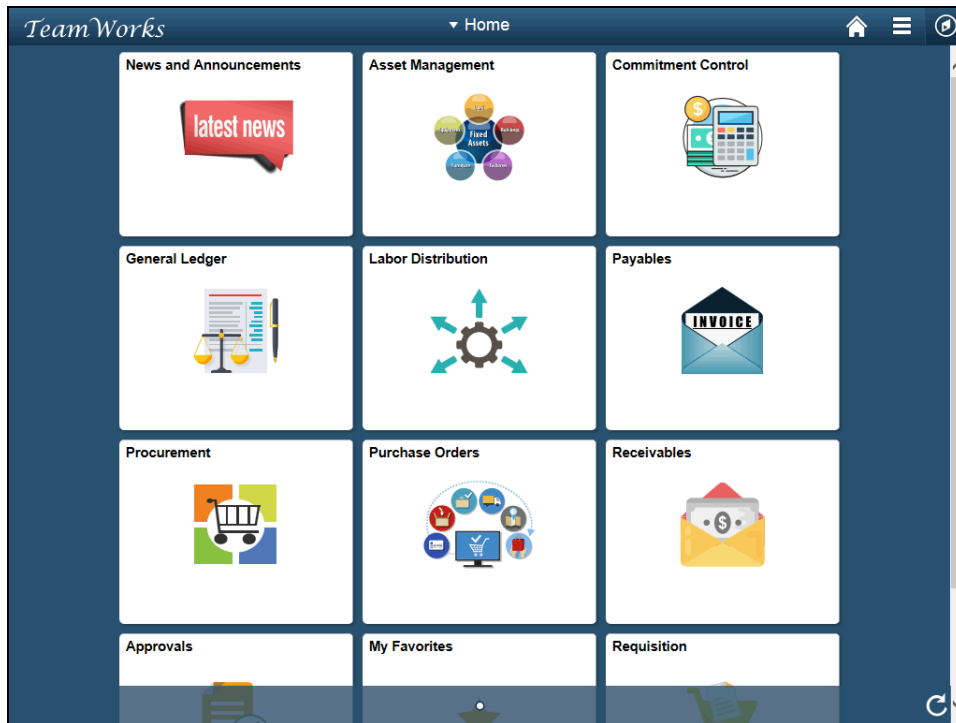

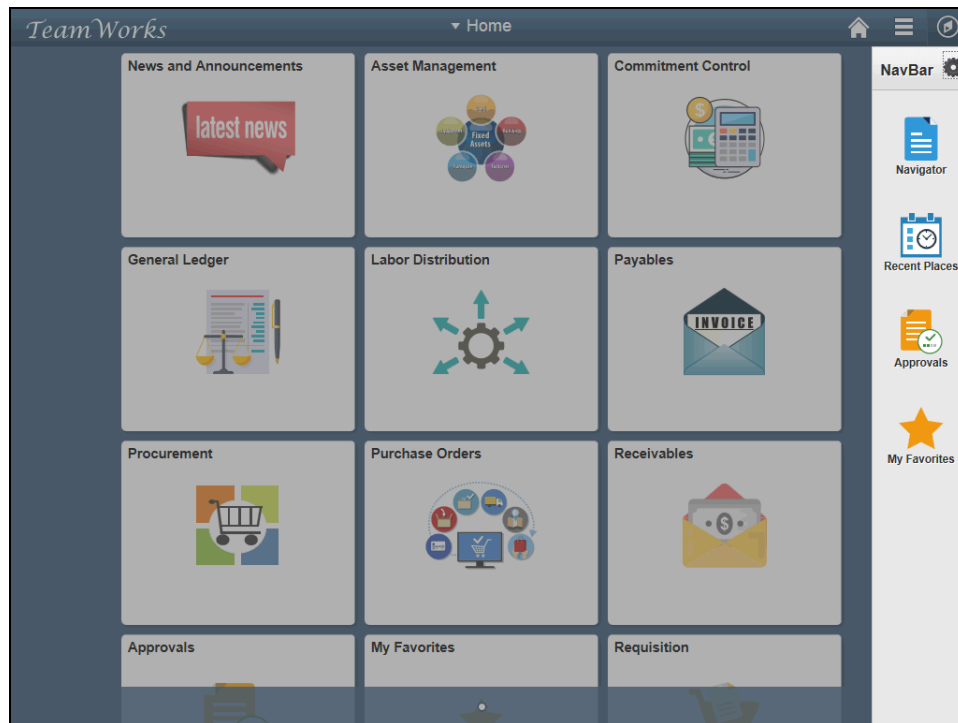



Requesting a Change Security Request

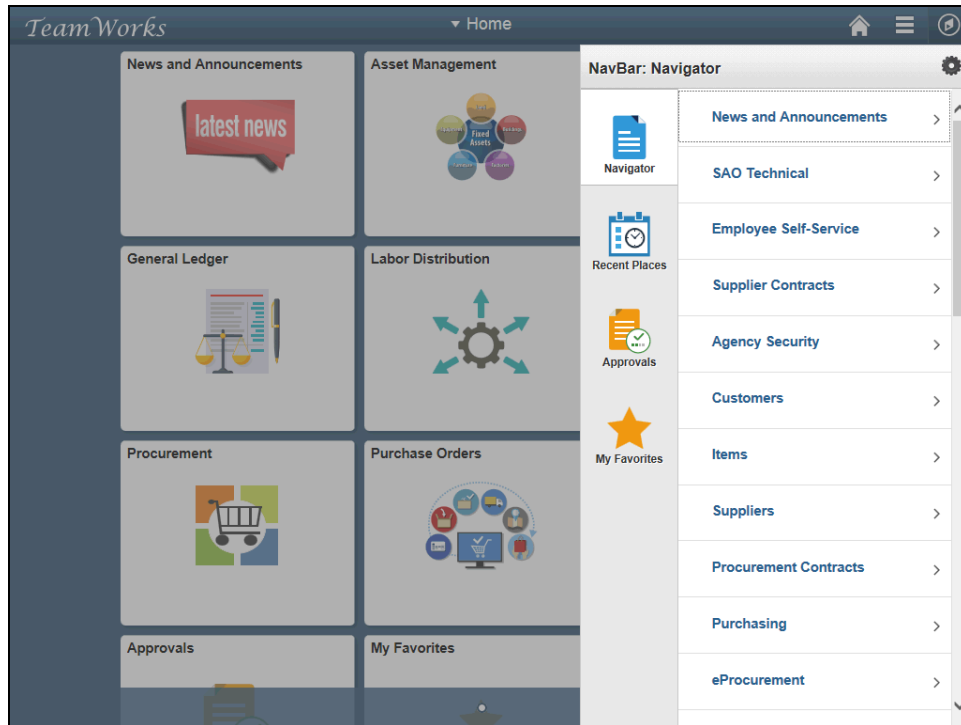
Below are the process steps to Requesting a Change Security Request. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



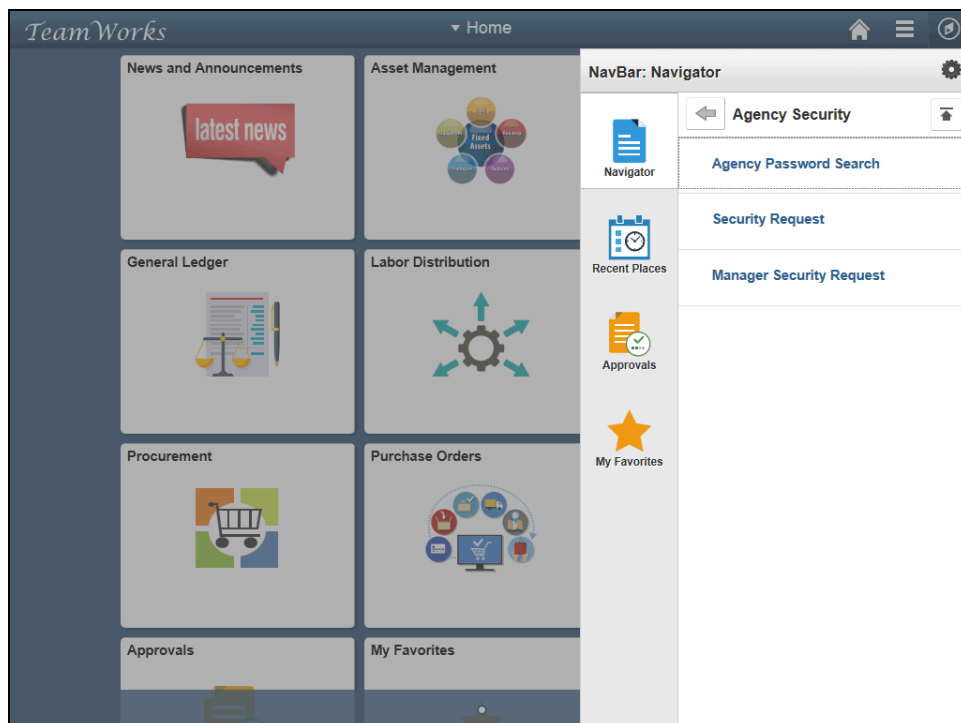
Step	Action
1.	<p>A new Security Request needs to be created.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar icon.</p> 



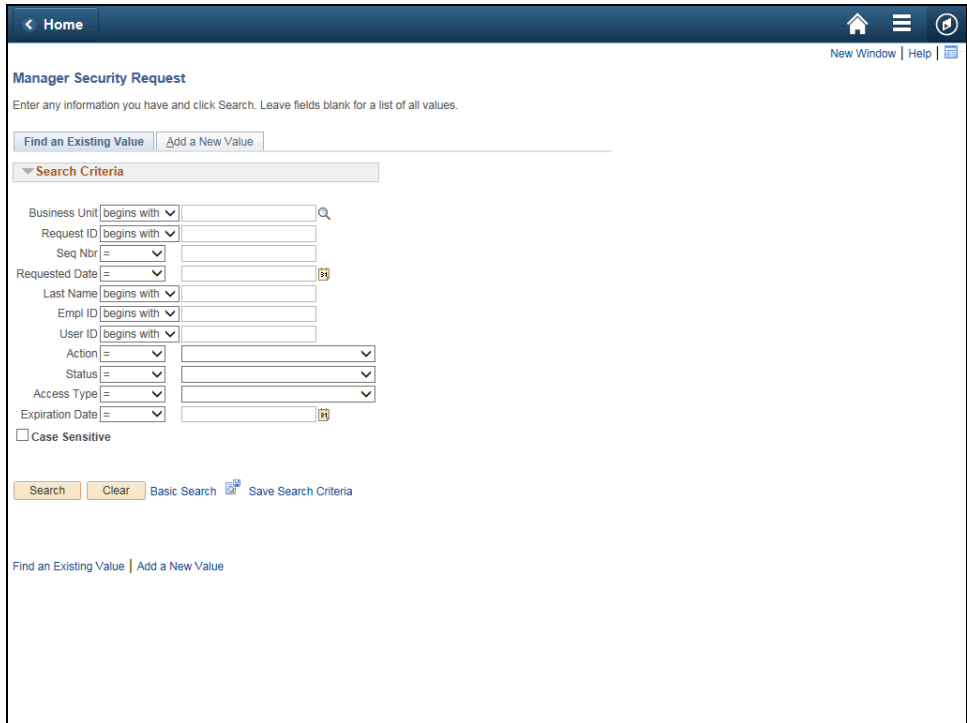
Step	Action
2.	Click the Navigator icon. <div style="text-align: center; margin-top: 10px;">  <p>Navigator</p> </div>



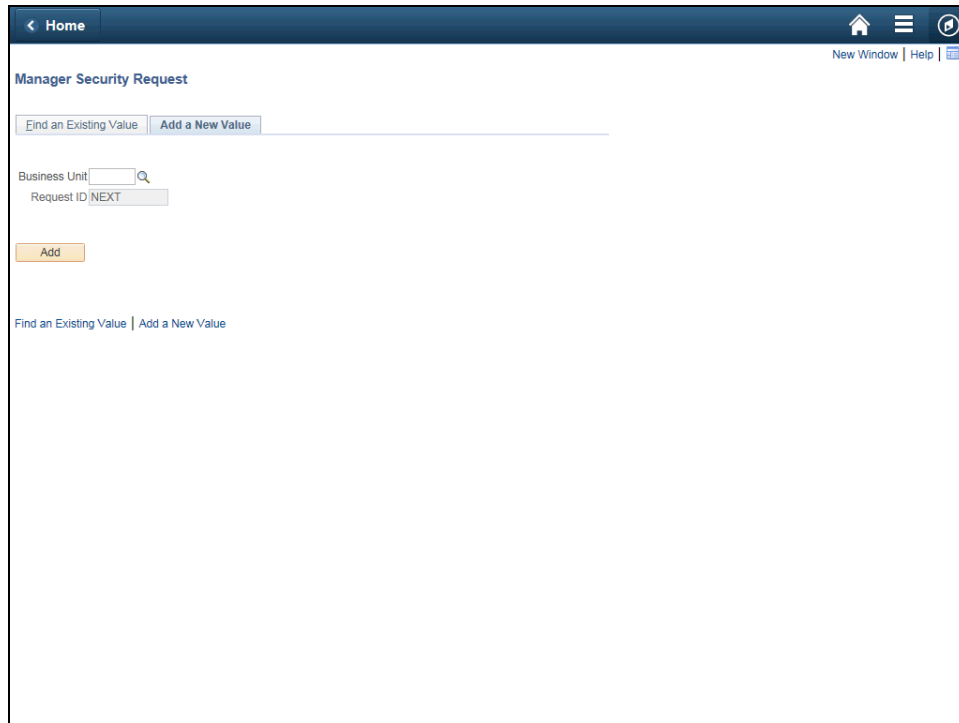
Step	Action
3.	Click the Agency Security link. Agency Security

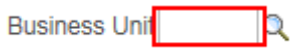


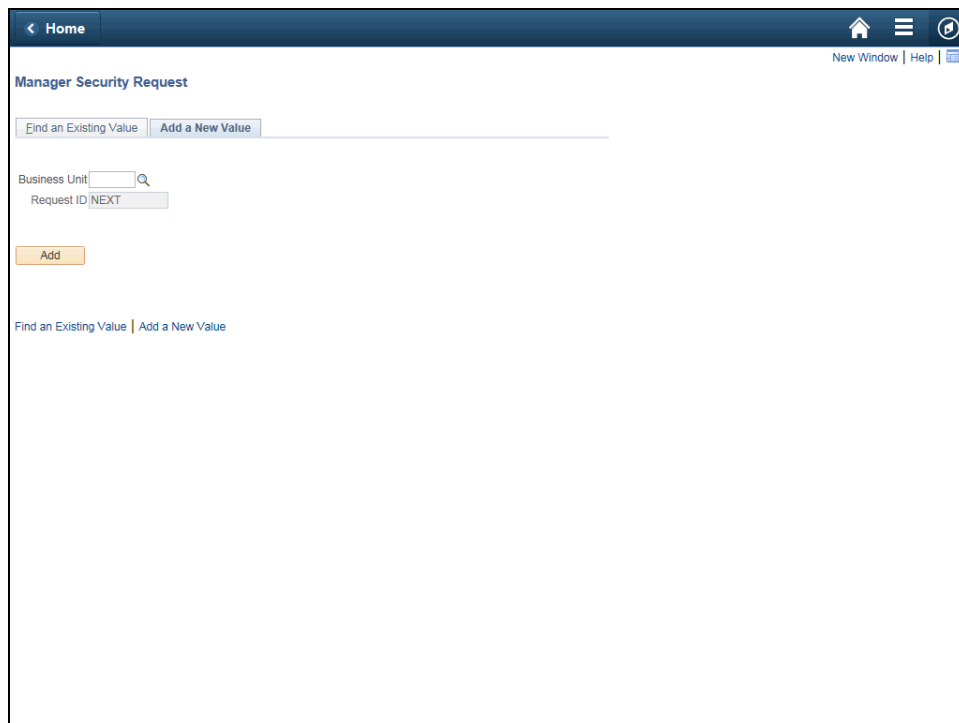
Step	Action
4.	Click the Manager Security Request link. Manager Security Request



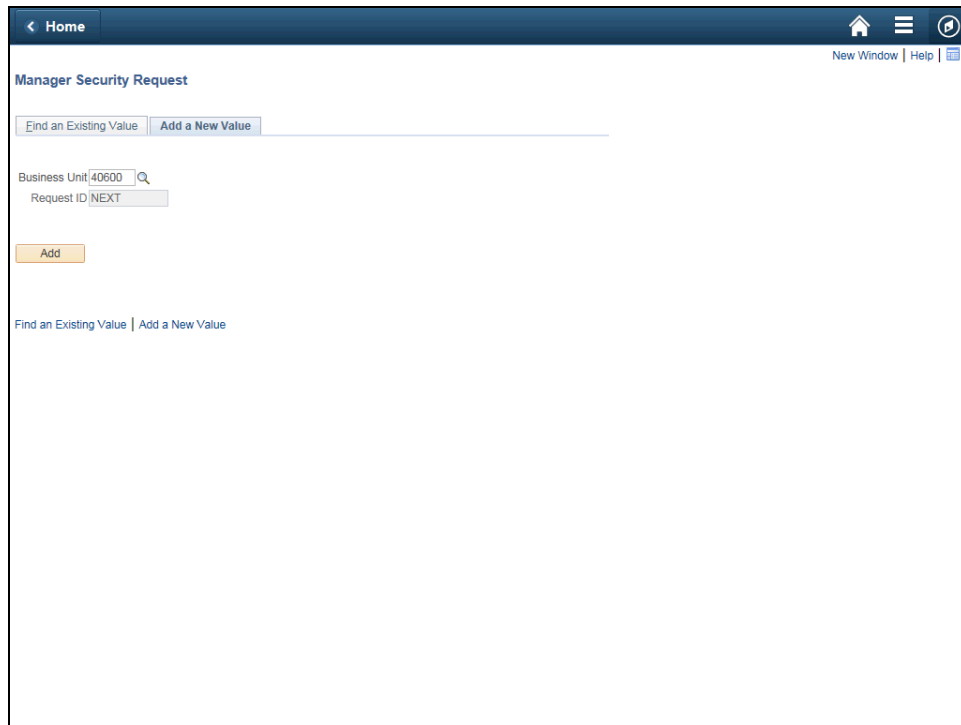
Step	Action
5.	To make a change to security access, a new security request will need to be created. Click the Add a New Value tab. Add a New Value

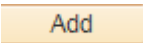


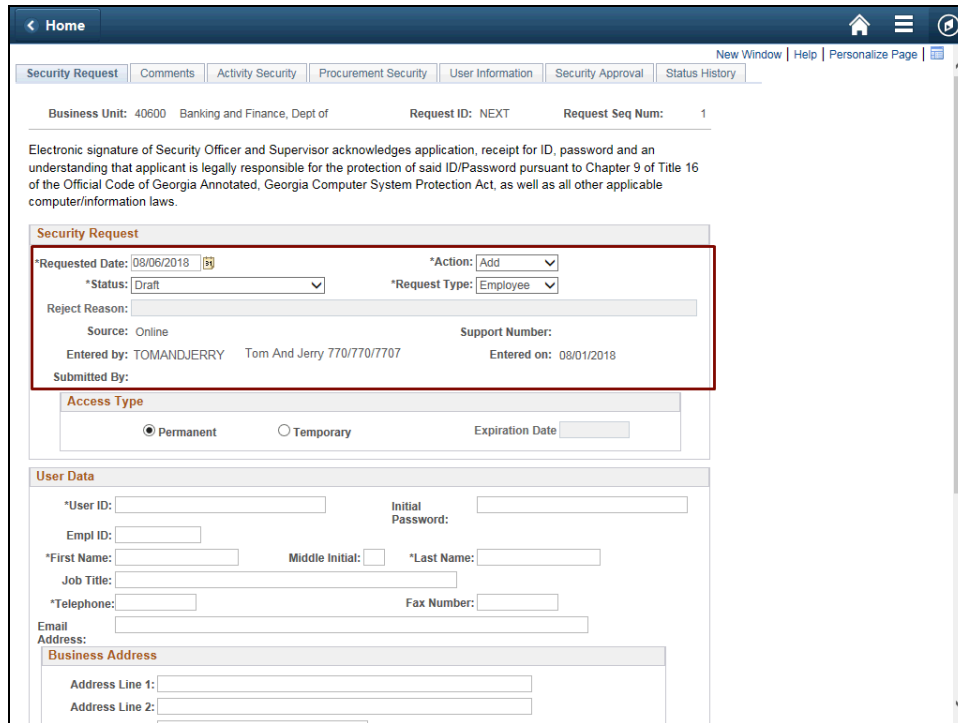
Step	Action
6.	Click in the Business Unit field. 



Step	Action
7.	Enter the appropriate information into the Business Unit field. For this example, type 40600 .



Step	Action
8.	Click the Add button. 



Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 1

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: 03/06/2018 | 09 *Action: Add

*Status: Draft *Request Type: Employee

Reject Reason: _____

Source: Online Support Number: _____

Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 09/01/2018

Submitted By: _____

Access Type

Permanent Temporary Expiration Date: _____

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: _____

Address Line 2: _____

Step	Action
9.	<p>Here is the page where the Manager will input all relative information for the security addition. Those items with a * are required.</p> <p>The first section includes items such as the Request Date, which is automatically 3 days later as that SAO requires those 3 days. Action, Status, and Request Type are items that can be changed.</p> <p>The Source, Entered by and Support Number are automatically updated by the system.</p>

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 1

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: 08/06/2018 | By [] *Action: Add [v]
 *Status: Draft [v] *Request Type: Employee [v]

Reject Reason: []
 Source: Online Support Number: []
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018
 Submitted By: []

Access Type

Permanent Temporary Expiration Date: []

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: []
 Address Line 2: []

Step	Action
10.	Click the Vertical scrollbar to view the bottom of the page.

Submitted By: []

Access Type

Permanent Temporary Expiration Date: []

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: []
 Address Line 2: []
 City: []
 State: [] Postal Code: []

Supervisor's Information

*Name: []
 *Telephone: []

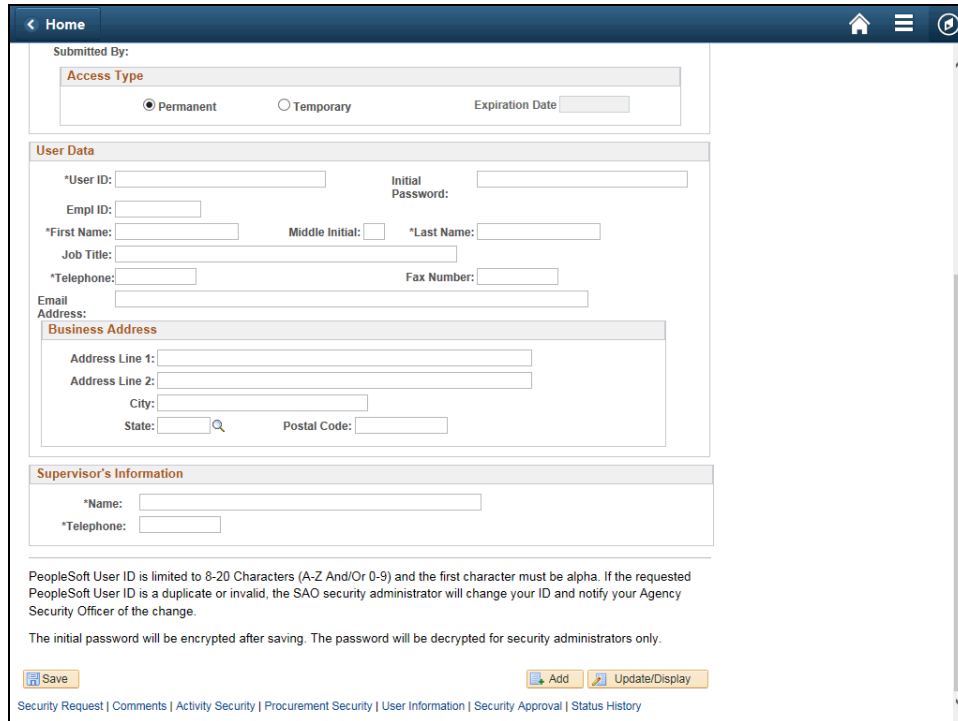
PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

[Save] [Add] [Update/Display]

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

Step	Action
11.	The next section is the user data that will need to be entered. Again, items with a * are required. Notice there is also a section for the Supervisor's Information .



Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

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: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

*Telephone: _____

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.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

[Save](#) [Add](#) [Update/Display](#)

[Security Request](#) | [Comments](#) | [Activity Security](#) | [Procurement Security](#) | [User Information](#) | [Security Approval](#) | [Status History](#)

Step	Action
12.	Now, enter the User ID. User ID: This is the Employee ID. For a contractor, the User ID is limited to 8-20 characters and the first character must be alpha. Click in the User ID field. *User ID: <input style="border: 2px solid red;" type="text"/>

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

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: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

*Telephone: _____

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.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

[Save](#) [Add](#) [Update/Display](#)

[Security Request](#) | [Comments](#) | [Activity Security](#) | [Procurement Security](#) | [User Information](#) | [Security Approval](#) | [Status History](#)

Step	Action
13.	Enter the appropriate information into the User ID field. For this example, type HHENDERSON .

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: HHENDERSON Initial Password: _____

Empl ID: _____

*First Name: _____ Middle Initial: _____ *Last Name: _____

Job Title: _____

*Telephone: _____ Fax Number: _____

Email Address: _____

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

*Telephone: _____

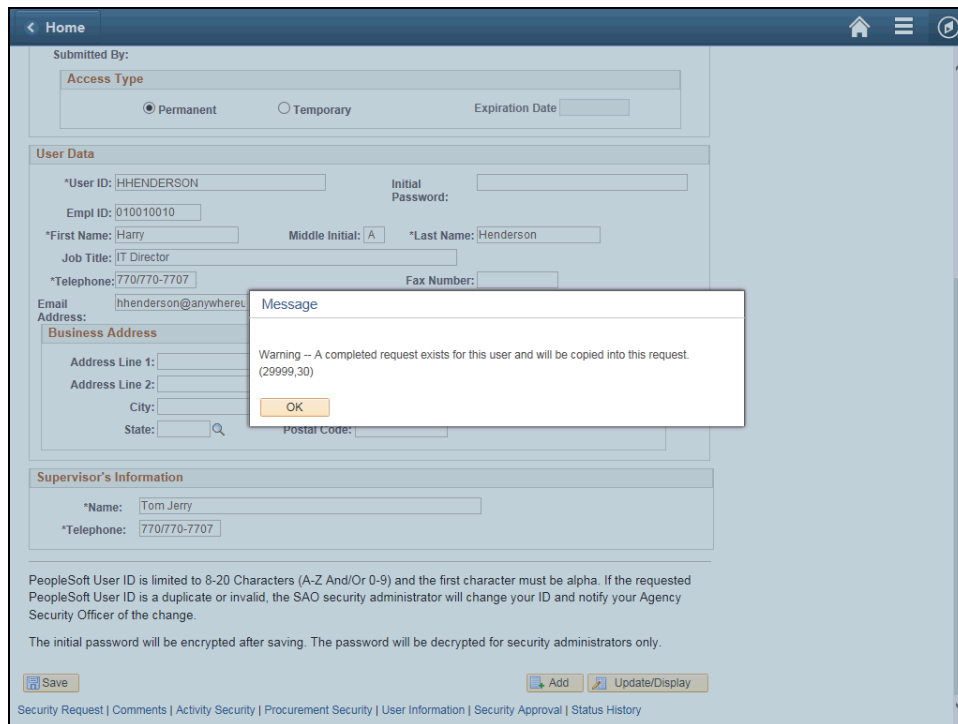
PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

[Save](#) [Add](#) [Update/Display](#)

[Security Request](#) | [Comments](#) | [Activity Security](#) | [Procurement Security](#) | [User Information](#) | [Security Approval](#) | [Status History](#)

Step	Action
14.	There is a function that will bring in the user's existing data if they are already in the TeamWorks system. After entering the User ID , Press [Tab] .



Step	Action
15.	Be sure to read the warning message. Click the OK button.

Message

Warning -- A completed request exists for this user and will be copied into this request. (29999,30)

OK

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: HHENDERSON Initial Password: _____

Empl ID: 010010010

*First Name: Harry Middle Initial: A *Last Name: Henderson

Job Title: IT Director

*Telephone: 770/770-7707 Fax Number: _____

Email Address: hhenderson@anywhereus.ga.gov

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: Tom Jerry

*Telephone: 770/770-7707

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.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

[Security Request](#) | [Comments](#) | [Activity Security](#) | [Procurement Security](#) | [User Information](#) | [Security Approval](#) | [Status History](#)

Step	Action
16.	Notice that the User Data area is now populated with the required information.

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: HHENDERSON Initial Password: _____

Empl ID: 010010010

*First Name: Harry Middle Initial: A *Last Name: Henderson

Job Title: IT Director

*Telephone: 770/770-7707 Fax Number: _____

Email Address: hhenderson@anywhereus.ga.gov

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: Tom Jerry

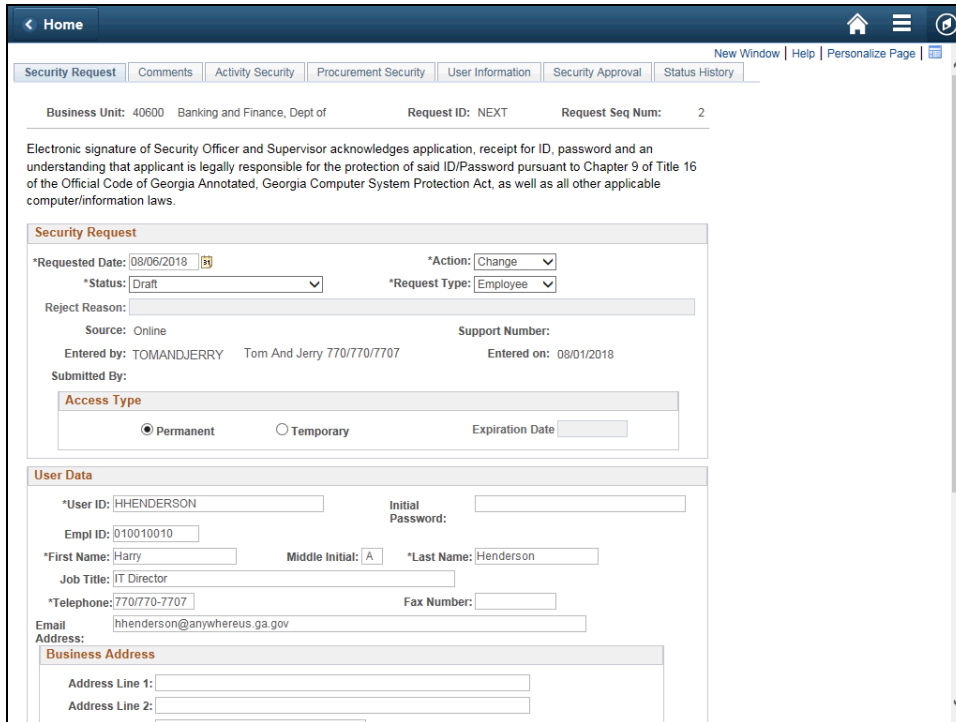
*Telephone: 770/770-7707

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.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

[Security Request](#) | [Comments](#) | [Activity Security](#) | [Procurement Security](#) | [User Information](#) | [Security Approval](#) | [Status History](#)

Step	Action
17.	Click the Vertical scrollbar to return to the top of the page.




The screenshot shows a web application interface for a Security Request. The top navigation bar includes a 'Home' button and several menu items: Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. The main content area displays the following information:

- Business Unit: 40600 Banking and Finance, Dept of
- Request ID: NEXT
- Request Seq Num: 2

Below this is a paragraph of text regarding the electronic signature of the Security Officer and Supervisor. The main form is divided into several sections:

- Security Request:**
 - *Requested Date: 08/06/2018
 - *Status: Draft
 - *Action: Change
 - *Request Type: Employee
 - Reject Reason: (empty field)
 - Source: Online
 - Entered by: TOMANDJERRY Tom And Jerry 770/770/7707
 - Support Number: (empty field)
 - Entered on: 08/01/2018
 - Submitted By: (empty field)
 - Access Type:**
 - Permanent
 - Temporary
 - Expiration Date: (empty field)
- User Data:**
 - *User ID: HHENDERSON
 - Initial Password: (empty field)
 - Empl ID: 010010010
 - *First Name: Harry
 - Middle Initial: A
 - *Last Name: Henderson
 - Job Title: IT Director
 - *Telephone: 770/770-7707
 - Fax Number: (empty field)
 - Email Address: hhenderson@anywhereus.ga.gov
 - Business Address:**
 - Address Line 1: (empty field)
 - Address Line 2: (empty field)

Step	Action
18.	<p>This request will be a change to security access so the Action field will need to be updated.</p> <p>Click the Action drop-down list.</p> <p>*Action: Change </p>

Home

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

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 2

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: 08/06/2018 [By] *Action: **Change** (dropdown menu)
 *Status: Draft *Request Type: Employee (dropdown menu)

Reject Reason:

Source: Online Support Number:
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018

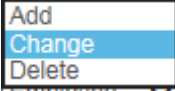
Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: HHENDERSON Initial Password:
 Empl ID: 010010010
 *First Name: Harry Middle Initial: A *Last Name: Henderson
 Job Title: IT Director
 *Telephone: 770/770-7707 Fax Number:
 Email: hhenderson@anywhereus.ga.gov
 Address:
Business Address
 Address Line 1:
 Address Line 2:

Step	Action
19.	Click the Change list item. 

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 2

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: 08/06/2018 [By] *Action: Change
 *Status: Draft *Request Type: Employee

Reject Reason: []

Source: Online Support Number: []

Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018

Submitted By: []

Access Type

Permanent Temporary Expiration Date: []

User Data

*User ID: HHENDERSON Initial Password: []

Empl ID: 010010010

*First Name: Harry Middle Initial: A *Last Name: Henderson

Job Title: IT Director

*Telephone: 770/770-7707 Fax Number: []

Email: hhenderson@anywhereus.ga.gov

Address: []

Business Address

Address Line 1: []

Address Line 2: []

Step	Action
20.	Click the Activity Security tab.

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 2

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

Check all that are applicable.

- ▶ Accounts Payable
- ▶ Accounts Receivable
- ▶ Asset Management
- ▶ Commitment Control
- ▶ Customers
- ▶ General Ledger
- ▶ Labor Distribution
- ▶ Open Item
- ▶ Purchasing
- ▶ Query
- ▶ Salary-Travel-Per Diem
- ▶ Vendors

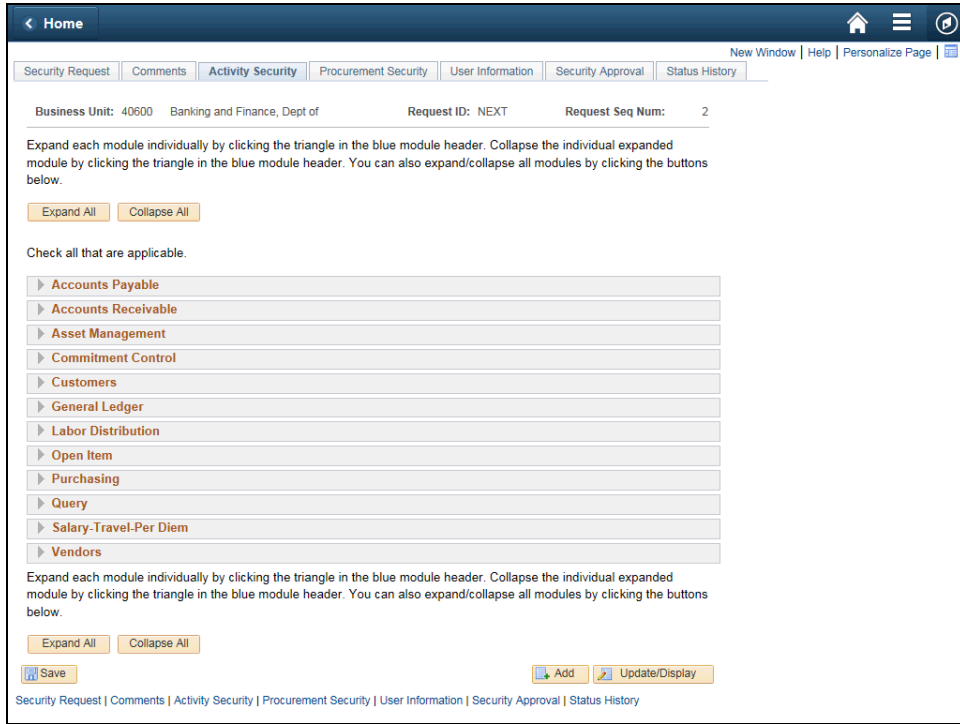
Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save Add Update/Display

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

Step	Action
21.	The Activity Security tab gives the manager the ability to add or remove particular security access.



Step	Action
22.	We are going to add access to the Committment Control module. Click the Expand section button. 

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 2

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

Check all that are applicable.

- Accounts Payable
- Accounts Receivable
- Asset Management
- Commitment Control
 - Activities

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Data Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override AP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override GL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override PO
 - Customers
 - General Ledger
 - Labor Distribution
 - Open Item
 - Purchasing
 - Query
 - Salary-Travel-Per Diem
 - Vendors

Step	Action
23.	<p>For this example, let's add Budget Inquiry, Reports and Query.</p> <p>Click the Add option.</p>

Home

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

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 2

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.

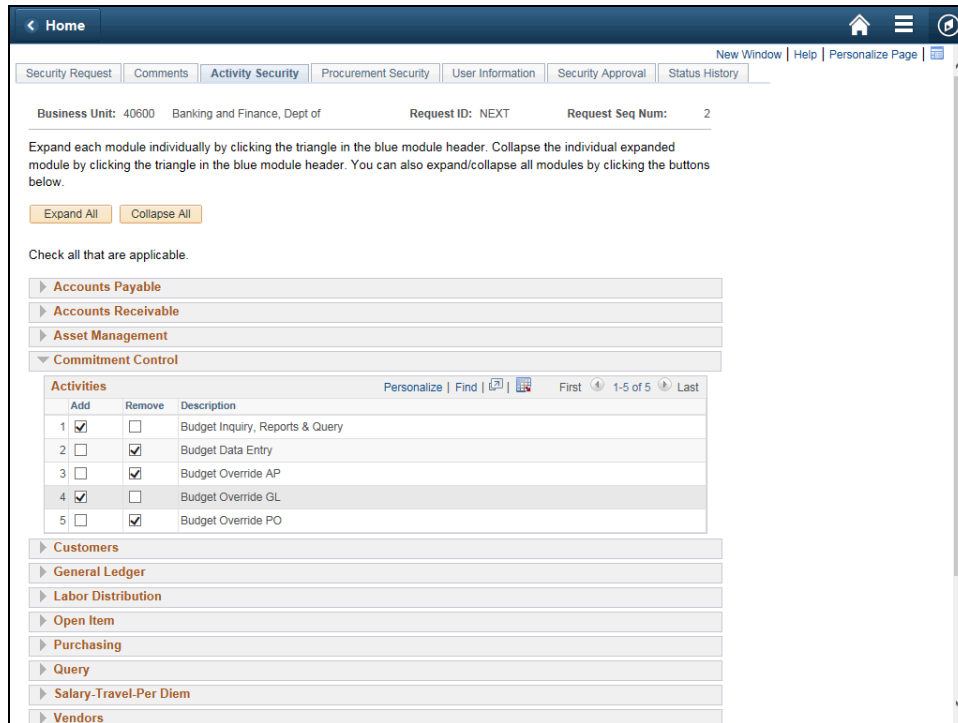
Expand All Collapse All

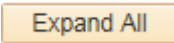
Check all that are applicable.

- ▶ Accounts Payable
- ▶ Accounts Receivable
- ▶ Asset Management
- ▼ Commitment Control
 - Activities Personalize | Find | [?] | [x] First 1-5 of 5 Last

Add	Remove	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Data Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override AP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override GL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override PO
- ▶ Customers
- ▶ General Ledger
- ▶ Labor Distribution
- ▶ Open Item
- ▶ Purchasing
- ▶ Query
- ▶ Salary-Travel-Per Diem
- ▶ Vendors

Step	Action																		
24.	<p>Let's also add Budget Override GL.</p> <p>Click the Add option.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Commitment Control</p> <p>Activities Personalize Find [?] [x] First 1-5 of 5 Last</p> <table border="1"> <thead> <tr> <th>Add</th> <th>Remove</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Budget Inquiry, Reports & Query</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Budget Data Entry</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Budget Override AP</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Budget Override GL</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Budget Override PO</td> </tr> </tbody> </table> </div>	Add	Remove	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Inquiry, Reports & Query	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Data Entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override AP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override GL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override PO
Add	Remove	Description																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Inquiry, Reports & Query																	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Data Entry																	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override AP																	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override GL																	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override PO																	



Step	Action
25.	<p>Activities from different modules will be added. The Expand All button allows all the modules to be viewed.</p> <p>Click the Expand All button.</p> 

Home

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

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 2

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

Check all that are applicable.

Accounts Payable

Activities Personalize | Find | First 1-12 of 12 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1099 Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Reconciliation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Express Checks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Recurring Voucher Contracts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create SpeedCharts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Process Vouchers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment Processing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Schedule Pay Cycle
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Voucher Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Obligations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TIGA Reporting Payments

Accounts Receivable

Activities Personalize | Find | First 1-6 of 6 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inq, Rep & Qry Items & Customers

Step	Action
26.	<p>Notice all of the modules are now expanded.</p> <p>Click the Vertical scrollbar to view additional module sections.</p>

Home

2 Add Locations

3 Data Entry

4 Interface

Commitment Control

Activities Personalize | Find | First 1-5 of 5 Last

Add	Remove	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Data Entry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override AP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Override GL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget Override PO

Customers

Activities Personalize | Find | First 1-2 of 2 Last

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

General Ledger

Activities Personalize | Find | First 1-6 of 6 Last

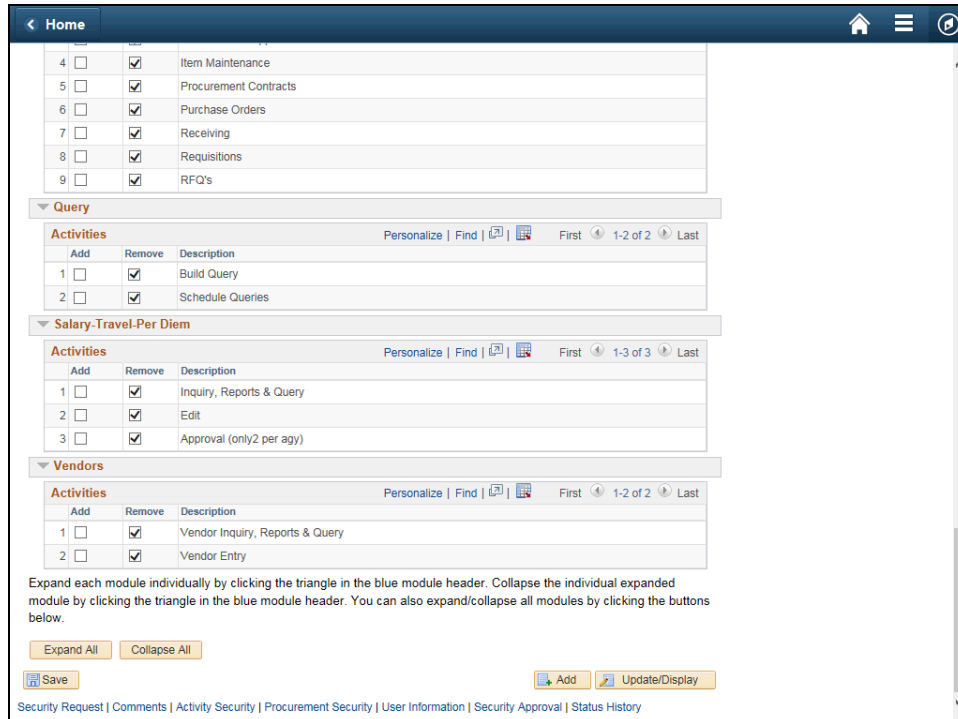
Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inquiry, Reports & Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chartfield Maintenance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interface Journal Upload
<input type="checkbox"/>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

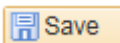
Labor Distribution

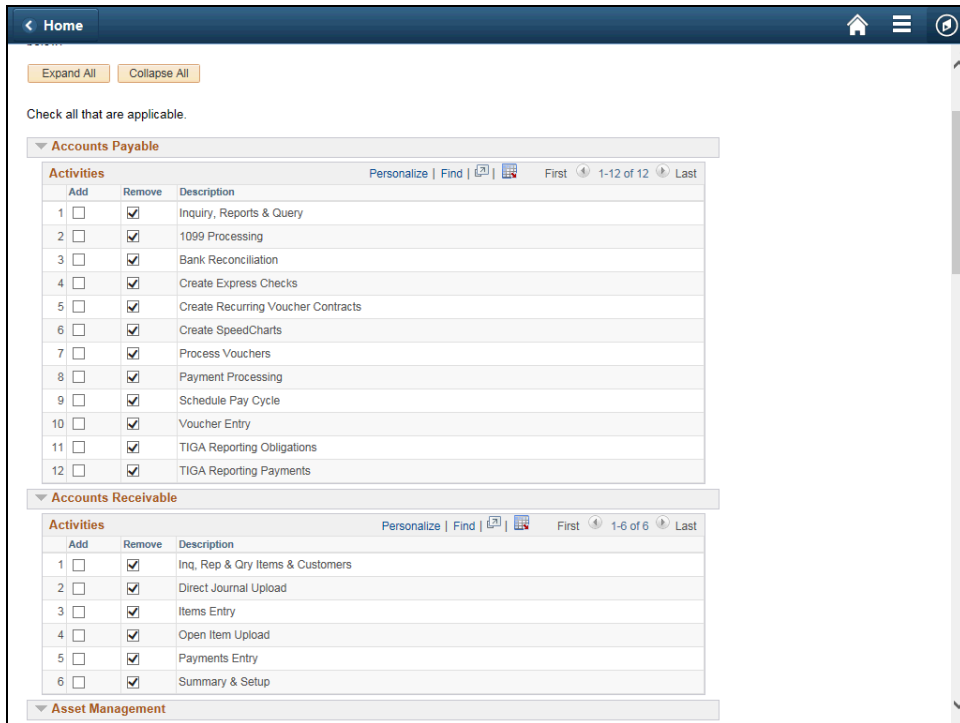
Activities Personalize | Find | First 1-4 of 4 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LD Inquiry, Reports & Query

Step	Action
27.	Click the Vertical scrollbar to continue viewing additional module sections.

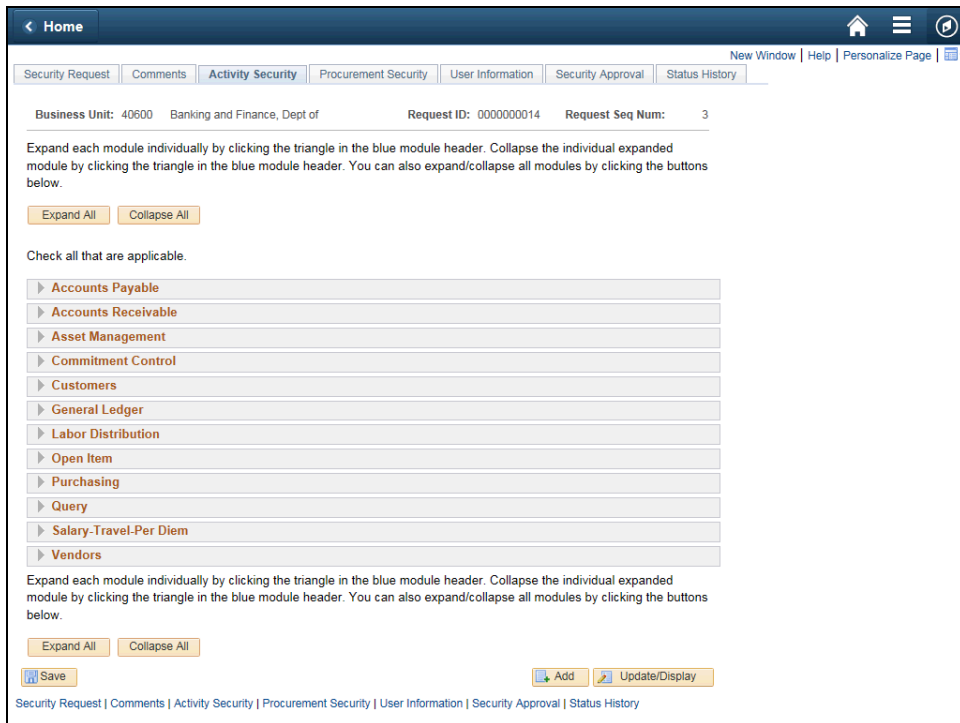



Step	Action
28.	<p>We have chosen the activities to Add. Always be sure to save your work.</p> <p>Click the Save button.</p> 



Step	Action
29.	To minimize all the modules click the Collapse All button.


Collapse All



Step	Action
30.	<p>The Activity Security page is complete. Let's return to the main page.</p> <p>Click the Security Request tab.</p> 

The screenshot shows a web browser window with a navigation bar at the top containing tabs for Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. The main content area displays a 'Security Request' form with the following details:

- Business Unit: 40600 Banking and Finance, Dept of
- Request ID: 000000014 Request Seq Num: 3
- 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** section:
 - *Requested Date: 08/06/2018
 - *Status: Draft
 - *Action: Change
 - *Request Type: Employee
 - Reject Reason: (empty)
 - Source: Online
 - Support Number: (empty)
 - Entered by: TOMANDJERRY Tom And Jerry 770/770/7707
 - Entered on: 08/01/2018
 - Submitted By: (empty)
 - Access Type** section:
 - Permanent
 - Temporary
 - Expiration Date: (empty)
- User Data** section:
 - *User ID: Harry
 - Initial Password: (empty)
 - Empl ID: 003003003
 - *First Name: Harry
 - Middle Initial: A
 - *Last Name: Henderson
 - Job Title: Accounting Director 1
 - *Telephone: 770/770-7707
 - Fax Number: (empty)
 - Email Address: hhenderson@anywhereusa.ga.gov
 - Business Address** section:
 - Address Line 1: (empty)
 - Address Line 2: (empty)

Step	Action
31.	<p>The Status field will be in Draft mode until the manager is ready to submit the request to the Agency Security Officer. The manager will then change the Status field from Draft to Manager Submitted.</p> <p>Click the Status drop-down list.</p> 

Home

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

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000014 Request Seq Num: 3

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: 08/06/2018 *Action: Change
 *Status: Draft *Request Type: Employee
 Reject Reason: Manager Submit
 Rejected

Source: Online Support Number:
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Harry Initial Password:
 Empl ID: 003003003
 *First Name: Harry Middle Initial: A *Last Name: Henderson
 Job Title: Accounting Director 1
 *Telephone: 770/770-7707 Fax Number:
 Email: hhenderson@anywhereusa.ga.gov
 Address:
Business Address
 Address Line 1:
 Address Line 2:

Step	Action
32.	Click the Manager Submit list item.

Draft
 Manager Submit
 Rejected

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000014 Request Seq Num: 3

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: 08/06/2018 *Action: Change
 *Status: Manager Submit *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018
 Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Harry Initial Password:
 Empl ID: 003003003
 *First Name: Harry Middle Initial: A *Last Name: Henderson
 Job Title: Accounting Director 1
 *Telephone: 770/770-7707 Fax Number:
 Email Address: hhenderson@anywhereusa.ga.gov
Business Address
 Address Line 1:
 Address Line 2:

Step	Action
33.	The changes will need to be saved. Click the Vertical scrollbar to return to the bottom of the page.

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Harry Initial Password:
 Empl ID: 003003003
 *First Name: Harry Middle Initial: A *Last Name: Henderson
 Job Title: Accounting Director 1
 *Telephone: 770/770-7707 Fax Number:
 Email Address: hhenderson@anywhereusa.ga.gov
Business Address
 Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:


Supervisor's Information

*Name: Tom Jerry
 *Telephone: 770/770-7707

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.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

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

Step	Action
34.	<p>Always be sure to save your work.</p> <p>Click the Save button.</p> 

Submitted By:

Access Type

Permanent Temporary Expiration Date

User Data

User ID: HHENDERSON Initial Password:

Empl ID: 010010010

First Name: Harry Middle Initial: A Last Name: Henderson

Job Title: IT Director

Telephone: 770/770-7707 Fax Number:

Email Address: hhenderson@anywhereus.ga.gov

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:



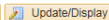
Supervisor's Information

Name: Tom Jerry

Telephone: 770/770-7707

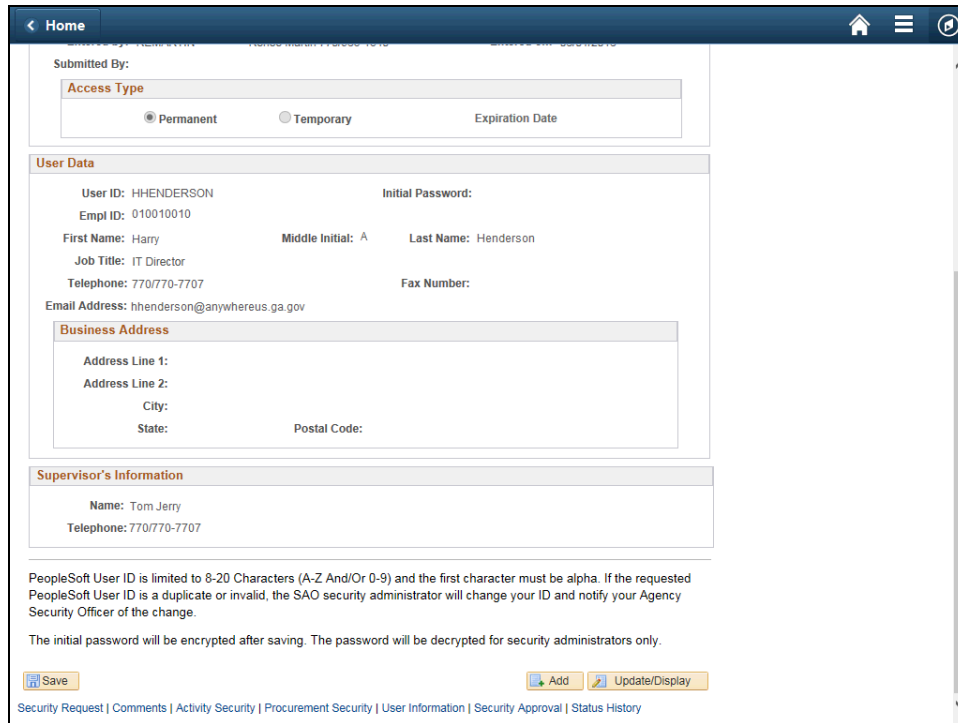
PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

 Save  Add  Update/Display

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

Step	Action
35.	<p>An email will now be sent to the Agency Security Officer to inform them that they have a Security Request. The Agency Security Officer will need to review and approve before it is sent to SAO Security to process.</p>



Submitted By:

Access Type

Permanent Temporary Expiration Date

User Data

User ID: HHENDERSON Initial Password:

Empl ID: 010010010

First Name: Harry Middle Initial: A Last Name: Henderson

Job Title: IT Director

Telephone: 770/770-7707 Fax Number:

Email Address: hhenderson@anywhereus.ga.gov

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

Name: Tom Jerry

Telephone: 770/770-7707

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.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

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

Step	Action
36.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!