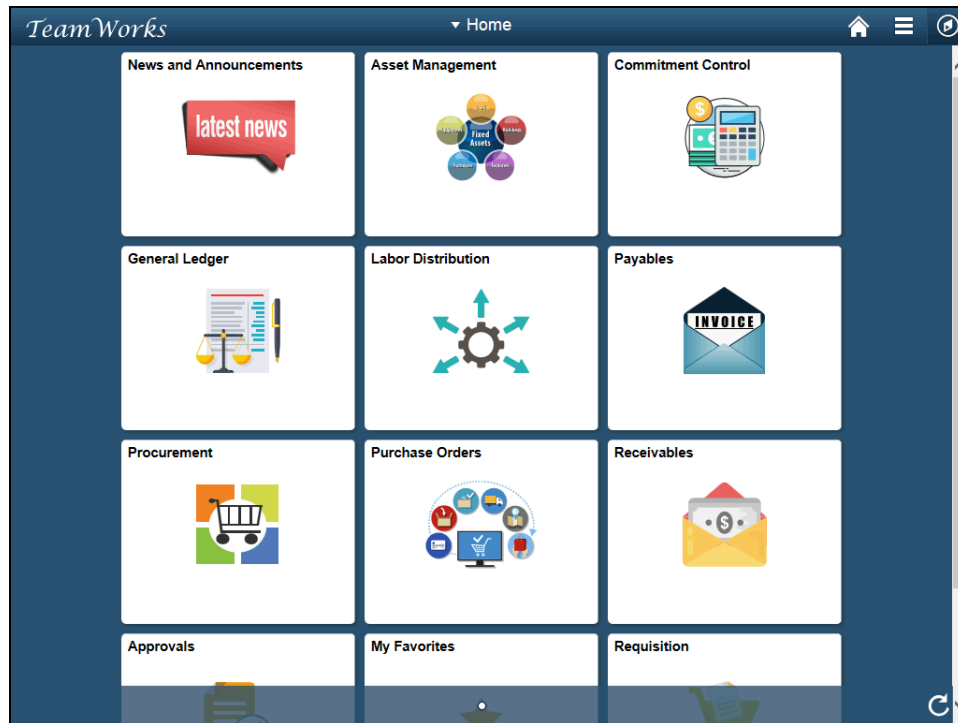

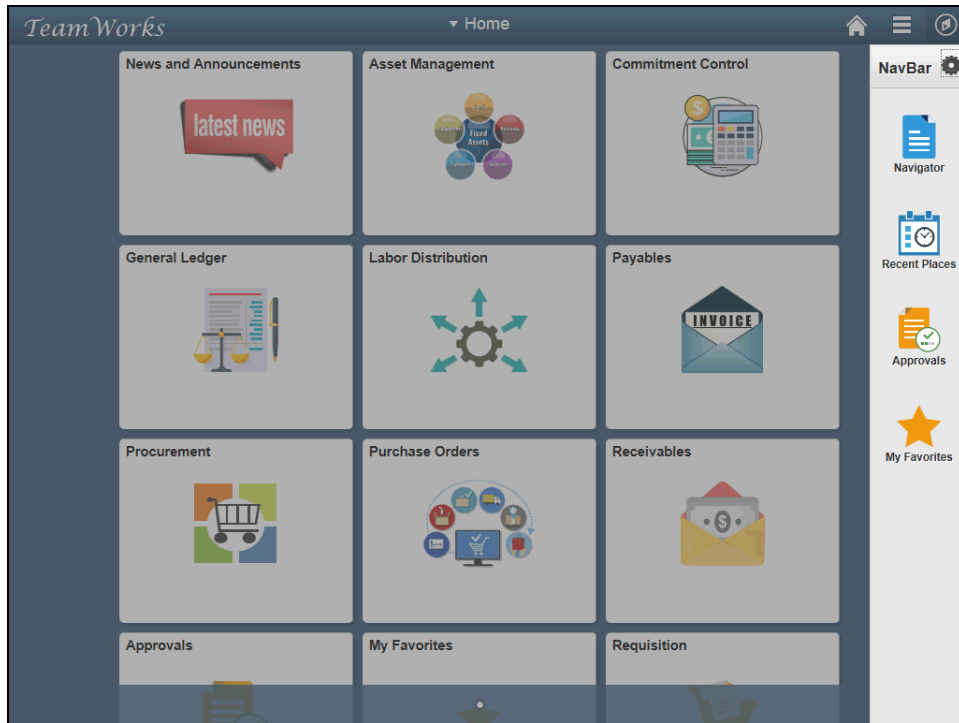



Requesting a Deletion Security Request

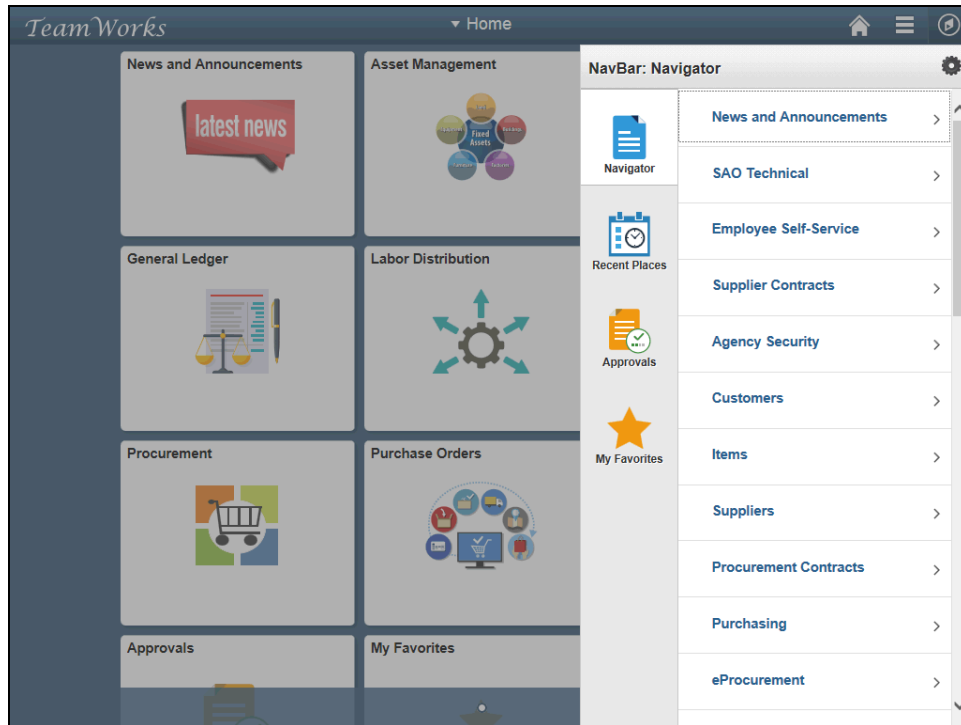
Below are the process steps to Requesting a Deletion Security Request. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



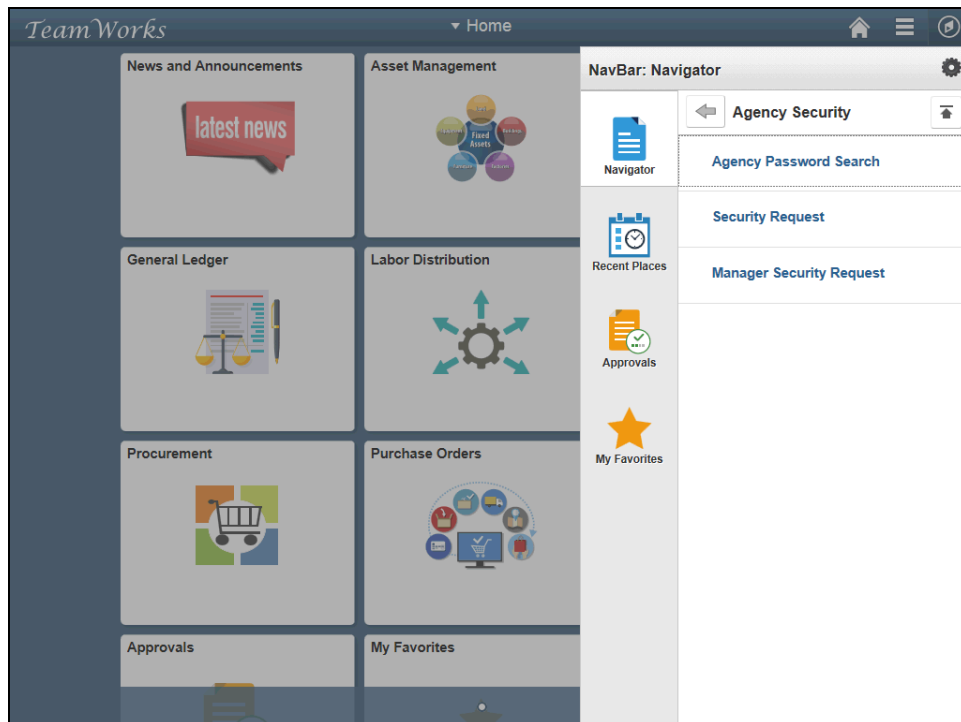
Step	Action
1.	<p>Begin by navigating to the Manager Security Request page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current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



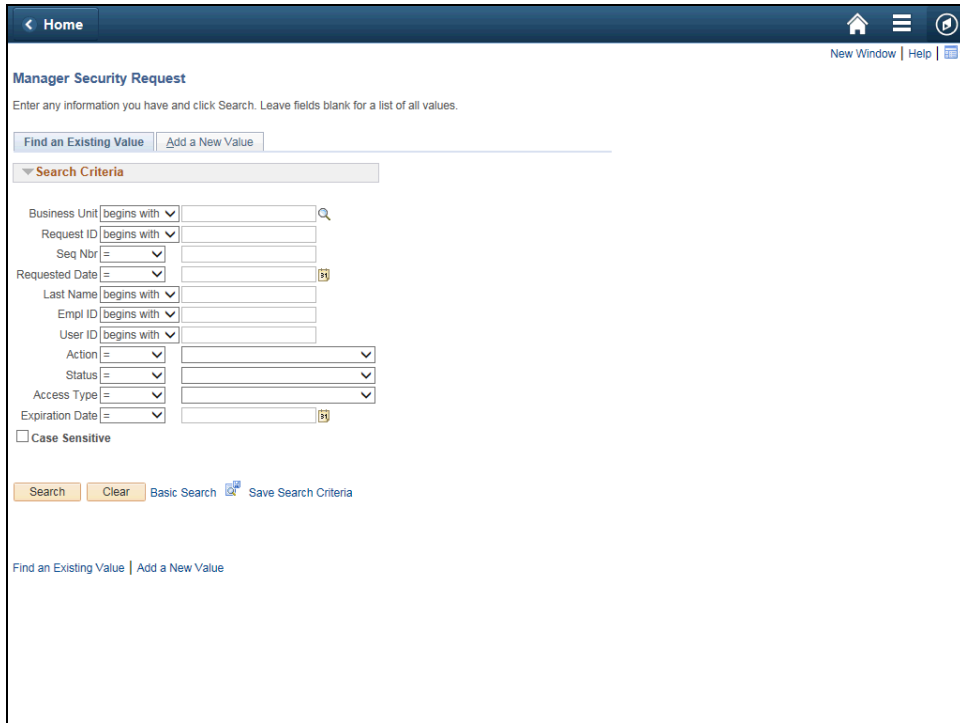
Step	Action
2.	Click the Navigator icon. <div data-bbox="354 1066 505 1234" style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p data-bbox="370 1186 483 1218">Navigator</p> </div>



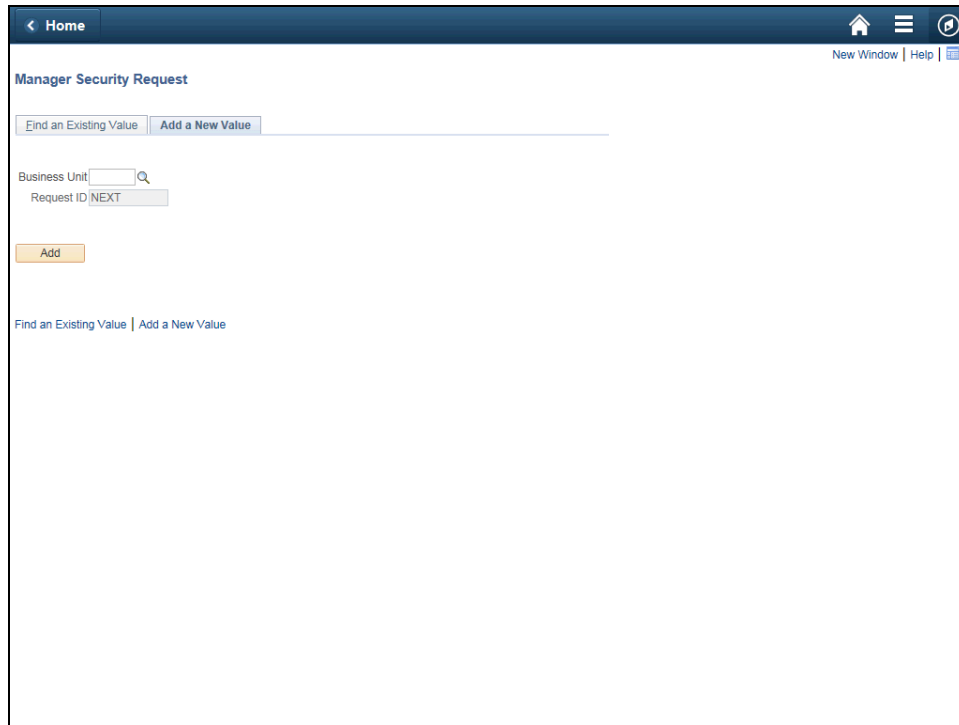
Step	Action
3.	Click the Agency Security link. Agency Security




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

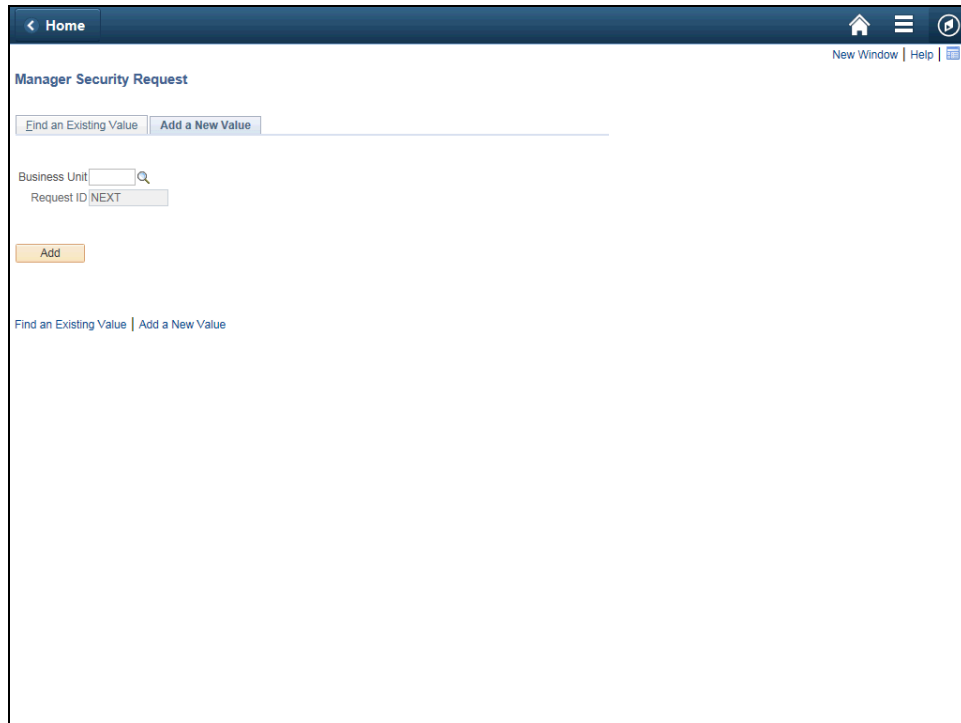


Step	Action
5.	A deletion request requires a new security request. A new value is needed. Click the Add a New Value tab. Add a New Value



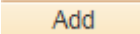
The screenshot shows a web application interface for 'Manager Security Request'. At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, the title 'Manager Security Request' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons, there are two input fields: 'Business Unit' with a search icon and 'Request ID (NEXT)'. An 'Add' button is located below the input fields. At the bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step	Action
6.	<p>For this example, the Business Unit used is 40600.</p> <p>Click in the Business Unit field.</p> <p>Business Unit <input data-bbox="521 1142 613 1178" type="text"/> </p>

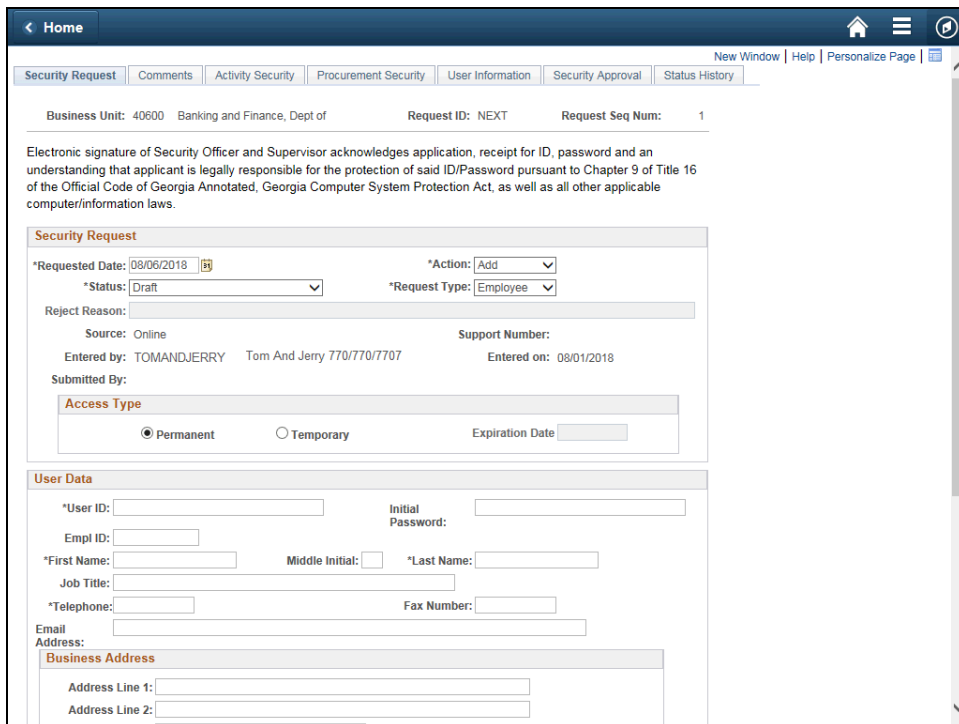


The screenshot shows a web application interface for "Manager Security Request". At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, the title "Manager Security Request" is displayed. There are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons, there are two input fields: "Business Unit" with a search icon and "Request ID (NEXT)". An "Add" button is located below the input fields. At the bottom of the form area, there are two links: "Find an Existing Value" and "Add a New Value".

Step	Action
7.	<p>For this example, the Business Unit used is 40600.</p> <p>Enter the appropriate information into the Business Unit field.</p> <p>For this example, type 40600.</p>

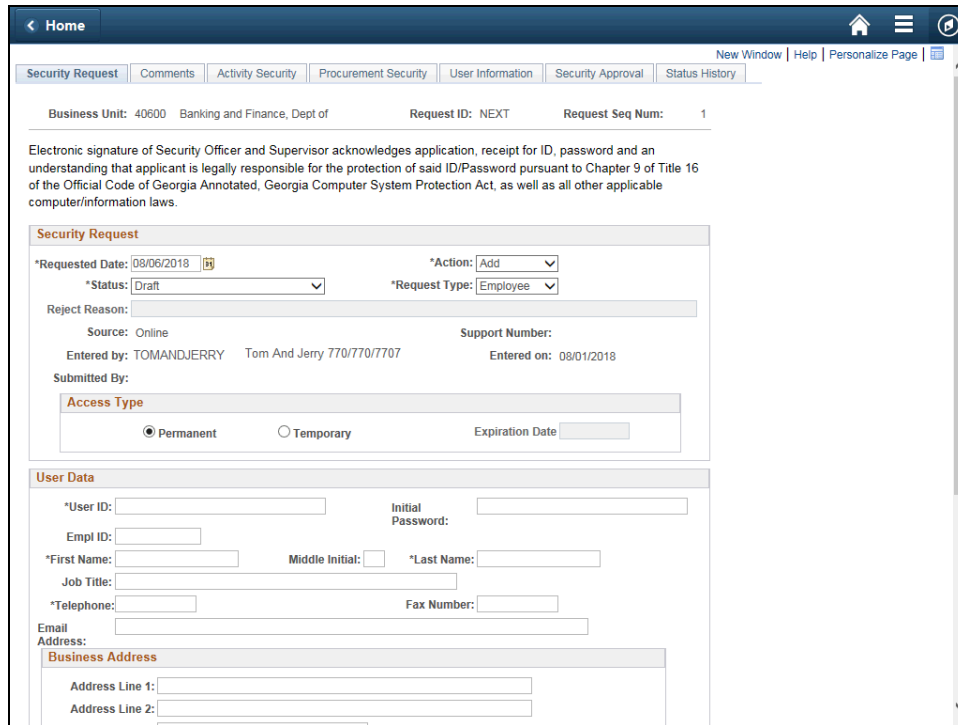
Step	Action
8.	Click the Add button. 

Step	Action
9.	<p>Here is the page where the Manager will input all relative information for the deletion request. Those items with a * are required.</p> <p>The first section includes items such as the Request Date, which is automatically 3 days later since SAO requires 3 days for completion. There is also Action, Status, and Request Type for items that can be changed by the user. The Status will be in Draft mode.</p> <p>The Entered by is automatically updated by the system.</p>



The screenshot shows a web application interface for a Security Request. At the top, there are navigation tabs: Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. Below the tabs, the business unit is 'Banking and Finance, Dept of' and the request ID is 'NEXT'. The form contains several sections: 'Security Request' with fields for Requested Date, Status, Request Type, and Action; 'User Data' with fields for User ID, Initial Password, First Name, Middle Initial, Last Name, Job Title, Telephone, and Fax Number; and 'Business Address' with fields for Address Line 1 and Address Line 2. The 'Access Type' section has radio buttons for Permanent and Temporary, and an Expiration Date field.

Step	Action
10.	<p>The next section is the User Data and includes areas that will need to be entered. Again, items with a * are required.</p> <p>Click in the User ID field.</p> <p>*User ID: <input data-bbox="467 1606 917 1648" type="text"/></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 | [B] *Action: Add

*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: 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
11.	<p>Now, enter the User ID.</p> <p>The User ID is limited to 8-20 characters and the first character must be alpha.</p> <p>Enter the appropriate information into the User ID field.</p> <p>For this example, type HHENDERSON.</p>

[Home](#)
New Window | Help | Personalize Page

[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: 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 [B] *Action: Add
 *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:

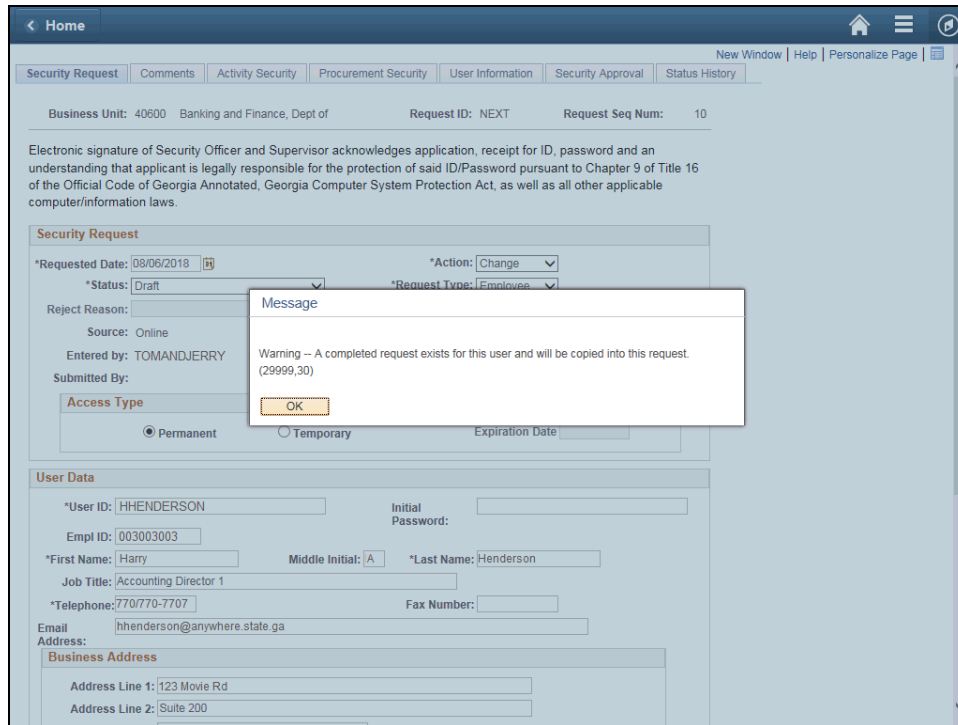
Access Type
 Permanent Temporary Expiration Date:

User Data

*User ID: HHENDERSON Initial Password:
 Empl ID:
 *First Name: Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:

Business Address
 Address Line 1:
 Address Line 2:

Step	Action
12.	There is a function that will bring in the user's existing data if they are in the TeamWorks system. After entering the User ID : *NOTE: If the user's data is not in the system, the information will not be updated and you will need to continue to input the user's data. Press [Tab].



Step	Action
13.	<p>Be sure to read the warning message.</p> <p>Click the OK button.</p> <div data-bbox="354 1136 1172 1360" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <hr/> <p>Warning -- A completed request exists for this user and will be copied into this request. (29999,30)</p> <p>OK</p> </div>

Home

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 10

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 | [B] *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: 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: 123 Movie Rd

Address Line 2: Suite 200

Step	Action
14.	<p>Notice that the User Data area is now populated with the required information.</p> <p>*NOTE: If the user's data is not in the system, the information will not be updated and you will need to continue to input the user's data.</p>

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 10

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 | 15 *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: 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: 123 Movie Rd
 Address Line 2: Suite 200

Step	Action
15.	Click the Vertical scrollbar to view 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: 123 Movie Rd
 Address Line 2: Suite 200
 City: Atlanta
 State: GA Postal Code: 30341

Supervisor's Information

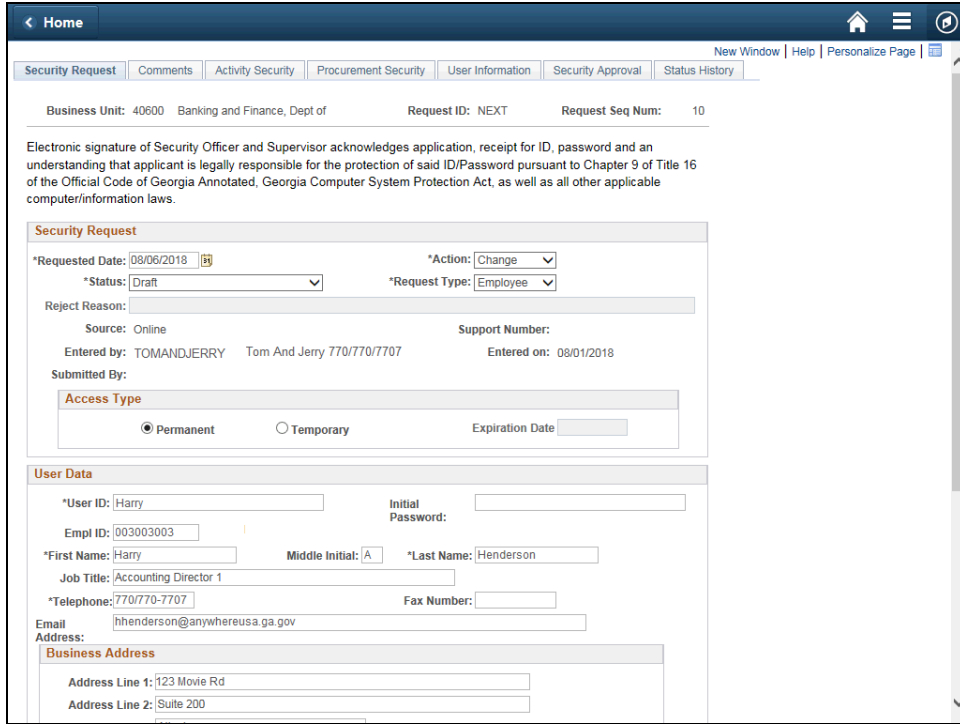
*Name: Tom And Jerry
 *Telephone: 770/770-7707

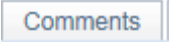
PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change.

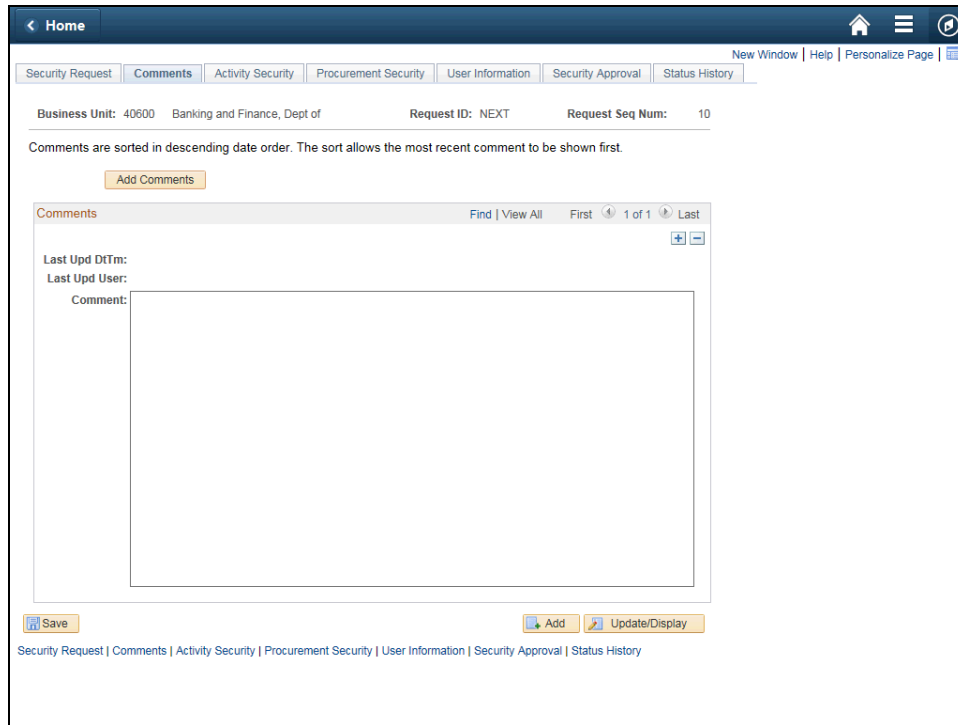
The initial password will be encrypted after saving. The password will be decrypted for security administrators only.


Save Add Update/Display

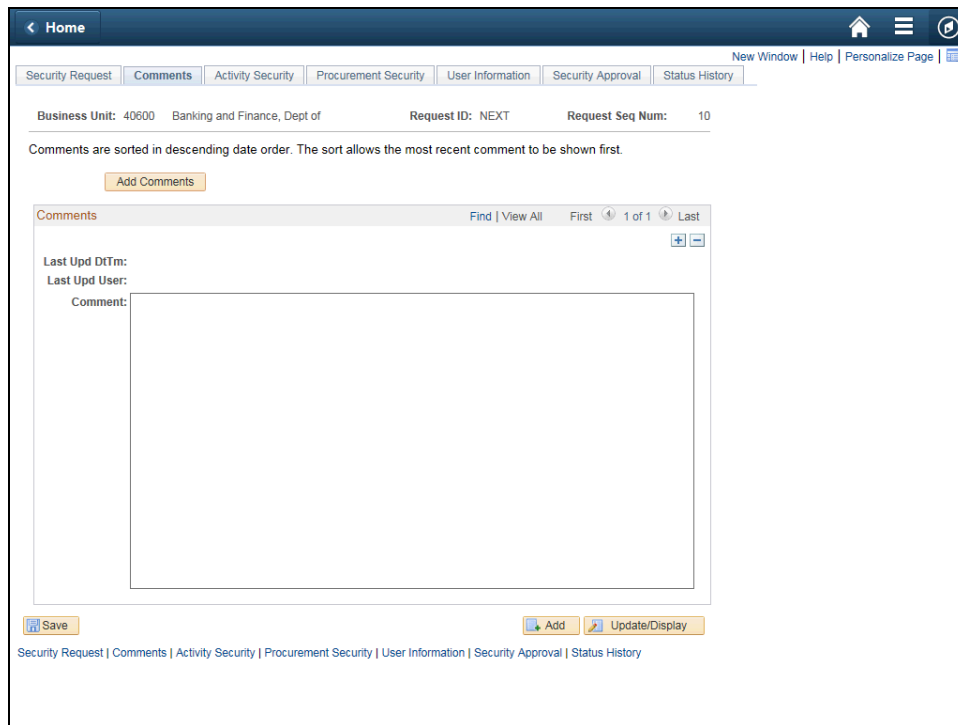
Step	Action
16.	<p>Notice the Supervisor's Information data has also been automatically updated.</p> <p>Click the Vertical scrollbar to return to the top of the page.</p>



Step	Action
17.	<p>Click the Comments tab.</p> 



Step	Action
18.	Click in the Comment field. 



The screenshot shows a web application interface for managing security requests. At the top, there is a navigation bar with a 'Home' button and a menu icon. Below the navigation bar, there are several tabs: 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. The 'Comments' tab is currently selected.

The main content area displays the following information:


- Business Unit: 40600 Banking and Finance, Dept of
- Request ID: NEXT
- Request Seq Num: 10

Below this information, there is a message: "Comments are sorted in descending date order. The sort allows the most recent comment to be shown first." and an "Add Comments" button.

The "Comments" section includes a search bar with "Find | View All" and a pagination control showing "First", "1 of 1", and "Last". Below this, there are labels for "Last Upd DTM:", "Last Upd User:", and "Comment:". The "Comment:" label is followed by a large, empty text input area.

At the bottom of the form, there are three buttons: "Save", "Add", and "Update/Display".

Step	Action
19.	<p>The manager can enter a short description regarding the deletion request.</p> <p>Enter the appropriate information into the Comment field.</p> <p>For this example, type Employee Terminated/No longer with Agency.</p>

Step	Action
20.	<p>Check that all of the inputted information is correct. Always be sure to save your work.</p> <p>Click the Save 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: 000000012 Request Seq Num: 11

Comments are sorted in descending date order. The sort allows the most recent comment to be shown first.

Add Comments

Comments Find | View All First 1 of 1 Last

Last Upd DTm: 08/01/2018 1:45:50PM
 Last Upd User: TOMANDJERRY Tom And Jerry 770/770-7707

Comment: Employee Terminated/No longer with Agency

Save Add Update/Display

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

Step	Action
21.	Click the Security Request tab.

Home

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

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000012 Request Seq Num: 11

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:

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: 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: 123 Movie Rd
 Address Line 2: Suite 200

Step	Action
22.	<p>At this point, the *Action field needs to be updated to reflect that this request is a deletion.</p> <p>Click the Action drop-down list.</p> <p>*Action: <input type="text" value="Change"/> </p>

The screenshot shows a web browser window with a navigation bar at the top containing 'Home', 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. Below the navigation bar, there are fields for 'Business Unit: 40600 Banking and Finance, Dept of', 'Request ID: 000000012', and 'Request Seq Num: 11'. A paragraph of text explains the electronic signature requirement. The main form area is titled 'Security Request' and contains several sections:

- *Requested Date:** 08/06/2018
- *Status:** Draft
- *Action:** A dropdown menu is open, showing 'Add', 'Change', 'Delete', and 'Employee'.
- *Request Type:** Employee
- Reject Reason:** (empty field)
- Source:** Online
- Support Number:** (empty field)
- Entered by:** TOMANDJERRY Tom And Jerry 770/770/7707
- Entered on:** 08/01/2018
- Submitted By:** (empty field)
- Access Type:** Radio buttons for 'Permanent' (selected) and 'Temporary', with an 'Expiration Date' field.
- User Data:** Fields for *User ID (HHENDERSON), 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), and Address (Business Address: Address Line 1: 123 Movie Rd, Address Line 2: Suite 200).

Step	Action
23.	<p>Click the Delete list item.</p>

[Home](#)
New Window | Help | Personalize Page

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

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000012 Request Seq Num: 11

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: Delete
 *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:

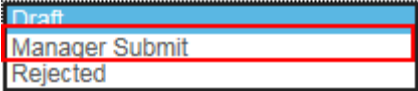
Access Type
 Permanent Temporary Expiration Date:

User Data

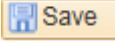
*User ID: HHENDERSON Initial Password:
 Empl ID: 003003003
 *First Name: Harry Middle Initial: A *Last Name: Henderson
 Job Title: Accounting Director 1
 *Telephone: 770/770-7707 Fax Number:
 Email: hhenderson@anywhereusa.ga.gov
 Address:

Business Address
 Address Line 1: 123 Movie Rd
 Address Line 2: Suite 200
 City: Atlanta

Step	Action
24.	Now that you have completed the deletion request, the status will need to be updated. You need to change the Status field from Draft to Manager Submitted. Click the Status list. *Status: Draft ▼

Step	Action
25.	Click the Manager Submit list item. 

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

Step	Action
27.	<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: 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: 123 Movie Rd

Address Line 2: Suite 200

City: Atlanta

State: GA Postal Code: 30341




Supervisor's Information

Name: Tom And 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
28.	<p>An email will now be sent to the Agency Security Officer to inform them that they have a Security Request needing approval. The Agency Security Officer will need to review and approve before the request is sent to SAO Security to process.</p>

< Home
🏠 ☰ 🔍

Submitted By:

Access Type

Permanent
 Temporary
 Expiration Date

User Data

User ID: HHENDERSON	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: 123 Movie Rd

Address Line 2: Suite 200

City: Atlanta State: GA Postal Code: 30341

Supervisor's Information

Name: Tom And 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
29.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!