

## Request external access to IAM for a new SMW

This work instruction assumes that the new Supplier Manager Workforce already has been registered and added to a supplier in IAM.

This instruction describes how to enable a new Supplier Manager Workforce access the IAM-system from a non-KPN location.

**Login for KPN personnel:** <https://iamportal.kpnnet.org/>

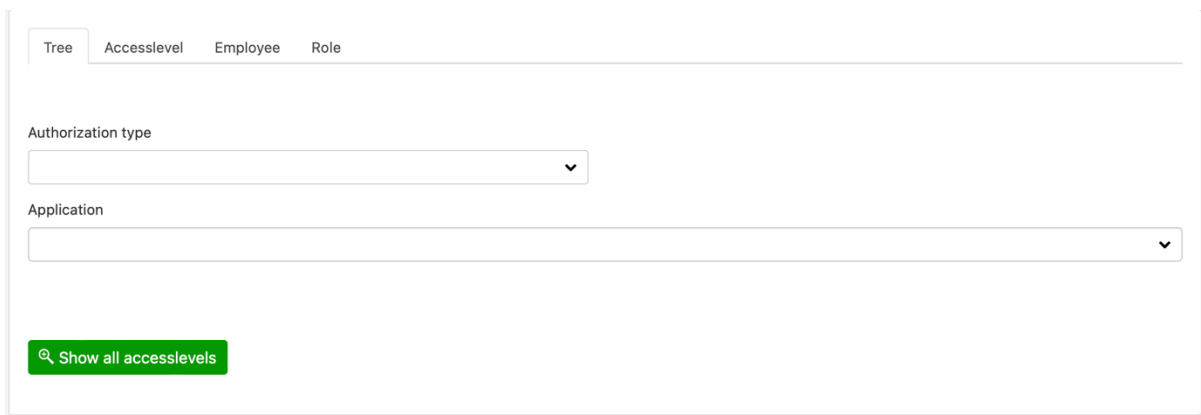
**Login for external personnel:** <https://iamportal.mysmartxs.com>

**Step 1:** Go to Authorization (IAM) -> Request/Revoke authorization for employee

**Step 2:** Select here the new Supplier Manager Workforce.

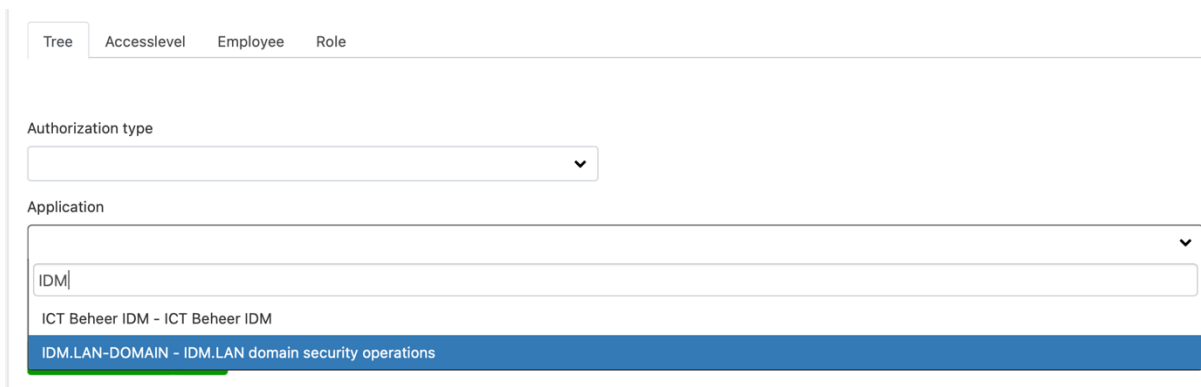
**Step 3:** Press the button “Request authorization”.

The following screen will be showed:



The screenshot shows a web interface with a navigation bar containing 'Tree', 'Accesslevel', 'Employee', and 'Role'. Below the navigation bar, there are two dropdown menus: 'Authorization type' and 'Application'. A green button with a magnifying glass icon and the text 'Show all accesslevels' is located below the 'Application' dropdown menu.

**Step 4:** Fill in “IDM” in the field “Application” and select “IDM.LAN-DOMAIN - IDM.LAN domain security operations” once available in your screen.



The screenshot shows the same web interface as the previous screenshot, but with the 'Application' dropdown menu open. The search input field contains 'IDM'. Below the search input, two search results are displayed: 'ICT Beheer IDM - ICT Beheer IDM' and 'IDM.LAN-DOMAIN - IDM.LAN domain security operations'. The second result is highlighted with a blue background.

**Step 5:** There are now three options available. The option “IAM Portal Access” needs to be selected.

- > Domain Access
- > DPE Access
- ▼ IAMPortal Access
  - IAMPortal Contact** Niet-KPN-Personeel


Select the authorization “IAMPortal Contact Niet-KPN-Personeel”


The authorization will be stored in the section “Selected accesslevels”.

**Step 6:** Press the button “Save to Cart”.

## Selected accesslevels

25 rows per page ▼


Application name	Accesslevel name ▲
 IDM.LAN-DOMAIN	IAMPortal Contact

 Save to Cart

This is your cart.

**Step 7:** Insert a short motivation for the requested authorization. Use the ‘pencil’ to provide a motivation.

IAM Portal Startpagina TEST / Winkelwagen

 Winkelwagen

25 regels per pagina 7 van 15 kolommen Exporteren

<input type="checkbox"/>	Type	Bedrijf	Dienstverband	Naam	Applicatie naam	Toegangsniveau naam	Status
<input checked="" type="checkbox"/>	Aanvraag	KPN	918152	E.A.O. Ammerdorffer	IDM.LAN-DOMAIN	IAMPortal Contact	Nog niet afgerond, wijzig a.u.b.

1 resultaten

Please give a clear motivation for this authorization.

Motivation \*

New Supplier Manager Workforce

**Step 8:** Press the “Save” button.

**Step 9:** This is your cart again. Check and select the authorization(s) and press the “Send all checked requests/removals” button.

**Step 10:** The request must be approved by the IAM-admin. You will receive an email once this process is completed. **The new Supplier Manager Workforce will receive a username and first-time password by email and SMS.**

**Step 11:** Please provide the IAM-system link to the new Supplier Manager Workforce:  
<https://iamportal.mysmartxs.com>