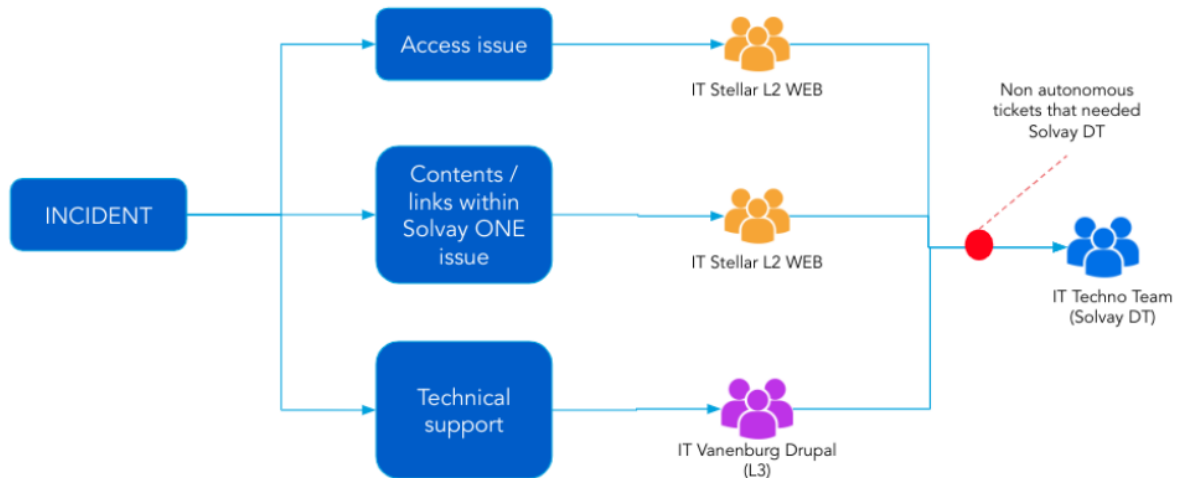


Solvay ONE Post hypercare - User access control

Solvay ONE Post hypercare - User access control

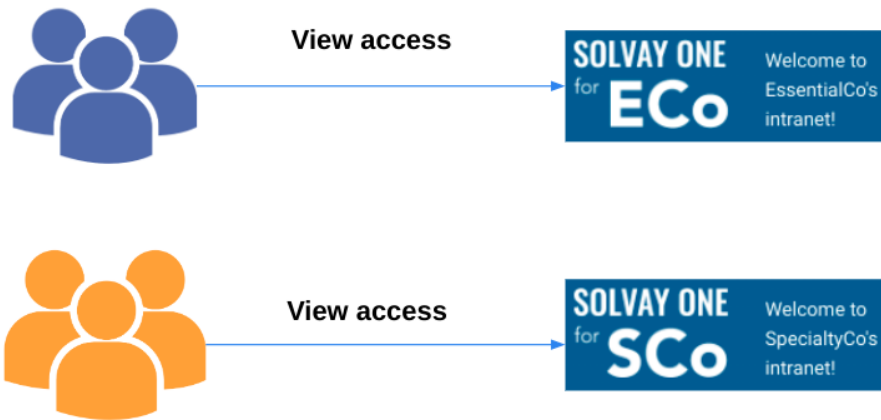
End of Hypercare 25/07 - for Solvay ONE



USER ACCESS CONTROL GUIDELINE

- Post hypercare user access control is fully managed in service one (Helix)
- User access request will be managed in following category
 - Employee need [view](#) access to their own ECO/SCO intranet
 - Employee need [edit](#) access as space owner to their own ECO/SCO intranet
 - Employee need [view](#) access to another company's intranet
 - Employee need [edit](#) access to another company's intranet
 - Shared and Non-Human accounts access their own ECO/SCO intranet

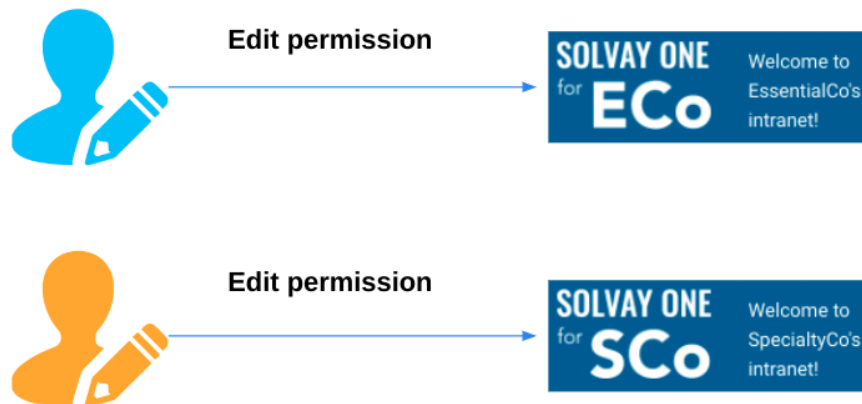
Employee need view access to their own intranet



Automatic process:

- Your account will be automatically imported from Employee center to ECO/SCO Intranet (Solvay One) as long as the profile is setup correctly based on your ECO/SCO Flag
- There may be a few days delay as the profile import is done on a daily basis
- If you may still have an issue to access ECO/SCO intranet based on your company profile, please raise a Helix ticket so that customer support will help from there

Employee need edit access as space owner to their own ECO/SCO intranet

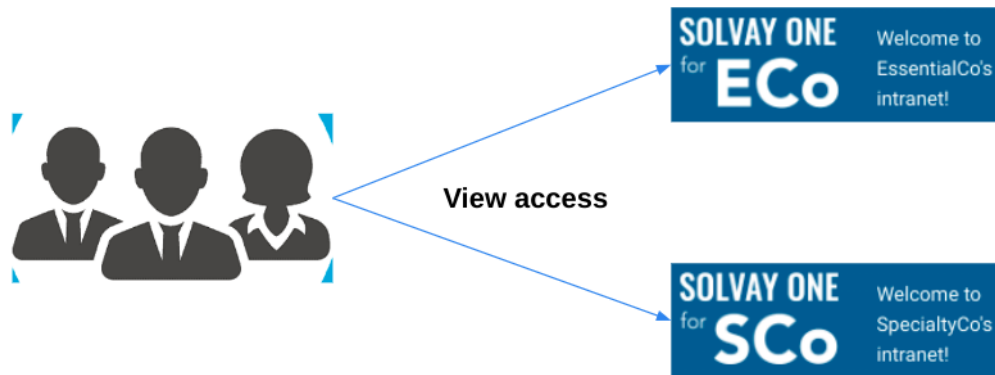


Manual process:

- You will need **Edit** access as acting as space owner to manage the content/pages with specific spaces in your company's intranet
- You will need to contact ECO: Annick.Gysemberg@solway.com, SCO felipe.claus@solway.com in advance to have approval
- Please process to Helix to raise a ticket and input the following:
 - Which space you will need the edit permission as space owner
 - When you will need the permission to be setup
 - If user training as space owner is required
- The request will be reviewed by ECO: Annick.Gysemberg@solway.com, SCO felipe.claus@solway.com before proceeding the setup

Employee need view access to another company's intranet

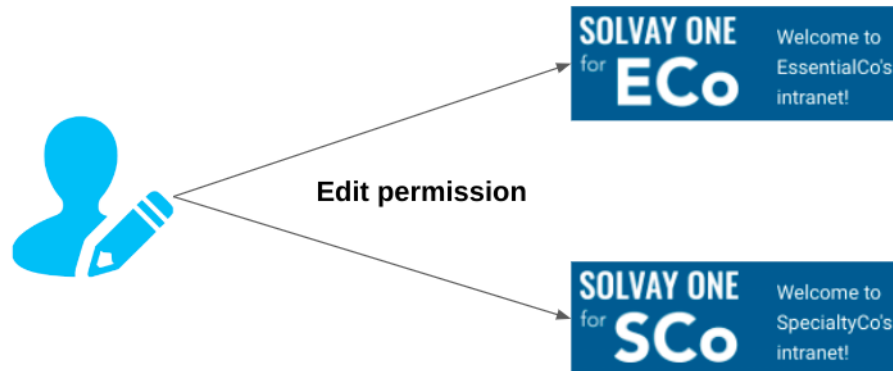
Until further notice, no dual access is approved. Power of 2 Management Office (PMO) is evaluating the legal implications of having employees accessing both intranets (including the ones under TSA). As soon as there is a confirmation, all tickets will be reviewed and, if necessary, reopened to be processed accordingly.



Manual process:

- By default no employee account have cross site [View](#) access between ECO/SCO intranet
- Only [ELT members](#) are currently considered as exceptional and approval needed by the platform owner ECO: [Annick.Gysemberg@solway.com](#), SCO [felipe.claus@solway.com](#)
- Helix ticket is required with such request and will be reviewed case by case

Employee need edit access to another company's Intranet



Manual process:

- By default no employee account has cross site access with **Edit** permission between ECO/SCO intranet
- The following user cases were submitted to the evaluation of Power of 2 Management Office (PMO) as exceptional, awaiting approval:
 - Employee **working in GBS under TSA** requesting **editing** access to both intranets.
 - Employee **working for a Function in a shared site** requesting **editing** access to both intranets.
 - Employee **working for a Function (DT/HR/Finance/MBU) under TSA** requesting editing access to both intranets.
 - **Corporate Content creators** for both companies until spin-off (editing access).
 - Employee **working in GBS** requesting **editing** access to both intranets.
- For all the user cases above approved by Po2 PMO, platform owners (ECO: Annick.Gysemberg@solway.com, SCO felipe.claus@solway.com) will need to be consulted/informed before granting the access requested. To guarantee that the space owners list is updated and that the employee requesting the editing rights can indeed edit the specific space (work at the GBU/Function related to the space).
- Helix ticket is required with such request and will be reviewed case by case

Shared and Non-Human accounts access their own ECO/SCO intranet

At this stage, **Shared and Non-human accounts** are not allowed to access to any ECO/SCO intranet.

New process is under reviewed and to be investigated further

Standard ticket reply for rejection and explanation

Employee working in GBS requesting editing access to both intranets.

- Assign to IT Stellar AM NonSAP
- Agent to close ticket (no action required)
- Agent to provide explanation:

Thank you for reaching out. For D1, each employee can only access to one of the COs Solvay One Intranet. However we are considering as a change request/evolution. No other tickets are needed. Further communication will be provided.

Employee working for GBS/Function under TSA requesting only reading access.

- Assign to IT Stellar AM NonSAP
- Agent to close ticket (no action required)
- Agent to provide explanation:

Thank you for reaching out. For D1, each employee can only access to one of the COs Solvay One Intranet. However we are considering as a change request/evolution. No other tickets are needed. Further communication will be provided.

Regular employee requesting reading access for both intranets.

- Assign to IT Stellar AM NonSAP
- Agent to close ticket (no action required)
- Agent to provide explanation:

Thank you for reaching out. For D1, each employee can only access to one of the COs Solvay One Intranet. However we are considering as a change request/evolution. No other tickets are needed. Further communication will be provided.

Shared and Non-Human Accounts requesting viewing access to both intranets.

- Assign to IT Stellar AM NonSAP
- Agent to close ticket (no action required)
- Agent to provide explanation:

Thank you for reaching out. For D1, each employee can only access to one of the COs Solvay One Intranet. For Shared accounts/non-human accounts, access will be blocked. However we are considering as a change request/evolution. No other tickets are needed. Further communication will be provided.