

Follow the steps below to be added as a Business Role resource for "**Non SAP Access to Insider Information**" on the **UDS** Page.

1. Login into <https://uds.accenture.com>
2. Click on "New" icon, at the left side:

The screenshot shows the Accenture User Data Security (UDS) portal interface. The browser address bar displays <https://uds.accenture.com/>. The page header includes the Accenture logo and the text "User Data Security". Below the header, there are tabs for "Request" and "Approve".

On the left side, there is a section titled "Make a request for:" with a dropdown menu set to "Self". Below this is a table listing various roles and their statuses:

Environment	Role	Status
MyTE	MyTE Administrator	Active
PS	GRC - Security Administrator	Active
PS	Solution Mgr - Security	Active
PS	MME Security Admin Access	Active
PS	RTR BPC Security Administrator	Active
PS	IdM Security Admin	Active
PS	CHARM - APM & Process Arch	Active
PS	IdM Security Super Admin	Active
PS	IdM Tech Team Extended Acc	Active
PS	GRC - SoD Quarterly Review	Active
PS	Security - Security Administrator	Active
PS	IdM Production Support Batch	Active
PS	CHARM - SOD Coordinator	Active

Below the table, there is a "Requestor" section with the following details:

- Requestor: Teresa Maria del Huerto
- Parades
- Personal ID: 10515308
- SAP ID: 10515308
- Country: AR
- Organization: Ent / Program, Project & Service
- Mgmt
- Cost Center Desc: BA OSE
- Career Level: 11
- Company Code: 1301 - ACCENTURE SC SRL

At the bottom of the "Requestor" section, there is a red box containing the "New" button.

On the right side, there is a "Request" section with a "Comments" tab. Below the tabs, there is a table titled "Roles" with the following data:

Environment	Business Process Role	Start	End	Approver
MyTE	MyTE Administrator	03/13/2013	03/06/2033	Viewable in Comments

Below the "Roles" table, there is a "Scope" section with a dropdown menu set to "MyTE - MyTE Administrator". The "Scope" section includes a table with the following data:

Environment	Start	End
MyTE	03/13/2013	03/06/2033

Below the "Scope" table, there is a "Business reason" section with the text: "I need this access in order to perform my daily tasks in OSE Security Compliance".

- Type “Non SAP Access to Insider Information” (It’s important to type the role. Do not copy it):

accnture User Data Security

Request Approve

Make a request for: Self

Environment	Role	Status
MyTE	MyTE Administrator	Active
PS	GRC - Security Administrator	Active
PS	Security Mgr - Security	Active
PS	SRM Security Admin Access	Active
PS	RTM RMC Security Administrator	Active
PS	SRM Security Admin	Active
PS	CRM / CRM & Project Admin	Active
PS	SRM Security Super Admin	Active
PS	SRM Tech Team External Access	Active
PS	GRC - SuQ Quarterly Reviewer	Active
PS	Security - Security Administrator	Active
PS	SRM Production Support Batch	Active
PS	CRM / CRM & Project Admin	Active

Requestor: Teresa Maria del Huerto  
Parades  
Personnel #: 10515308  
SAP ID: 10515308  
Country: AR  
Organization: Ent / Program, Project & Service  
Mgmt  
Cost Center Descr: BA OSE  
Career Level: 11  
Company Code: 1301 - ACCENTURE SC SRL

Request Details:

Environment	Business Process Role	Start	End	Approver
FIN	Non SAP Access to Insider Information	12/16/2013	12/11/2013	Lopez Ruf, Raul

Data Options: 0 Default

Alerts / Policies: Business reason: Using this tool box, provide the reason this access is needed for your business role. Include details such as team name, team lead name, Client name (for Sales CRM), Accenture Leadership Sponsor (for Sales CRM)

- If you work in a project and you know its End Date, you can select a Start and End Date. This access will expire

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Request Approve

Make a request for: Self

Environment	Role	Status
MyTE	MyTE Administrator	Active
PS	GRC - Security Administrator	Active
PS	Security Mgr - Security	Active
PS	SRM Security Admin Access	Active
PS	RTM RMC Security Administrator	Active
PS	SRM Security Admin	Active
PS	CRM / CRM & Project Admin	Active
PS	SRM Security Super Admin	Active
PS	SRM Tech Team External Access	Active
PS	GRC - SuQ Quarterly Reviewer	Active
PS	Security - Security Administrator	Active
PS	SRM Production Support Batch	Active
PS	CRM / CRM & Project Admin	Active

Requestor: Teresa Maria del Huerto  
Parades  
Personnel #: 10515308  
SAP ID: 10515308  
Country: AR  
Organization: Ent / Program, Project & Service  
Mgmt  
Cost Center Descr: BA OSE  
Career Level: 11  
Company Code: 1301 - ACCENTURE SC SRL

Request Details:

Environment	Business Process Role	Start	End	Approver
FIN	Non SAP Access to Insider Information	12/16/2013	12/11/2013	Lopez Ruf, Raul

Scope: Data Options: 0 Default

Alerts / Policies: Business reason: Using this tool box, provide the reason this access is needed for your business role. Include details such as team name, team lead name, Client name (for Sales CRM), Accenture Leadership Sponsor (for Sales CRM)

on selected date with no further action from your side. **NOTE:** Take into consideration that if you have a SAP Role that makes you Insider, you will remain in the list.

5. Click on “Default” and provide a valid reason on “Business Reason”:

The screenshot shows the 'Request' tab of the 'User Data Security' portal. On the left, a list of roles is displayed. The main area shows a request for 'Non SAP Access to Insider Information' with a start date of 12/16/2013 and an end date of 12/11/2033. The 'Data Options' section has 'Default' selected. The 'Business Reason' field contains the text: 'I work for XXX Team and I have access to xxx Report. I need to be included on the Insiders List'.

Environment	Business Process Role	Start	End	Approver
FIN	Non SAP Access to Insider Information	12/16/2013	12/11/2033	Lopec Ruf. Raul

Environment	Role	Status
FIN	NYT Administrator	Active
FIN	GRG - Security Administrator	Active
FIN	GRG - Security	Active
FIN	GRG Security Admin Access	Active
FIN	NYT SPG Security Administrator	Active
FIN	NYT Security Admin	Active
FIN	GRG - NYT & Program Staff	Active
FIN	NYT Security Super Admin	Active
FIN	NYT Team Support Admin	Active
FIN	GRG - NYT Security Review	Active
FIN	Security - Security Administrator	Active
FIN	NYT Production Support Admin	Active
FIN	GRG - NYT Security	Active

Requestor: Teresa Maria del Puerto  
Personnel #: 10515308  
SAP ID: 10515308  
Country: AR  
Organization: Ent / Program, Project & Service  
Mgmt  
Cost Center Descr: BA OSE  
Career Level: 11  
Company Code: 1301 - ACCENTURE SC SRL

Business Reason: I work for XXX Team and I have access to xxx Report. I need to be included on the Insiders List

Example of a valid Business Reason:

“I work on the Manage myPrice Program ----- team, my manger is ----- . I need to be included in the Insider Trading List as I have access to Material, Non-Public Information.

6. Click OK to confirm your submission. You will receive an Insider Alert as below:

The screenshot shows the 'Request' tab of the 'User Data Security' portal. On the left, a table lists roles and their statuses. Below it, user details for Teresa Maria del Huerto are displayed. The main area shows a 'Request' form with a 'Roles' section containing an 'Insider Warning' alert. The alert text states that the requestee's access to material non-public information may place them on the Insider Trading List. At the bottom, there are checkboxes for accepting terms and conditions, and a 'Business reason' field.

Environment	Role	Status
SA/TS	SA/TS Administrator	Active
PS	CRC - Security Administrator	Active
PS	Security Mgr - Security	Active
PS	MSR Security Admin Access	Active
PS	MSR RPT Security Administrator	Active
PS	MSR Security Admin	Active
PS	OS/MSR - SRM & Process Root	Active
PS	MSR Security Support Admin	Active
PS	MSR Team Team/Extended Root	Active
PS	CRC - SRD Quarterly Review	Active
PS	Security - Security Administrator	Active
PS	MSR Production Support Batch	Active
PS	MSRMS - SRD Quarterly Review	Active

Requestor: Teresa Maria del Huerto  
Parades  
Personnel #: 10515308  
SAP ID: 10515308  
Country: AR  
Organization: Ent / Program, Project & Service  
Mgmt  
Cost Center Descr: BA OSE  
Center Level: 11  
Company Code: 1301 - ACCENTURE SC SRL

**Request** | Comments

**Roles**

**Alerts / Policies**

**Insider Warning**

**WARNING: INSIDER TRADING NOTIFICATION**

This warning has been generated as this combination of access will give the requestee access to Material Non-public information and may place them on Accenture's Insider Trading List.

Accenture personnel who have responsibilities which provide them with regular, routine access to material, non-public information are subject to additional trading restrictions.

For additional details on the use of material non-public information please reference:

[Policy 1216 - Buying and Selling Securities - Insider Trading](#)

☐ I accept the terms and conditions outlined above and all the legal implications involved. ☐ I would like to return to the request page and revise my request.

**Business reason** I work for XXX Team and I have access to XX Report. I need to be included on the Insiders List.

Remove Submit Cancel

Click on "I accept the terms and conditions outlined above and all the legal applications involved"

7. Click "Ok":

The screenshot shows the same 'Request' tab, but with a 'Processing' dialog box open. The dialog box asks 'You are about to submit these roles for approval. Do you want to continue?' and has 'Ok' and 'Cancel' buttons. The 'Ok' button is highlighted with a red box. In the background, the 'Roles' table is visible, showing a role for 'FBI' with 'New SAP Access to Insider Information'.

Environment	Business Process Role	Start	End	Approver
FBI	New SAP Access to Insider Information	12/16/2013	12/11/2033	Lopez Ruf, Raul

Processing...

You are about to submit these roles for approval. Do you want to continue?

Ok Cancel

**Alerts / Policies**

**Business reason** I work for XXX Team and I have access to XX Report. I need to be included on the Insiders List.

Remove Submit Cancel

Once request is approved (Status "Active" in UDS Page), you will be effectively added to the Insider Trading List the next time List is generated. Usually 15 days before window opens or closes.

**IMPORTANT:** Please notice that users that need to be added to the list must personally request this Non SAP Access Role on UDS as this cannot be proxied.

If you have any questions, please contact OSE Security Compliance Team.