

From: [Baird, Sally](#)
To: [Cruz, Ricky](#)
Cc: [Wise, Kathy](#)
Subject: FW: BIR and Jira access
Date: Friday, February 18, 2022 3:08:04 PM

Hi Ricky,

As we begin thinking about 2022 Goals, setting up Jira access for Infocon will be a very high priority one for that guy who is the lead of the Vendor Swim Lane.

Sally

From: Wise, Kathy <KWise@bloombergindustry.com>
Sent: Friday, February 18, 2022 2:35 PM
To: Baird, Sally <sbaird@bloombergindustry.com>; Gouse, Donna <DGouse@bloombergindustry.com>
Cc: Stolzman, Merve <mstolzman@bloombergindustry.com>
Subject: FW: BIR and Jira access

Hi,

See below what Pete Burt did to get outsiders access to JIRA. Should be helpful if you decide to request access for Infocon.

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Kathy Wise
Operations Managing Editor, Bloomberg Tax & Accounting
Bloomberg Industry Group

703.341.5945
kwise@bloombergindustry.com

From: Burt, Peter <pburt@bloombergindustry.com>
Sent: Thursday, January 6, 2022 12:58 PM
To: Wise, Kathy <KWise@bloombergindustry.com>
Subject: RE: BIR and Jira access

Hi Kathy,

I was not involved in the initial setup, including arranging the extent of BIR's access to Jira. However, I've set up accounts for two new BIR employees. I've assembled some examples and notes that should be helpful.

Pete

Here is the Jira ticket from my most recent request to set up a vendor account: [ITSD-87459](#). Below, I've pasted the instruction email I sent to the vendor after the credentials are established.

Based on my limited experience, I think the following steps must be completed to set up the new vendor:

- Set up an Active Directory for the vendor
 - I assume Jira access parameters are established at this stage, but I include the following note in the Jira request for each new person: “Ellen needs to be added to the BIR AD group so that she can use Jira (specifically in the projects TMET and TMTT).”
- Create a vendor account for each relevant employee of the vendor
- Add the employee to the vendor’s Active Directory
- Create a vendor.bloomberindustry.com email account for the employee
- If the vendor needs any other software licenses, request that. BIR employees don’t need any other license, so I note “No Microsoft Office license is required”
- Send the email template I pasted below. It gives instructions on how to set up passwords, two-factor authentication, Citrix, etc.

Note that the first employee set up under the vendor Active Directory serves as a model account for future requests to add additional employees. Also, the vendor.bna email account is necessary so that the vendor will receive Jira notifications. We don’t use that address for anything else.

From: Burt, Peter

Sent: Wednesday, November 10, 2021 12:52 PM

To: ellen.macionsky@bipc.com

Cc: Melkon, Lynn lynn.melkon@bipc.com; Starczewski, Lisa lisa.starczewski@bipc.com; Jung, Benjamin bjung@bloomberindustry.com

Subject: Welcome! BTAX Vendor Credentials for Ellen Macionsky

Hello Ellen,
Welcome to the team!

As Lynn as explained, we use Jira as our project management application. I'd like to share information that you'll need to access Jira and receive notifications.

Password

The default password for the applications noted below is *Crystalcity21*. You may change your password [here](#).

2-Factor Authentication

We use the Symantec VIP Access app for 2-factor authentication, which is required for logging into Webmail and Jira. You must set up 2-factor authentication before you can log in to either of those applications.

If you do not currently have the Symantec VIP app installed on your mobile phone, please download it from the [Appstore \(iPhone\)](#) or [Google Play \(Android\)](#). Once installation is

complete, open the app and email me with the Credential ID (SYMCXXXXXXXX) that appears at the top of the app. I'll share that with our IT department who will register it for you.

Jira

To log in to Jira, navigate to jira.bna.com and then provide your username, password, and 2-factor authentication. Your Jira Username is *em44313*. The default password is *Crystalcity21*.

Webmail

Notifications from Jira will be routed to your vendor.bloomberindustry.com email address, which is emacionsky@vendor.bloomberindustry.com. Sign in to your vendor email at <https://webmail.bna.com> using the Webmail Username (em44313@vendor.bna.com) and 2-factor authentication. You may configure the Outlook desktop app to enable your vendor.bloomberindustry.com email instead of using webmail if your systems allow.

You may [set up auto-forwarding](#) of your messages from your vendor.bloomberindustry.com email to your bipc.com email.

Citrix

Jira as accessed through a virtual desktop (VDI). Please download Citrix from myapps.bna.com. After logging in, click on the user name in the top right. To access the virtual desktop, download and install Citrix Workspace App. The VDI is accessed by going to <https://myapps.bna.com>. Use your network login, network password, and a security code from the Symantec VIP app to login to Citrix.

Technical Support

If you have questions or need additional assistance, please contact the IT Service Desk at (703) 341-3400 or 800-856-8755.

Please set up 2-factor authentication and make sure you can access the Citrix virtual desktop and log in to your vendor email and Jira at your earliest convenience. I'm happy to help with any questions you may have and look forward to meeting you next week Monday for our Jira training.

Regards,
Pete

From: Wise, Kathy <KWise@bloomberindustry.com>

