

## Chemistry Stores: Planon Access Request Form - NEW WORKTAG SETUP

Planon is UBC's Enterprise Maintenance Management System (EMMS).

**Please complete this form if you would like to setup a group of customers on a new Worktag/speedchart. One worktag/speedchart per form please.**

SECTION 1: New Worktag Information				
New Workday Worktag (Program/Grant):				
Authorized Users:				
Name	Employee ID	CWL Username	Email	Title/Position
SECTION 2: Access Requested				
<input type="checkbox"/> Customer (Access to CHEM Product Store)				
SECTION 3: Manager or Supervisor Information				
Name:			Department:	
Title/Position:			Email Address:	
Date (MM/DD/YY):				
SECTION 4: Instructions to Submit the EMMS (Planon) Access Request Form				
To complete the Planon access request process:				
<ol style="list-style-type: none"> <li>1. The customer's manager or supervisor must email the form to <a href="mailto:storesaccounts@chem.ubc.ca">storesaccounts@chem.ubc.ca</a> to authorize the customer.</li> <li>2. Chemistry Stores will submit the request by selecting "Yes, I am submitting this request for someone else" via the UBC IT Service Centre Self-Service Portal.</li> <li>3. When Planon access is approved, the original requestor will receive an email notification from ServiceNow.</li> </ol>				