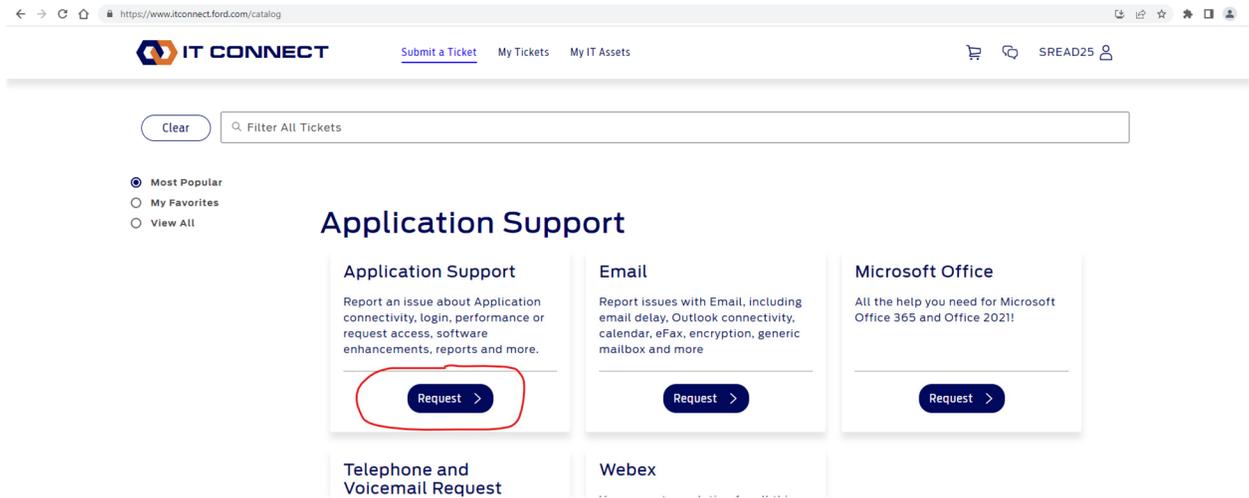
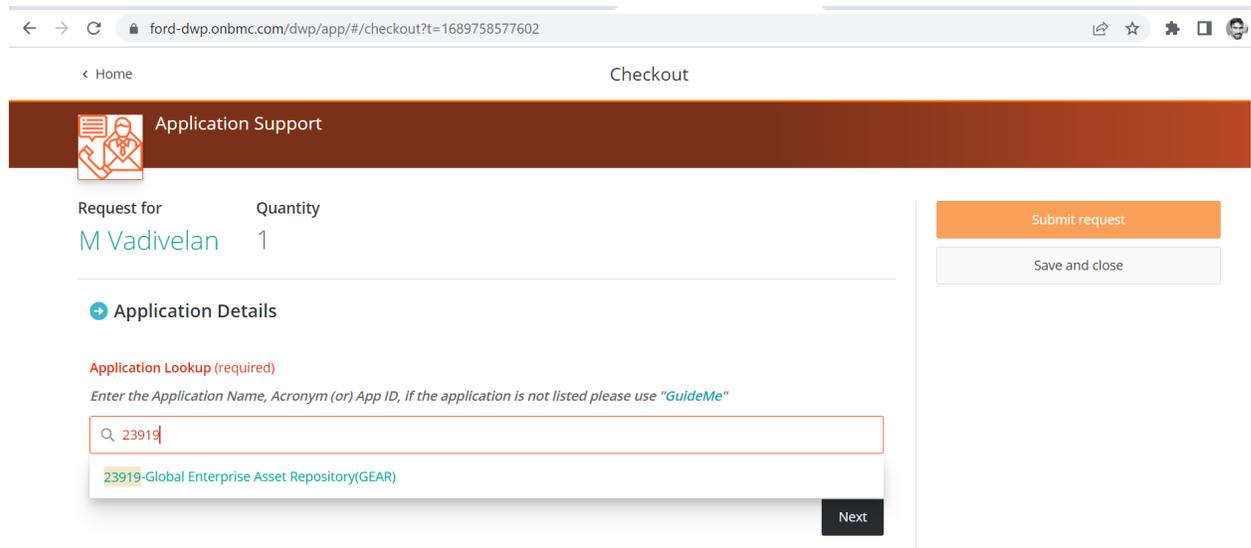


GEAR access is requested through Ford's ITConnect ticketing system. Follow these steps:

1. Log into <https://www.itconnect.ford.com/>, and click "Submit a Ticket" on the top header. Click on the "Request" button under "Application Support".



2. The next screen requests application details. In the application lookup field enter "23919", "Global Enterprise Asset Repository(GEAR)" will populate. Select that & click "Next".



3. Continue to fill out the request. Select “PRODUCTION” from the dropdown & “I have a request”. Click “Next” and select “Application Access” and “Request Access” as below, then click “Next”.

Application Lookup (required)

Enter the Application Name, Acronym (or) App ID, if the application is not listed please use "GuideMe"

Q 23919-Global Enterprise Asset Repository(GEAR)

Environment (required)

PRODUCTION

How can I help you? (required)

I have an Issue

I have a Request

Request Category (required)

Application Access

Request Action (required)

Request Access

4. **IMPORTANT:** Approval Type – Always select the Approval Type as “IT Delegate 1”; the “Approver CDSID” and “Approver Full Name” fields will automatically populate. There might be some latency/delay in auto populate so wait until it auto populates. See the screen shot below:

Approval Type (required)

Click here to select an alternate Approval Type, if the listed approver is unavailable.

IT Delegate 1

Approver CDSID

JKULIGO1

Approver Full Name

Joan Kuligowski

5. Click "Next". In the Additional Details section provide a Summary and Detailed Description. Fill in those fields as below.

**Summary:** GEAR portal access request - <user email address>

**Detailed Description:** Please enter all the following (details for the person requesting access)

First name:

Last name:

Email address:

Phone number:

Company:

Country:

Reason for access/Business justification: provide a detailed description of your work/project and the need for GEAR access, for example: "Brand Manager", "Create content for S650", or "Access to Ford Brand logos, icons and templates".

Sample screen shot provided below:

The screenshot shows a web application interface for submitting a request. At the top, there are navigation links for "Home" and "Checkout". The main header is "Application Support" with a support icon. Below the header, the request details are shown: "Request for Sean Read" with a quantity of "1". There are two buttons on the right: "Submit request" (orange) and "Save and close" (grey). The form is divided into sections: "Application Details" (checked), "Additional Details" (expanded), "Summary (required)" (filled with "GEAR portal access request - jsmith999@ford.com"), "Detailed Description" (filled with personal and company information), "Others to Notify" (empty), and "Attachments" (empty). A "Confidentiality and Privacy Notice" is at the bottom.

< Home Checkout

Application Support

Request for Sean Read Quantity 1

Submit request

Save and close

Application Details

Additional Details

Summary (required)

GEAR portal access request - jsmith999@ford.com

Detailed Description

First name: John  
Last Name: Smith  
Email address: jsmith999@ford.com  
Phone number: (313)555-1212  
Company: Ford Motor Company  
Country: USA  
Reason for access/Business justification: Access to Ford Brand logos, icons and templates

Others to Notify (E.g. cdsid1@ford.com, cdsid2@ford.com)

Attachments

Attach Files or drag and drop files here

Maximum file size: 5.00 MB  
Maximum file count: 3

Confidentiality and Privacy Notice

IMPORTANT: Please do not include in your request any sensitive personal information, such as national identifiers (e.g., full SSN), financial information, or health information. If you are uncertain as to what constitutes sensitive personal information, please contact your local Data Protection Officer.

Click "Submit Request" at the upper right to submit your request for GEAR access.