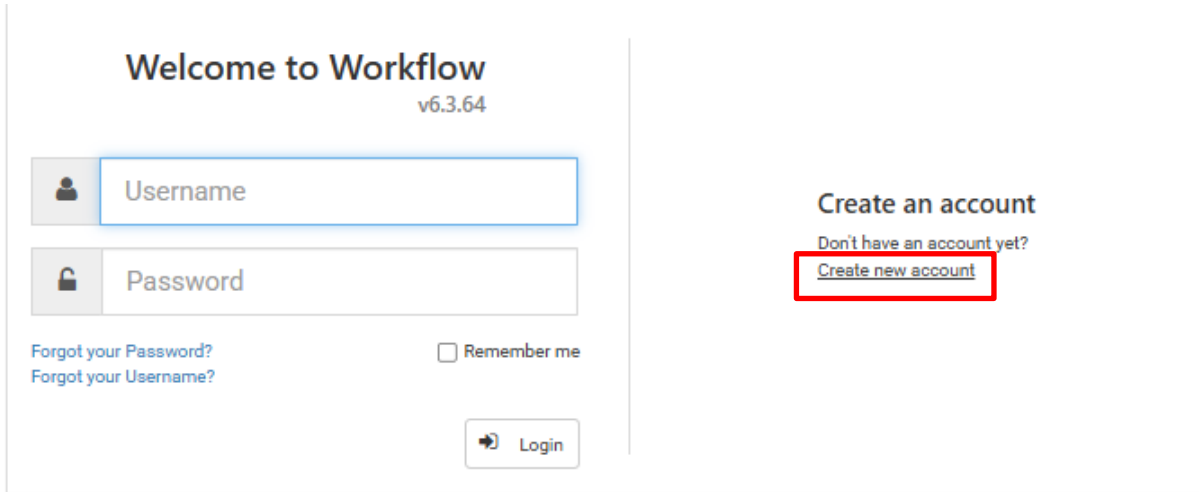


How to create New User account in Workflow

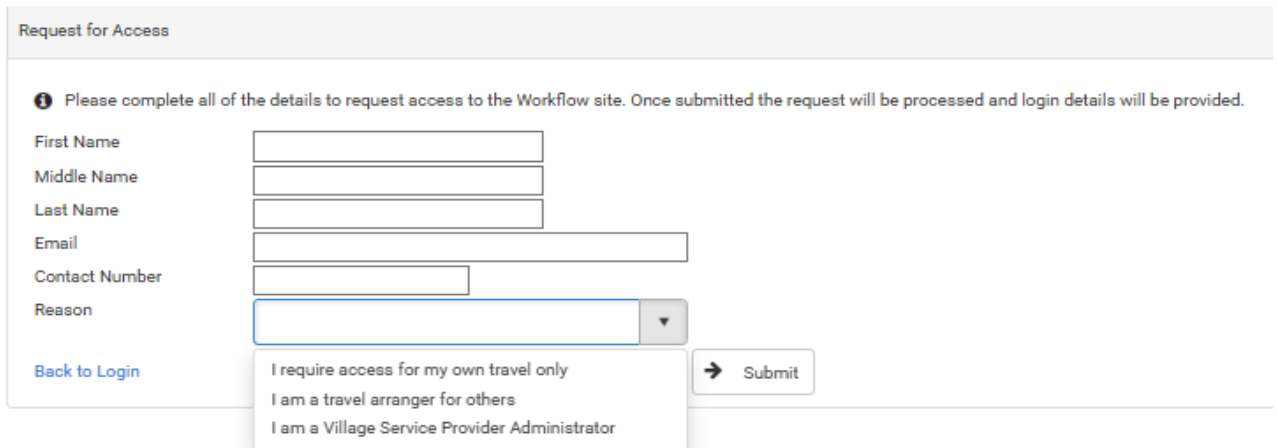
1. Go to Workflow using link [Workflow: Login](#)
2. Click Create New Account



The screenshot shows the 'Welcome to Workflow v6.3.64' login page. On the left, there are input fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Login' button. On the right, there is a 'Create an account' section with the text 'Don't have an account yet?' and a red-bordered link that says 'Create new account'.

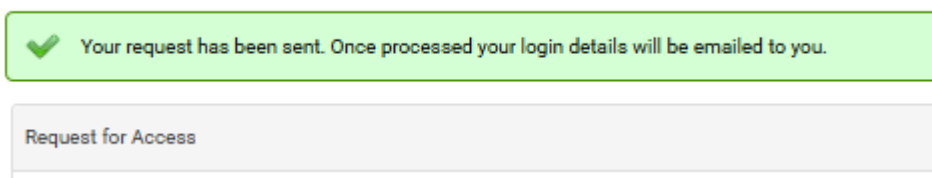
3. Fill in the needed details and select the reason for creating the account

Note: The default role for all new users is set to **Create for Self - (To submit and view requests for yourself only)**. Also, please provide an active business email. Personal Emails will not be accepted



The screenshot shows the 'Request for Access' form. It includes a header, an information message, and several input fields: 'First Name', 'Middle Name', 'Last Name', 'Email', 'Contact Number', and 'Reason'. The 'Reason' dropdown menu is open, showing three options: 'I require access for my own travel only', 'I am a travel arranger for others', and 'I am a Village Service Provider Administrator'. There is a 'Submit' button and a 'Back to Login' link.

4. Click Submit and you will see a message prompt above



The screenshot shows a green success message prompt with a checkmark icon and the text: 'Your request has been sent. Once processed your login details will be emailed to you.' Below the message is a 'Request for Access' button.

Once new user request is processed, you will receive an email notification to reset your password. When you log in to activate your Workflow account, follow below:

Select WORKFLOW > DOCUMENTS > FOLIO TRAVEL

The screenshot shows the SAM Workflow interface for BHP - BMA. The left sidebar contains a navigation menu with the following items: Home, Documents (highlighted with a red box), Folio Travel (highlighted with a blue box), Generic Request, SAM Profile Changes, Roster Booking, and De-Mobilisation. The main content area is titled 'Folio Travel - search for the traveller' and contains a search form with the following fields:

Person #	<input type="text"/>	Surname	<input type="text"/>	First Name	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Use Me"/>
Employee #	<input type="text"/>	Department	Not used in search	Camp	Not used in search		
		Resource Type	Not used in search	Cost Code	Not used in search		
		Employer	Not used in search	Roster	Not used in search		
		Group	Not used in search				

5. Fill in your details and proceed to create a booking

For Travel Bookers that will require specific access

Extended Roles include the following below:

1. **View Only- Can see task panel and their own documents**
 2. **Create on Behalf of Existing-** Can create new documents for existing people only
 3. **Create on Behalf of New-** The user can create requests (documents) for new, reactivated and existing profiles
 4. **Create on Behalf of New (current department)** – The user can create requests (documents) for people in their department only. This is for new, reactivated and existing profiles
 5. **Create on Behalf of New (current employer)** - The user can create requests (documents) for people with the same employer. This is for new, reactivated and existing profiles
- **Email People Logistic at accomodation@bhp.com requesting the role you want and attach approval from your Superintendent authorizing you to book for someone else**