Subject: FW: Instructions to gain access to blocked sites
Date: Friday, 16 June 2023, 4:19:15 p.m. Central Standard Time
From: Bueno, Francisco (Synchrony, consultant)
To: francisco.bueno@wizeline.com
Attachments: image001.jpg

From: Bueno, Francisco (Synchrony, consultant) <Francisco.Bueno@syf.com>
Date: Wednesday, 31 May 2023, 2:43 p.m.
To: Taylor, Sondra (Synchrony) <Sondra.Taylor@syf.com>
Cc: Uretsky, Doug (Synchrony) <Douglas.Uretsky@syf.com>
Subject: Re: Instructions to gain access to blocked sites

Steps followed as instructed, submitted Keylight Request ID: 9995

Regards.

From: Taylor, Sondra (Synchrony) <Sondra.Taylor@syf.com>
Date: Wednesday, 31 May 2023, 2:18 p.m.
To: Cheung, Edwin (Synchrony) <Edwin.Cheung@syf.com>, Bueno, Francisco (Synchrony, consultant) <Francisco.Bueno@syf.com>, DeBenedetto, Michaela (Synchrony) <Michaela.DeBenedetto@syf.com>, Grande, Chris (Synchrony) <Christopher.Grande@syf.com>, Garbe, Fred (Synchrony) <Fred.Garbe@syf.com>, Balachandran, Balaji (Synchrony) <Balaji.Balachandran@syf.com>, Pundalika, Tejaswini (Synchrony, consultant) <Tejaswini.Pundalika@syf.com>, Munoz, Alexander (Synchrony) <Alexander.Munoz@syf.com>, Freitag, Timothy (Synchrony) <Timothy.Freitag@syf.com>, O'Rourke, Patrick (Synchrony) <Patrick.O'Rourke@syf.com>
Subject: Instructions to gain access to blocked sites

Each of you has a manager approved SIAM request for access that is typically blocked but is available to some for work related reasons.
If you still require the access, please start with bullet 4 of Step 1 and follow through to submitting the exception paperwork in Step 2
If you do not need the access requested please advise. The SIAM system will auto-cancel your requests after 1 month if not final approved. I only approve them once I get the exception paperwork

Edwin Cheung-Allegro Bitbucket Post
Francisco Bueno-Github Post
Michaela DeBenedetto-Sharefile
Chris Grande-Assets Adobe
Fred Garbe-Github Post
Balaji Balachandran-Github Post
Tejaswini Pundalika-Slack
Alexander Munoz-Assets Adobe (submitted by Jennifer Reddick
Timothy Freitag-Assets Adobe (submitted by Chris Grande)
Patrick O'Rourke-Assets Adobe

ORIGINAL REQUEST (**2 steps, SIAM and Keylight)**

Step 1:
[SIAM](#) request for the role profile for the access you need (See list below)

- Access should be requested for the least amount of access you need (eg, if you are not sharing files, request view only)
- The SIAM request will go to your manager for approval. Once approved, it will now with ADSYF BLUECOAT_PROXY Workgroup until the corresponding Keylight is submitted.
- Below is a screenshot of what this will look like (NOTE: this example is for Structuredfn.com):
- Download the ticket-The SIAM ticket needs to be attached to the Keylight request (this is instead of the managers email approval, since approving this would make that step duplicative for initial requests). From SIAM, under Track my requests, you would hit the Details Box, then right click with your mouse and hit Print, then Print to PDF. Save on your desktop so you can navigate to the file to attach

Request Access: Merchant, Paritosh R

Requested by Taylor, Sondra R on 11/29/21 | **Request ID:** 3547049

ⓘ Request pending

Add Role: ADSYF : Proxy Website Access www.structuredfn.com   Waiting

Step 2:
Keylight request https://keylight.syf.com/Research/Portal.aspx?mode=CreateRecord&tableId=10200
This must be done by the person needing the exception since logging into Keylight is what creates the person as an available exception "owner"

Exception Owner	Select your name from the drop down
Exception Owner's Business Function	Select your function from the drop down
Exception Type	Proxy
Technology Policy, Procedure, or Standard Impacted	SYF IT-S035 Data Network Standard
Exception Description	What is this exception for and why do you nee
Requested End Date	Enter Date (max 1 year from the date the Keyli form is being filled out
Is this an extension of a previous request? (Yes if renewal)	Yes/No
Expired Request Number (line will show if above answer is Yes only)	Enter Exception number
Manager Name	Enter your manager's name
Attach Manager Approval	**Attach the manager approved SIAM requ**
SIAM Role Profile Requested	**Role profile requested in SIAM**
SIAM/Service Now ticket number (if a renewal, please indicate "legacy"	Enter SIAM ticket number or legacy for renew

Hit Save-this will submit the exception for Governance review (review to ensure for accuracy and completeness). Once approved, it goes to the Proxy team to match up with the SIAM request and access is provisioned. This takes at a minimum 24 hours.

RENEWAL ACCESS-Keylight only
- Renewal access requires the user to obtain an updated manager approval prior to starting. The email must clearly state what access they are approving and for what purpose.

- Once the approval is obtained, the user would use the link to the exception in one of the 5 expiration notices to call up the old exception. Reminders of expiration happen at 45, 30, 14, 7 and 1 day before the valid exception end date.
- Once opened, the user hits Action, Edit as a Copy and uploads the new manager approval, inputs the new requested end date (max 1 year from the date the form is being completed), indicates the exception is an extension of the previous request and enters the expiring request number. Any other changes must be updated (ie manager name, function)
- Hit Save and this submits it to Governance where it is reviewed. If completed correctly, the old exception is closed and the new exception is opened. This is really a swap of more current paperwork.

ADSYF : Proxy Team Access Allegro Credit	ADSYF : Proxy Website Access hsn-medi
ADSYF : Proxy Team Access Allegro Credit Bitbucket	ADSYF : Proxy Website Access Idealsvdr.
ADSYF : Proxy Website Access AI	ADSYF : Proxy Team Access Info Sec
ADSYF : Proxy Website Access Amazon Cloud Drive	ADSYF : Proxy Team Access IS Intel
ADSYF : Proxy Website Access Assets Adobe	ADSYF : Proxy Team Access IS Investigati
ADSYF : Proxy Website Access AWS Sandbox SSH	ADSYF : Proxy Website Access Ironwood
ADSYF : Proxy Website Access app.axure.cloud	ADSYF : Proxy Website Access Leapfile.c
ADSYF : Proxy Website Access Basecamp.com	ADSYF : Proxy Team Access Loop Comm
ADSYF : Proxy Website Access Bitbucket Post	ADSYF : Proxy Website Access Marvel M
ADSYF : Proxy Website Access Box.com	ADSYF : Proxy Website Access Messagel
ADSYF : Proxy Website Access Box-View Only	ADSYF : Proxy Website Access Onedrive
ADSYF : Proxy Website Access carbonite.com	ADSYF : Proxy Website Access Onehub
ADSYF : Proxy Website Access Client Onboarding	ADSYF : Proxy Website Access Safesend
ADSYF : Proxy Website Access Cloud Acrobat	ADSYF : Proxy Website Access Sharefile.
ADSYF : Proxy Website Access drop.cofense.com	ADSYF : Proxy Website Access Sharefile-
ADSYF : Proxy Website Access Deposits Agile	ADSYF : Proxy Website Access Slack.com
ADSYF : Proxy Website Access Docsend.com	ADSYF : Proxy Website Access Slideplaye
ADSYF : Proxy Website Access Dropbox.com	ADSYF : Proxy Website Access Slideshar
ADSYF : Proxy Website Access Dropbox-View Only	ADSYF : Proxy Website Access Snapchat
ADSYF : Proxy Website Access Egnyte.com	ADSYF : Proxy Website Access Social Me
ADSYF : Proxy Website Access Egnyte-View Only	ADSYF : Proxy Website Access Software
ADSYF : Proxy Website Access Evernote.com	ADSYF : Proxy Website Access www.stru
ADSYF : Proxy Website Access imprivatadownloads.exavault.com	ADSYF : Proxy Website Access infoblox.t
ADSYF : Proxy Website Access Experian.com	ADSYF : Proxy Website Access uploadca
ADSYF : Proxy Website Access Approved FTP sites	ADSYF : Proxy Website Access Securema
ADSYF : Proxy Website Access Github Post	ADSYF : Proxy Website Access Webmail(
ADSYF : Proxy Website Access Google Drive	ADSYF : Proxy Website Access Webmail(
ADSYF : Proxy Website Access Google Drive-View Only	ADSYF : Proxy Website Access Webmail(
ADSYF : Proxy Website Access Hightail.com	ADSYF : Proxy Website Access Wetransfe

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