

Managing application access

APPLICATION NOT DISPLAYED?



CHECK YOUR ACCESS

Can you already find the application?

- 1 Open Filter**
Nothing is displayed by default.
- 2 Enter search criteria**
Use one or more fields. Text fields require an exact match, with no extra spaces.
- 3 Click Submit**
Results include all statuses and application types to which you have access.

✓ **DISPLAYED**
You have access

✗ **NOT DISPLAYED?**
Continue to Request Access



REQUEST YOUR ACCESS

Need access to an application?

- 1 Open Request access**
Show More (...) → Request Access
- 2 Find the application**
Filter → enter criteria → Submit
- 3 Select application(s)**
Tick one or more → Request Access
- 4 Complete the request**
Choose Full Access or Read-only Access, then explain why access is needed.
- 5 Click submit**
You will be notified when the request is processed.

No action after 10 days?
UPOV will follow up!

RECEIVED AN ACCESS REQUEST?



MANAGE REQUESTS

Someone has requested access?

✉ You receive an email notification

- 1 Open Manage Access Requests**
Show More (...) → Manage Access Requests
- 2 Review Pending Requests**
Accepted and Rejected remain in their corresponding tabs
- 3 Select Request(s)**
Tick one or more requests
- 4 Accept or Reject**
The request moves to the relevant tab and the requesting user is notified

One full-access user acts
→ request resolved