

Get Access to Accolade



Working on Accolade required 2 parts

- 1) Application Access : Application Access Request (Generic) via Service One. Which allow you to manage project information using browsers
- 2) Software installation : Contact Local Service Desk to install Accolade add-ins. This will allow you save/exchange data with Accolade system using Microsoft Office template (Excel).

1. [Application Access Request \(Generic\)](#) via Service One
 - a. Catalog / Search Application Access Request (Generic)
Click **Request New** and Click **Next**

The screenshot shows a web browser window with the URL solvay-dwp.onbmc.com/dwp/app/#/itemprofile/103. The page title is 'Application Access Request (Generic)' with the subtitle 'Access & Applications, Application Access Request'. The description is 'Application Access Request (Generic)'. On the right, there is a 'QTY: 1' label, a blue 'Request Now' button, and a grey 'Add to Cart' button. Below these, it says 'Request for: Liam Khaosanoi' with an 'Edit' link.

- b. Choose **Request Type (required)** and "Please select the system" type in "Accolade (Biarritz)" or "Wego" to pick from the available list.

At the Additional information you can specific role and reference user for quicker service from support team.

✔ User Details

➔ Request Details

Request Type (required)

User Creation

Please select the system (required)

Accolade (Biarritz)

Additional Information

I am working as project manager for accolade for SBS, same as user : xxx

- c. **Submit request**