

A Guide to Requesting and Accessing YNA Computer Systems

The Overview

This document outlines several processes related to accessing YNA systems.

In general, in order to gain access to an YNA IT resource the following actions must be carried out :

Number One

The User Representative enrollment

A user representative for each external site is identified and enrolled. This happens once for each site.

Number Two

Requesting an ID — The User Representative for each site will create a user ID for each user at their site

Number Three

Agree to Terms and Conditions — Each user must agree to YNA's Terms and Conditions of Use

Number Four

Requesting Access to a system — The User Representative requests access to specific YNA IT Resources on behalf of the user requesting that access.
For example : SharePoint document libraries and web sites

Here is a more detailed description of these actions :

For the User Representative Enrollment

If you ARE a YNA associate and want someone to access a particular system or web site but find the company site that person works at is not listed - then submit a HEAT ticket to IT so that the site can be added to the list.

The HEAT ticket should include the following information:

- a. Name of Site and Company.
- b. Contact information for the potential user representative, or some one who would be responsible for identifying that person.
- c. YNA IT will then set up the new site representative.

If you are NOT a YNA associate then request your YNA contact to complete the user representative enrollment process. Your YNA counterpart will need to know the contact information of the User Representative.

NOTE: The site representative is required to sign a binding business agreement. Ideally they should be an Active Directory Administrator or have the equivalent permissions and abilities.

To Request a User ID :

If you are NOT a YNA associate contact your site's User Representative to obtain your User ID.

Before your User Representative creates your user id, you will have to submit, to that person, a signed User Agreement. Once they have received that document they will set up your User ID.

Agree to Terms and Conditions :

After the User ID is created you will receive an email inviting you to agree to the Terms of Use.

After agreeing with the policy you will be directed to create a User Password. After you create your User Password then your account is fully active.

Requesting Access to a SharePoint Site :

External Users must request access to a SharePoint site through their User Representative.

Use the Access Request system to view the list of sites.

The User Representative will need to know the name of the site and document library (if applicable).

The User Representative will need to know what type of rights you will need :

- Reader (View Only Access)
- Contributor (Modify Documents)
- Administrator (Can Configure the Site)

Once the User Representatives makes the request, it will be reviewed by our legal department.

If approved it will be forwarded to the SharePoint Site Administrator.

The SharePoint Site Administrator will then either approve or deny the request.

You will receive notification of the decision in an email message.

NOTE: The approval email will include the web address of the SharePoint site. Save the email to easily navigate to the site. Save the site as a 'FAVORITE' in your web browser.

How to Sign on and access SharePoint Sites

If you are accessing the SharePoint Sites through the Yazaki Global Network perform the following actions :

1. Use your browser to navigate to our login page (<https://apps.us.yazaki.com/external>)
2. Enter your user name and password and then click Logon. When entering your user name, you must use include the domain name 'External' with a backslash (e.g. External\X20010).
3. When you are logged on you will be directed to our Internal Systems Page. At this point enter the address of the SharePoint site you want to access.

NOTE : Use the URL (Web Site Address) included in your approval email to access the Share Point site.

After accessing the web site - use your browser to bookmark it or add to Favorites.