RICHEMONT

THE GREAT
MYACCESS USER GUIDE

APPLY USER ROLE VIA MYACCESS – SELF SERVICE

For <mark>BTQ Staff, BTQ Managers, and RFBOs</mark> 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
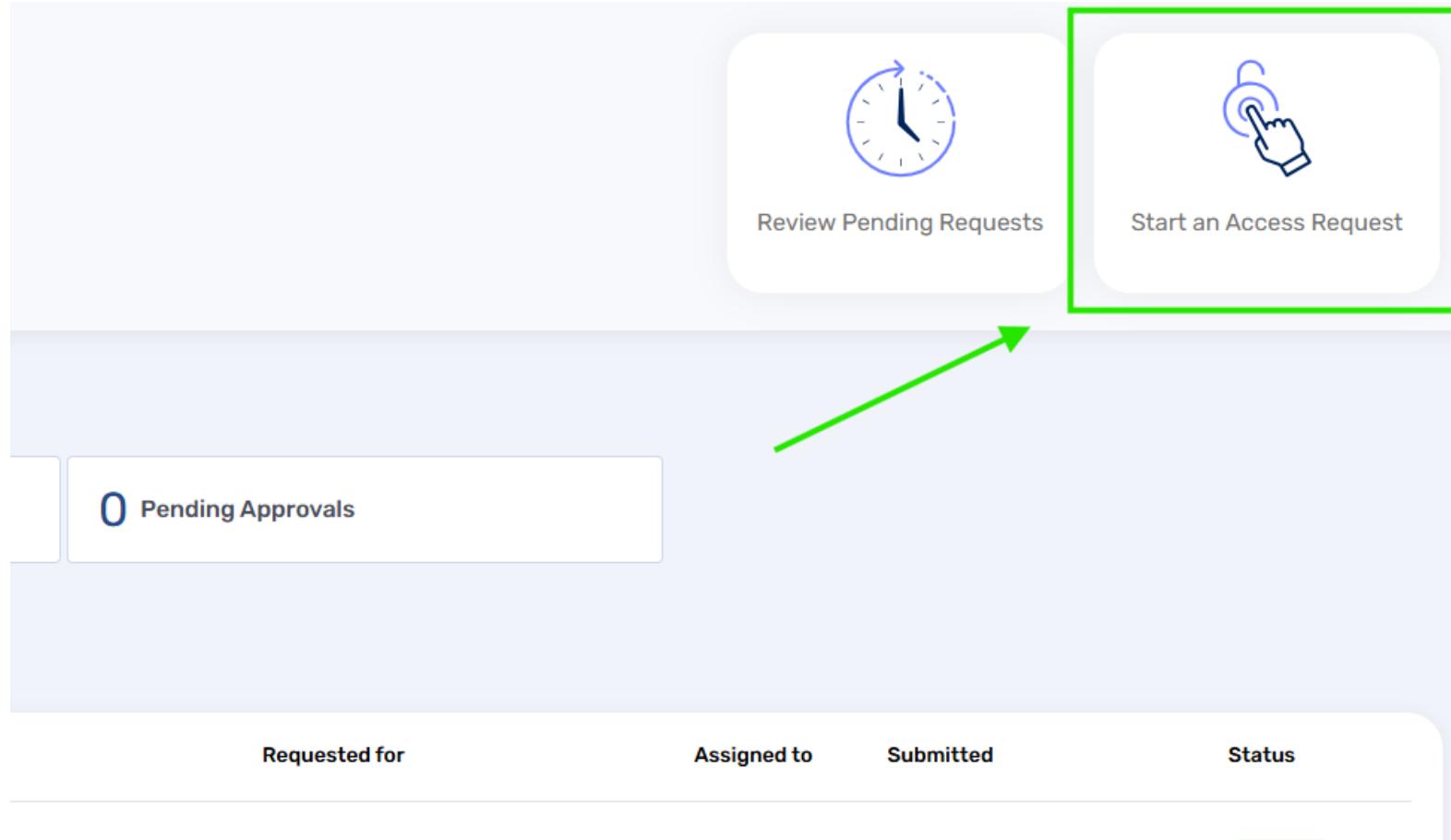
RICHEMONT

USER GUIDE

GET START

Step 1

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

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HOW
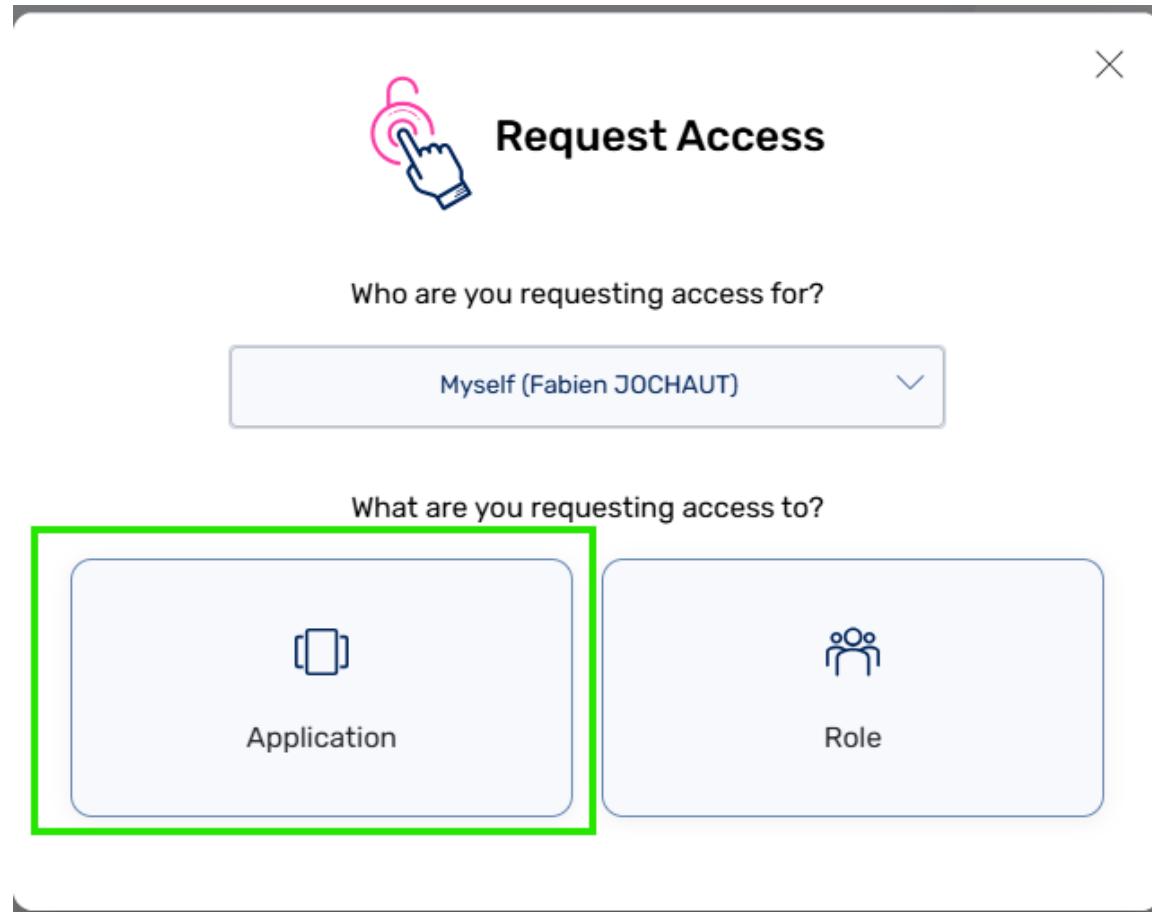
SELECT THE SUERS

Step 2

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

Clieck on applications

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HOW
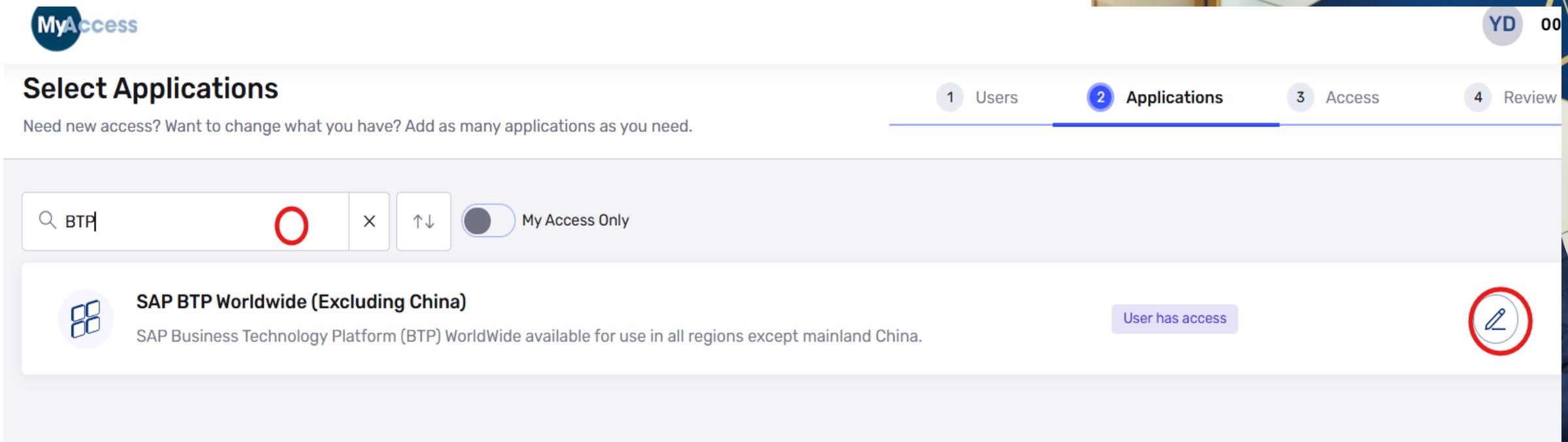
FIND BTP APPLICATION

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   YD   00

Select Applications

Need new access? Want to change what you have? Add as many applications as you need.
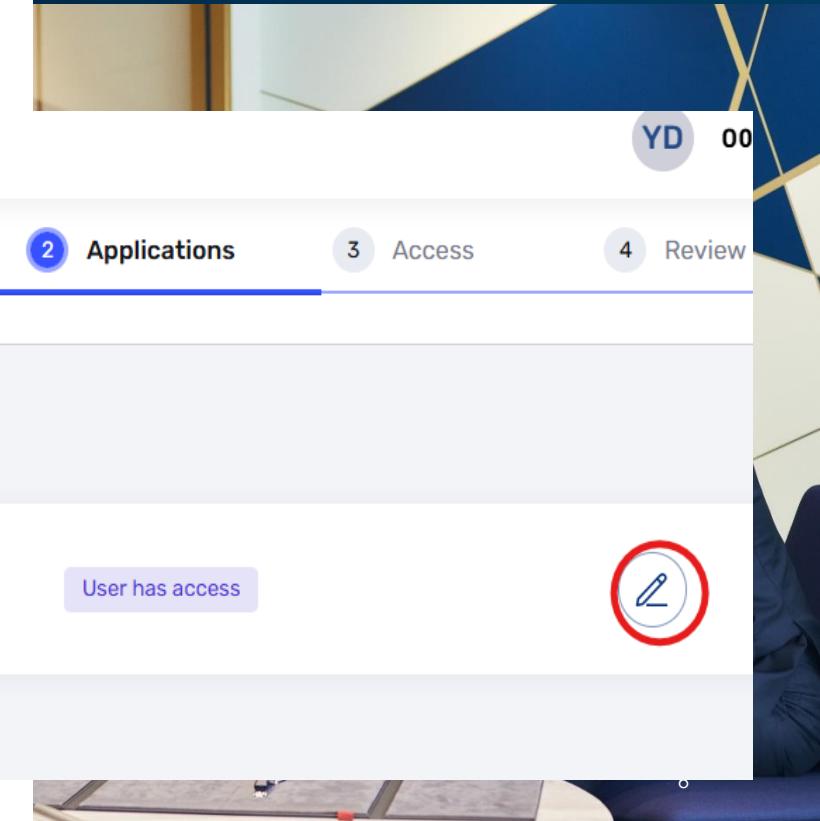
| 1   Users | 2   Applications | 3   Access | 4   Review |

🔍 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   ✏

SELECT THE APPROPRIATE ROLE

Step 4

1. Enter "**GREAT**" in application/project

2. The Roles of the GREAT will appear. Please only select <mark>PROD</mark> 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**

Always select "Prod"

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

IMPORTANT: Entitlement Review
ONE ROLE ONLY! Do not select multiple roles.
<mark>**REMOVE EXISTING ROLE FIRST!**</mark> 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) I is required for Security propose.**
- **Any issue please submit SNOW ticket**

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

RICHEMONT