Requesting access to WCMS (First-Spirit) project:

Before requesting access please note the following

1. Your Userid (e.g. SZM9WZ)
2. WCMS-Project (e.g. RBPT_DIY_MAGAZINE_UK)
3. IdM – Target system (environment where the project is located)
    - P-I1 -> „WCMS Internet/Extranet“
    - P-I3 -> „WCMS P-i3 Internet/Extranet“
    - P-I4 „WCMS P-I4 - Internet - Azure EMEA”
    - Q-I1 -> „WCMS Q Internet/Extranet“
    - Q-I3 -> „WCMS Q-I3 Internet/Extranet“
    - Q-I4 „WCMS Q-I4 - Internet - Azure EMEA”
4. Requested role as well as a short explanation why it is needed

    The standard access rights are:

    - Suffix „editor“ -> creating, changing and deleting objects within WCMS
    - Suffix „supereditor“ -> can also release
    - Suffix „netowner“ or „netmanager“ -> can also start deployment jobs and change the rights to objects
    - Prefix „rb.wcms.admin.role.“ -> apart from, the “netowner” and “netmanager” a wcms admin can also perform additional actions in the Site Architect (e.g. Admin release). Admin can also change the configuration in the Server Manager (as the settings are quite complex please always inform the WCMS team before making any changes)

The roles always start with a prefix ("rb.wcms.role." or "rb.wcms.admin.role."), followed by the WCMS project name. There is an overview listed while requesting it.

(please note that the following environments are currently connected to the IdM: Q-I1, P-I1, Q-I3, P-I3,Q-I4, P-I4 The D-environment and I2 line can’t be requested via IDM,

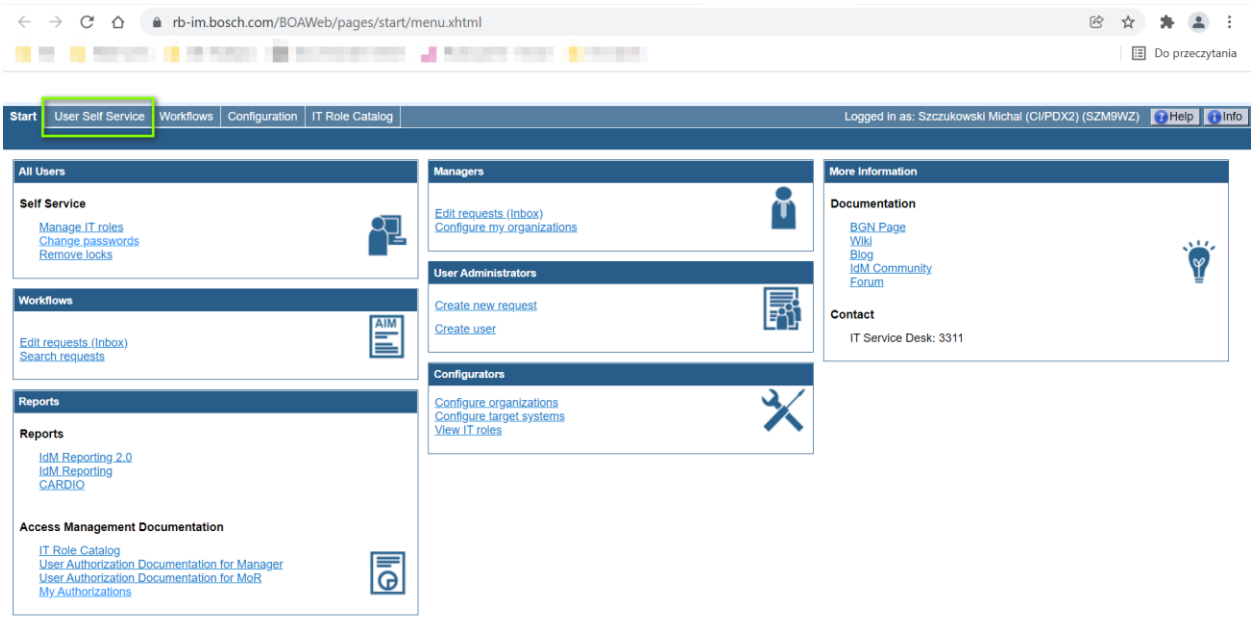
In case of D-environment please contact CI/DAD13-Internet.WCMS-Team CI-DAD3-InternetWCMS-Team@bcn.bosch.com and kindly provide the following input:

- User ID
- Project
- Role

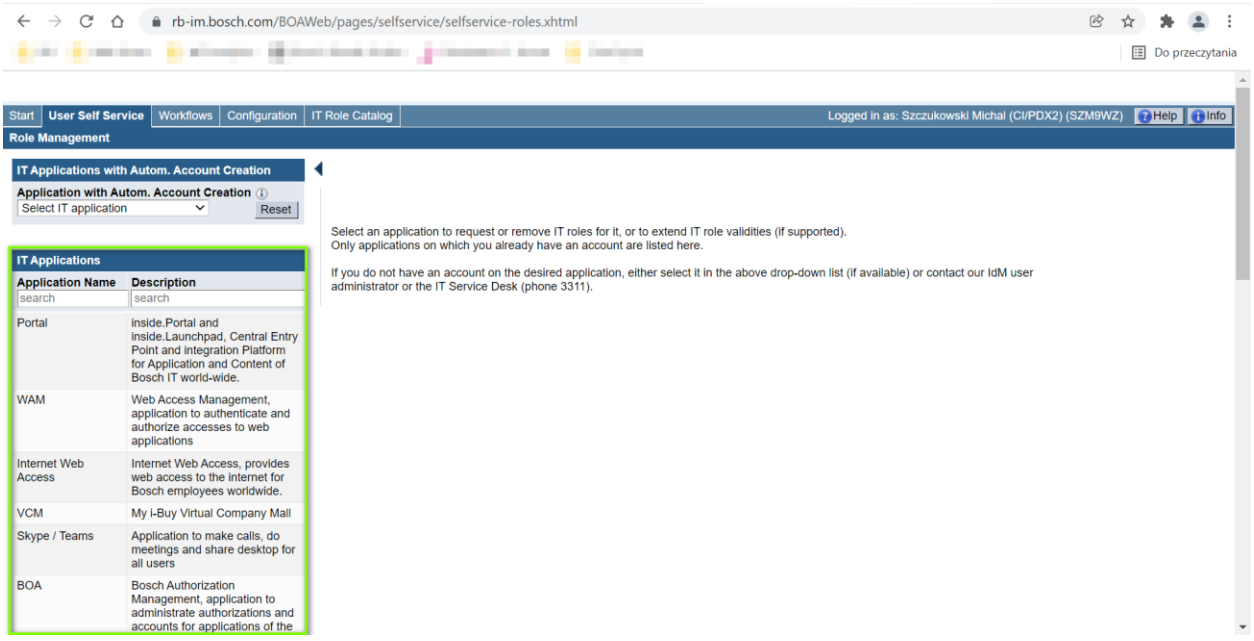
Requesting roles using BOA

Please open BOA: https://rb-im.bosch.com/BOAWeb/pages/start/menu.xhtml

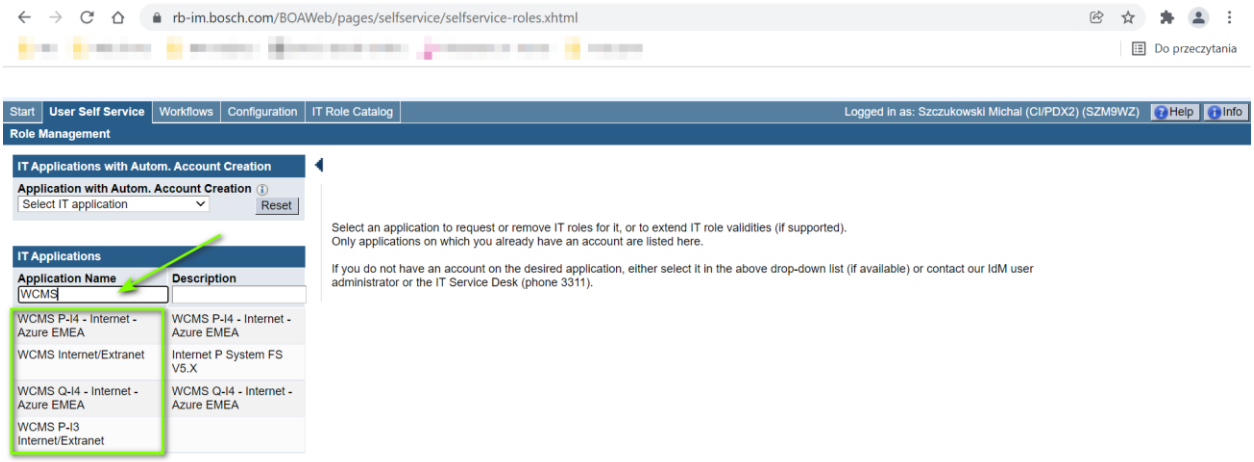
⇨ Tab „User Self Service“



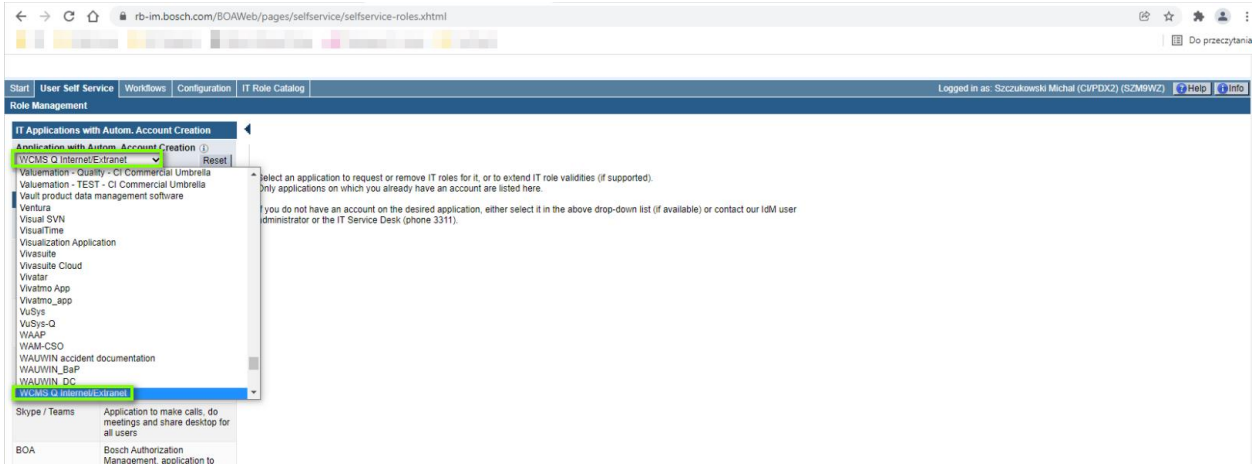
A window opens in which some Idm target systems are listed. Usually the ones you already have permissions for.



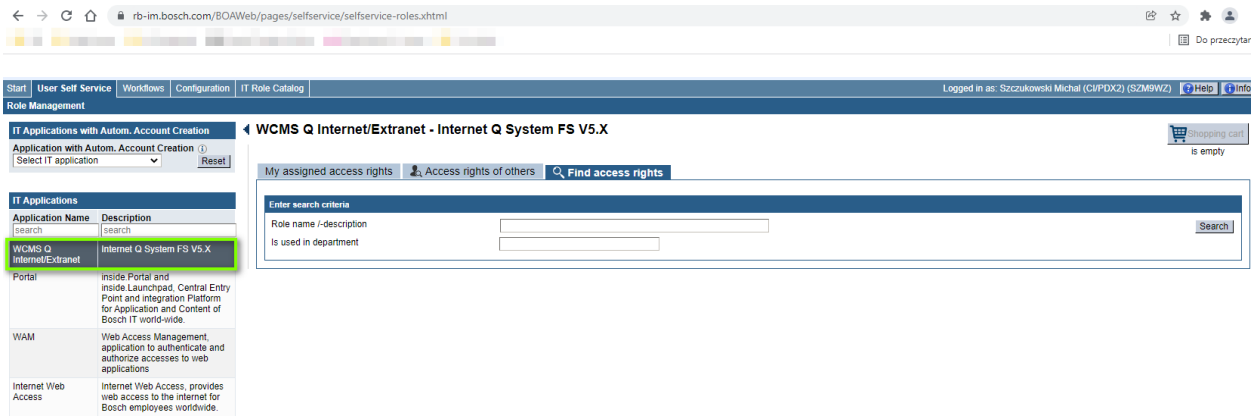
In the search box under Application Name please start typing WCMS which would be the name of the target idM System. This action will filter out the relevant options.



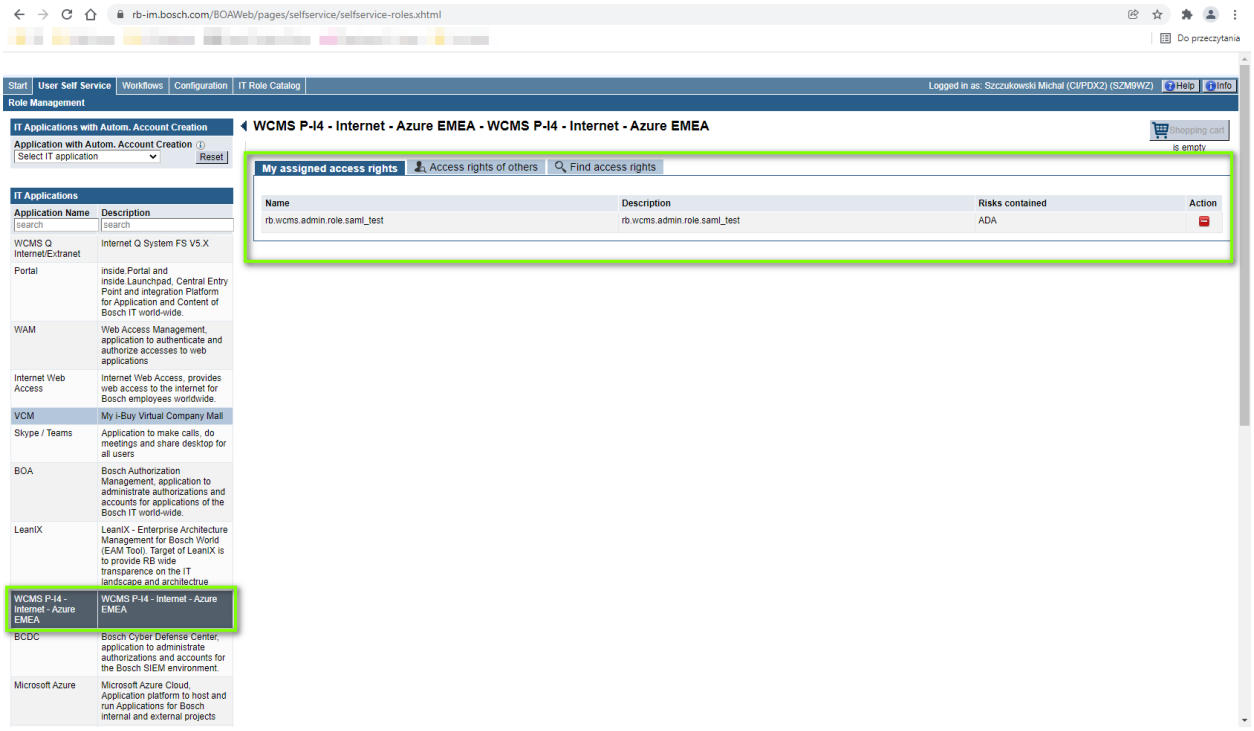
In case if the requested IdM target system is not listed please check the above drop down list and confirm your pick using <enter>.



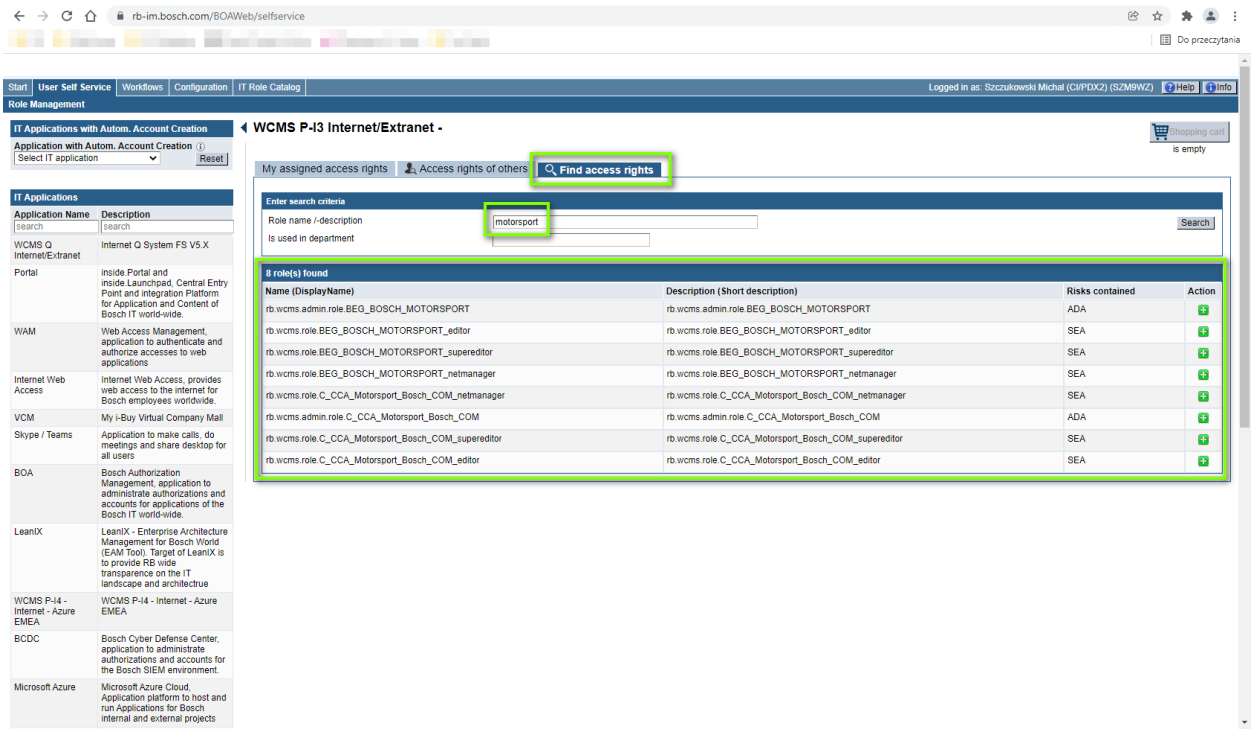
The IdM-Ressource will then appear on the list:



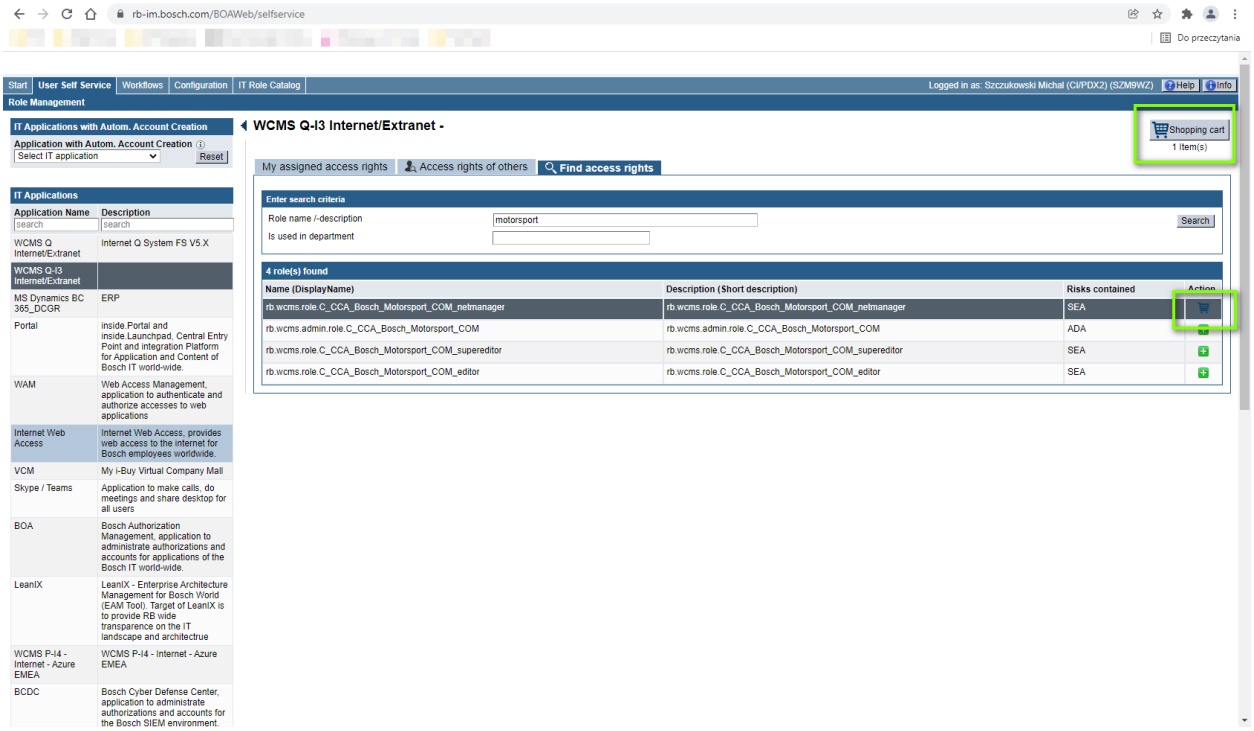
To apply for a role, mark the IdM resource. The assigned roles in this resource are displayed on the right part of the window.



Click the Find access rights tab. A window for finding roles appears. Enter a distinctive part of the role name in the upper input field (-> WCMS project name).

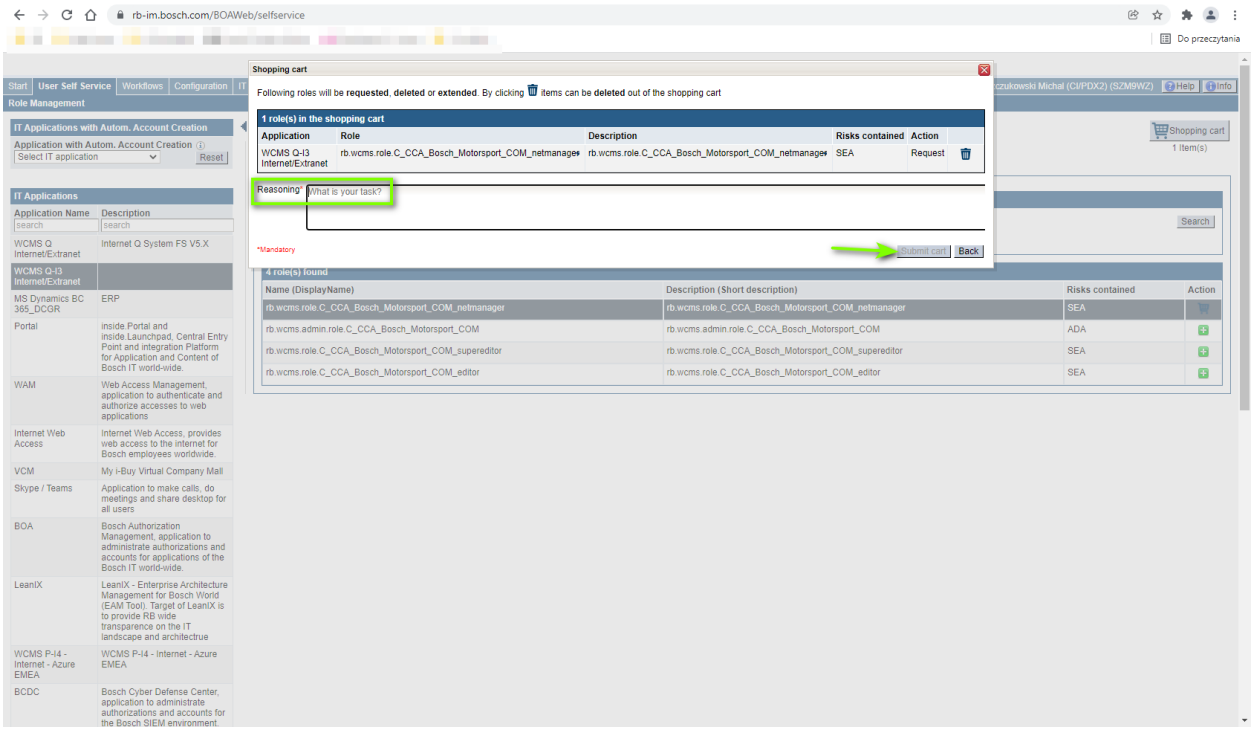


After choosing the role from the list please click the green button on the right side of the table, it will allow you to add the role to the basket. You can either continue browsing through the list or checkout at the top of the page.

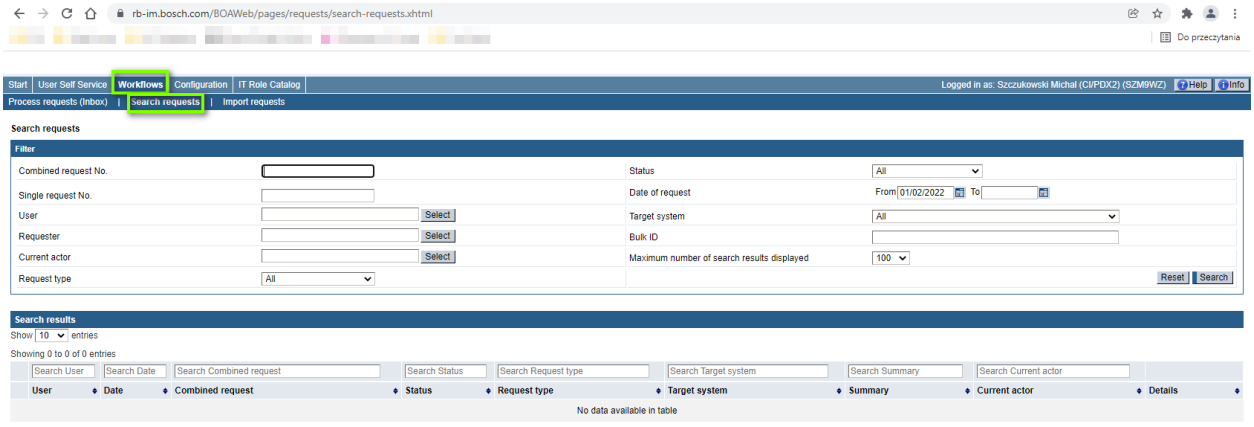


After clicking the Shopping cart an additional window should pop up. Please provide the reasoning why this particular role is needed. (“needed for my day to day work” is not sufficient) especially for roles with the prefix “rb.wcms.admin.role” It is precisely checked why someone is interested in a admin role.

Click “Submit Cart” and the requested roles are on their way



If you would like to check the status or display details of the order you can open BOA and select

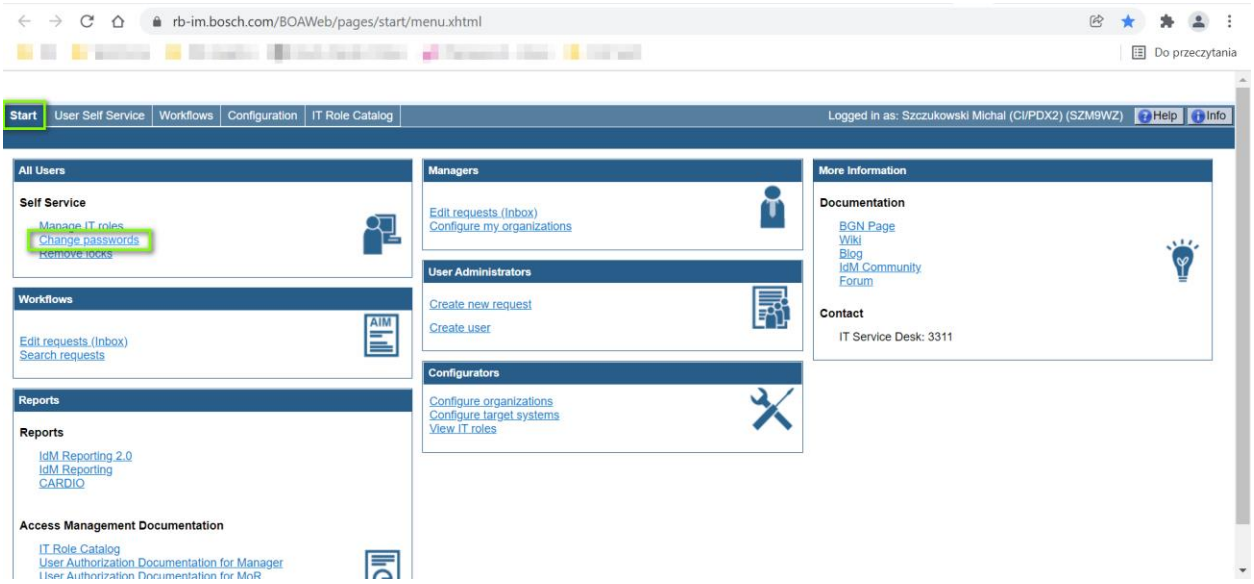


After you get the confirmation that the requested role has been granted please proceed with setting your password as explained below

<u>How to change/set passwords</u>

Please open BOA: https://rb-im.bosch.com/BOAWeb/pages/start/menu.xhtml

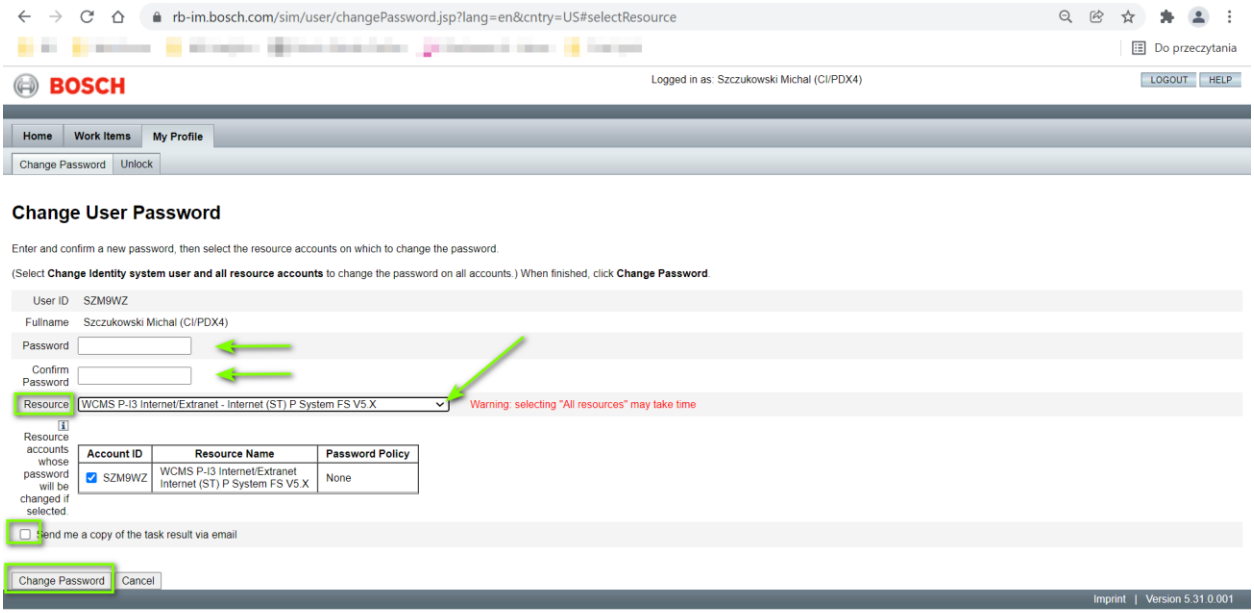
- ⇨ Tab „User Self Service“
- ⇨ Click „Change passwords”



A new window will open in which you will be able to change/set your existing/new password by entering and confirming a new one.

Please open the Resource dropdown list and pick the desired environment you would like to change the password. It should appear in a table below indicating the resource name and the account ID.

If you would like to be notified about the task result via e-mail please check the box at the end of the form.



Requesting roles via IT Servicedesk: ITServiceDesk@bosch.com

If you would like to order access for external colleagues please do so via e-mail. You can request multiple roles at once, yet please take into consideration that this might take longer to process.

You can use the below mentioned template indicating – the UserID, IdM Ressource and the reasoning why such roles should be granted.

You can also include the following SMT Solution Groups:

“CI-Hotline IdM Expert Team EMEA“ for EMA-Userids

“CI-Hotline IdM Expert Team APAC/NA” for everyone else

E-mail template:

Hello Servicedesk,

Please assign the ticket directly to the SMT solution group CI-Hotline IdM Expert Team ***EMEA****.*

they should please grant the user

<Userid> *in the IdM resource****: <idm resource>*** *the role <role>*

Reason:

<Userid> <reasoning>

Many thanks!

Best regards

You can also use BOA to display roles to which you have already access to.To do so please go to the “Start” tab and click below on “My Authorizations”

You can get the list of all roles for the entered user ID sorted by IdM target system.

Worth mentioning is that you can also check other user ID’s. This could be helpful if you are not sure which role to choose. Simply add your colleague’s User ID and check the roles which have been assigned to her/him.

