Directly Operated (DO) Providers - How to Request PEI OMA Access

1. Create a Service Catalog Request:



2. Under "BROWSE BY CATEGORY" choose "INFORMATION TECHNOLOGY SERVICES" then choose "SYSTEM ACCESS MANAGEMENT"



3. Next choose "GRANT OR CHANGE ACCESS FOR A D365 APPLICATION"

System Access Management					
	510 Wireless Access Request for wireless access at 510 S. Vermont Building.	Account Name Change Use this service to change a workforce member's name and E-mail address.	Create New, Delete, or Change a Security Group Request to create a new, delete, or change an existing security group.	Create New, Delete, or Change an IT Service Account Request to create a new, delete, or change an existing IT service acc	
	Create or Delete Network Account Request to create or delete a an existing network account for workforce member.	Create or Renew EFT for Non-LE Access Request this to create or renew an electronic file transfer access for Non LE (Legal Entity)	Delete Non-LE EFT Access Request to delete a non-LE EFT access.	Grant or Change access for a D365 Application Request to grant or change user access for a person or group to a D365 Application.	

4. Under the "**D365 APPLICATION INFORMATION**" tab choose "*Grant Access*" for type of request. Choose "*Prevention and Early Intervention Outcome Measures Application (PEI-OMA)*" for the D365 Application. Finally, under Additional Details type "*DO*" and enter the provider numbers you require access to.

D365 Application Information							
* = required							
Type of Request:	Grant Access						
* D365 Application:	Prevention and Early Intervention Outcome Measures Application (PEI-OMA)		8				
Additional Details:	DO - Provider numbers 1234 and 5678						
Is this a batch request:							

5. Complete and Submit the Service Catalog Request.