

## Instructions for Requesting APRS Access to OLAFS – Heavy Goods

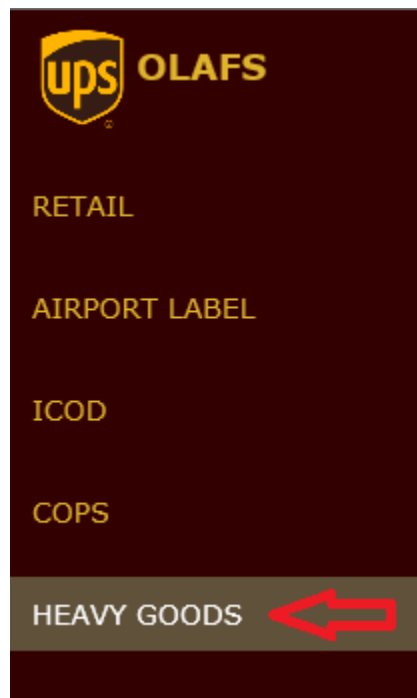
The OLAFS – Heavy Goods application uses your Active Directory ID and password for security. Access to OLAFS - Heavy Goods is granted through the use of the Application Provisioning Request System (APRS).

### How to Access the OLAFS – Heavy Goods Application

The link to access the OLAFS application is:

<https://olafsint.inside.ups.com/olafp/facade/olafsportal.html>

1. Once on the OLAFS Landing Page, select “HEAVY GOODS” from the list of applications.



2. Select, “*Request New Access to the Heavy Goods Application*” link from the OLAFS – Heavy Goods home page.

#### Operations Label and Forms System

Heavy Goods English Links

**Application Access**

[Heavy Goods Login](#)

[Request New Access to the Heavy Goods Application](#)

**Message**

- [Instructions for APRS access to OLAFS-Heavy Goods](#)
  - Select GENERAL rights. ADMIN rights are reserved for system administrators.
  - Do not select OLAFS-ICOD and OLAFS-COPS
- [OLAFS-Heavy Goods User Guide](#)

**Public Access**

▶ [Unprinted Forms Report](#)

▶ [Contact List](#)

3. Users will then be directed to the APRS application page. A valid AD ID and password are required to login to APRS.

Sign in to continue

APRS

English

**User ID**

ABC1XYZ

**Password**

Password

Sign in

[Forgot Password?](#)

[Sign in Help](#)

4. The user will then select *Request Access* from the APRS homepage

ups Access Provisioning Request System (APRS)

Home | Edit My Profile | Help | Logout

Request Access | Delete Access | Modify Account | Check Status | Approve | Reports

Access Provisioning Request System (APRS) Home Page

You have successfully logged onto APRS. Please click on any of the above Tabs or Links to continue.

**COMPLIANCE POLICY**

All UPSers are required to comply with the UPS Information Use and Security Compliance Policy. Please click on the link to review the policy: <http://www.ups.com/UPSLegal/privacy/privacy.htm>. If you are submitting a request for another person, please instruct that person to read the policy.

**RELEASE NOTES**

Release Notes for September 26, 2015

- Requests for Campus Groups (Pennsylvania and New Jersey) are now available in the request path for Active Directory/Privileged Access.
- When requesting access, the Requestee Identification screen now has two separate options for "other":
  - Other - UPS Employee/GD: Select this for requests for UPSers and GD Resources. This selection requires an Employee ID/Unique ID to be entered.
  - Other - Non Employee: Select this for requests for contingent resources (non-GD).

For more details, click on Release Notes in the Help link in the Welcome Banner above.

When a user enters a request for another person, the user should enter the other person's AD ID, RACF ID, Unique ID/Employee ID, SecurID or External Vendor ID. This information may be omitted if the person for whom the request is being made does not have any of these IDs.

ALL application requests will be first sent to the user's (for whom access is being requested) Supervisor/Responsible UPSer for approval or rejection. The Supervisor/Responsible UPSer must approve the request before it is sent to the application approver.

5. Select the appropriate option and select Continue

ups Access Provisioning Request System (APRS)

Welcome | New User Name | Home | Edit My Profile | Help | Logout

Request Access | Delete Access | Modify Account | Check Status | Approve | Reports

**Requestee Identification**

Are you requesting access for:

☒ Yourself **\*\*\*apptupd\*\*\***

☐ Other - UPS Employee/GD **UPS User ID**  **ID Type**

Use Other - UPS Employee/GD to make a request for UPS employees and GD Resources. Select the radio button and enter the user's Unique ID/Employee ID, AD ID, RACF ID or SecurID Type, then Continue.

☐ Other - Non Employee **UPS User ID**  **ID Type**

If Other - Non Employee has an existing Unique ID, AD ID, RACF ID, SecurID or External Vendor ID enter it in the blank field, select ID Type, then Continue.

If Other - Non Employee does not have an existing Unique ID, AD ID, RACF ID, SecurID or External Vendor ID select the radio button only, leave the field blank, then Continue.

☐ Consultant/Vendor Employee **\*\*\* No UPS User ID (AD ID) - Remote Access Only \*\*\***

6. Select *Application Access* then select Continue

Please make your selection(s) from the options below:

<input type="checkbox"/>	Active Directory/Internet Requests/Privileged Access (Includes E mail, IM, Citrix & ISMS Change)
<input checked="" type="checkbox"/>	Application Access
<input checked="" type="checkbox"/>	APRS Role Request
<input checked="" type="checkbox"/>	Linux Application Access
<input checked="" type="checkbox"/>	UNIX Application Access
<input checked="" type="checkbox"/>	AS400 Application Access
<input checked="" type="checkbox"/>	Data Repository Application Access (DWH/DIR/InfoLib)
<input checked="" type="checkbox"/>	RACF
<input checked="" type="checkbox"/>	SecurID Access (Token)
<input checked="" type="checkbox"/>	Special ID Group (Restricted Access)
<input checked="" type="checkbox"/>	Email Distribution List (DL)
<input checked="" type="checkbox"/>	Database Access (Oracle or MS SQL)

Grayed out check boxes indicate an unavailable request type for whom you are submitting the request. See [Help](#) for additional information.

7. Type the letter 'O' in application search then click on GO or select the letter 'O'

Request Access | Delete Access | Modify Account | Check Status | Approve | Reports |

Request Application Access for REGINA BRADY-CORRINE

You can Search for an Application or Select the first letter of the Name:

Application Search GO

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Back Cancel Continue

8. Select *Operations Label and Forms System (OLAFS)*, then select the Continue button.

Request Application Access for SHARON ZANIEWSKI-HEPPES

You can Search for an Application or Select the first letter of the Name:

Application Search GO

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Use the checkboxes to add Applications to your request. When you are finished selecting applications click 'Continue'

<input type="checkbox"/>	Operations Contingency Response Team (OCRT)
<input type="checkbox"/>	Operations Eligibility Engine
<input checked="" type="checkbox"/>	Operations Label and Forms System (OLAFS)
<input type="checkbox"/>	OPNET Dashboard
<input type="checkbox"/>	OpsConsole
<input type="checkbox"/>	OPNYS - Region 13 Only

Selected Applications

Un-Checking an Application will remove it from your request.

<input checked="" type="checkbox"/>	Operations Label and Forms System (OLAFS)
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Back Cancel Continue

9. Select *OLAFS\_HG\_GENERAL/Access OLAFS HEAVY GOODS application. Run reports. Print HG Labels.* Enter an appropriate Business Justification and then select Continue. Do **not** select OLAFS\_COPS and OLAFS\_ICOD

Request Access | Delete Access | Modify Account | Check Status | Approve | Reports |

Request Application Access for NAVEEN RAGAVENDRAN

Please enter required fields indicated by a red \*

Selected Applications	
Operations Label and Forms System (OLAFS)	
<input type="checkbox"/>	OLAFS_COPS_admin/Can setup user access to Slics.
<input type="checkbox"/>	OLAFS_COPS_general/Can access COPS application. Run reports. Print COPS forms.
<input checked="" type="checkbox"/>	OLAFS_HG_GENERAL/Access OLAFS HEAVY GOODS application. Run reports. Print HG Labels.

\*Business Justification

Back Cancel Continue

10. Once completed, the OLAFS – Heavy Goods APRS request will go to your management team for approval. Once approved, it will be sent to the OLAFS – Heavy Goods support team for processing. The APRS system will send out an email to the requestor providing a status of your access request.