

INTERNAL USER SWITCH – ACCESS REQUEST PROCESS

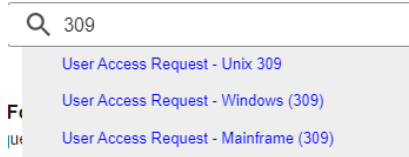
❑ APPLICATION LINK

<https://vendorgateway.lowes.com/itportal/create>

❑ PROCESS TO RAISE ACCESS REQUEST

Below are the steps to be followed to raise access for the Internal User Switch in Production

- 1) Go To Lowe’s Marketplace ([LINK](#))
- 2) Search for “User Access Request – Windows (309)”



- 3) The form will open.

NOTE: There are 3 ISD Group types for which requests need to be raised, each form can accommodate only 1 ISD Group Name. You would need to raise 3 separate requests for each group.

- 4) Fill in the form based on the data available in the table below and click Submit.

Form	Form 1 Response	Form 2 Response	Form 3 Response
Type of Request	Add/Remove user(s) to ISD Group	Add/Remove user(s) to ISD Group	Add/Remove user(s) to ISD Group
ISD Type	Add Group	Add Group	Add Group
ISD Group Name	VG_ITMPOR_ISM_IDM	VG_ITMPOR_SEARCH-MAINTENANCE-EDIT	VG_ITMPOR_DELEGATE_VENDOR
Business Reason	Validate the app in Prod & Prod Support	Validate the app in Prod & Prod Support	Validate the app in Prod & Prod Support

- 5) Once the request has been submitted, it will go to your reporting manager for Approval
- 6) Once the request has been approved by your Manager it will go to the IAM team for approval
- 7) Once both the requests have been approved, you will have access to the portal
- 8) Login to the [portal](#) using your Sales ID and password

NOTE: It takes around 2-3 days for users to get access to the portal post manager approval

Sample Request (Submitted)



User Access Request - Windows (309)
Waiting Approval

Status

Waiting Approval

Request ID

REQ000010265566

Request for



Anabelle Colaco
anabelle.colaco@lowes.com

Cancel

Request Again

Approval

Currently waiting for 1 approval



Lizzy George
Waiting approval

Details

Submitted

Aug 12, 2021 at 7:31 PM

Last updated

Aug 12, 2021 at 7:31 PM

Requested for email

anabelle.colaco@lowes.com

Requested for company

Lowe's Companies, Inc.

Type Of Request:

Add/Remove User(s) to ISD Group

ISD Type:

Add Group

ISD Group Name:

VG_ITMPOR_DELEGATE_VENDOR

(ISD group validation)

Group Data Validated.

(Request will be processed via automation
- for Individual User Add Access)

Business Reason:

Validate the app in Prod & Prod Support

Request Is for:

Individual User

Comments (0)

Add comment