

Requesting access to Usage Accounting Reports through OrderNow!

Follow these steps:

1. If not already completed, have the user self-register using their agency email address in lower case letters at <https://www-01.ibm.com/services/connect/portal>
2. Once logged into OrderNow! Click on **Super User Access Only** from the left navigation menu.
3. Click on Add to cart under the **Request Access to Service Desk, Service Catalog, or Reports**.
4. Click on **Service Information Needed** (in red font).
5. Fill out the top part of the Boarding Book Template.
6. Scroll down the page to see the last item – **Access to Usage Accounting Reports**.
7. Click on Save then Checkout.

Steps with screen captures are below.

Once logged into OrderNow! Click on **Super User Access Only** from the left navigation menu.

IBM
Logout
OrderNow!
View cart
Shop catalog
Quick shop
Search catalog
PC Equipment and Services/IMAC
Telecommunication and Services
New Site
System or Application Access
Request for Solution
Office Move
Conferencing Services
Employee Move
New Hire / Employee Separation
Storage Request
Super User Access Only
Asset Management access only
Feedback
Request
Status
Approval
My profile
Application help

Shop catalog

Page help

Organization	Business level	Country
State of Georgia (GAIT)	Georgia Technology Authority	United States

Main categories

- PC Equipment and Services/IMAC**
Select this Category if you need a PC, PC related equipment (e.g., Monitors, Printers), or need to request an IMAC; e.g., an Install of Hardware or Software to your PC, or Move of your PC.
- Conferencing Services**
Please choose this category if you need to order Audio Conferencing, Audio with Web Conferencing, or Video Conferencing. Please note that Audio and Web are billed on a per minute basis.
- Telecommunication and Network Services**
Network Services. For detailed information on service delivery lead times, please see the linked document under related links.
- Employee Move**
Please select this category if you are planning to move an employee to a new location w/in a central office. Employee Move (1 employee, IMAC charge Central Office)
- New Site**
New Site - Please select this if you need to add a New Cost Center or Ship To Location.
- New Hire / Employee Separation**
Select this category for "one-stop" New Hire

Click on Add to cart under the **Request Access to Service Desk, Service Catalog, or Reports**.

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This Category is only to be selected by Super Users. Thank you.

For selected items:

Sort à la carte products by: Mfr part #

à la carte products

Product short description	Product extended description	Price
<input type="checkbox"/> Request Access to Service Desk, Service Catalog, or Reports	Agency Super User requests access to Service Catalog, Service Desk, or Reports for other agency user - also requires access to GETS Portal and Self Registering by the user Mfr part #: SERVREQ27	0.00 USD <input type="button" value="Add to cart"/>
<input type="checkbox"/> Remove Access to Service Desk, Service Catalog, or Reports	Agency Super User requests removal of access to Service Catalog, Service Desk, or Reports for other agency user - also requires access to GETS Portal and Self Registering by the user Mfr part #: SERVREQ28	0.00 USD <input type="button" value="Add to cart"/>
<input type="checkbox"/> Change Access to Service Desk, Service Catalog, or Reports	Agency Super User requests change of access to Service Catalog, Service Desk, or Reports for other agency user - also requires access to GETS Portal and Self Registering by the user Mfr part #: SERVREQ29	0.00 USD <input type="button" value="Add to cart"/>

Click on Service Information Needed (in red font).

View cart

Organization: State of Georgia (GAIT) | Business level: Georgia Technology Authority | Country: United States

Description	Qty	Tot	Item price	Total
Request Access to Service Desk, Service Catalog, or Reports Mfr part #: SERVREQ27 * Service information needed	1	1	0.00 USD	0.00 USD

Request total: 0.00 USD

Fill out the top part of the Boarding Book Template. The letter case of the email address should match the email address used to register with the GETS Portal.

Boarding Book Template

Organization: State of Georgia (GAIT) | Business level: Georgia Technology Authority

Response entry

Save Cancel

* First Name
* Last Name
* Phone Number
* Email Address
* GETS Portal Pre-Registration User ID

Scroll down the page to see the last item – Access to Usage Accounting Reports.

Services Catalog Access

Check if Service Catalog account is needed

Access to Place Requests

Access to Approve Requests

Approval Title

Approval Chain

Ability to Browse Only

GSMRT

Check if GSMRT account is needed

Access to GSMRT Reports

2nd Reporting Agency (GTA Approval Required)

User Group (8 characters)

If User Groups have not been defined for your Agency, the user will be able to see all data for your Agency.

Access to GSMRT Analytics Reports (Cognos Reports & Query Studio)

Enterprise Level Access (GTA Use Only)

CHARGEBACK

Access to Usage Accounting Reports

Save Cancel

Click on Save then Checkout.