

ValvCentral™ Access for Baker Hughes Employees

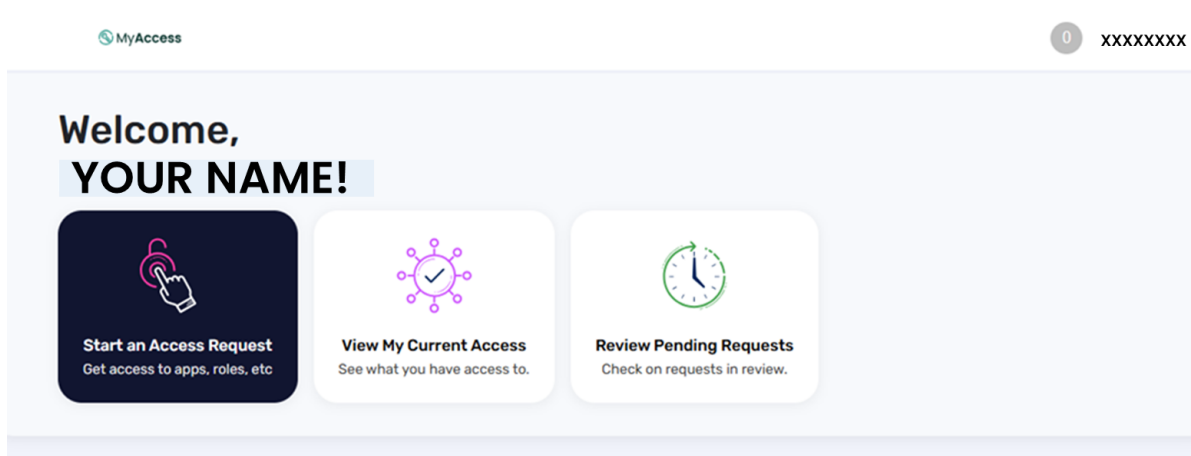
Overview

This document is intended to help you request access to the Baker Hughes ValvCentral and Valve Lifecycle Management environment. It provides a step-by-step guide on how to request the appropriate access to ValvCentral for your role, and what you can expect during the process.

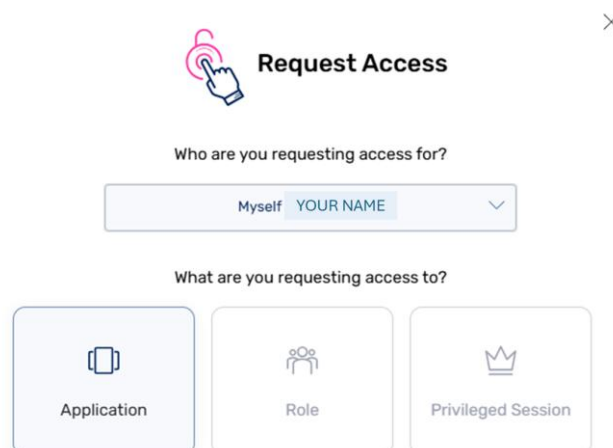
If you have any questions, or issues with this process, please email the ValvCentral Admin Team at ValvCentralProductSupport@bakerhughes.com.

Request Access

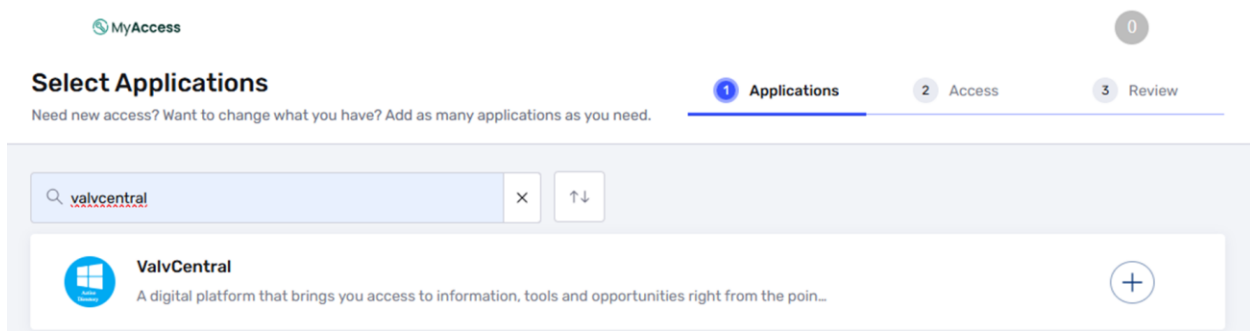
Step 1 Go to Baker Hughes MyAccess - <https://myaccess-bh.saviyntcloud.com/>



Step 2 Click on the first box, "Start an Access Request". Then select to request access for self, for an application.



Step 3 Search for “ValvCentral” and click the “Add” icon.



At the bottom of the screen, it should show “1 Selected”, click “Next”.

1 Selected ^

Save Progress

Next

Step 4 Confirm your user information at the top of the screen. Under “Dynamic Attribute”, make the correct selection for your access request.

Dynamic Attribute

<p>* User Type</p> <p>Select <input type="button" value="v"/></p>	<p>* Environment</p> <p>Select <input type="button" value="v"/></p>
<p>* Roles</p> <p>Select <input type="button" value="v"/></p>	

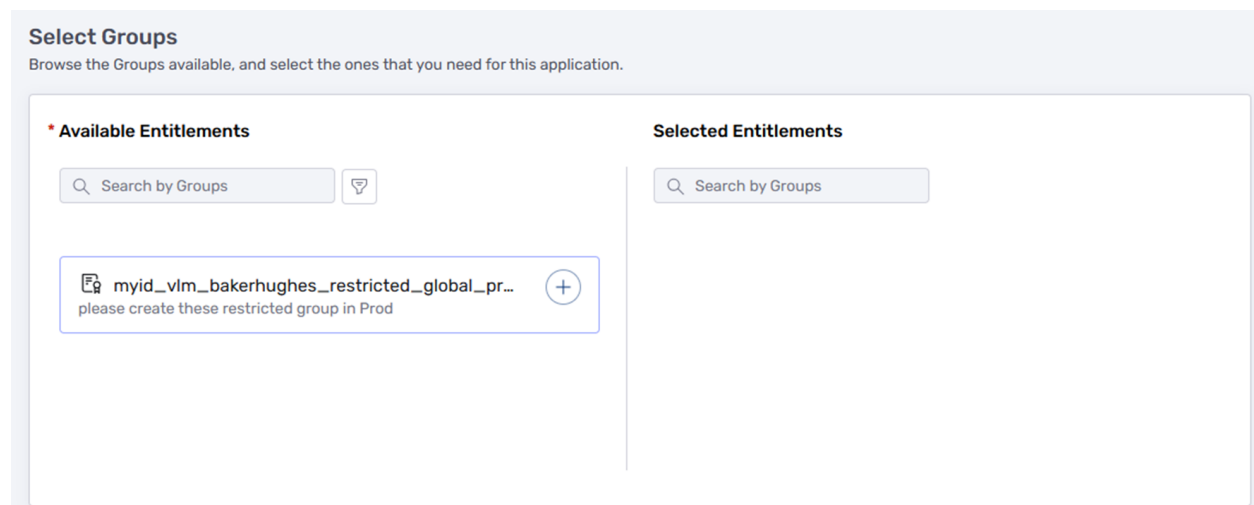
User Type: There are three groups.

- **Internal AMC Global Users** is intended for employees managing orders and tickets for internal purposes, specifically members of the Aftermarket Service Team (This applies to very few users. If selected, you will not be able to view any external Channel Partner information.)
- **Internal Global Users** is the main administrative group for platform owners. Do not select unless specifically directed to by the ValvCentral Support team.
- **Internal Restricted Global Users** is for most users. Despite the name, the only restrictions are for administrative activities. With this user type, you will be able to view all information for all Channel Partners.

Environment: You can select the “Prod” or the “QA” environment. Select “Prod” unless specifically directed by the ValvCentral Support team for testing access. Always include justification for access to the QA environment with your request.


Roles: You can select from “Standard”, “Admin” or “Editor”. Most users will require “Standard”. If you will be uploading files to the ValvCentral database, you may select “Admin”. If you will be uploading valve information and documents to Asset 360, you may select “Editor”. Always include justification for non-standard access with your request.



Step 5 Once you’ve made your Dynamic Attributes selections, under “Select Groups” you should find the correct Available Entitlement. Click the “Add” Icon to select.



Select Groups
Browse the Groups available, and select the ones that you need for this application.

*** Available Entitlements**

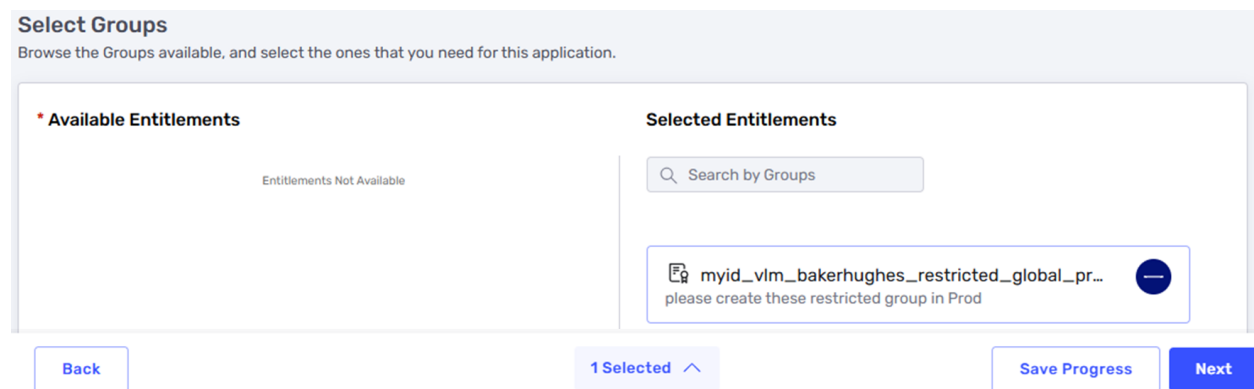
Search by Groups 

 myid_vlm_bakerhughes_restricted_global_pr...
please create these restricted group in Prod 

Selected Entitlements

Search by Groups

Once the selected group shows under “Selected Entitlements”, click “Next”.





Select Groups
Browse the Groups available, and select the ones that you need for this application.


*** Available Entitlements**

Entitlements Not Available

Selected Entitlements

Search by Groups

 myid_vlm_bakerhughes_restricted_global_pr...
please create these restricted group in Prod 

[Back](#) 1 Selected  [Save Progress](#) [Next](#)

Step 6 Confirm your user information and your Selected Apps. Click on “Add Justification” for the level of access requested. This will help expedite approval and avoid any delays for lack of justification.

Review & Justification
Review your access request and provide reasons where justification is required.

1 Applications 2 Access **3 Review**

Review Selected Apps

ValvCentral	Account Name	Request Type			
<p>DYNAMIC ATTRIBUTES</p> <p>Dynamic Attributes</p>					
<p>ENTITLEMENTS (1)</p> <table border="1"> <tr> <td> <p>myid_vlm_bakerhughes_restricted_global_prod</p> <p>please create these restricted group in Prod</p> </td> <td> <p>Request Type</p> <p>Add Access</p> </td> <td> <p>Add Justification</p> </td> </tr> </table>			<p>myid_vlm_bakerhughes_restricted_global_prod</p> <p>please create these restricted group in Prod</p>	<p>Request Type</p> <p>Add Access</p>	<p>Add Justification</p>
<p>myid_vlm_bakerhughes_restricted_global_prod</p> <p>please create these restricted group in Prod</p>	<p>Request Type</p> <p>Add Access</p>	<p>Add Justification</p>			

At the bottom of the screen, check the box confirming your request and then click “Submit Request”.

I confirm that I have reviewed this request and that I need this access to do my job.

Back 1 Selected ^ Save Progress Submit Request

Step 7 Confirm your successful submission. Your request will require approval from your manager and the ValvCentral admin team.

Next Steps

Your manager will receive an email from MyAccess@bakerhughes.com to approve your request. They can easily approve or reject from the email. Once the manager approves, the ValvCentral Admin team will be notified and will either approve your request or reach out to you with any questions regarding your needs.

Once your request is completely approved you will receive an email notification. The ValvCentral Admin Team will complete your profile configuration and once you receive the email confirmation from them you will be able to log in to ValvCentral at www.valvcentral.com after any required Baker Hughes OKTA authentication.