How to request authorizations for your external workers?

This work instruction describes the process to request authorizations for your external workers.

This instruction assumes that you are a Supplier Manager Workforce of an external organization/supplier with access to IAM, and the external worker for whom you are requesting authorizations has already been entered and approved by the relevant KPN manager.

Please discuss all authorization requests with your KPN-contact in advance.

Step 1: Log in via IAM: https://iamportal.mysmartxs.com

Authorisations can be requested after the login credentials for the "MijnWerkplek" account have been received. You can always check this by going through Step 2.

If you have not requested a "MijnWerkplek" account when adding an external worker, you can skip this step and start at Step 2.

Step 2: If you have requested an account in "MijnWerkplek", the request must be completed before authorisations can be requested.

To check this, go to "Authorization (IAM)" -> "Reporting" -> "Authorizations". Next, search the external worker for whom you wish to request authorizations by filling in their personal information (Last name works best in general).

Authorization ID	Company	Employment	CBL number	Name	Application	Accesslevel ▼	Status
🔍					KPNNL-DOMAIN	Werkplekaccount KPNNL (automatisch)	✅ 100 Active

As soon as the "Status" of the "KPNNL-DOMAIN" shows a green checkbox and "100 active", you can start requesting authorisations.

Step 3: Go to "Authorization (IAM)" -> "Request/Revoke authorization for employee". Subsequently, select the applicable external worker by pressing the magnifier and press the button "Request authorization".

You will see the following screen (next page):

Tree	Accesslevel	Employee	Role

Authorization type

[⌄]

Application

[⌄]

🔍 Show all accesslevels

Step 5: In this screen, you can select the required authorization(s). If you request an authorization, the requested authorization will be stored in the section "Selected accesslevels". The name of the authorization in the screen below is for instructive purposes only. Your screen reflects the name of the actual requested authorization.

Step 6: If you have selected all required authorization(s), press the "Save to Cart" button. The following screen will be showed:

This is your cart. For each authorization a short motivation is required.

Step 6: Use the 'pencil' to provide a motivation.

Step 7: Once provided, press the "Save" button.

This is your cart again.

Step 8: Please double check the authorizations. Select the right authorizations and press the "Send all checked requests/removals" button.

🗑 Cancel all checked requests/removals   💾 Send all checked requests/removals

Step 9: Depending on the requested authorizations, the responsible KPN-manager(s) will need to approve the requests. Once approved, you will receive an email.