

# Finance - Access Request

## Finance - Access Request

To contribute to Finance Service Line Space, your user must be included in one of the groups below.

### Groups of space contributors

There are 2 groups of contributors. You must be included in only one of them (according to your position) to contribute.



Before moving forward, check whether your user is already included in a contributor group.

Click on the group you should be included in, and look for your user

User list not updated as you do not have the privilege to view user profiles.



Contributors are entitled to create and update pages.

User list not updated as you do not have the privilege to view user profiles.



Approvers are entitled to create, update and approve pages.



If you are not in one of these groups and you want to contribute, you must open a [request on Service One](#)

## FAQ

### > How can I do to get access of contributor / approver ?

You open a [Service One request](#). We recommend that all contributors attend a [training session](#) and read the rules before starting their contribution.

Guidelines to create Service One request:

1. In the Digital Workplace, please select the [Catalog](#) option.
2. Then, select *Application Access Request (Generic)* in Access & Application.

3. Populate all the mandatory fields. Remark: In the *Application*, select *Confluence*.
4. In the description, ask to be granted access to **Finance Service Line Space** as either *Contributor* or *Approver*, depending on what is applicable.
5. Submit the request.

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jan 21, 2022	Actor	Type	Activity	Version
Published	 Eusébio, Daniela	Edit	updated the page at 11:56 am	
	 Eusébio, Daniela	State	changed state to <b>Published</b> at 10:59 am	v38
Draft	 Eusébio, Daniela	State	gave <i>Approvers</i> approval at 10:59 am	
		State	changed state to <b>Draft</b> at 10:59 am	v38
Published	 Eusébio, Daniela	State	changed state to <b>Published</b> at 10:57 am	v37
Draft	 Eusébio, Daniela	State	gave <i>Approvers</i> approval at 10:57 am	
		State	changed state to <b>Draft</b> at 10:56 am	v37