



Change Request Process - FN

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

Agency Security > Manager Security Request

The screenshot shows a web browser window titled "Manager Security Request - Windows Internet Explorer". The address bar shows the URL: http://fweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_App. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page title is "Manager Security Request".

The application interface features a blue header with the "FSCMDEV" logo and navigation links for Home, Worklist, Add to Favorites, and Sign out. A "New Window | Help | help" link is also present. On the left, a "Menu" sidebar is visible, with "Manager Security Request" selected under the "Agency Security" category. Other menu items include My Favorites, News and Announcements, Employee Self-Service, Manager Self-Service, Supplier Contracts, Purchasing, eProcurement, Services Procurement, Sourcing, Commitment Control, Worklist, Reporting Tools, and PeopleTools.

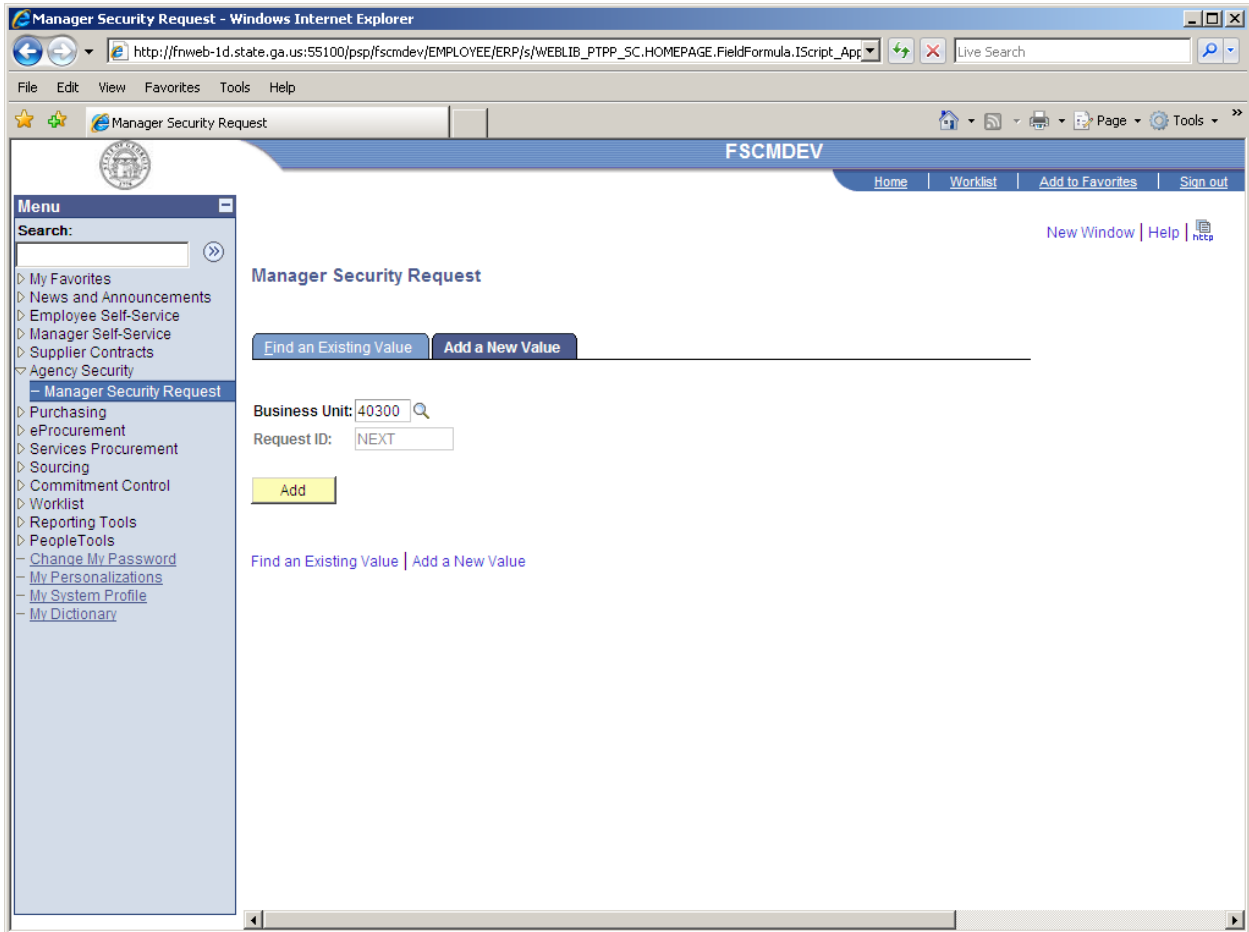
The main content area is titled "Manager Security Request" and contains the following elements:

- A search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- Buttons for "Find an Existing Value" and "Add a New Value".
- A text input field for "Maximum number of rows to return (up to 300):" with the value "300".
- Search criteria fields, each with a "begins with" dropdown menu:
 - Business Unit: 40300
 - Request ID: (empty)
 - Last Name: (empty)
 - Empl ID: (empty)
 - User ID: (empty)
 - Action: (=)
 - Status: (=)
- A checkbox for "Case Sensitive".
- Buttons for "Search" and "Clear".
- Links for "Basic Search" and "Save Search Criteria".
- Footer links for "Find an Existing Value" and "Add a New Value".

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 40300 and click the Add button.



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

Manager Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_App

File Edit View Favorites Tools Help

Manager Security Request

FSCMDEV Home Worklist Add to Favorites Sign out

Search:

New Window | Help | Customize Page |

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

Business Unit: 40300 Administrative Services, Dept 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: 03/10/2011 *Action: Add

*Status: Draft *Request Type: Employee

Reject Reason:

Entered by: HFARLEY Hugh Farley 404-656-0936 Entered on: 03/07/2011

User Data

User ID: Initial Password:

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

In the Security Request section, change the Action field value to Change. The Status field is in Draft mode.

Enter the user-id of the user requesting changes in the User ID field.

Click the save button at the bottom of the screen.

The screenshot shows a web browser window titled "Manager Security Request - Windows Internet Explorer". The address bar contains the URL: http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_App. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the "FSCMDEV" logo and navigation links for Home, Worklist, Add to Favorites, and Sign out.

On the left side, there is a "Menu" panel with a search box and a list of navigation options, including "Manager Security Request" which is currently selected. Below the menu is a "Search:" field with a magnifying glass icon.

The main content area is divided into several sections:

- Security Request:** This section contains a form with the following fields:
 - *Requested Date: 03/10/2011 (with a calendar icon)
 - *Action: Change (dropdown menu)
 - *Status: Draft (dropdown menu)
 - *Request Type: Employee (dropdown menu)
 - Reject Reason: (text input field)
 - Entered by: HFARLEY (with name "Hugh Farley" and phone number "404-656-0936")
 - Entered on: 03/07/2011
- User Data:** This section contains a form with the following fields:
 - User ID: SGROSS (text input field)
 - Initial Password: (text input field)
 - Empl ID: (text input field)
 - *First Name: (text input field)
 - Middle Initial: (text input field)
 - *Last Name: (text input field)
 - Job Title: (text input field)
 - *Telephone: (text input field)
 - Fax Number: (text input field)
 - Email Address: (text input field)
- Business Address:** This section contains a form with the following fields:
 - Address Line 1: (text input field)
 - Address Line 2: (text input field)
 - City: (text input field)
 - State: (dropdown menu with a search icon)
 - Postal Code: (text input field)
- Supervisor's Information:** This section contains a form with the following fields:
 - *Name: (text input field)
 - *Telephone: (text input field)

This will bring in the user's existing data. Please read the warning message below.

The screenshot shows a Windows Internet Explorer browser window titled "Manager Security Request - Windows Internet Explorer". The address bar contains the URL: http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_App. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page title is "Manager Security Request".

The main content area is titled "FSCMDEV" and includes navigation links for Home, Worklist, Add to Favorites, and Sign out. A left-hand menu is visible, listing various system functions such as My Favorites, News and Announcements, Employee Self-Service, Manager Self-Service, Supplier Contracts, Agency Security, Manager Security Request (highlighted), Purchasing, eProcurement, Services Procurement, Sourcing, Commitment Control, Worklist, Reporting Tools, and PeopleTools. Below the menu are links for Change My Password, My Personalizations, My System Profile, and My Dictionary.

The main form area displays user information for a security request. The fields are as follows:

- EmpID: 00222222
- *First Name: Shirley
- Middle Initial: [empty]
- *Last Name: Gross
- Job Title: BBBBBBBB
- *Telephone: 404/232-2222
- Fax Number: [empty]
- Email Address: noemail@sao.ga.gov

The "Business Address" section contains fields for Address Line 1, Address Line 2, City, and State, all of which are currently empty.

A warning dialog box is overlaid on the form, containing the text: "Warning -- A completed request exists for this user and will be copied into this request. (29999,30)". The dialog has an "OK" button.

Below the business address is the "Supervisor's Information" section, which includes:

- *Name: Hugh Farley
- *Telephone: 404/232-2220

At the bottom of the form, there is a "Save" button and "Add" and "Update/Display" buttons. A footer contains the text: "PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change." Below this is a note: "The initial password will be encrypted after saving. The password will be decrypted for security administrators only." At the very bottom, there is a breadcrumb trail: "Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History".

All of the user's current data is now copied into this request and is ready for the manager to make additions or removals. Click the Activity Security tab.

Manager Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_App

Live Search

File Edit View Favorites Tools Help

Manager Security Request

FSCMDEV

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

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

Business Unit: 40300 Administrative Services, Dept Request ID: 000000007

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: 03/10/2011 *Action: Change

*Status: Draft *Request Type: Employee

Reject Reason:

Entered by: HFarley Hugh Farley 404-656-0936 Entered on: 03/07/2011

User Data

User ID: SGROSS Initial Password:

Empl ID: 00222222

*First Name: Shirley Middle Initial: *Last Name: Gross

Job Title: BBBBBBBB

*Telephone: 404/232-2222 Fax Number:

Email Address: noemail@sao.ga.gov

Business Address

Address Line 1:

In this example, we are going to add some activities and remove some activities. We have expanded the modules where we want changes to be made.

The next two screen shots are current activities for this user.

The screenshot displays the 'Manager Security Request' web application interface. On the left is a 'Menu' sidebar with a search field and a tree view of navigation options. The main content area shows several expanded modules, each with an 'Activities' table. The 'Commitment Control' and 'General Ledger' modules are currently expanded.

Commitment Control Activities:

	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Inquiry, Reports & Query
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Data Entry
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Override AP
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Override GL
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Override PO
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Override Req

General Ledger Activities:

	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inquiry, Reports & Query
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chartfield Maintenance
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interface Journal Upload
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Journal Entry
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Journal Processing
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintenance Standard Budget

Manager Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_App

Live Search

File Edit View Favorites Tools Help

Manager Security Request

FSCMDEV

Home Worklist Add to Favorites Sign out

Menu

Search:

- My Favorites
- News and Announcements
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Agency Security
 - Manager Security Request**
- Purchasing
- eProcurement
- Services Procurement
- Sourcing
- Commitment Control
- Worklist
- Reporting Tools
- PeopleTools
 - [Change My Password](#)
 - [My Personalizations](#)
 - [My System Profile](#)
 - [My Dictionary](#)

Commitment Control

- Customers
- General Ledger
- Labor Distribution**

Activities

	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LD Inquiry, Reports & Query
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offline Upload
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Labor Distribution

Open Item

- Purchasing
- Query
- Salary-Travel-Per Diem
- TGMP
- Vendors**

Activities

	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor Inquiry, Reports & Query
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor Entry

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save Add Update/Display

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

Click the Remove buttons next to Budget Override AP, Budget Override GL and Budget Override PO under the Commitment Control module.

Click the Add button next to Chartfield Maintenance under the General Ledger module.

The screenshot displays the FSCMDEV web application interface. The browser window title is "Manager Security Request - Windows Internet Explorer". The address bar shows the URL: http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_App. The page header includes "FSCMDEV" and navigation links: Home, Worklist, Add to Favorites, Sign out.

The left sidebar contains a "Menu" section with a search field and a list of navigation items. The "Manager Security Request" item is highlighted.

The main content area is divided into several modules:

- Asset Management**
- Billing**
- Commitment Control**
 - Activities table:

	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Inquiry, Reports & Query
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Data Entry
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override AP
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override GL
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override PO
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Override Req
- Customers**
- General Ledger**
 - Activities table:

	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inquiry, Reports & Query
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chartfield Maintenance
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interface Journal Upload
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Journal Entry
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Journal Processing
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintenance Standard Budget
- Labor Distribution**
 - Activities table:

	Add	Remove	Description
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Now, click the Add button next to Offline Upload under the Labor Distribution module and the Remove button next to Vendor Entry under the Vendors module.

We are now finished with the changes we want to make so please review the information and click the Save button.

The screenshot shows the FSCMDEV web application interface. The browser title is "Manager Security Request - Windows Internet Explorer". The address bar shows the URL: http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.Iscript_App. The page header includes "FSCMDEV" and navigation links: Home, Worklist, Add to Favorites, Sign out.

The left sidebar contains a "Menu" section with a search box and a list of navigation items:

- My Favorites
- News and Announcements
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Agency Security
 - Manager Security Request
- Purchasing
- eProcurement
- Services Procurement
- Sourcing
- Commitment Control
- Worklist
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

The main content area displays several expandable modules:

- Journal Processing
- Maintenance Standard Budget
- Labor Distribution** (Expanded):
 - Activities table:

	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LD Inquiry, Reports & Query
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Offline Upload
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Labor Distribution
 - Open Item
 - Purchasing
 - Query
 - Salary-Travel-Per Diem
 - TGMP
- Vendors** (Expanded):
 - Activities table:

	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor Inquiry, Reports & Query
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor Entry

Below the modules, there is a text instruction: "Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below." Below this are "Expand All" and "Collapse All" buttons.

At the bottom of the main content area, there are "Save", "Add", and "Update/Display" buttons.

The bottom navigation bar includes: Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Click the Security Request tab to get back to the main page.

The Status field will be in Draft mode until the manager is ready to submit the request to the Agency Security Officer which at that time the manager will change the Status field from Draft to Manager Submitted, then click the Save Button.

The screenshot shows a web browser window titled "Manager Security Request - Windows Internet Explorer". The address bar shows the URL: http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_Appl. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the FSCMDEV logo and navigation links: Home, Worklist, Add to Favorites, and Sign out.

The main content area is titled "Manager Security Request" and includes a search bar and a navigation menu. The menu items are: My Favorites, News and Announcements, Employee Self-Service, Manager Self-Service, Supplier Contracts, Agency Security (expanded), Manager Security Request (selected), Purchasing, eProcurement, Services Procurement, Sourcing, Commitment Control, Worklist, Reporting Tools, PeopleTools, Change My Password, My Personalizations, My System Profile, and My Dictionary.

The "Security Request" section displays the following information:

- Business Unit:** 40300 Administrative Services, Dept
- Request ID:** 000000007

Below this information is a paragraph of text: "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."

The "Security Request" form includes the following fields:

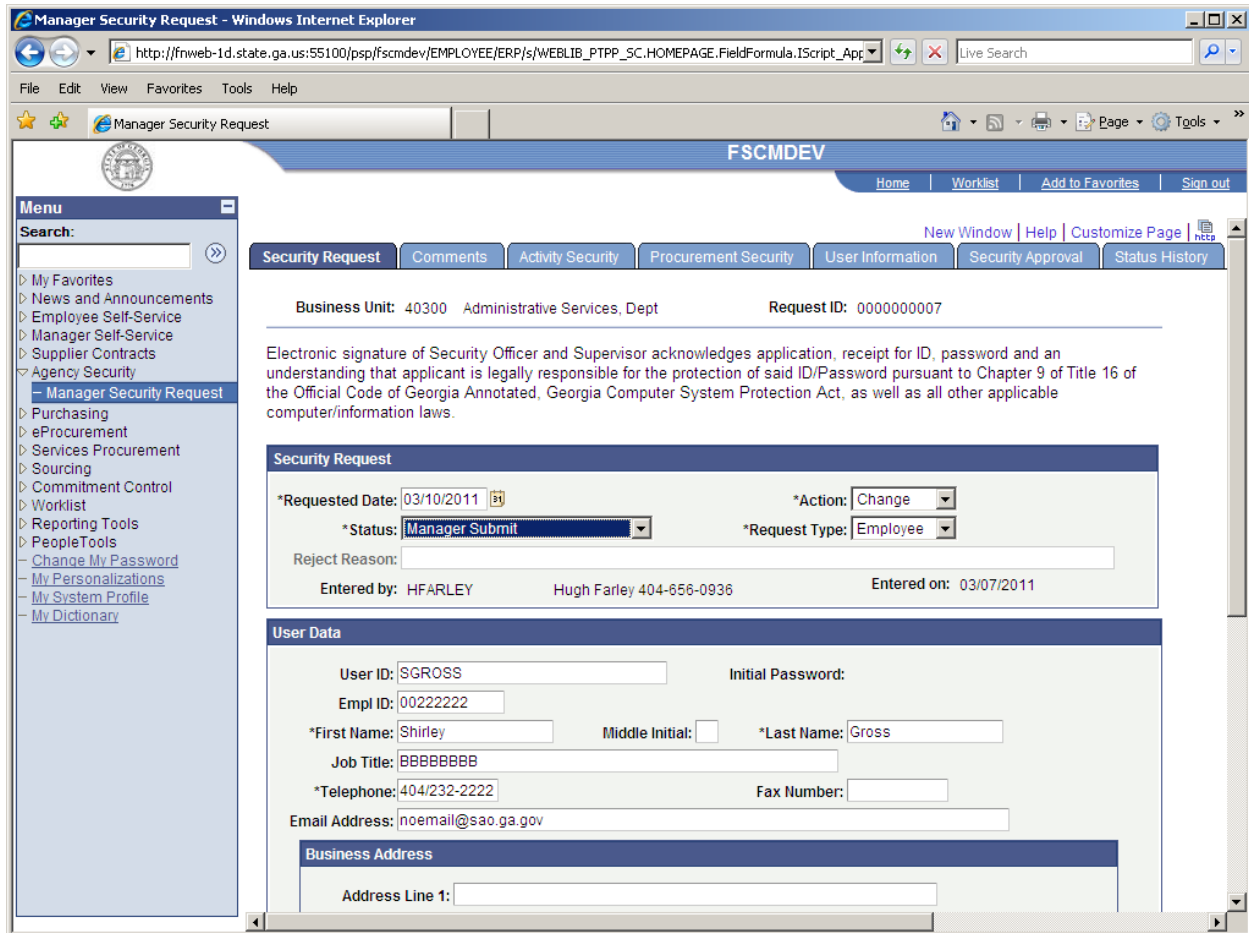
- *Requested Date:** 03/10/2011
- *Action:** Change
- *Status:** Draft
- *Request Type:** Employee
- Reject Reason:** (empty text field)
- Entered by:** HFARLEY Hugh Farley 404-656-0936
- Entered on:** 03/07/2011

The "User Data" section contains the following fields:

- User ID:** SGR0SS
- Initial Password:** (empty text field)
- Empl ID:** 00222222
- *First Name:** Shirley
- Middle Initial:** (empty text field)
- *Last Name:** Gross
- Job Title:** BBBBBBBB
- *Telephone:** 404/232-2222
- Fax Number:** (empty text field)
- Email Address:** noemail@sao.ga.gov

The "Business Address" section includes the following fields:

- Address Line 1:** (empty text field)
- Address Line 2:** (empty text field)



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: 40300
 Request ID: 0000000007
 Request Date: 3/10/2011
 User Name: Shirley Gross
 User Id: SGROSS

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 screenshot shows a web browser window titled "Security Request - Windows Internet Explorer". The address bar shows the URL: http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTPP_SC.HOMEPAGE.FieldFormula.IScript_Appl. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is for the "FSCMDEV" system, with a "Security Request" page title. A left-hand menu is visible, listing various system components under "Agency Security", with "Security Request" selected. The main content area features a search interface with the heading "Security Request" and the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two buttons: "Find an Existing Value" and "Add a New Value". A search criteria form includes a "Maximum number of rows to return (up to 300):" field set to "300". The search criteria fields are: "Business Unit:" (dropdown: "begins with", text input), "Request ID:" (dropdown: "begins with", text input), "Requested Date:" (operator: "=", dropdown: "31", text input), "Last Name:" (dropdown: "begins with", text input), "Empl ID:" (dropdown: "begins with", text input), "User ID:" (dropdown: "begins with", text input), "Action:" (operator: "=", dropdown), and "Status:" (operator: "=", dropdown). There is a "Case Sensitive" checkbox which is unchecked. At the bottom of the search area are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below the search area are links for "Find an Existing Value" and "Add a New Value".

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. Click the Search button.

The screenshot shows a web browser window titled "Security Request - Windows Internet Explorer". The address bar shows the URL: http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_Appl. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is titled "Security Request" and includes a search form with the following fields:

- Maximum number of rows to return (up to 300): 300
- Business Unit: begins with 40300
- Request ID: begins with 000000007
- Requested Date: =
- Last Name: begins with
- Empl ID: begins with
- User ID: begins with SGROSS
- Action: =
- Status: =

There are also buttons for "Find an Existing Value" and "Add a New Value" at the top of the search form. Below the search form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the bottom of the search form, there are links for "Find an Existing Value" and "Add a New Value".

This is the result of the search.

Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTOP_SC.HOMEPAGE.FieldFormula.IScript_App

File Edit View Favorites Tools Help

Security Request

FSCMDEV

Home Add to Favorites Sign out

Search: []

My Favorites
News and Announcements
Manager Self-Service
Supplier Contracts
Agency Security
Security Request
Customers
Items
Vendors
Purchasing
eProcurement
Billing
Accounts Receivable
Accounts Payable
Custom Accounts Payable
Asset Management
Banking
Commitment Control
General Ledger
Set Up Financials/Supply Chain
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: 40300 Administrative Services, Dept Request ID: 000000007

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: 03/10/2011 *Action: Change
*Status: Manager Submitted *Request Type: Employee
Reject Reason: []
Entered by: HFARLEY Hugh Farley 404-656-0936 Entered on: 03/07/2011

User Data

User ID: SGR0SS Initial Password: []
Empl ID: 00222222
*First Name: Shirley Middle Initial: [] *Last Name: Gross
Job Title: BBBBBBBB
*Telephone: 404/232-2222 Fax Number: []
Email Address: noemail@sao.ga.gov

Business Address

Address Line 1: []

The Agency Security Officer will review the entire Change 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 not approve the Change 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 send an email to inform the manager of the rejected request.

For this example, the Agency Security Officer approves the 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.

Security Request - Windows Internet Explorer

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_Appl

Live Search

File Edit View Favorites Tools Help

Security Request

FSCMDEV

Home | Add to Favorites | Sign out

Search: []

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

Business Unit: 40300 Administrative Services, Dept Request ID: 000000007

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: 03/10/2011 Action: Change
Status: Approved Request Type: Employee
Reject Reason:
Entered by: H FARLEY Hugh Farley 404-656-0936 Entered on: 03/07/2011

User Data

User ID: SGR0SS Initial Password:
Empl ID: 00222222
First Name: Shirley Middle Initial: Last Name: Gross
Job Title: BBBBBBBB
Telephone: 404/232-2222 Fax Number:
Email Address: noemail@sao.ga.gov

Business Address

Address Line 1:

An email has been sent to 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: 40300

Request ID: 000000007

Request Date: 3/10/2011

User Name: Shirley Gross

User Id: SGR0SS

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: 40300

Request ID: 0000000007

Request Date: 3/10/2011

User Name: Shirley Gross

User Id: SGROSS

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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This concludes the Change Request.