Checklist for Employee Access Extension

ACCOUNT ACCESS EXTENSION

Open an "IT System Access Request" on ServiceNow – you will require the following information:

- □ First Name & Last Name
- □ Manager & Manager Phone Number
- □ Cost Centre
- □ Business Unit
- □ Required Date
- □ Request Type: Extend
- □ End date of requested extension

ID BADGE ACESS EXTENSION

Open a "Corporate Security Photo ID Access Card Request" on ServiceNow – you will require the following information:

- □ First Name & Last Name
- □ Requestor Phone Number
- □ Business Unit
- □ Cost Centre
- □ Manager & Manager Phone Number
- □ Job Status (Full-Time/Part-Time, Temporary, Contractor)
- □ Badge Request Type > Modify Badge > Update Access
- □ Business Justification – state badge access end date in textbox