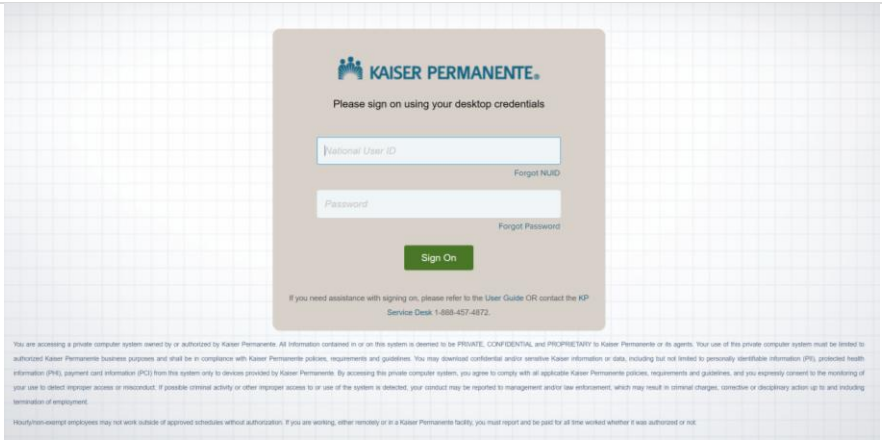
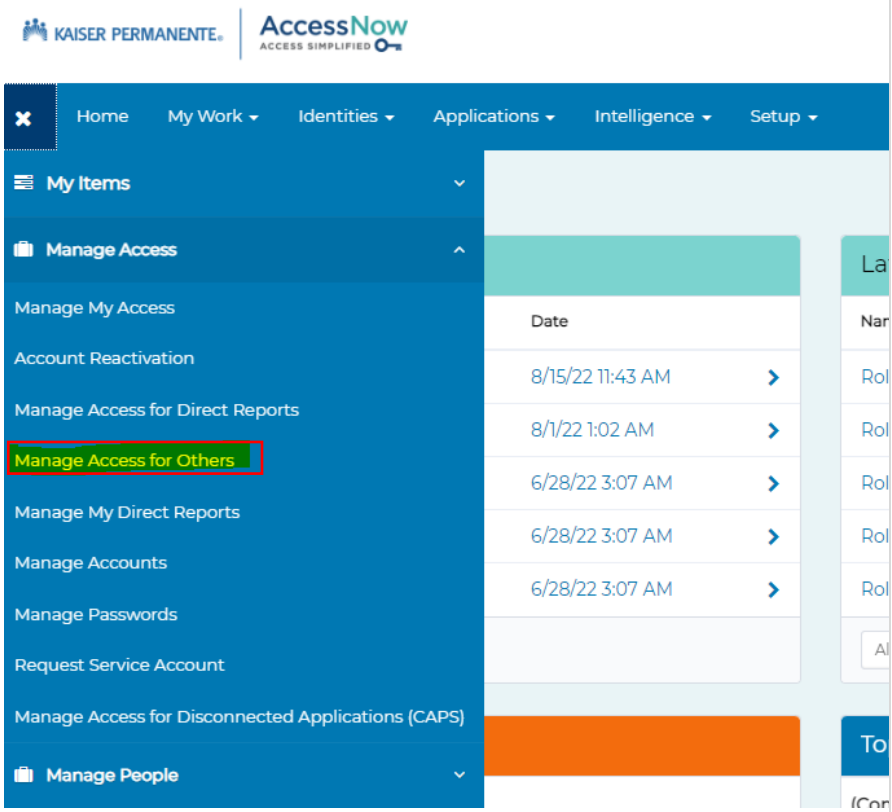
AccessNow
ACCESS SIMPLIFIED

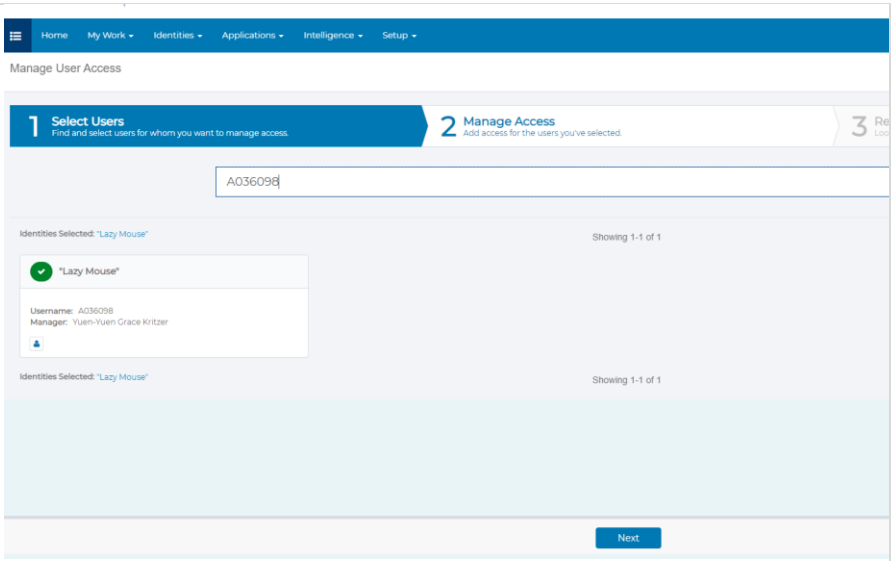
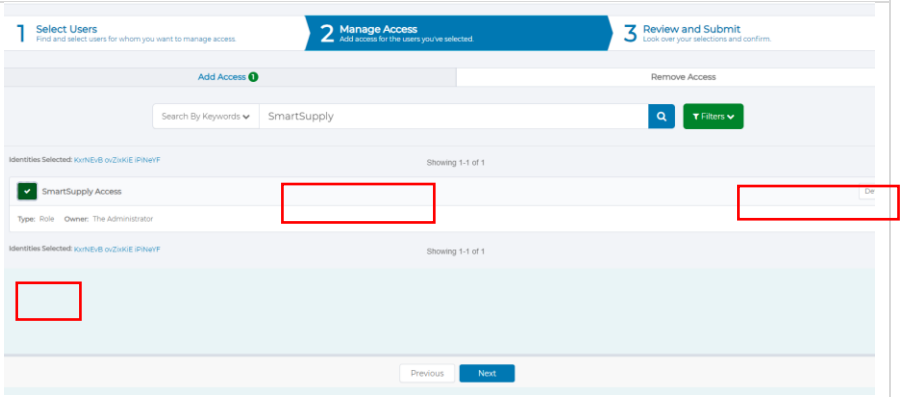
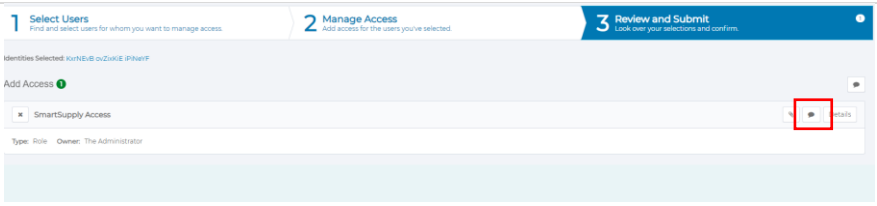
SMART Supply Access Request

Access Request

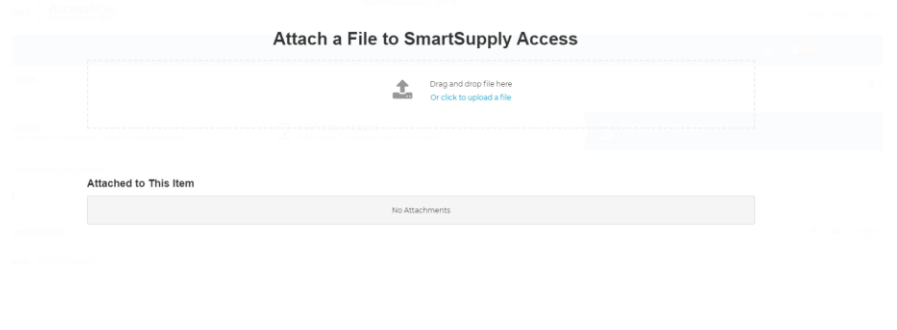
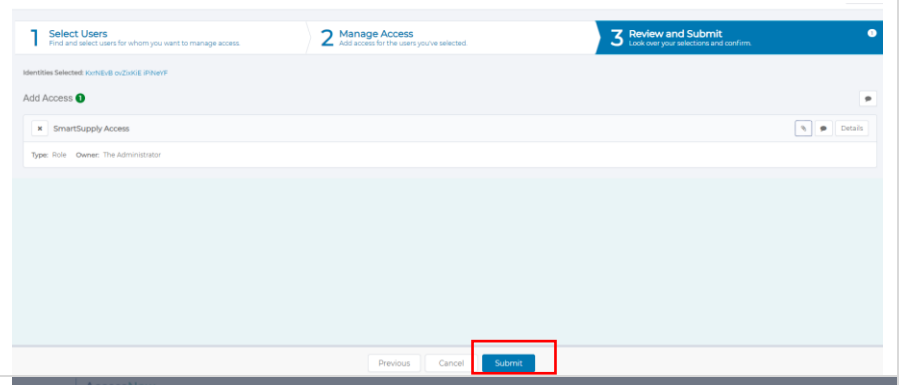
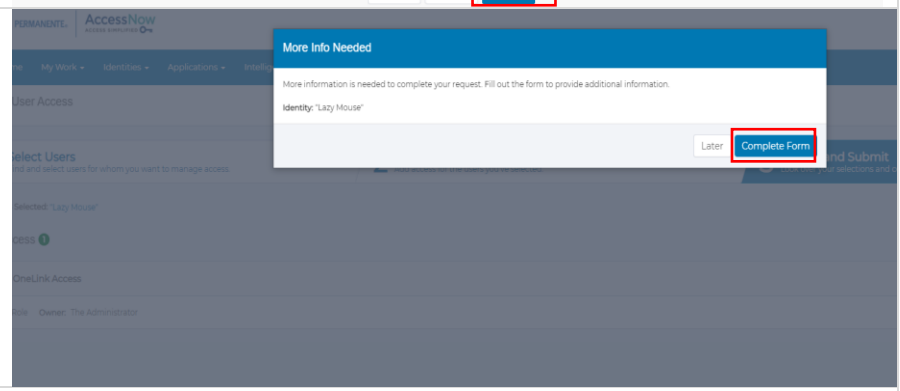
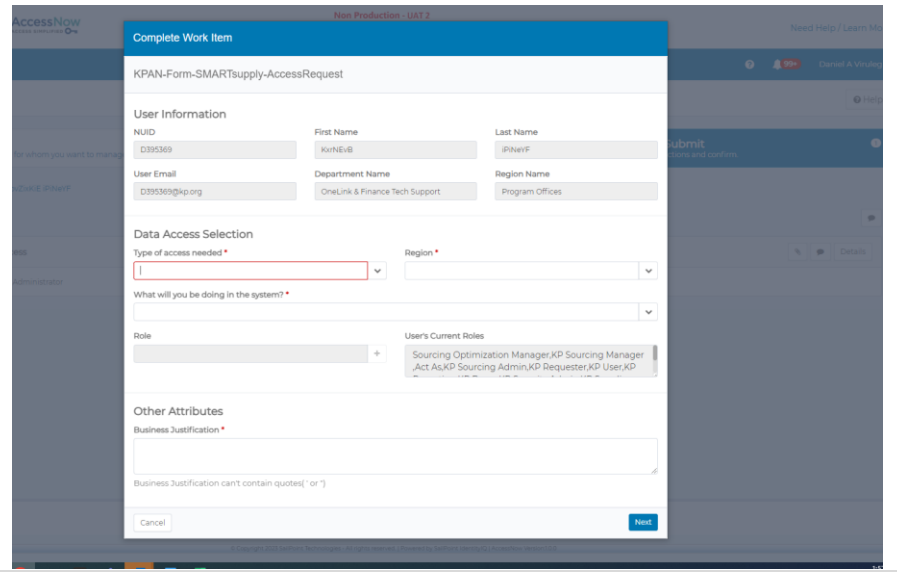
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Step 1.1	Navigate to the AccessNow Login Page *(formerly KPIM)*. Enter NUID and Password Credentials	
Step 1.2	From the AccessNow home page, click the icon with three lines on the upper left of the screen. Click **Manage Access** from the drop-down options. Then click **Manage Access for Others** from the drop-down list.	

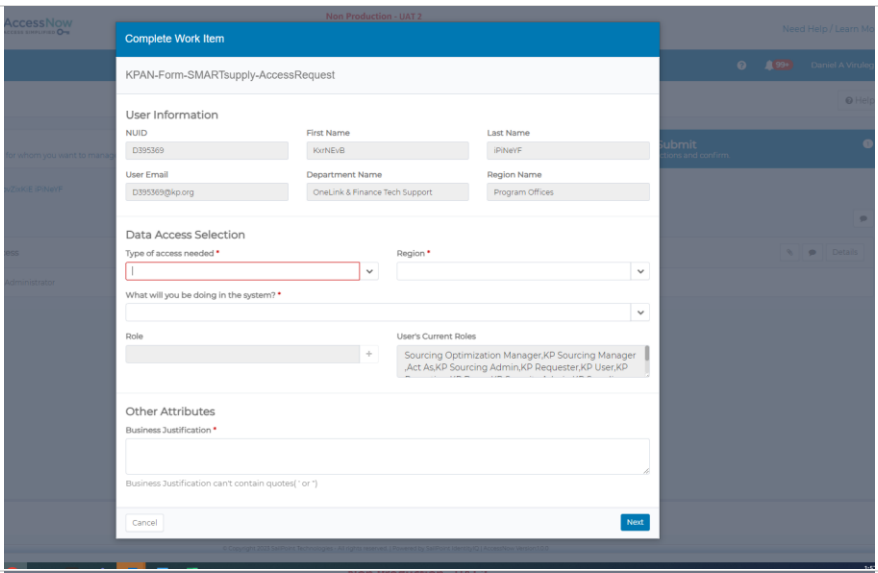
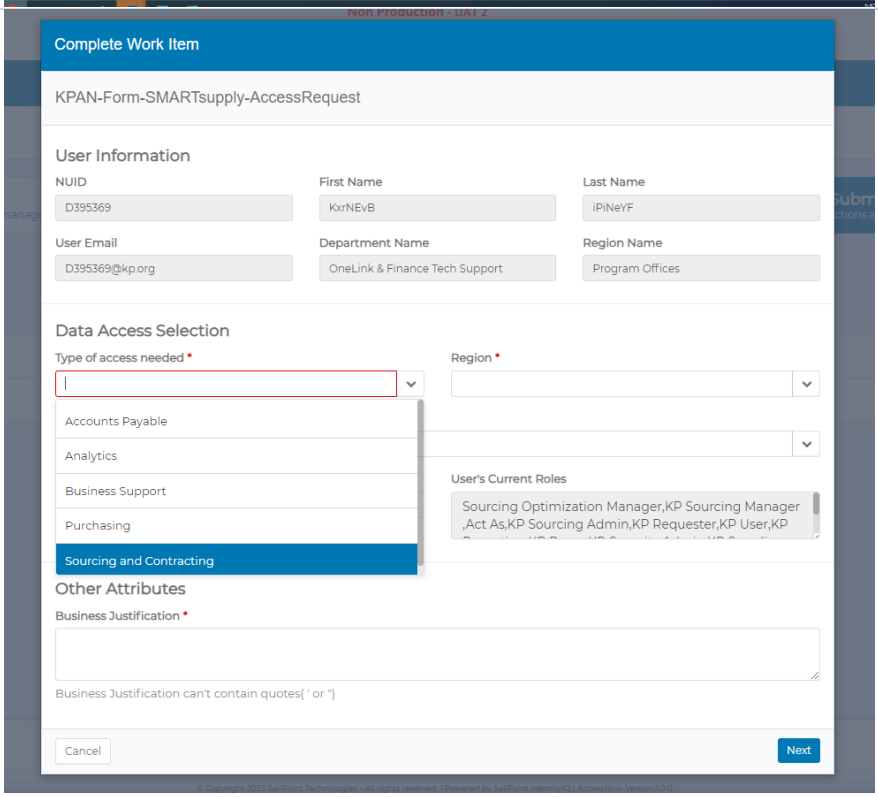
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Step 1.3	Search for the user with NUID or Name select the user and click on Next	
Step 1.4	Search for “SmartSupply” (no spaces) and click on Filters. Select Role Type “Business” and click on apply. It will show you one role, select the role, and click on Next.	
Step 1.5	Click on attachment icon to upload attachment for your request if desired.	

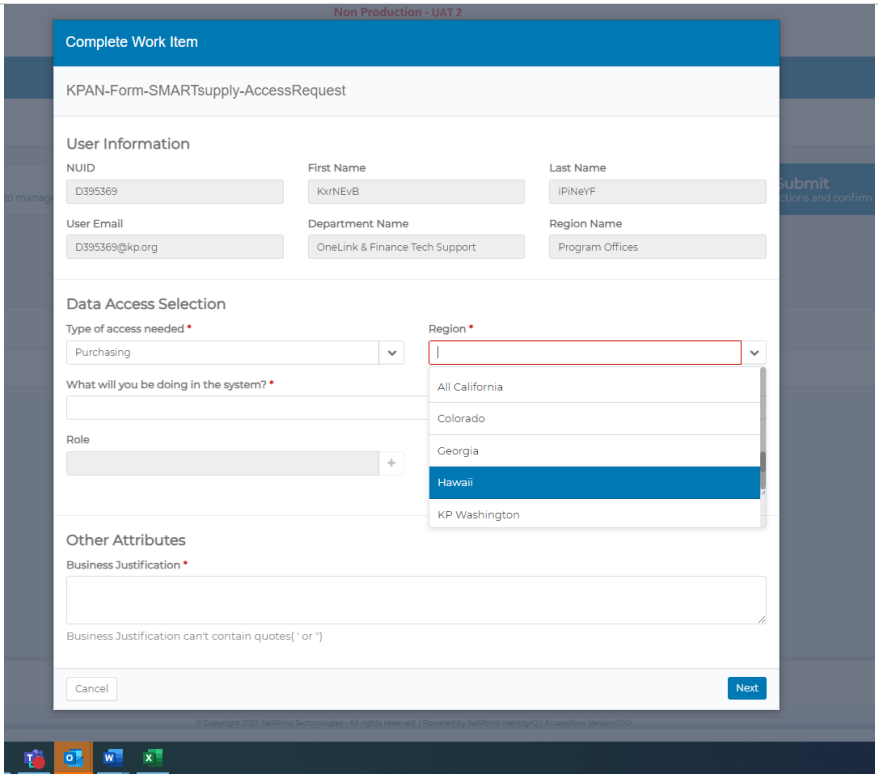
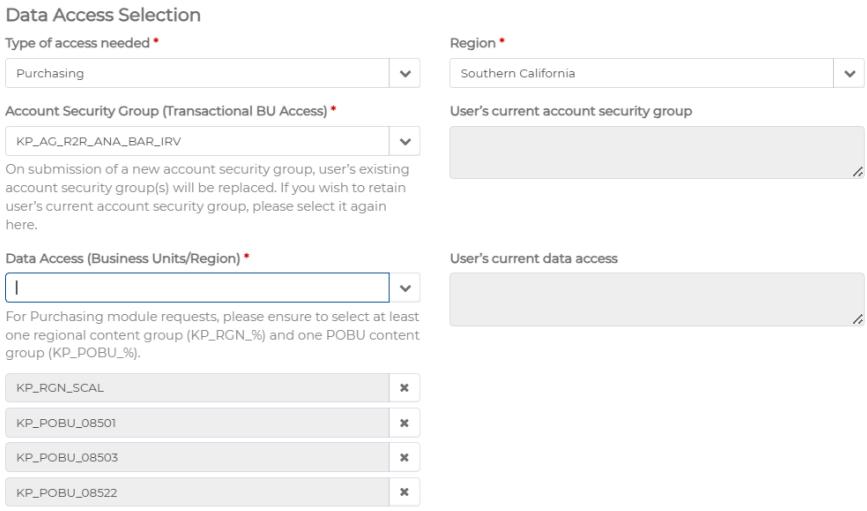
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Step 1.6	If you wish to attach a file, then click on “Click to upload a file” to select the file or you can drag and drop the file. You can then enter a description. Once you are ready click ok.	
Step 1.8	Click on “submit” to submit the request.	
Step 1.9	A window will appear entitled. “More info needed” Click on the “Complete Form” button to proceed.	
Step 2.0	Once you click on the “Complete form” buttons, request form details will be displayed on the subsequent window.	

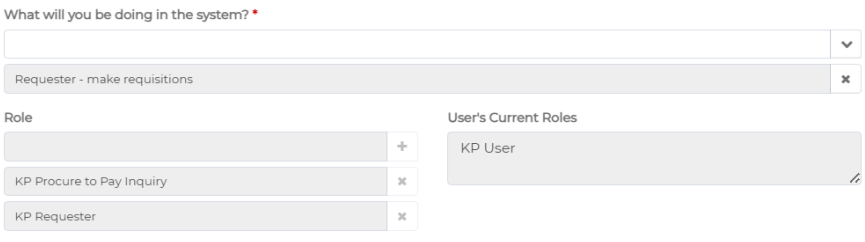
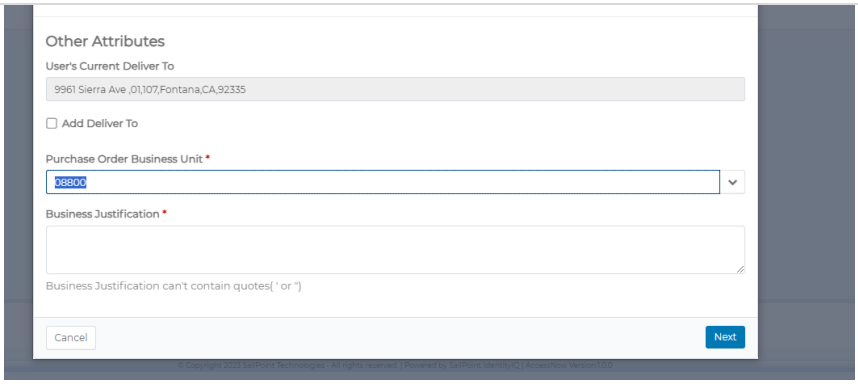
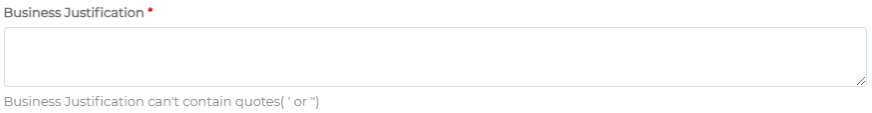
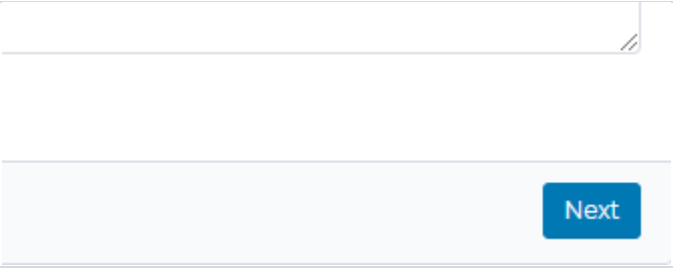
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Step 2.1	**User information will be prepopulated if available within AccessNow. If not, mandatory fields marked with a red asterisk must be manually populated with data to proceed further.**	
Step 2.2	**Access Type:** Select the type of access you'll be needing. Note that only one access type can be selected per request.	
Step 2.3	**Region:** Select the region you'll need access to. This determines the data you'll be able to see within the SMART Supply application. Only one region per request is allowed.	

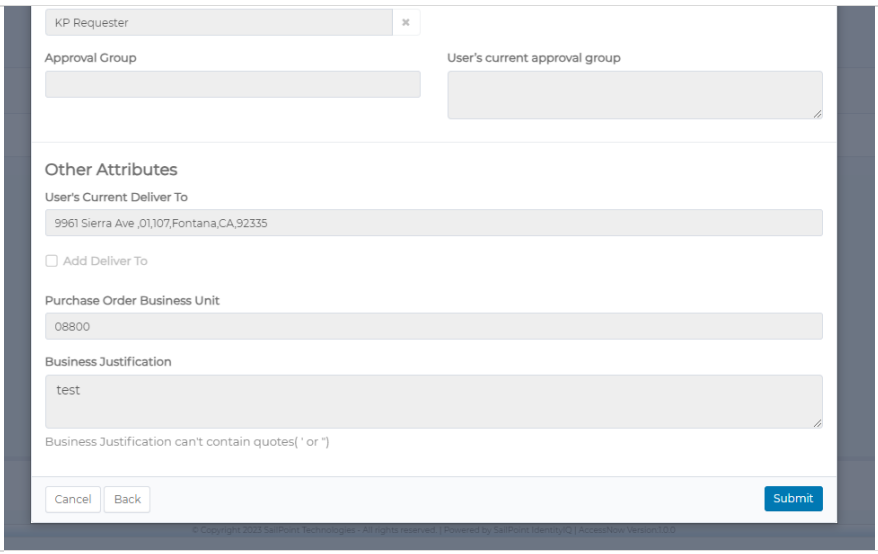
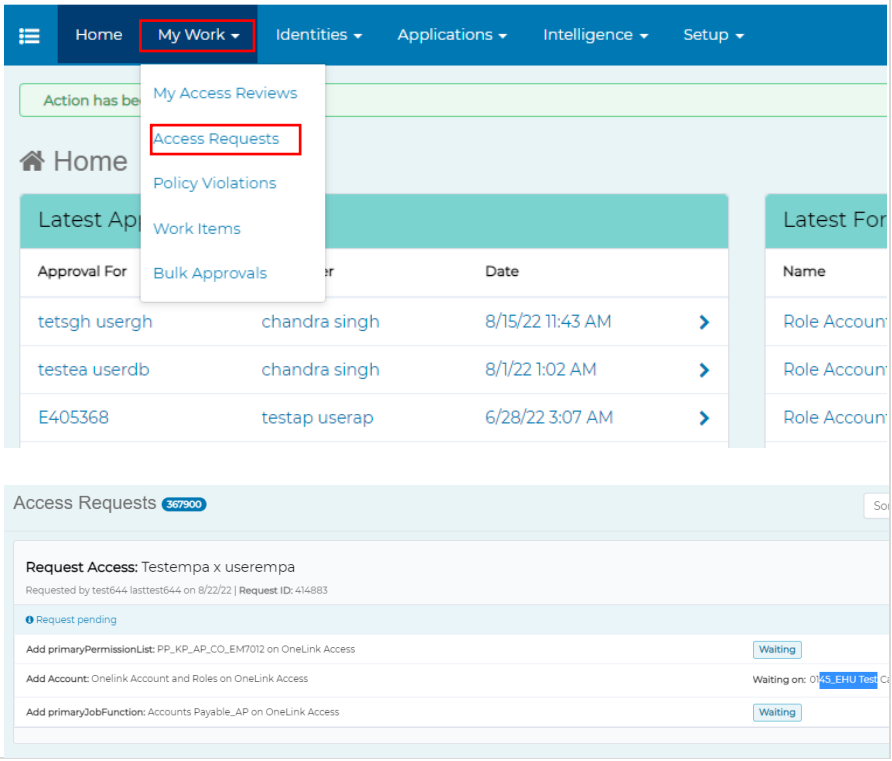
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Step 2.4	Data Access: Select the appropriate data access you need. Data Access (Business Units/Region) refers to the data you will be able to read in SMARTSupply. Multiple selections are available per request. **Please note that at least one regional content group (KP_RGN_XXXX) and one PO business unit content group (KP_POBU_XXXXX) must be selected for requester access. RGN content groups provide access to see punchout stores. POBU content groups provide access to see ship-to codes.** Note that users current access is available on the right hand side to avoid duplication.	

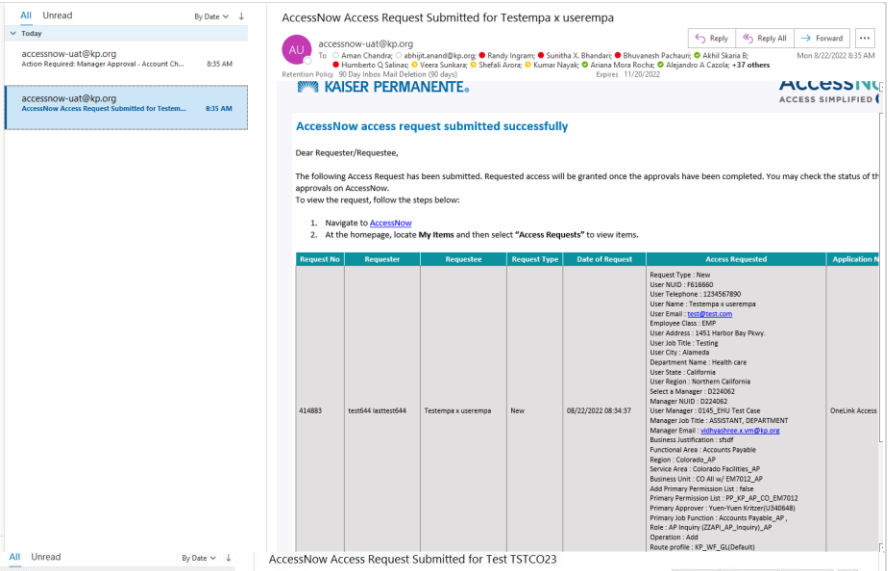
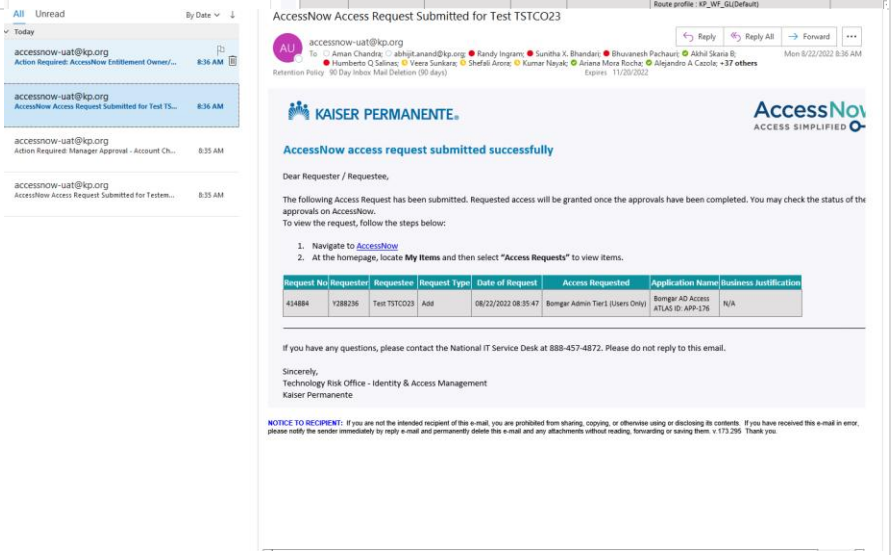
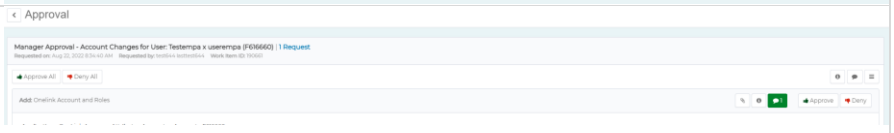
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	Account Security Group refers to the data you will be able to perform transactions against. Only one selection is available per request. User's current Account Security Group (ASG) Access is displayed on the right hand side. Any newly requested Account Security Group access will replace user's current access unless user chooses the same ASG.	
Step 2.5	What will you be doing in the system? Select the function or functions you will be performing in SmartSupply. Multiple are available for selection per request. Note that users current role access is shown in the right hand side to avoid duplication.	
	Enter approval group request if needed. Note that this step is optional and may not always be displayed on the form. Enter purchasing details including Deliver To and purchasing BU if displayed on the form. (Note that not all forms will display these options.)	
Step 2.6	Enter Business Justification. This is required and will be seen by approvers when approving request. Please be as specific as possible.	
Step 2.7	Click "Next" to review your request selections.	

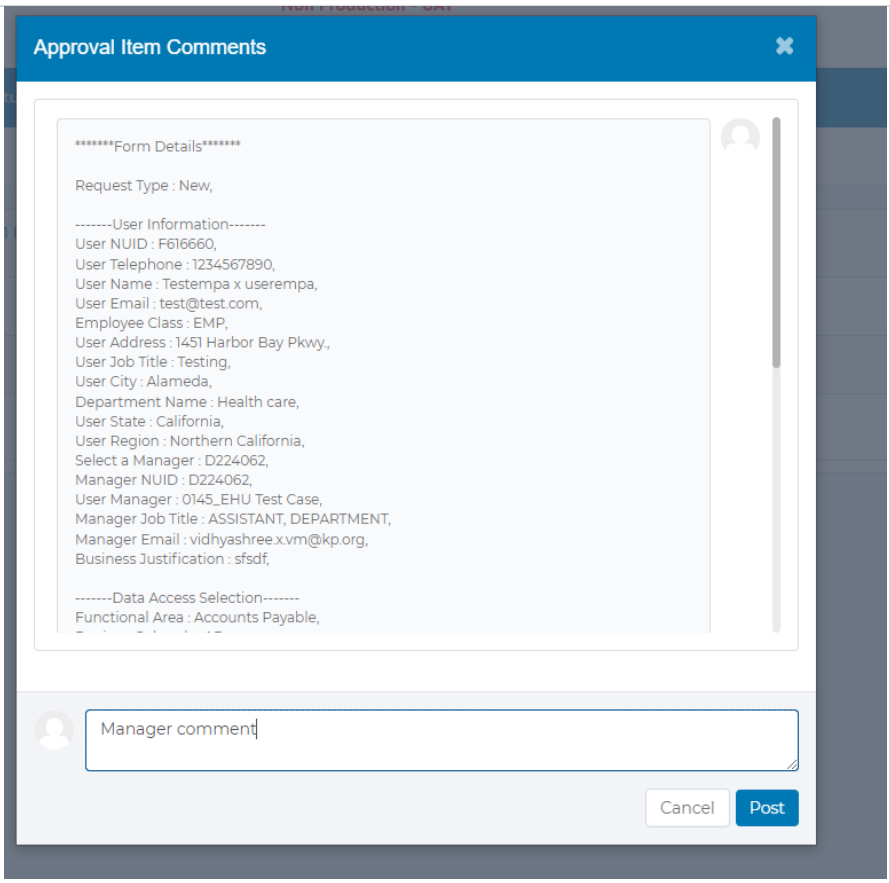
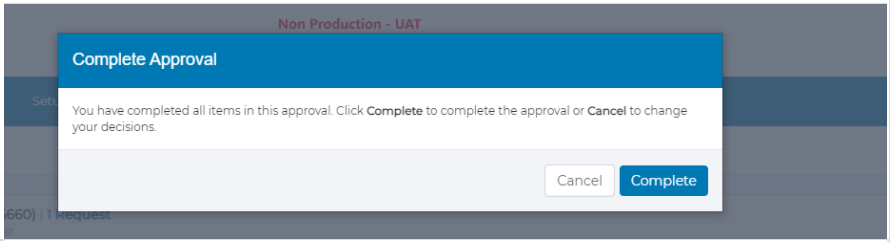
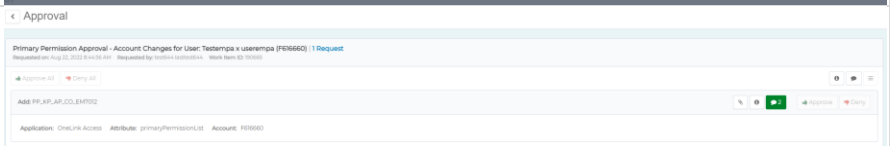
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Step 2.8	Review your request selections. If satisfied with your selections, click “Submit” If changes need to be made, click “Back” Click “Cancel” if you’d like to delete the request draft entirely.	
Step 3.2	If you got My Work and Access Requests, you could check the status of your requests.	

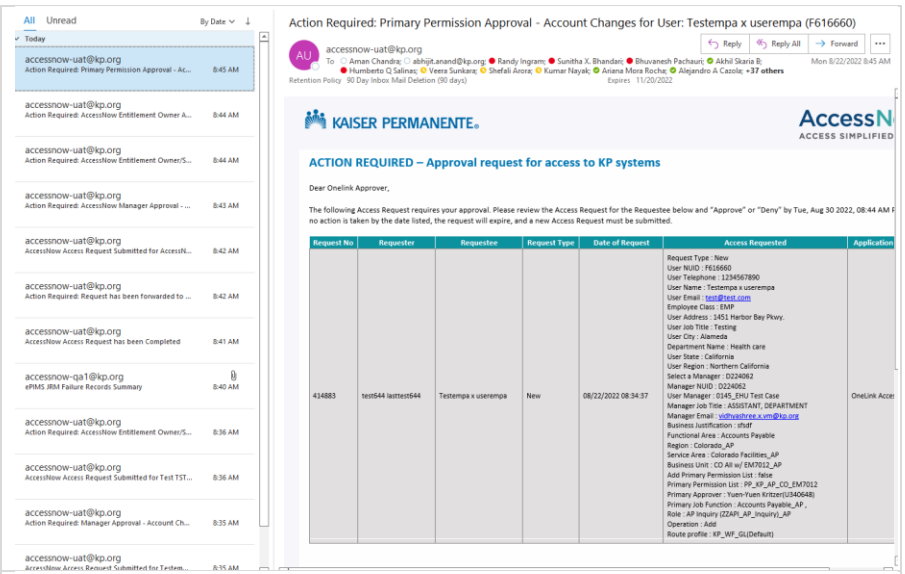
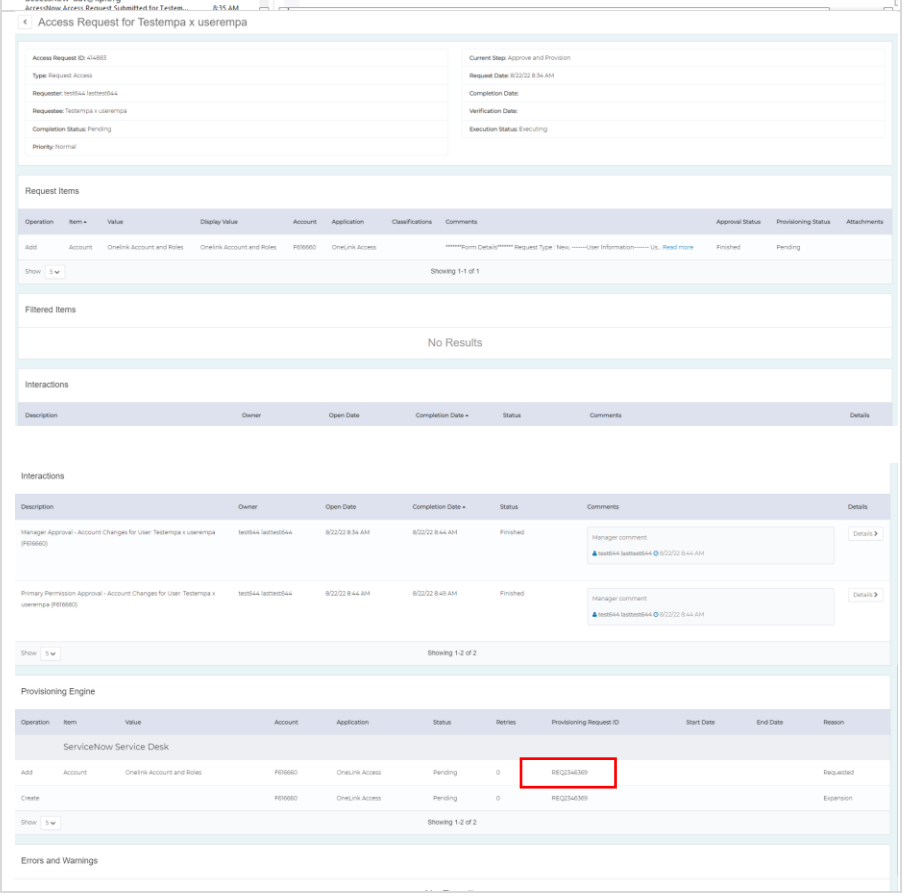
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Step 3.3	AccessNow will also send an email to you as confirmation that your request has been submitted	
Step 3.4	If the requester is not the same person as the manager, AccessNow will send an approval work item to approve the request along with an email notification	
Step 3.5	Manager Approval: Manager will login with his/her credentials and click on Approve to approve the request and “Complete” to complete the work item. To approve the request, however, comments are mandatory. Manager can add comments by clicking the	

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	message icon on the approval item	 
Step 3.6	Once the manager approval is complete, ASG approver will be notified along with workitem to approve the request only if there is an ASG associated with the request.	

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Step 3.8	Once all the requests are completed requester will be notified with an email of completion of request. User's access, once approved, will be automatically provisioned into the Smart Supply application.	

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AccessNow Support Resources

AccessNow Resource Page

- For training, view the right hand column under the section **AccessNow Training – Video Training**; click on the desired training video.
- For job aids, view the right-hand column under the section **AccessNow Training – Job Aids**; click on the desired job aid.
- For frequently asked questions, click here.

For questions or concerns, please contact AccessNow-Support@kp.org

Defining Common Terms

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AccessNow	A new, centralized Identity and Access Management platform based on a market leading solution. It will serve as an entry-point for certifiers to complete access requests.
AccessNow Account	An account that can be associated with a specific user's KP login ID. The account will include hierarchy, job title, and other information when being reviewed.

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