## 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: <a href="https://iamportal.mysmartxs.com">https://iamportal.mysmartxs.com</a>

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 <u>not</u> 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).



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".

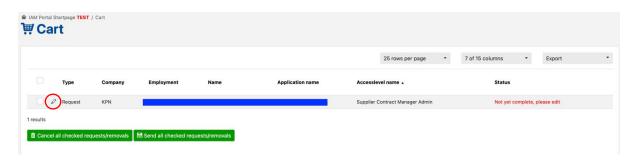
You will see the following screen (next page):

Tree	Accesslevel	Employee	Role								
Authorization type											
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Application											
											~
<sup>®</sup> Sho	w all accessleve	els									

**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.

## Selected accesslevels 25 rows per page Application name Accesslevel name ▲ IAM Portal Supplier Contract Manager Admin

**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.

Р	Please give a clear motivation for this authorization.						
Ν	Motivation *						
ſ	Required for fiber						
L							

**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.