

Website/VPN/Port/Website Request procedures

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1. User Guide for Requests

- **Steps to request Port Activation/De-Activation:**
 - Ticket to be raised with Business justification for port activation-deactivation.
 - Managers Approval
 - Time period for which access is needed

- **Steps to request Wi-Fi Access:**
 - Ticket to be raised with Business justification for Wi-Fi access.
 - Managers Approval.
 - Time period for which access is needed.

- **Steps to request VPN Access:**
 - Ticket to be raised with Business justification for VPN access.
 - Managers Approval.
 - Time period for which access is needed.

- **Steps to request URL/Website access:**
 - Ticket to be raised with Business justification for URL/Website access.
 - Managers Approval.
 - Time period for which access is needed.