

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)" and the subtitle is "Access & Applications, Application Access Request". The description is "Application Access Request (Generic)". On the right side, there is a "QTY: 1" label and two buttons: "Request Now" (with a checkmark icon) and "Add to Cart" (with a shopping cart icon). Below these buttons, 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**