



R I C H E M O N T

# 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.

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RULES



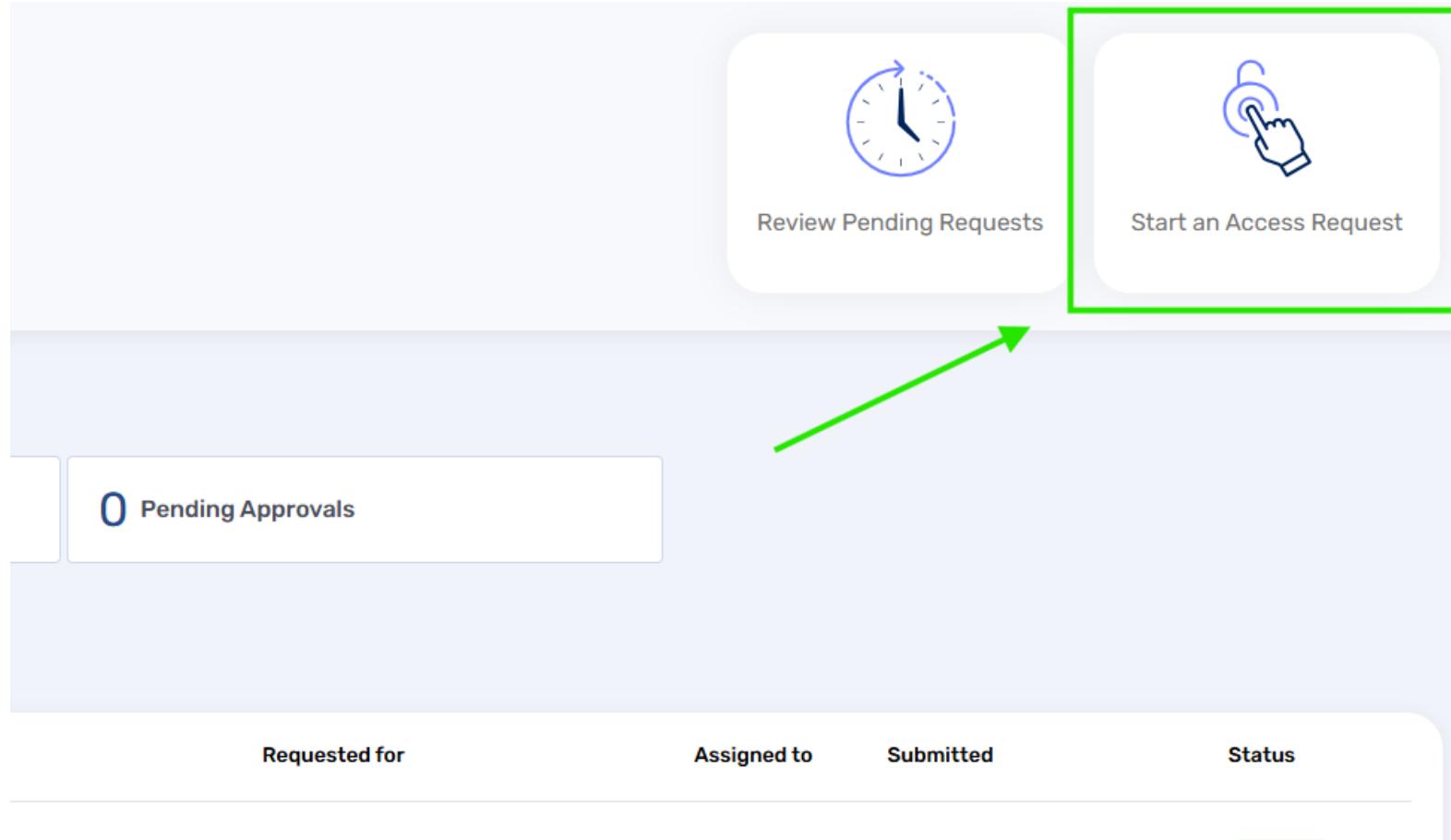
# USER GUIDE

RICHEMONT

# GET START

## Step 1

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



RICHEMONT

“  
HOW

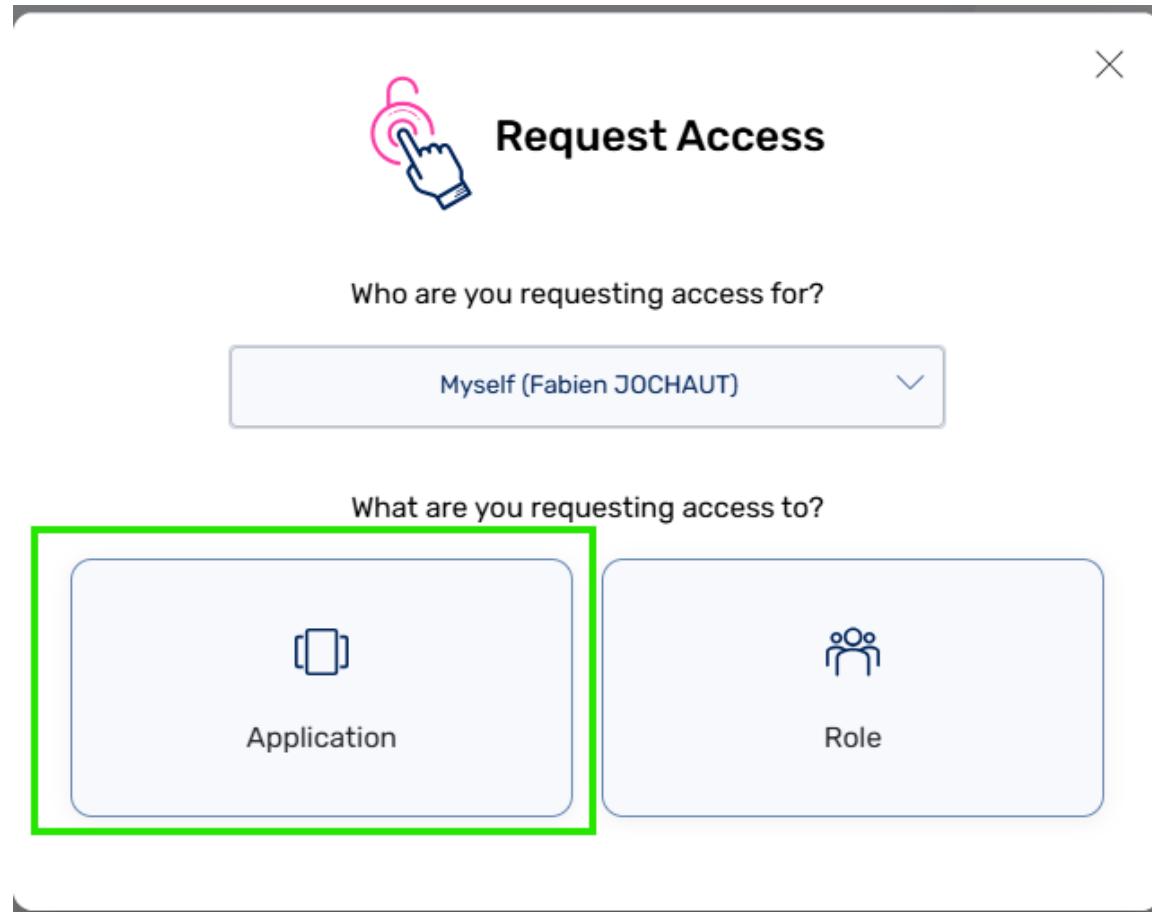


# SELECT THE SUERS

## Step 2

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

Click on applications



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HOW



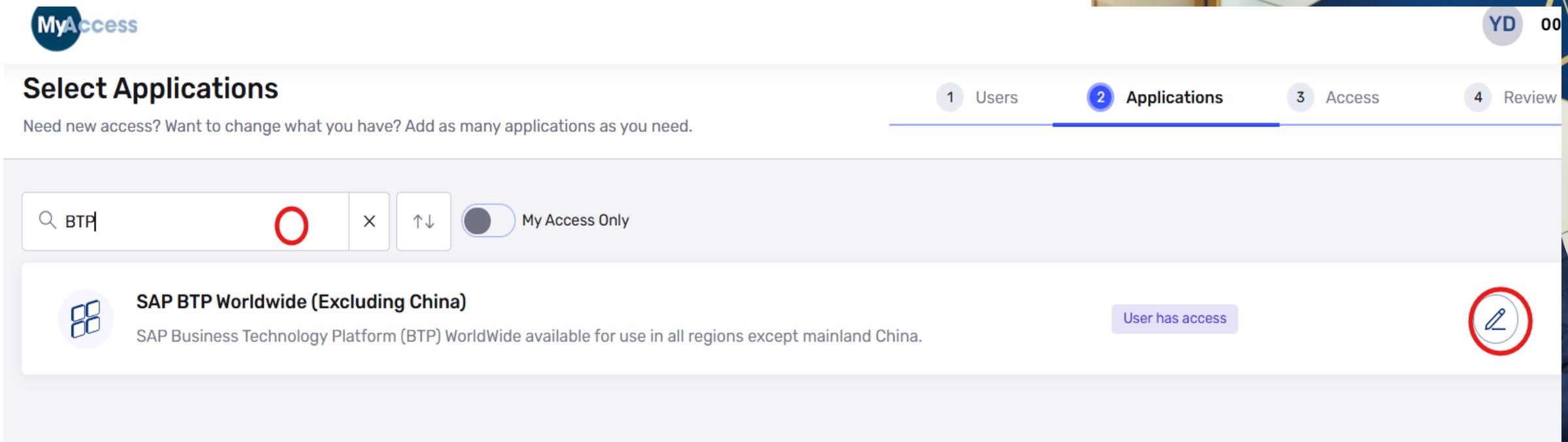
# FIND BTP APPLICATION

## 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 **Next** at bottom of the screen



MyAccess

## Select Applications

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

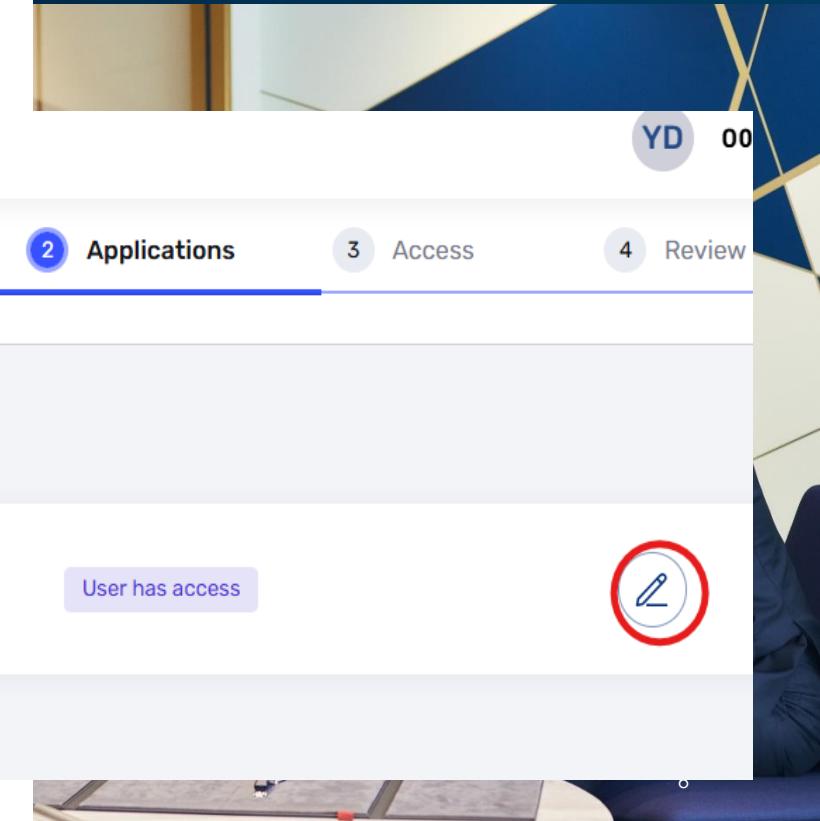
1 Users    2 Applications    3 Access    4 Review

BTP  X   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

“

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

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

Available Entitlements

Entitlement
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

Selected Entitlements

Entitlement
GREAT - Boutique Manager access - Non Prod
GREAT - Boutique Manager access - Prod
GREAT - Boutique Staff access - Non Prod
GREAT - Boutique Staff access - Prod

Records per page: 5 | 1-5 of 6

**Do not select**

**GREAT - Boutique Manager access - Non Prod**

**Do not select**

**GREAT - Boutique Manager access - Prod**

**Do not select**

**GREAT - Boutique Staff access - Non Prod**

**Do not select**

**GREAT - Boutique Staff access - Prod**

1 2 3

“

HOW

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.

# REVIEW AND SUBMIT



**Step 5** - Review the correctness of the role application in Entitlements:

5. Enter the comment to justify the change: for example, new BTQ onboarding, change of roles etc.

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**

Review Selected Apps

SAP BTP Worldwide (Excluding Chi..	Account Name yan.duan@richemont.com	Request Type Modify Account
DYNAMIC ATTRIBUTES		
<input type="checkbox"/> 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.

5

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.

1 Selected ^

6

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

