

My Colleagues Tool Aggregate

My Colleagues Aggregate is a tool that enables your company's delegated administrator to view and manage (add and remove) users who are registered on Cisco.com under a specified Bill-to-ID. Employees within the partner company can contact the My Colleagues Tool Aggregate external administrator to get dynamic access to all of their Cisco service contracts.

Pre-requisites

Requires a valid Cisco.com ID

Registration

- **Step 1** Partner select two (2) individuals from their support team to be designated administrators for My Colleagues Tool Aggregate.
- **Step 2** Partner company provides the following information to their Cisco account representative (Cisco Services Account Manager, Cisco Account Manager, Worldwide Partner Support) -
 - Cisco.com user ID of the delegated administrators
 - Bill to ID associated with the partner's service contracts
- **Step 3** Cisco Account Team member obtains access for the My Colleagues Aggregate Administrator by going to www.cisco.com/go/scc and submitting the information gathered in Step 2.
- **Step 4** Cisco grants access and sends email notification and tool usage instructions directly to the delegated My Colleagues Tool Aggregate Administrators.
- **Step 5** Log in to Cisco.com. (Select "Log-in" in the upper right corner and then enter your ID and password).
- **Step 6** Select "Profile" in the upper right corner.
- **Step 7** Under Additional Access
 - Select "**My Colleague Aggregate on Cisco.com**" As the delegated Admin for your company you may now view users from your organization who are registered on Cisco.com with the Bill-to-ID. You may Add and Remove dynamic contract access for these users.

Note: If users from your organization do not have the Bill-to-ID associated to their profile, they may request it be added. They should -

- Log in to Cisco.com. (Select "Log-in" in the upper right corner and then enter your ID and password).
- Select "Profile" in the upper right corner.
- Select the link called "**Edit This Information**" next to "Additional Access"
- Select the box for next to "**Purchase Direct From Cisco**". Select "**Submit**".
- Enter a recent Sales Order or Purchase Order number. Enter your Customer Number (Bill-to-ID). Enter your company name. Select "**Submit**".