

From: [Sarah Quigley](#)
To: [Frank Quern](#)
Cc: [r3-admin](#)
Subject: (Draft) Procedure to request access normally available through Firefighter on Friday, Nov 7th, when ACP is down for upgrade.
Date: Wednesday, November 28, 2018 4:32:04 PM

Procedure to request access normally available through Firefighter on Friday, Nov 7th, when ACP is down for upgrade.

- Please copy the template below and send to r3-accts, copying your manager who will approve it.
- Please send request in advance if you know you will need additional access that day, or send it on Friday, Nov 7th if you find you need access that day.
- You will receive an email confirming access has been granted. Reply to r3-accts when your work requiring the access is completed so R3 can remove the access.

Email template:

Subject line - **Special SAP access request for Nov 7th**

1. List transactions you plan to run, and the ticket number or activity you will be working on:
2. Name of Firefighter ID you normally log into to access the transactions:
3. Approximate duration of the activity: