

# How to request access in ShopZ and RAM

Please take a look at the following instructions to request and track your access within ShopZ and RAM



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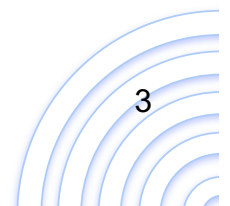
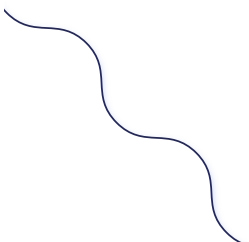
## Request Access to a Customer Number in ShopZ

Access to: <https://www.ibm.com/software/shopzseries/ShopzSeries.wss?action=home>



1. In the 'Register in ShopZ' screen, please enter the customer number you need to request access to, and click on the 'Request Access' button:

Note: If you don't see this screen, you can also request access to a Customer Number, by displaying the menu in the right side of the screen, and select 'Edit Preferences' option:





Then click “edit preferences”

IBM Shopz: Product catalog Help and resources My Shopz

### Register in Shopz

Shopz My orders My preferences My hardware systems My licensed/installed software Re-Order RAR orders My downloads Register in Shopz

To register for ShopSeries, complete the form below.

#### Request access to customer numbers

Customer numbers\* [\[Help\]](#)

-Customer numbers must be verified before you can view data related to them or order software for them.  
-one per line

[Request Access](#)

Fast access to Shopz

Welcome  
Priscilla Ibanez

Current group  
4866985 - IBM  
→ Manage group

To sign out, please use the IBM sign out link on the dashboard or close your browser.

→ **Edit preferences**

→ Log out from Shopz

In the page displayed, go to the bottom of the screen, and you will see the 'Request access to customer numbers' section:

#### Request access to customer numbers

Customer numbers\* [\[Help\]](#)

-Customer numbers must be verified before you can view data related to them or order software for them.  
-one per line

[Request Access](#)



**2.** You will be asked for a Business Justification; this means why you are asking access to the customer number. Please enter the information requested and click on the 'Continue' button:.

The screenshot shows the 'Register in Shopz' web interface. At the top, there's a navigation bar with links: Shopz, My orders, My preferences, My hardware systems, My licensed/installed software, Re-drive R&R orders, My downloads, and Register in Shopz. Below the navigation bar, a message says 'To register for ShopzSeries, complete the form below.' The main section is titled 'Request access to customer numbers'. It features a 'Customer numbers\*' input field with a help icon. A modal window is open, prompting the user to 'Please enter the business justification text required for access to the following customer number(s):'. The modal has a 'Continue' button. Below the input field, there are instructions: '-Customer numbers must be valid' and '-one per line'. A 'Request Access' button is located at the bottom left of the modal area.



**3.** Your request will be created and the approvers will be notified.



**4.** Wait for the approvals.



**5.** You can track the status of your request in RAM. Please refer to the section 'Review the status of your request in RAM' below.



## Review the status of your request in RAM

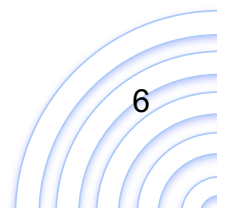
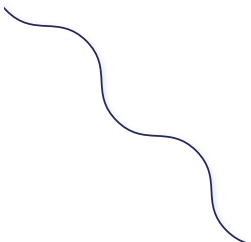
Access to: <https://www.ibm.com/software/ram/ui/dashboard/home>

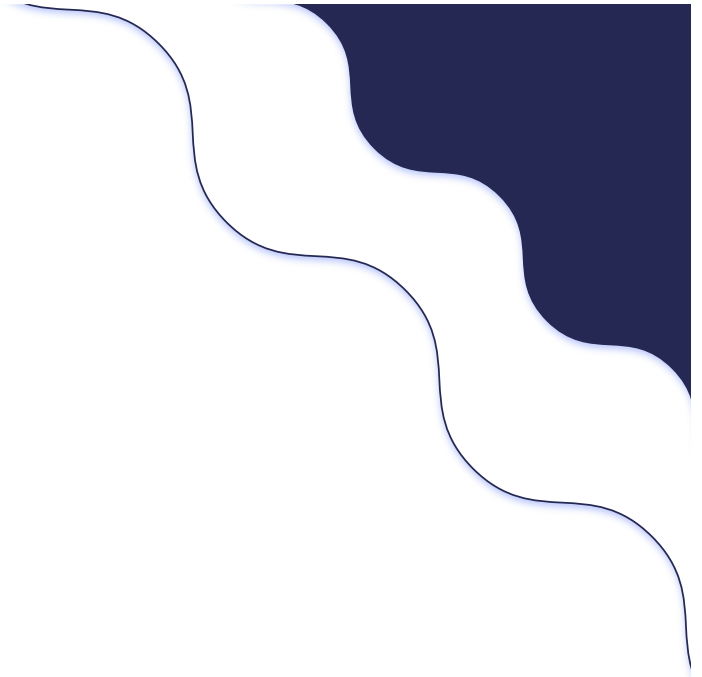
- 1. Go the left Menu and click on 'My requests' option

The screenshot shows the IBM RAM dashboard. On the left, a sidebar menu is visible with options: Home, Help, Customer service, My application roles, My requests (expanded), Create requests, Review requests (highlighted), Process IGA requests, Administer groups, Create a group, Migration, and Become user. The main content area is titled 'Review requests' and contains the text: 'The following shows all open requests, click one request to see the details.' Below this is a 'Request list' table with three columns: Type, Status, and Date created. The table lists three open requests of type 'Application role'.

Type	Status	Date created
Application role	OPEN (Need Blue page manager to approve)	09 Dec 2020, 11:11:31 p.m.
Application role	OPEN (Need Blue page manager to approve)	19 Nov 2020, 12:38:54 p.m.
Application role	OPEN (Need Blue page manager to approve)	19 Nov 2020, 11:29:00 a.m.

- 2. From the options displayed, select "Review requests"
- 3. Your requests will appear on the right side of the screen





# Thanks!

Do you have any questions?  
Please contact: [SHOPCAT2@dk.ibm.com](mailto:SHOPCAT2@dk.ibm.com)

