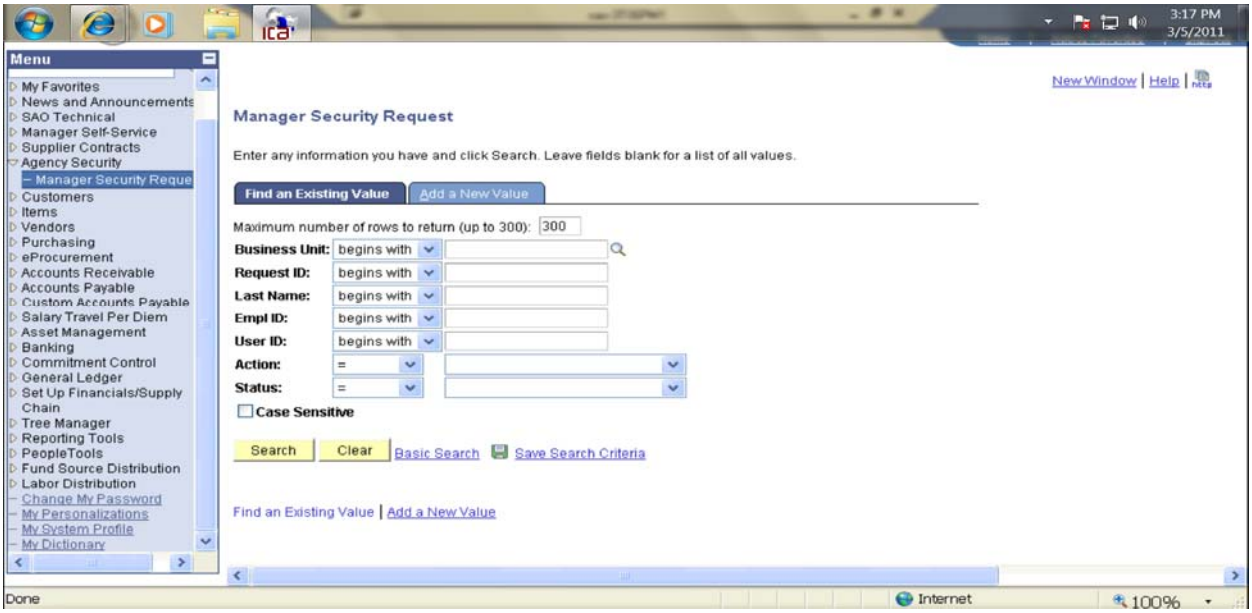
State Accounting Office of Georgia
Fiscal Leadership for Georgia

Addition Request Process - FN

The manager would log in to the appropriate PeopleSoft database and navigate as follows:

Agency Security > Manager Security Request



Please click the Add a New Value tab.

The following page will appear and it will require you to enter you Business Unit. For this example, we will enter 46600 and click the Add button.

The Security Request page will appear for the manager to enter the employee or contractor information.

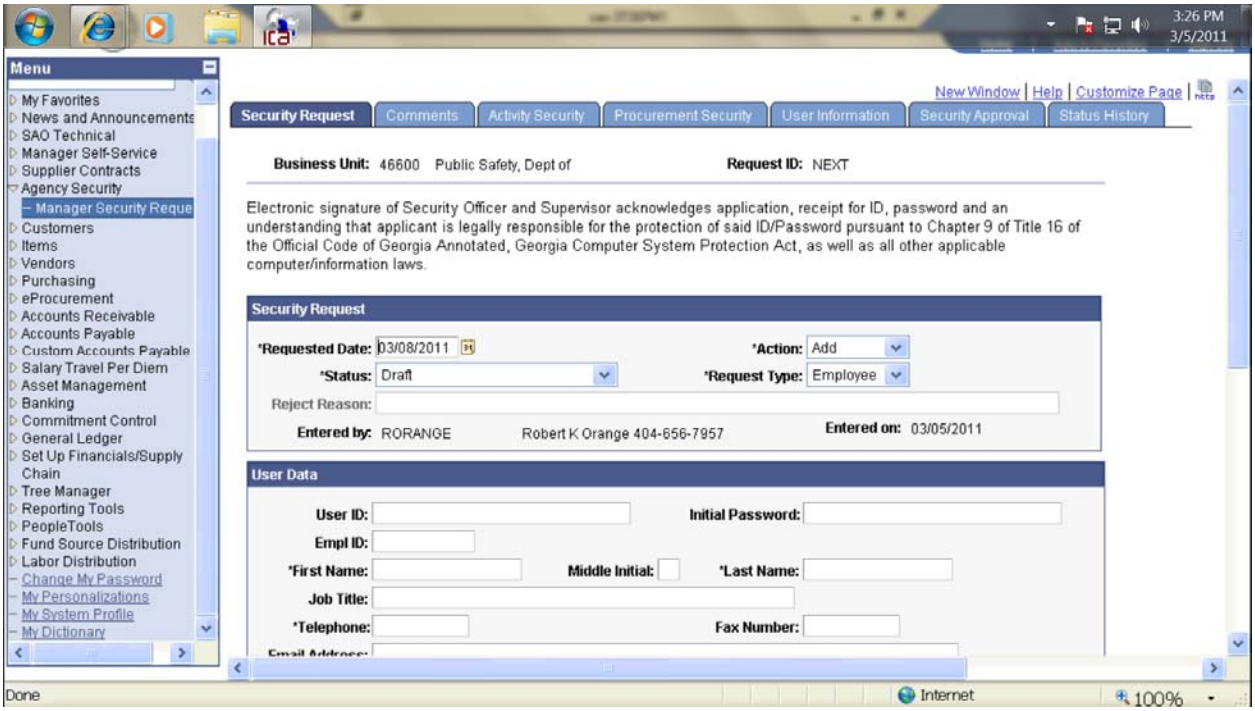
- In the Security Request section, the Requested Date field is displayed.

- The Action field value is Add.

- The Status field is in Draft mode.

- The manager's User ID, name, and phone number is also displayed in the Enter By field.

- The date the manager entered the information is displayed in the Entered on field.



To complete the Addition request, we need to enter more information.

For this example, we will enter information for a contractor name Clark Kent in the User Data section.

Menu
My Favorites
News and Announcements
SAO Technical
Manager Self-Service
Supplier Contracts
Agency Security
Manager Security Reque
Customers
Items
Vendors
Purchasing
eProcurement
Accounts Receivable
Accounts Payable
Custom Accounts Payable
Salary Travel Per Diem
Asset Management
Banking
Commitment Control
General Ledger
Set Up Financials/Supply Chain
Tree Manager
Reporting Tools
PeopleTools
Fund Source Distribution
Labor Distribution
Change My Password
My Personalizations
My System Profile
My Dictionary

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 46600 Public Safety, Dept of **Request ID:** NEXT

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/08/2011 *Action: Add
*Status: Draft *Request Type: Contractor
Reject Reason:
Entered by: RORANGE Robert K Orange 404-656-7957 Entered on: 03/05/2011

User Data

User ID: CLARKKENT Initial Password: $newpass8
Empl ID:
*First Name: Clark Middle Initial: *Last Name: Kent
Job Title: Contractor
*Telephone: 404/123-8989 Fax Number:
Email Address: dummy1@sao.ga.gov

Please notice we had to change the Request Type field from Employee to Contractor. We entered the User ID, the Initial Password, First and Last Name, Job Title, Telephone, and Email Address.

- The User ID is limited to 8-20 Characters (A-Z And/or 0-9) and the first character must be alpha.
- The Initial Password must be at 8 characters including a number and at least 1 special character.
- The Employee ID is an eight numeric value preceded by 00. A contractor would not have an Employee ID.
- The First and Last Name fields must be entered.
- The Job Title field is optional.

The Telephone is a required field. If the employee or contractor does not have a telephone number, please enter the Supervisor's telephone number.

The Email Address is a required field. If the employee or contractor does not have an email address, please enter the Supervisor's email address or a default email address of dummy1@sao.ga.gov .

The Business Address section is optional.

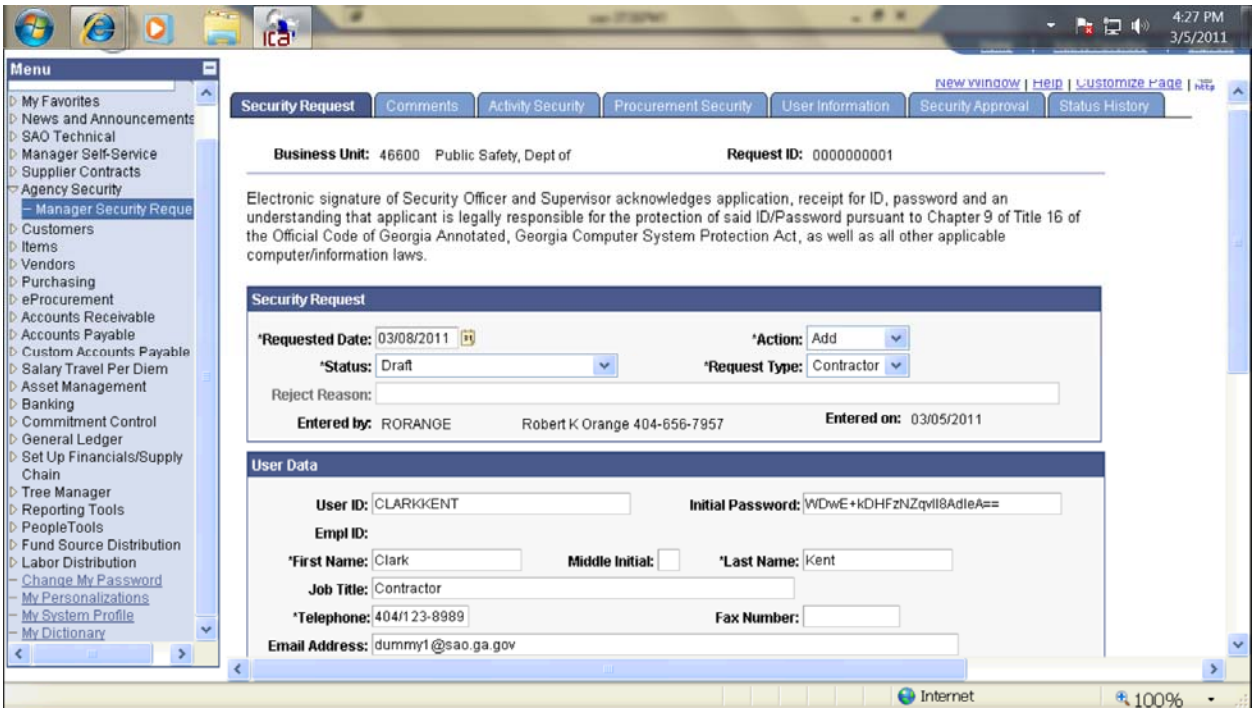
The Supervisor's Information is required.

Please enter the name and telephone number of the supervisor.

Please review the information and click the Save button.

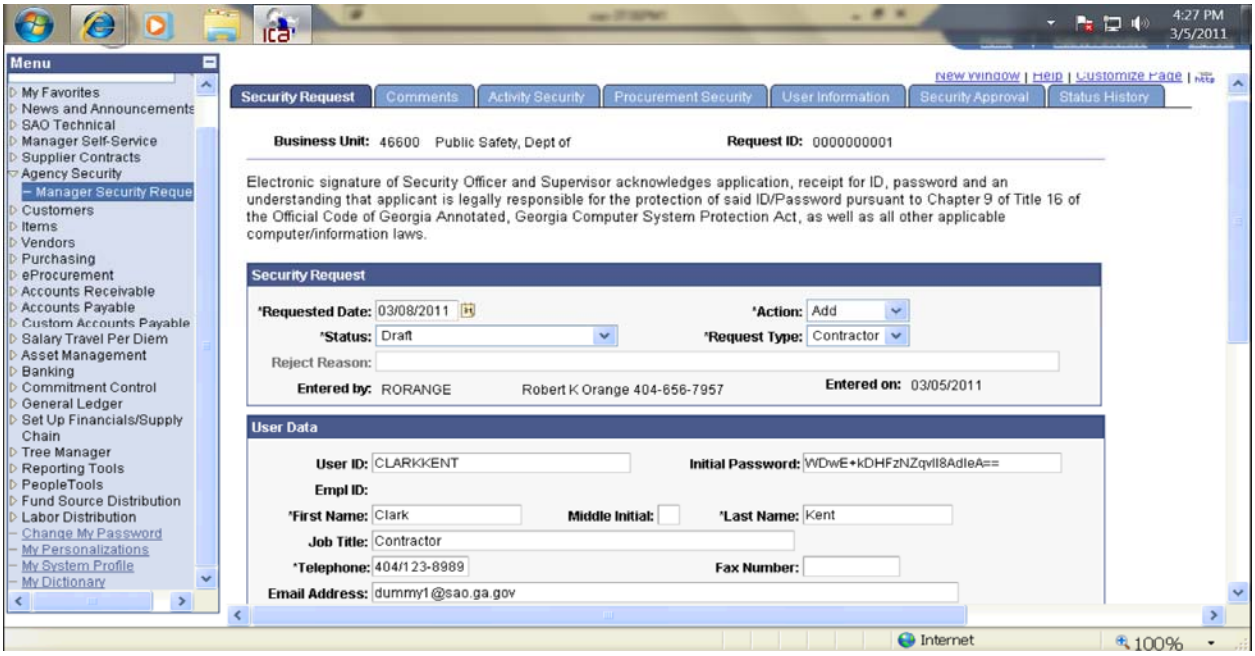
The Status field will in Draft mode until the manager is ready to submit it the Agency Security Officer.

The Request ID will appear now that draft has been saved. The Initial Password will now be encrypted.



The manager will continue to complete the request by clicking the appropriate tabs like Comments, Activity Security, Procurement Security, and User Information.

When the Addition Request is completed by the manager, the manager will the change the Status field from Draft to Manager Submitted.



This will send an email to the Agency Security Officer and inform them that they have a Security Request to review and approve before it is sent to SAO Security to process.

This email is to inform you that a Security Request has been submitted in **FSCMDEV** that requires your approval. Please log into **FSCMDEV**, navigate to Agency Security => Security Request and review the following Security Request:

Business Unit: 46600

Request ID: 0000000001

Request Date: 3/8/2011

User Name: Clark Kent

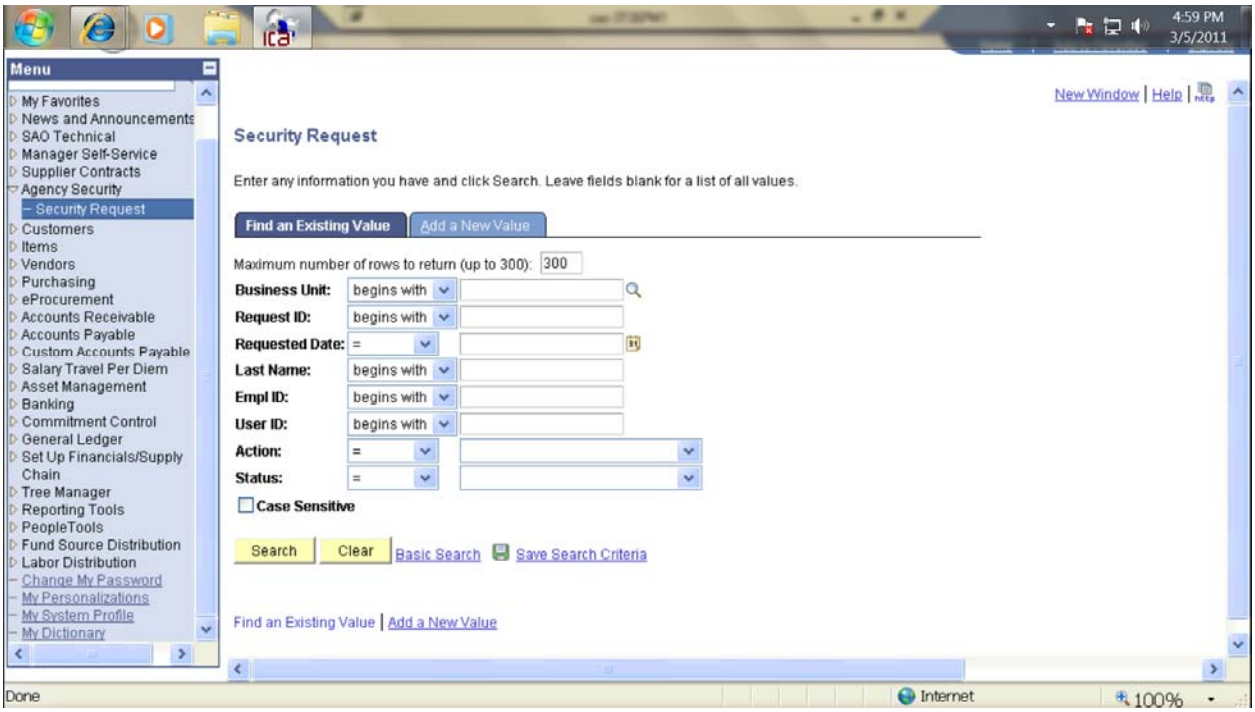
User Id: CLARKKENT

You may reject, change the status to draft and modify or submit the Security Request as is. If you reject the request, you will need to enter the reason on the Security Request page. If you modify the request, please enter the reason on the Comment page. You may also enter additional comments on the Comment page.
Please do not reply to this e-mail. If you reply, you may not receive a response.

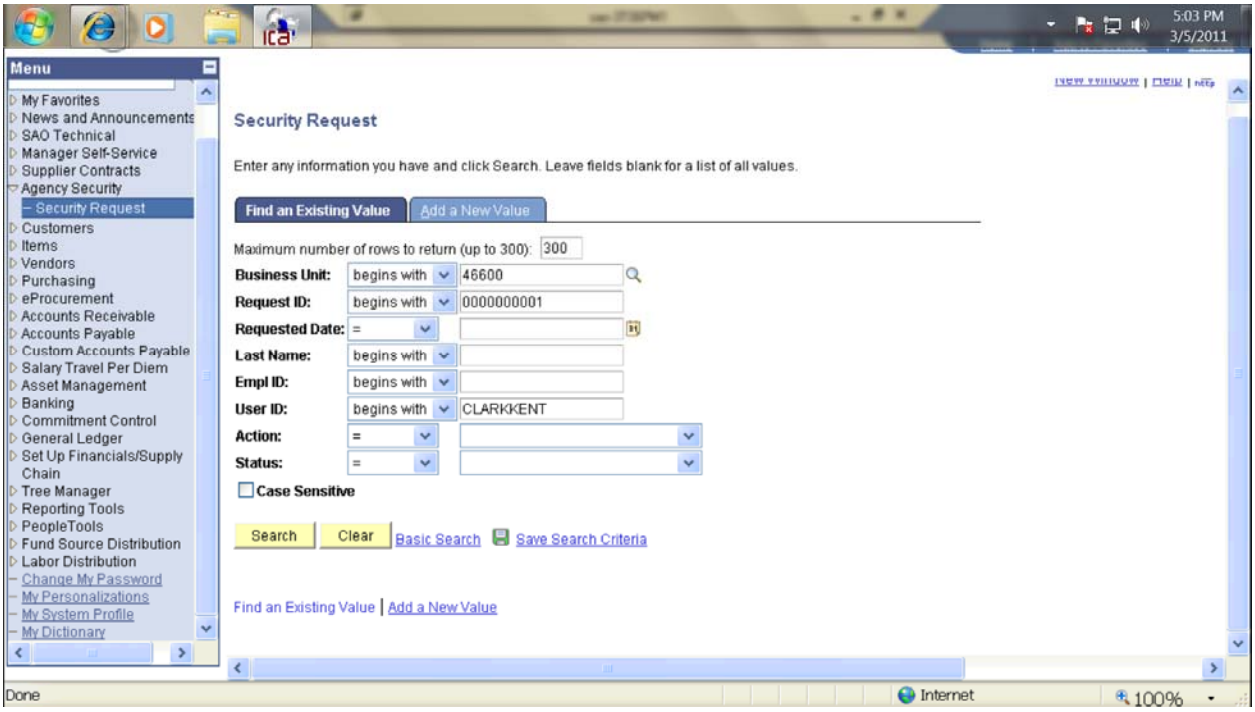
The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.

The Agency Security Officer will login to the appropriate PeopleSoft database and navigate as follows:

Agency Security > Security Request



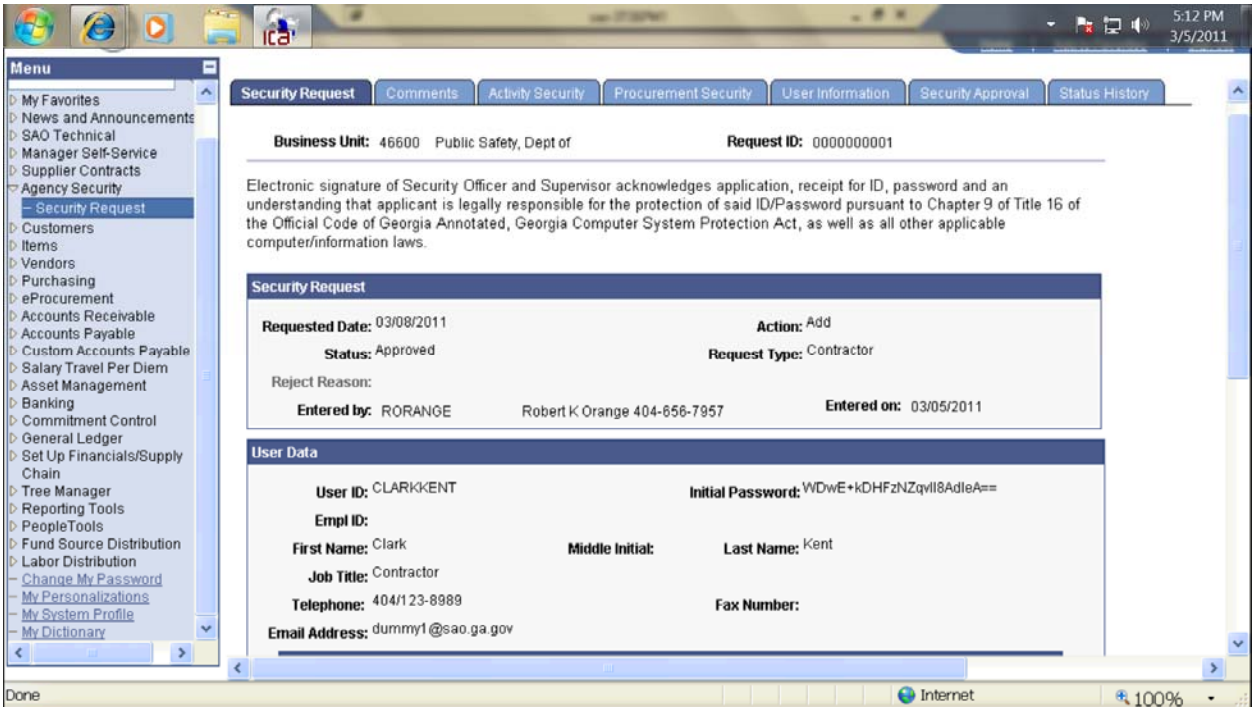
The Agency Security Officer will enter the Business Unit, Request ID, and User ID values from the email on this search page to pull up the Security Request.



The Agency Security Officer will review the entire Addition Request.

- If they approve the request and no changes are needed, they can change Status field from Manager Submitted to Agency Submitted.
- If they do on approve the Addition Request, they can change the Status field from Manager Submitted to Rejected.
- They must enter the reason for the rejection in the Reject Reason field and save the request. This will sent an email to manager inform them of the rejected request.

For this example, the Agency Security Officer approves application. The Status field has changed from Manager Submitted to Agency Submitted and the request has been saved. The Status field now changed to Approved.



An email has been sent SAO Security for processing.

This email is to inform you that a Security Request has been approved in **FSCMDEV**. The SAO Security Administrators have been notified and your request will be processed as soon as possible. Please log into **FSCMDEV** and review the following Security Request:

Business Unit: 46600

Request ID: 0000000001

Request Date: 3/8/2011

User Name: Clark Kent

User Id: CLARKKENT

SAO Security: You may complete or reject the Security Request. If you reject the request, you will need to enter the reason on the Security Request page. You may also enter additional comments on the Comment page.
Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.

SAO Security will process the Security Request and change the Status field from Approved to Completed. An email will be sent to Agency Security Officer.

This email is to inform you that a Security Request has been completed in **FSCMDEV**. Please log into **FSCMDEV** and review the following Security Request:

Business Unit: 46600

Request ID: 0000000001

Request Date: 3/8/2011

User Name: Clark Kent

User Id: CLARKKENT

No further action is required for this Security Request. If this request was for a new user id, please review the request in case the SAO Security Administrators found that the requested user id already existed. In the event of a duplicate user id, the SAO Security Administrator will assign a different user id than the one requested. The new user will also need the initial password to sign in.
Please do not reply to this e-mail. If you reply, you may not receive a response.

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