



Xplor user ID access modification process –

1. The access modification request email to be sent or approved by BU Head to

[IN SITA DL IT Applications <insitadlitapplications@sita.in>](mailto:insitadlitapplications@sita.in)

Specifying the change in access control

Xplor user ID access deletion process –

1. On the written instruction of the BU Head addressed to

[IN SITA DL IT Applications <insitadlitapplications@sita.in>](mailto:insitadlitapplications@sita.in)

an employee's Xplor ID is disabled.

2. Since, Xplor uses the windows ID in the Active Directory for authentication, access to Xplor also gets disabled on disabling the windows ID. This generally happens in cases when an employee separates from the organization.