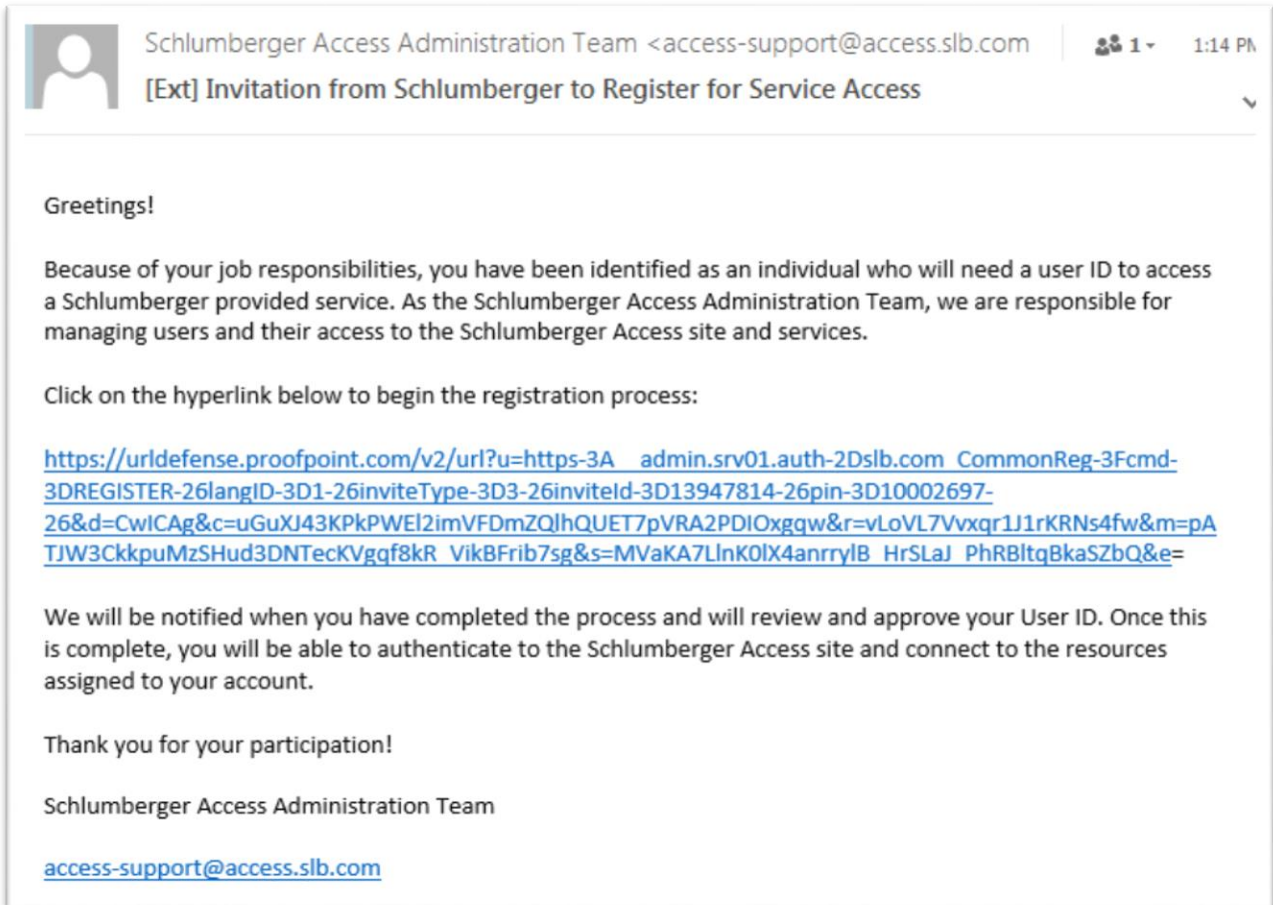


Covisint User Registration Guide

Step 1: User receives invitation email from "access-support@access.slb.com"



Step 2: User clicks on link to start registration

Schlumberger

Enter user information

Steps: 1 2 3

Please input your user information into the fields below.

user information

***required fields**

Organization Name:	SLB-QA
Prefix:	<input type="text"/>
	(Mr., Mrs., Ms., Miss)
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Job Title:	<input type="text"/>
*Address 1:	25800 Northwestern Hwy
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
*City/Region:	Southfield
*State/Province:	MI
*Postal Code:	48076
*Country:	United States ▼
*Phone Number:	+1 - <input type="text"/> Ex:+1 201-234-5678 ▼
Mobile Phone Number:	+1 - <input type="text"/> Ex:+1 201-234-5678
Fax Number:	<input type="text"/>
*Email Address:	TON.YEUNG@SLB.COM
*Time Zone:	(GMT-05:00) Eastern Time (US & Canada) ▼
*Language Preference:	English ▼

[Continue Registration](#) [Undo Changes](#)

Step 3: User chooses a User ID

Schlumberger

Enter user information

Steps: 1 2 3

Please input your user information into the fields below.

User sign-on information

*** required fields**

* User ID:

Note: Userid must be at least 4 characters, and no more than 80 characters. If your company uses a standard convention for issuing userids for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.

*Password:

*Re-enter Password:

Unmask Security Answers

*Challenge Question 1:

*Challenge Answer 1:

Note: To reset a forgotten password, your answer must match exactly what you input into the text box above. The answer will be case and punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator

*Challenge Question 2:

*Challenge Answer 2:

Note: To reset a forgotten password, your answer must match exactly what you input into the text box above. The answer will be case and punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator

Step 4: User confirms information



review request and submit

Steps: **3**

Before your registration request is submitted, please make sure the information below is correct. If you need to make changes, simply use the 'back' button to return a specific step number.

request reason

A request reason may be entered at this time. Please enter any additional details that may assist the approving administrator in understanding your request.

user information

User ID	JDOE	Organization Name:	SLB-QA
Prefix		Address 1	25800 Northwestern Hwy
First Name	John	Address 2	
Middle Name		Address 3	
Last Name	Doe	City/Region	Southfield
Job Title		State/Province	MI
Phone Number	201-234-5678	Postal Code	48076
Mobile Phone Number		Country	United States
Fax Number		Time Zone	(GMT-05:00) Eastern Time (US & Canada)
Email Address	[REDACTED]		
Wireless Email Address			
Language Preference	English		

services available

Submit Registration

Back

Step 5: User gets registration confirmation (but not approved) email

Schlumberger

You have successfully submitted your registration request

Steps: 

Your registration request has been successfully submitted. Shortly, you will receive a confirmation email that your request has been sent to the Schlumberger Access Administration Team.

Check the Status of your Request

You can also check the status of your registration by clicking on the registration status link [here](#).

Immediate Notification via Email

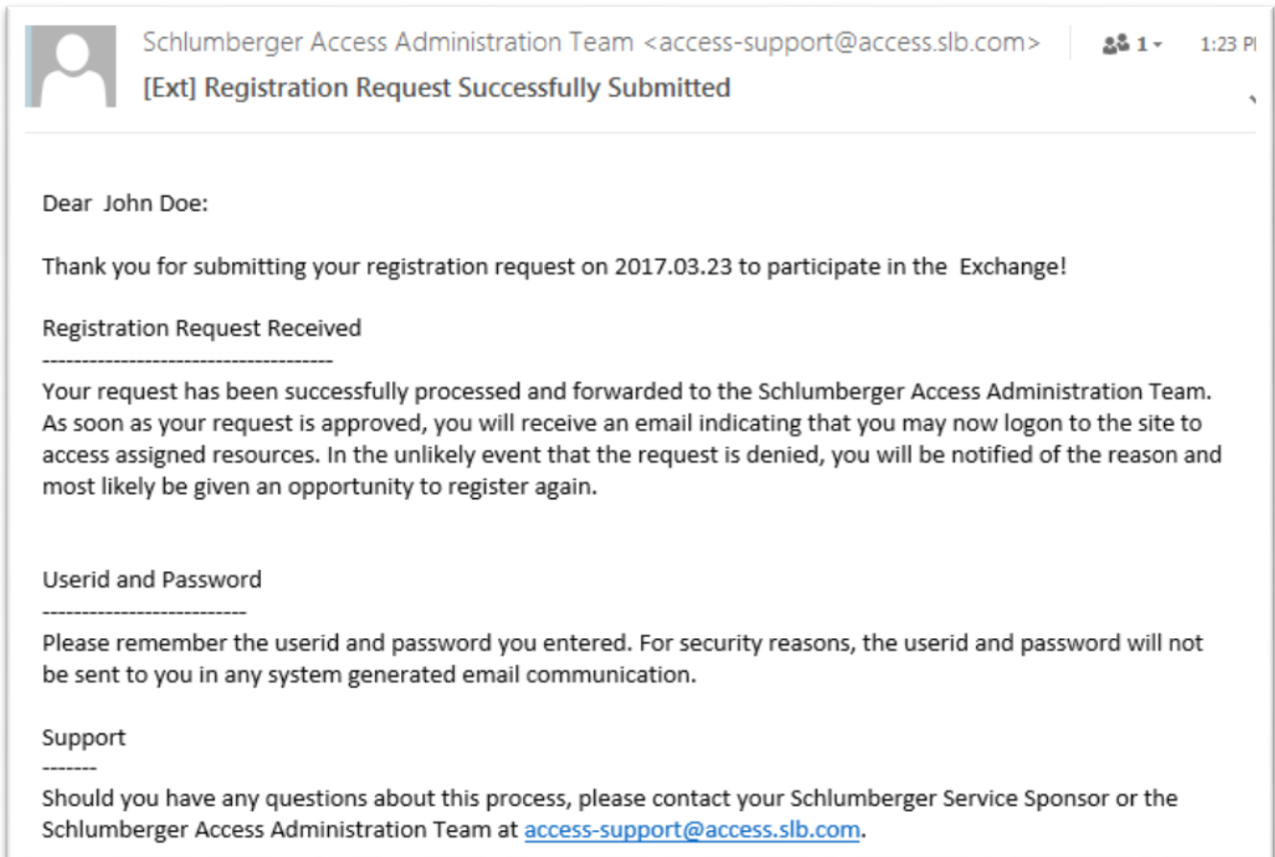
We will notify you of your registration status via an automated email as soon as the request is approved. In the unlikely event that the request is denied, you will be notified of the reason and most likely be given an opportunity to register again. As soon as your request is approved you can log on to the site.

We look forward to having you as a member!

Your company administrators are listed below:

Superuser (SLB-QA) Covisint

Step 6: User gets registration approved email



Step 7: SharePoint owner needs to add the user to the SharePoint

NOTE: It is not enough for a user to get a Covisint user id and password to access the SharePoint, they also need to be added to the list of users on the SharePoint.

For more information on how to do this, please open a ticket with GSD for the SharePoint CoE.