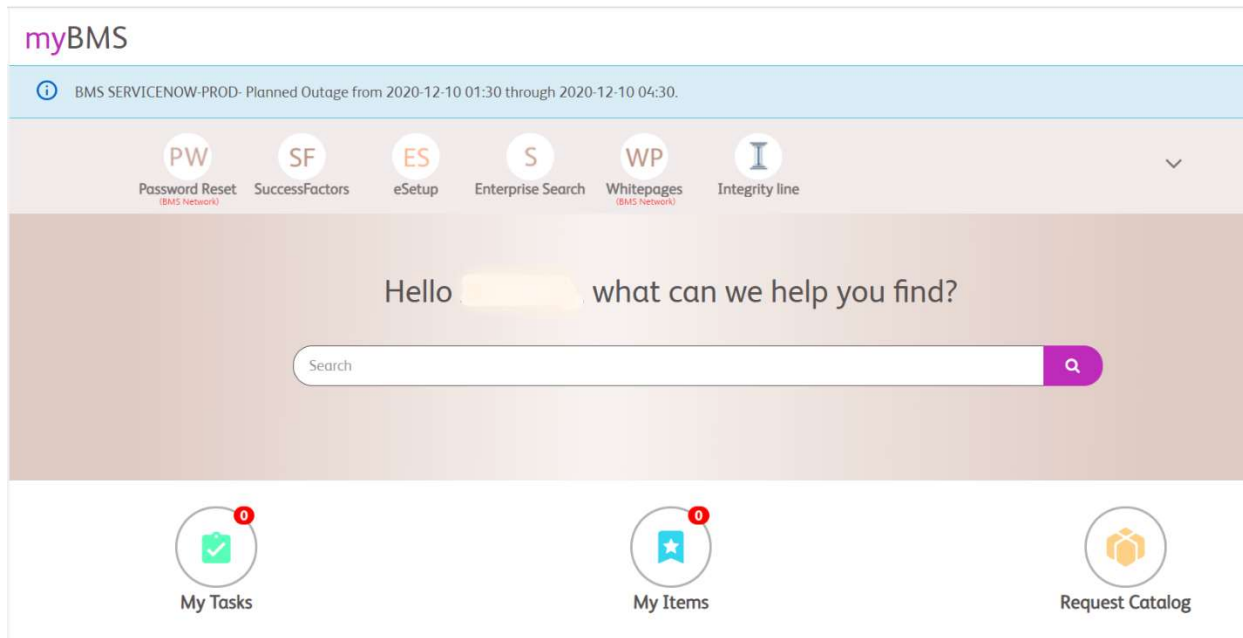


## BuildEasy Access

For BuildEasy access a request form must be completed & submitted for all new users (ie, Bristol Myers Squibb Production, Champion, Engagement & Agency Partners).

BMS Production/Champions/Engagement to raise request on behalf of Agency Partners (users must have BMS ID). To locate the access form, please perform the following steps:

1. Go to myBMS: <https://bmsnprod.service-now.com/ep> & search for the [Adobe AEM Platform Access](#) form.



2. Complete & submit [Adobe AEM Platform Access](#) form. Below is an example of what the form looks like along with some guidelines on filling out certain fields or dropdowns in the form.

### Adobe AEM Platform Access

Submit a User Access Request for the Adobe Experience Manager (AEM) Platform.

Use this Catalog Item to submit a User Access Request for the Adobe Experience Manager (AEM) Platform.

This type of request is typically fulfilled in 3 business days.

#### Requester Information

Requester Details

\*Requested for ?

\*Preferred Mode of Contact ?

\* Action

- ☒ Add  
☐ Modify  
☐ Delete

\* Justification/comments

\* Business Unit Group

\* Website/Mobile App

\* Country

\* Role Type

Additional Information

Required information

Requested for

Preferred Mode of Contact

Justification/comments

Business Unit Group

Website/Mobile App Country

Role Type

 Add attachments

Submit

### Adobe AEM Platform Access Form Guidelines:

- **Action** radio button options: Select “Add” for access to a staging or production author site. Select “Modify” if changing Role Type.
- **Justification/comments** open text field: Please provide access to the BuildEasy instance for Author, Approver, or Reviewers (write one - depending on the role)
- **Business Unit Group** dropdown: Select “Commercial – MSDP”.
- **Website/Mobile App** dropdown: Select “Other”.
- **Country** dropdown: Select the country the website project will support.

- **Role Type** dropdown: Please choose one of the following depending on the role:  
**Author** – Agency Editors (Content Authors)  
**Approver** – Production Manager (Content Publishers)  
**Reviewers (Read Only)** – Content Reviewers
- **Additional Information** open text field: Please choose one of the below depending on the request type;

**For Training requests:**

- **Tool** - BuildEasy
- **Brand Name** - BuildEasy
- **Locale Name** - DE

Preview URL - <https://aem-stage-author.bms.com/editor.html/content/bildeasy/europe/build-easy/de.html>

**For Site specific requests:**

- **Tool** - BuildEasy
- **Brand Name** - to be referred from BuildEasy in-take form
- **Locale Name** - to be referred from BuildEasy in-take form
- **Preview URL** - If available
- **Domain** - if available

Once the above request is submitted, access to be granted within 3-5 business days. Please reach out to the BuildEasy support team - [buildeasysupport@bms.com](mailto:buildeasysupport@bms.com) for any access-related queries.