of 6

GREAT - Boutique Manager access - Non Prod	+
GREAT - Boutique Manager access - Prod	+
GREAT - Boutique Staff access - Non Prod	+
GREAT - Boutique Staff access - Prod	+
GREAT - RFBO access - Non Prod	+

2

3

Selected Entitlements

“
HOW

Do not select

Always select “Prod”

Non-Prod is for testing system,
please do not select

IMPORTANT: Entitlement Review

ONE ROLE ONLY! Do not select multiple roles.

REMOVE EXISTING ROLE FIRST! If a GREAT role is already assigned, remove it before adding a new one.

s etc.

ired for Security propose.

Add Justification

Add Justification

6

Submit Request

6. The click on **Submit**.

- Please notice, the APPROVAL of line manager (All roles) or Finance SME (RFBO roles) is required for Security propose.
- Any issue please submit SNOW ticket

SAP BTP Worldwide (Excluding Chi...)

Account Name
yan.duan@richemont.com

Request Type
Modify Account

DYNAMIC ATTRIBUTES

Dynamic Attributes

ENTITLEMENTS (2)

GREAT - Boutique Staff access - Prod

Request Type
Add Access

Add Justification

Access: GREAT - RFBO access - Prod

Request Type
Remove Access

Add Justification

* Comments

change of responsibility .

Attachments

Upload any documents, forms or certifications that may be required for your request.

Drag and drop or browse

Only XLS, TXT, CSV, ZIP, XLSX, MSG files. Max 10.49 MB

☐ I confirm that I have reviewed this request and that I need this access to do my job.

Back

1 Selected ^

Submit Request

THE RATIONALES AND BENEFIT

Benefit

- MyAccess is aligning with the Richemont's least privilege and audibility guidelines.
- Enhance security, improve governance, and streamline how access is granted across Richemont systems
- Self-service and autonomous approach provide flexibility

MyAccess provides

- Centralized and standardized access control across all teams and regions;
- Improved security by aligning permissions with actual job responsibilities;
- Easier audits and reviews of who has access to what;
- Reduced operational overhead for both users and approvers.

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WHY

