# ValvCentral Access for Baker Hughes Employees

Overview

This document is intended to help you request access to the Baker Hughes ValvCentral and Valve Lifecycle Management environment. It provides a step-by-step guide on how to request the appropriate access to ValvCentral for your role, and what you can expect during the process.
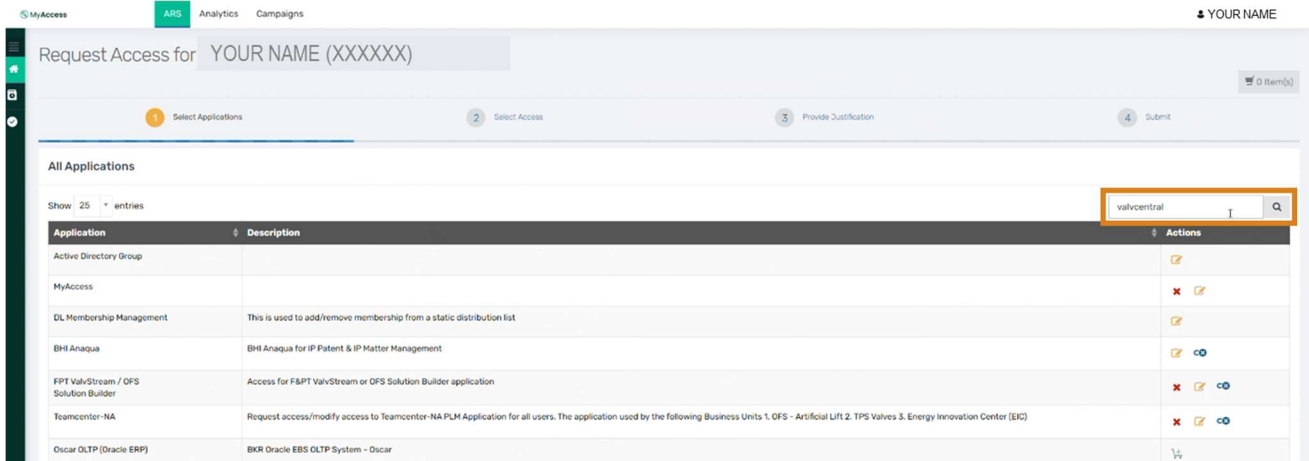
Request Access

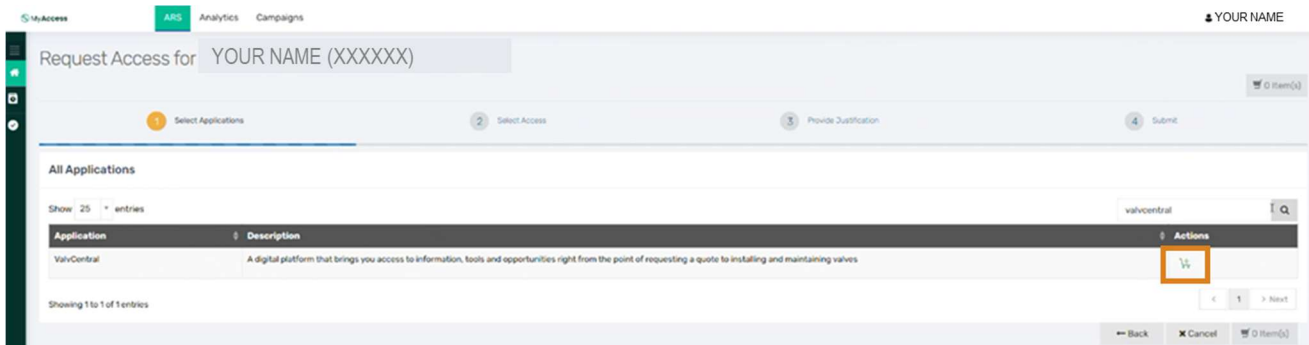**Step 1** Go to Baker Hughes MyAccess - https://myaccess-bh.saviyntcloud.com/
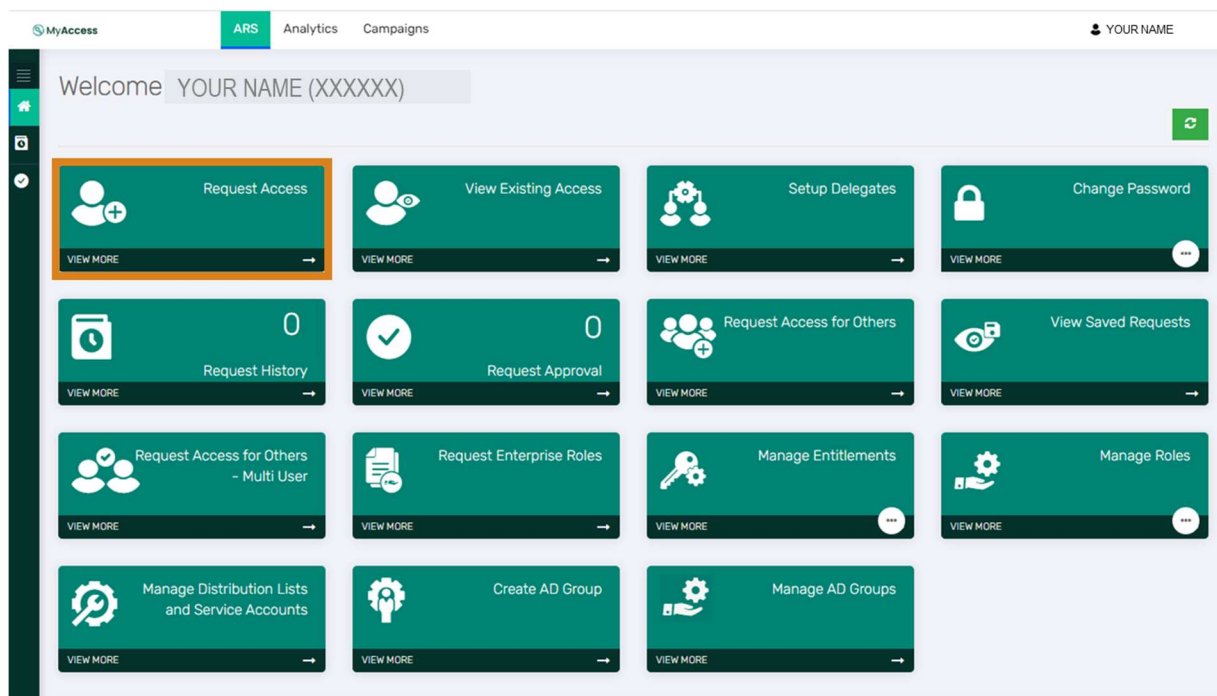
Click on the first box, "Request Access".

Step 2 Select Application: On the Request Access Screen, you should be able to see all applications assigned to you. In the Search Box, type "ValvCentral" then "enter" or click the search icon.
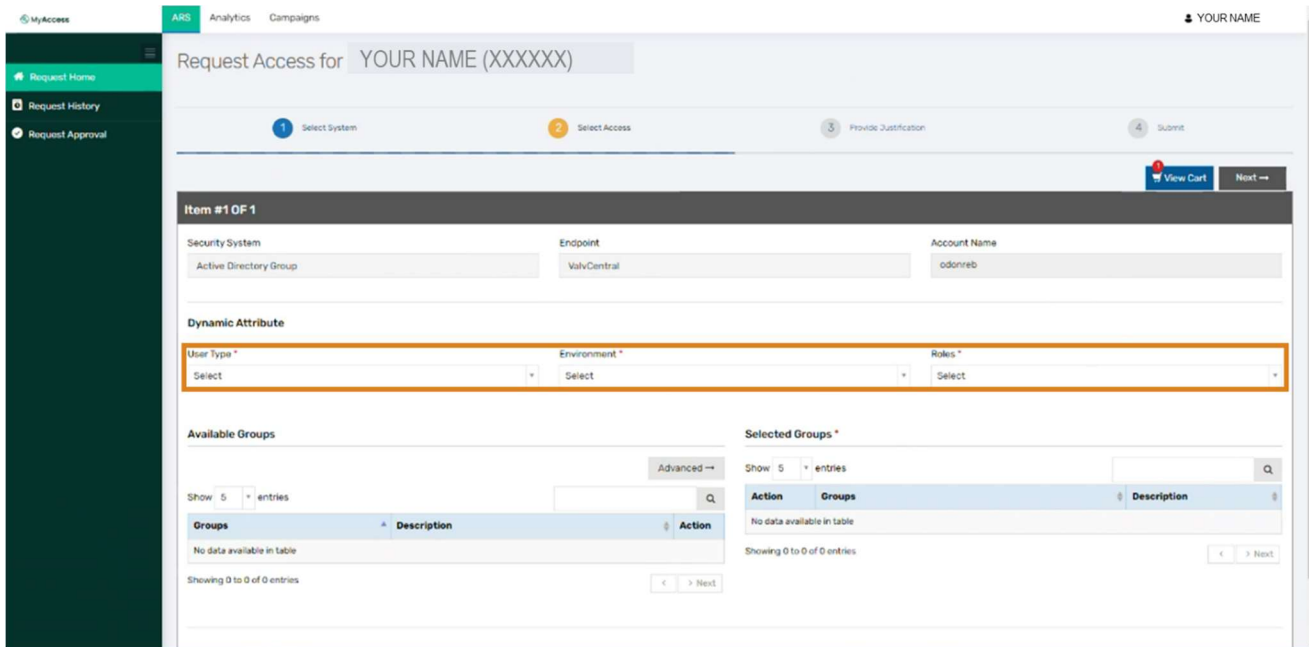

Step 3 Select Application: Click on the "Add to Cart" icon

Step 4 Select Application: Once you have notification that the item is in your cart, click on "Checkout →"
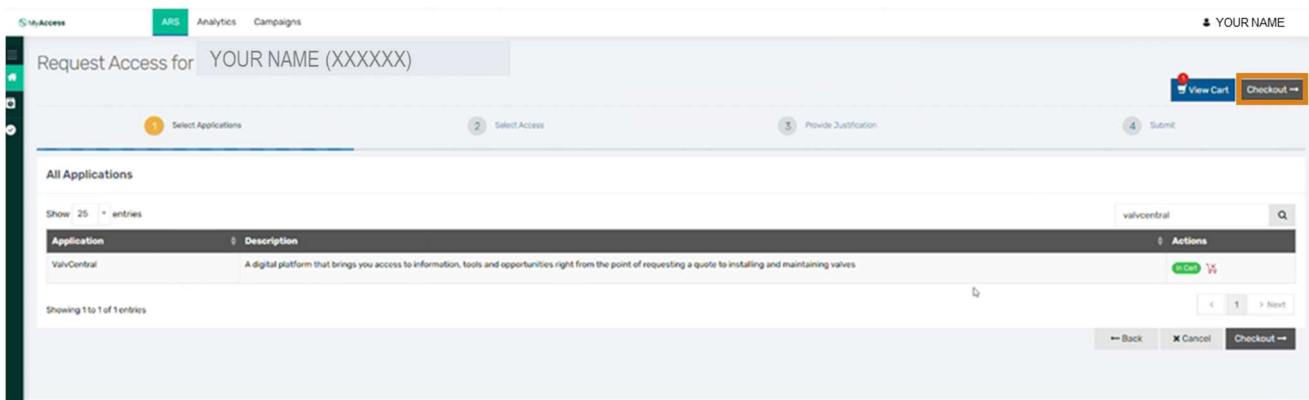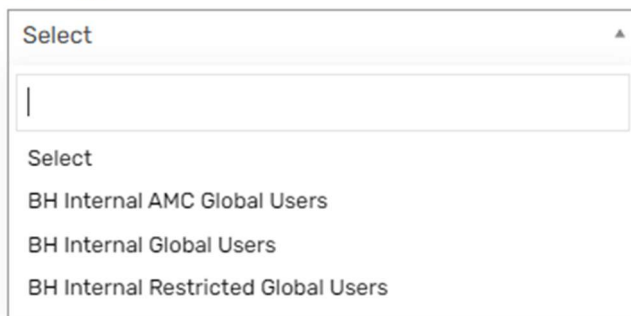
Step 5 Select Access: To see the Available Groups, you need to select "User Type", "Environment" and "Roles".

Step 6 Select Access: Under "User Type", there are three options. Please be sure to select the correct user group or your approval may be delayed.

BH Internal AMC Global Users: Any member of the Aftermarket Service Team or Locations

BH Internal Global Users: DO NOT SELECT

BH Internal Restricted Global Users: Anyone not in AMC team, this will be MOST users.

Step 7 Select Access: Under "Environment", select "Prod" for the live environment. (If you have a need for the "QA" environment for testing, you will be assigned to that.)

Step 8 Select Access: Under "Roles", select "Standard". (Note: This is MOST users. If you select "Admin" or "Editor" it may delay your approval.)
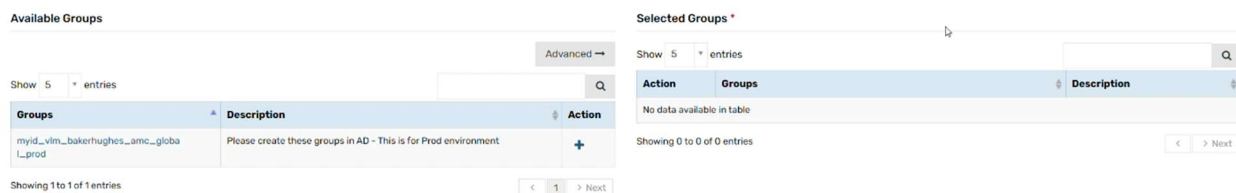

Step 9 Select Access: Once you have correctly entered the above three choices, under "Available Groups" you should find either

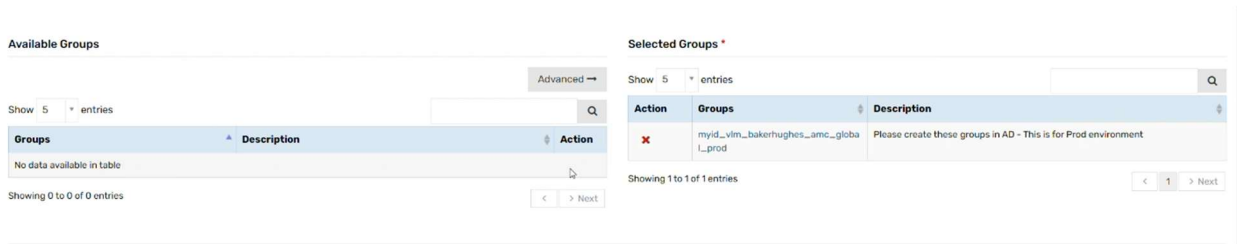"myid_vlm_bakerhughes_restricted_global_prod" (most users)

OR

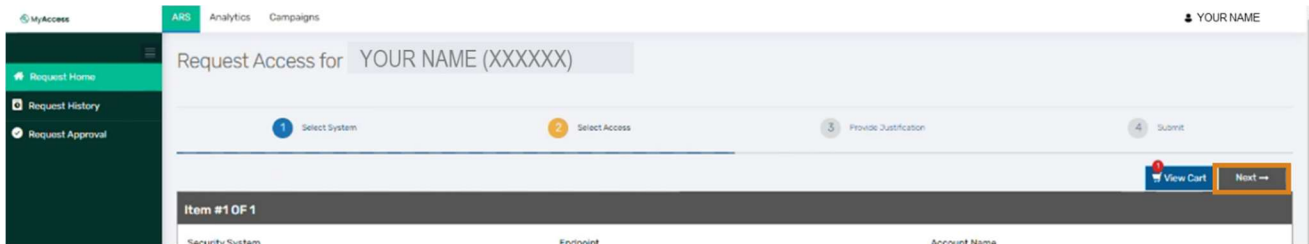"myid_vlm_bakerhughes_amc_global_prod" (AMC users)
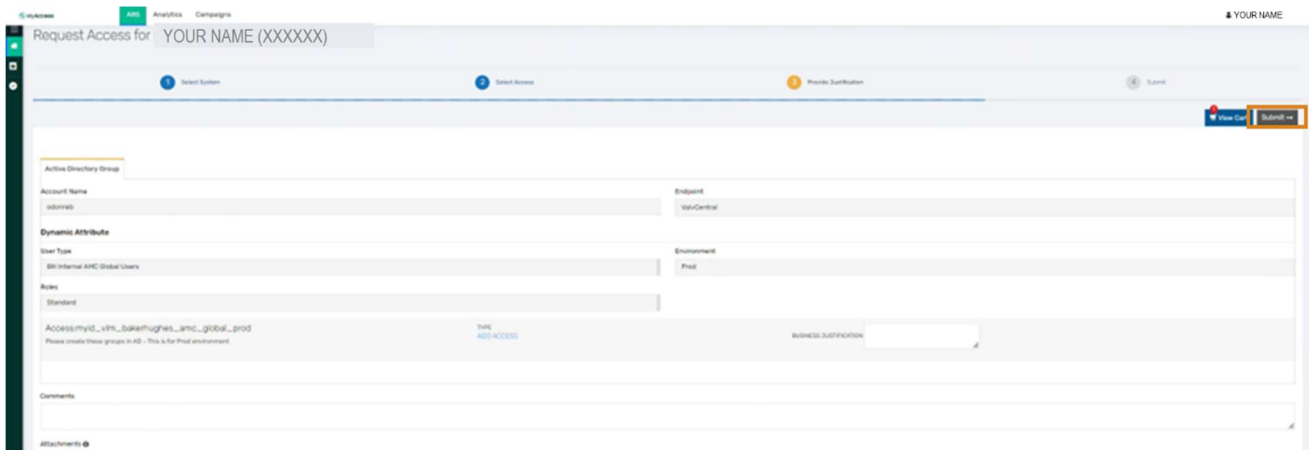
Click on the "add" icon

Step 10 Select Access: Once you have selected the group, it should display under "Selected Groups".
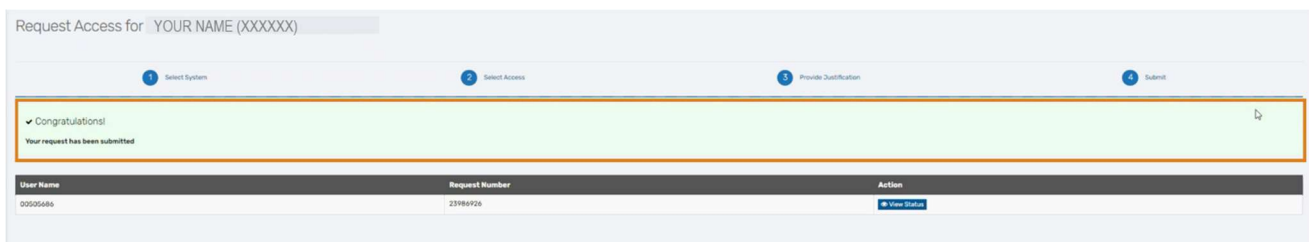

Step 11 Select Access: Click "Next→"

Step 12 Provide Justification: Provide a brief description of your role and need for access, then click "Submit→".

Step 13 Submit: Confirm successful submission.

Step 14 View Status: Your request requires approval from your manager and the ValvCentral admin team. To see the status of your request, click "View Status".

Next Steps

Your manager will receive an email from MyAccess@bakerhughes.com to approve your request. They can easily approve or reject from the email. Once the manager approves, the ValvCentral Admin team will be notified and will either approve your request or reach out to you with any questions regarding your needs.

Once your request is completely approved you will receive an email notification, and then should be able to log in to ValvCentral at www.valvcentral.com after any required Baker Hughes OKTA authentication.

If you have any questions, or issues with this process, please email the ValvCentral Admin Team at ValvCentralProductSupport@bakerhughes.com.