

# Access Granted to PELICAN for OCDEL Business Partners

## PELICAN Access Granted

DPW Business Partner User – **User Id** Email (1 of 2 emails)

**Do not reply to this email. This email was sent from an automated system, no reply to your request is available from this system.**

You are receiving this email because you requested access to **PELICAN**. This email is notification of your new **User ID**, which is provided below. For security reasons, your password will be sent to you in a separate email. If you do not receive a notification containing your password today, please call DPW Help Desk, 1-800-281-5340. Be sure to tell them that you are a DPW business partner accessing **PELICAN** using a b- user id.

**Type Account:** Existing **User Account:** No password change needed

**Your Name:** Amy Abel

**Your User ID:** managed\b-amabel

You are receiving this email because you requested access or have been selected to be granted access, by your supervisor, to **PELICAN**.

If the name above is not your name then stop. Go to the end of this email and read the red paragraph and follow the instructions given in the red paragraph at the bottom of this emailing.

If it is your name and you are not aware of why you received this email then stop. Then contact your supervisor and have your supervisor call the Help Desk to verify that this email and its information applies to you.

**PLEASE KEEP THIS EMAIL!!** You will need it when you get the other two (2) emails. Each email you receive has important information in them. Both emails sum together as one for security reasons. Lose one email and you might not be able to login.

Please use your **User Id** (**managed\b-...**) to log into this application.

**Upon your first use of your new “b-” User ID, please perform the following Action Steps:**

Click on the following link to access the **PELICAN** system: <http://www.pelican.state.pa.us>

Log on success = Log on changes to Log off. Once you have been successful logging on, you will need to wait for additional guidance from you POC.

1. Log in using your new User ID (**managed\b-**) and password
2. Follow the system prompts requesting a new password, hint question and answer.
3. Click “Submit”

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