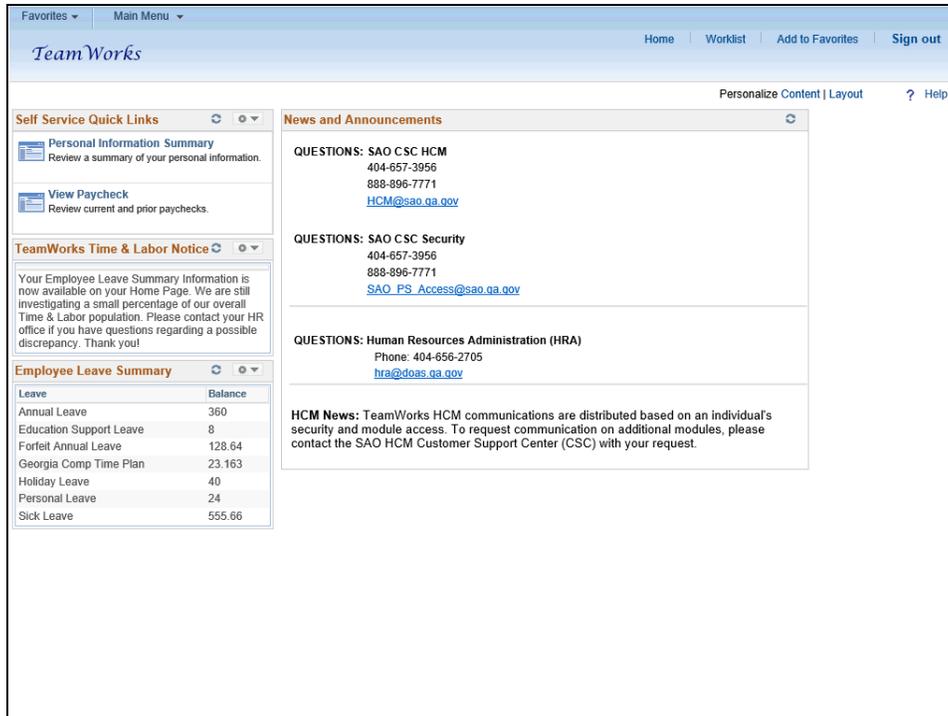
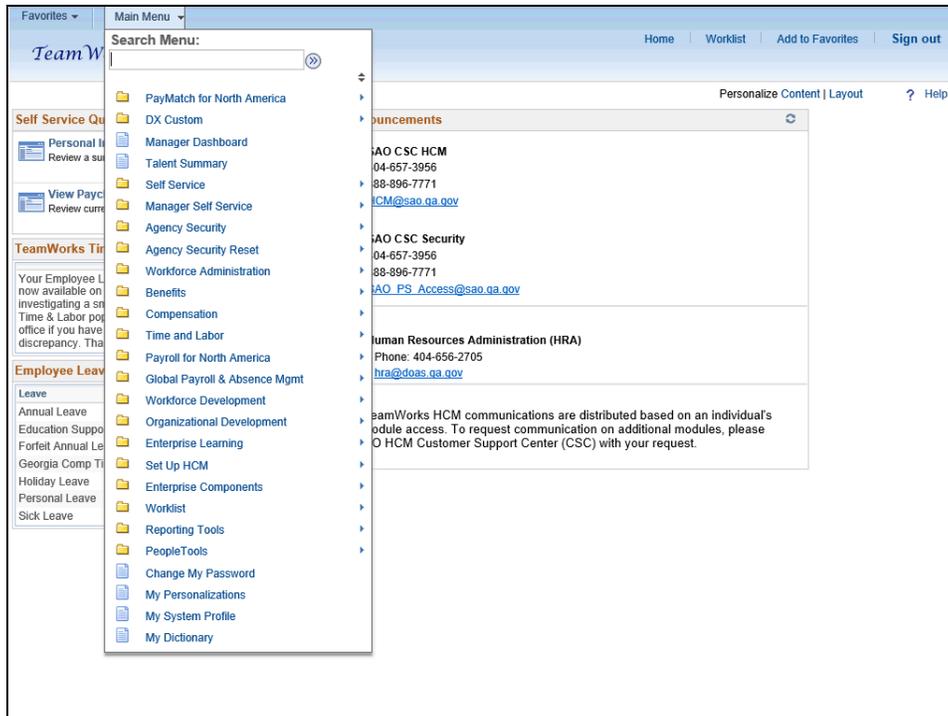
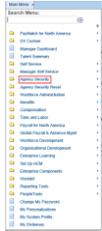


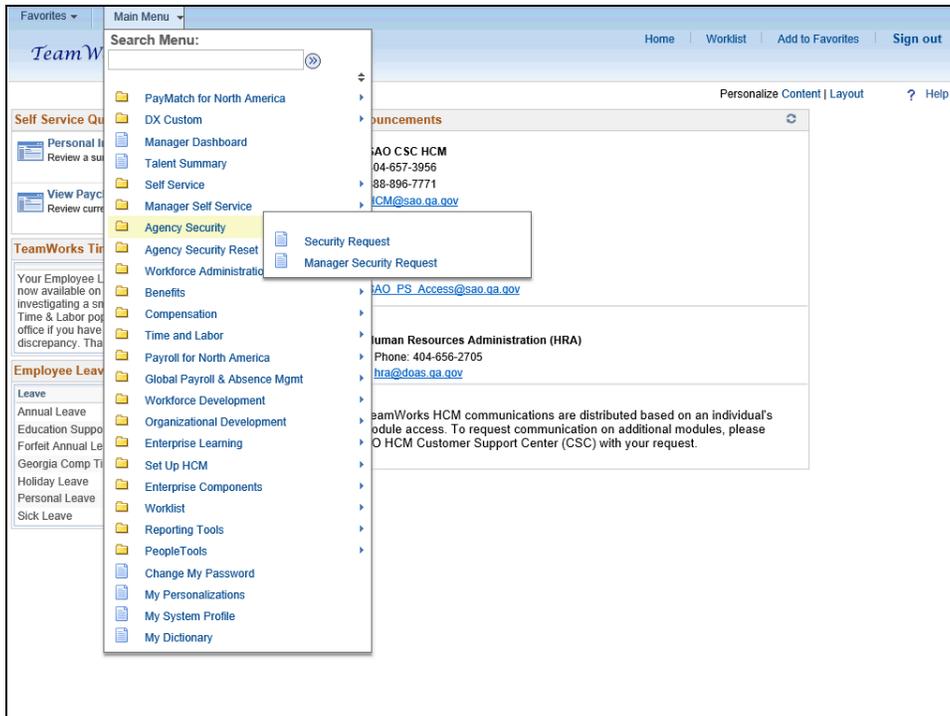
Requesting a New Security Request - Contractor

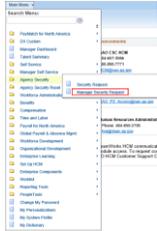


Step	Action
1.	<p>Begin by navigating to the Manager Security Request page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.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



Step	Action
2.	<p>Click the Agency Security link.</p> 



Step	Action
3.	<p>Click the Manager Security Request link.</p> 

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

TeamWorks Home | Worklist | Add to Favorites | Sign out

New Window | Help | 

Manager Security Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit [begins with ▾] 

Request ID [begins with ▾]

Seq Nbr [= ▾]

Requested Date [= ▾] 

Last Name [begins with ▾]

Empl ID [begins with ▾]

User ID [begins with ▾]

Action [= ▾]

Status [= ▾]

Access Type [= ▾]

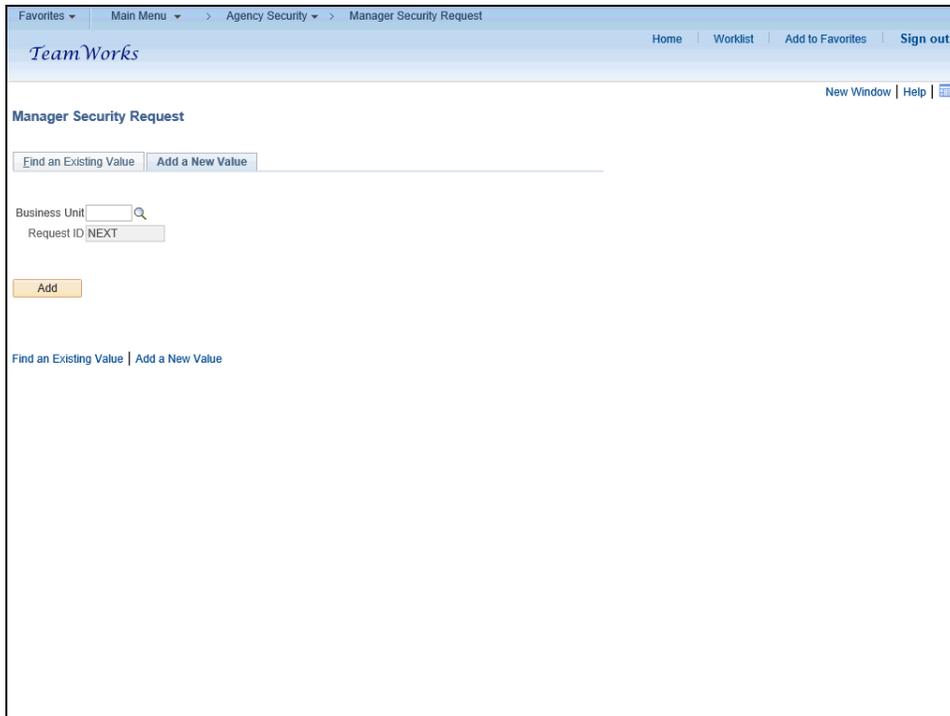
Expire Date [= ▾] 

Case Sensitive

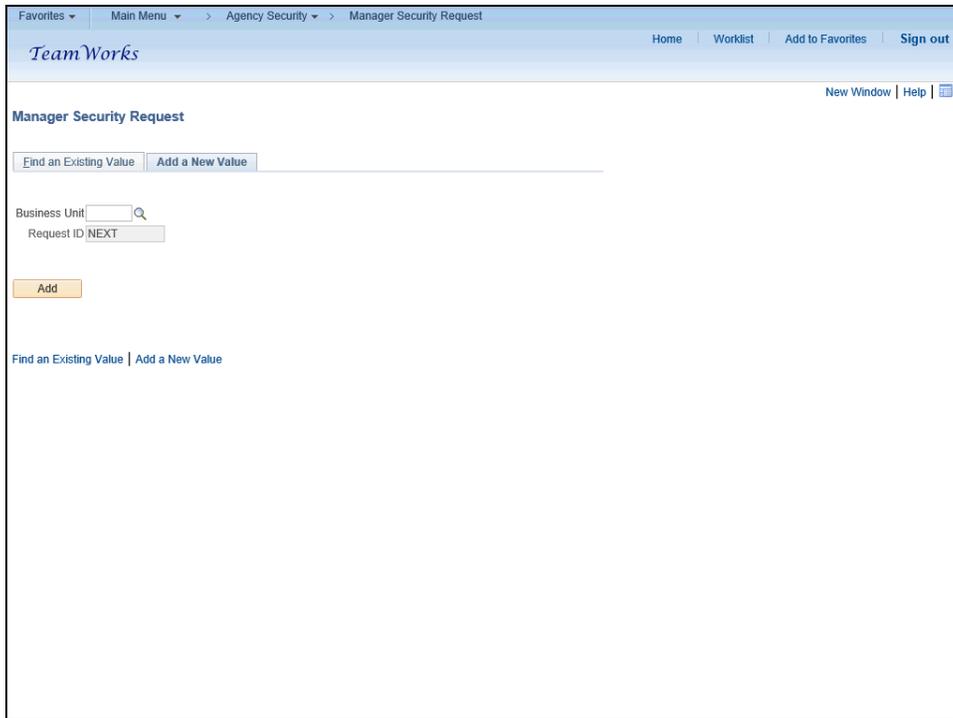
Search Clear Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
4.	<p>A new security request will need to be created.</p> <p>Click the Add a New Value tab.</p> <p></p>



Step	Action
5.	<p>This is an example. Be sure to input the Business Unit specific to your Agency. For this example Business Unit 44100 will be used.</p> <p>Click in the Business Unit field.</p> <p>Business Unit <input data-bbox="500 1171 597 1213" type="text"/> </p>



Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

Home | Worklist | Add to Favorites | Sign out

TeamWorks

New Window | Help | [?]

Manager Security Request

Find an Existing Value | Add a New Value

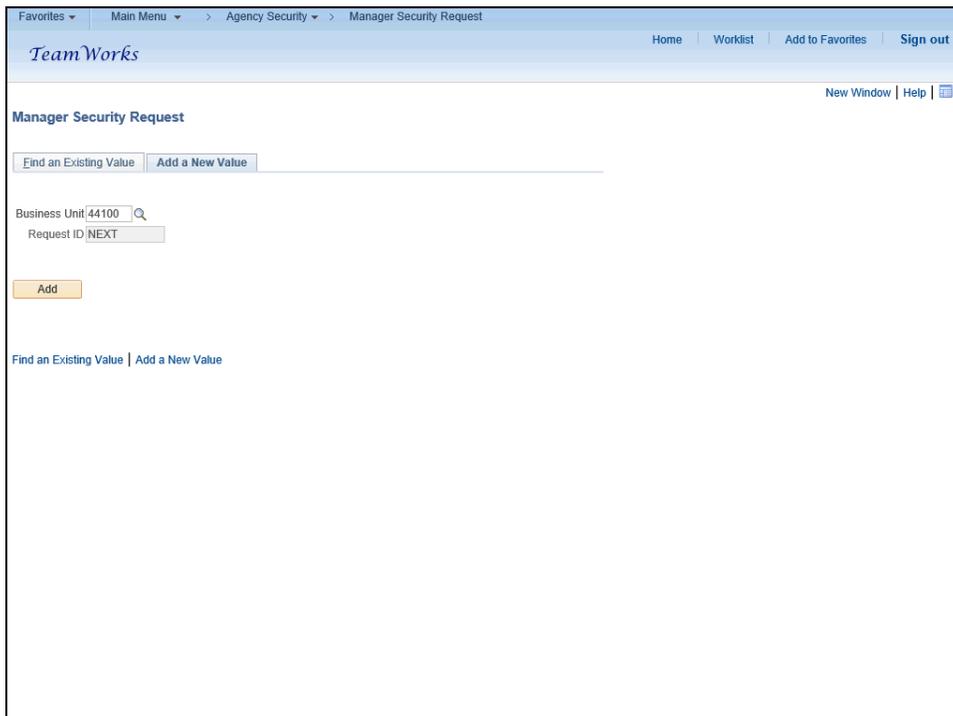
Business Unit

Request ID NEXT

Add

Find an Existing Value | Add a New Value

Step	Action
6.	Enter the appropriate information into the Business Unit field. For this example, type 44100 .



Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

Home | Worklist | Add to Favorites | Sign out

TeamWorks

New Window | Help | [?]

Manager Security Request

Find an Existing Value | Add a New Value

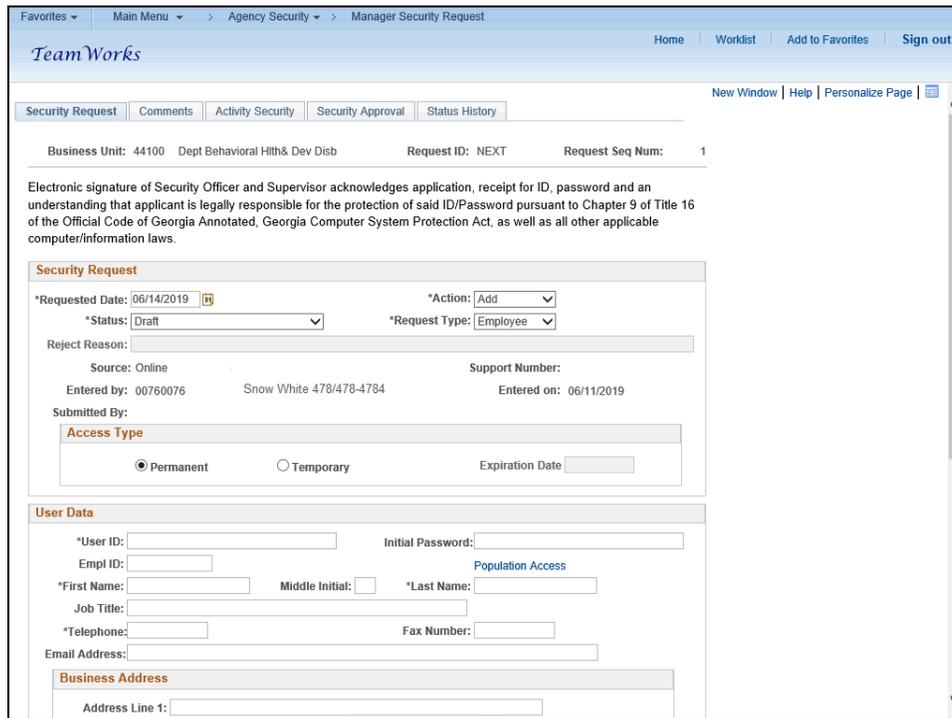
Business Unit 44100

Request ID NEXT

Add

Find an Existing Value | Add a New Value

Step	Action
7.	Click the Add button. 



Step	Action
8.	<p>The Security Request page 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 3 days to process a request. Action, Status, and Request Type are also items that can be changed by the user.</p> <p>The Source, Entered by and Support Number are automatically updated by the system.</p> <p>Click the Vertical scrollbar to view the bottom of the page.</p>

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

Home | Worklist | Add to Favorites | Sign out

TeamWorks

User Data

*User ID: Initial Password:

Empl ID: Population Access

*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 HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned by the State Accounting Office security team and provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that are an exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the PeopleSoft User ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft 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 | Security Approval | Status History

Step	Action
9.	<p>The next section consists of user data that will need to be entered. Again, items with a * are required.</p> <p>Notice there is also a section for the Supervisor's Information.</p> <p>Click the Vertical scrollbar to return to the top of the page.</p>

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Manager Security Request](#)

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[TeamWorks](#)

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

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action:

*Status: *Request Type:

Reject Reason:

Source: Online Support Number:

Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Initial Password:

Empl ID: [Population Access](#)

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

Step	Action
10.	<p>For this example, the user will create a security access request for a contractor. Select the appropriate Access Type.</p> <p>Click the Request Type option.</p> <p>*Request Type: <input type="button" value="Employee"/></p>

Favorites > Main Menu > Agency Security > Manager Security Request

TeamWorks Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add Contractor Employee

*Status: Draft *Request Type: Contractor Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Initial Password: Population Access

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

Step	Action
11.	<p>For this example, the user will create a security access request for a contractor. Select the appropriate Request Type.</p> <p>Click the Contractor option.</p> 

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

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type
 Permanent Temporary Expiration Date:

User Data

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

Business Address
 Address Line 1:

Step	Action
12.	Note: Since the security access request is for a contractor, the Access Type is auto populated and the Empl ID field is no longer active.

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

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type
 Permanent Temporary Expiration Date:

User Data

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

Business Address
 Address Line 1:

Step	Action
13.	<p>Enter the appropriate information into the Expiration Date field.</p> <p>For this example, type 12312019.</p> <p>Expiration Date <input type="text" value=""/> 31</p>

The screenshot shows the 'Manager Security Request' page in TeamWorks. The 'Security Request' section is active, showing a 'Draft' status and 'Contractor' request type. The 'Expiration Date' field is set to 12/31/2019. Below this, the 'User Data' section contains fields for User ID, Initial Password, First Name, Middle Initial, Last Name, Job Title, Telephone, Fax Number, and Email Address. The 'Business Address' section is partially visible at the bottom.

Step	Action
14.	<p>Click in the User ID field.</p> <p>*User ID: <input type="text" value=""/></p>

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

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TeamWorks

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Security Request | Comments | Activity Security | Security Approval | Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 [calendar icon] *Action: Add ▾

*Status: Draft ▾ *Request Type: Contractor ▾

Reject Reason: [text area]

Source: Online Support Number: [text area]

Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By: [text area]

Access Type

Permanent Temporary Expiration Date: 12/31/2019 [calendar icon]

User Data

*User ID: [text area] Initial Password: [text area]

Empl ID: [text area] Population Access [text area]

*First Name: [text area] Middle Initial: [text area] *Last Name: [text area]

Job Title: [text area]

*Telephone: [text area] Fax Number: [text area]

Email Address: [text area]

Business Address

Address Line 1: [text area]

Step	Action
15.	<p>Now, enter the User ID. For a contractor, the User ID is limited to 8-20 characters.</p> <p>Enter the appropriate information into the User ID field.</p> <p>For this example, type TOMJERRY.</p>

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TeamWorks Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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.

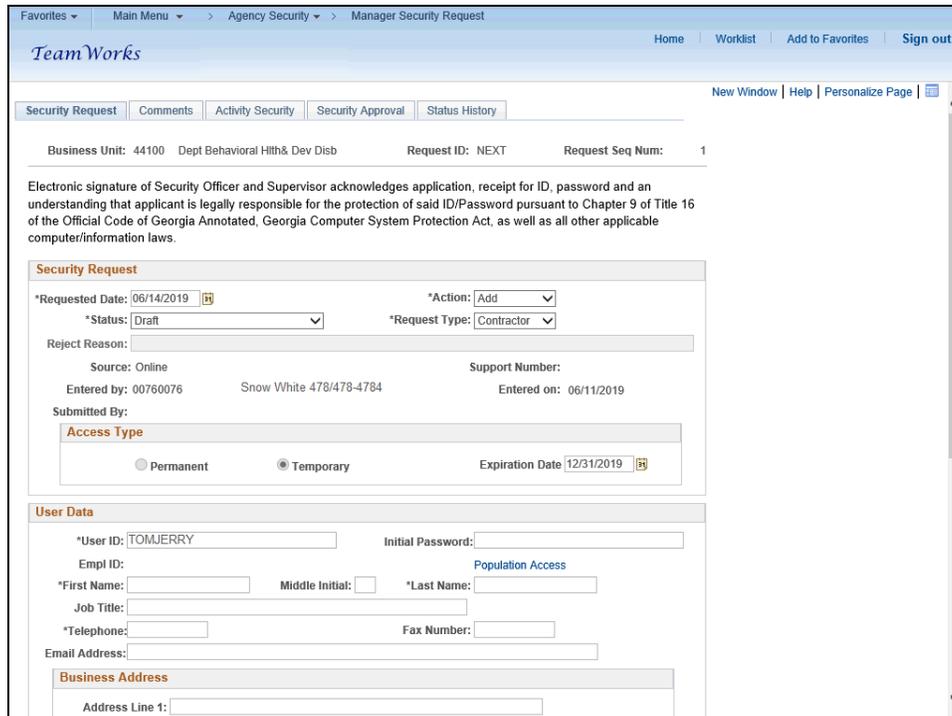
Security Request

*Requested Date: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019
 Submitted By:
Access Type
 Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password:
 Empl ID: Population Access
 *First Name: Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:
Business Address
 Address Line 1:

Step	Action
16.	<p>The Initial Password must be at least 8 characters long including a number and at least 1 special character.</p> <p>Click in the Initial Password field.</p> <p>Initial Password: <input style="border: 2px solid red;" type="text"/></p>



Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

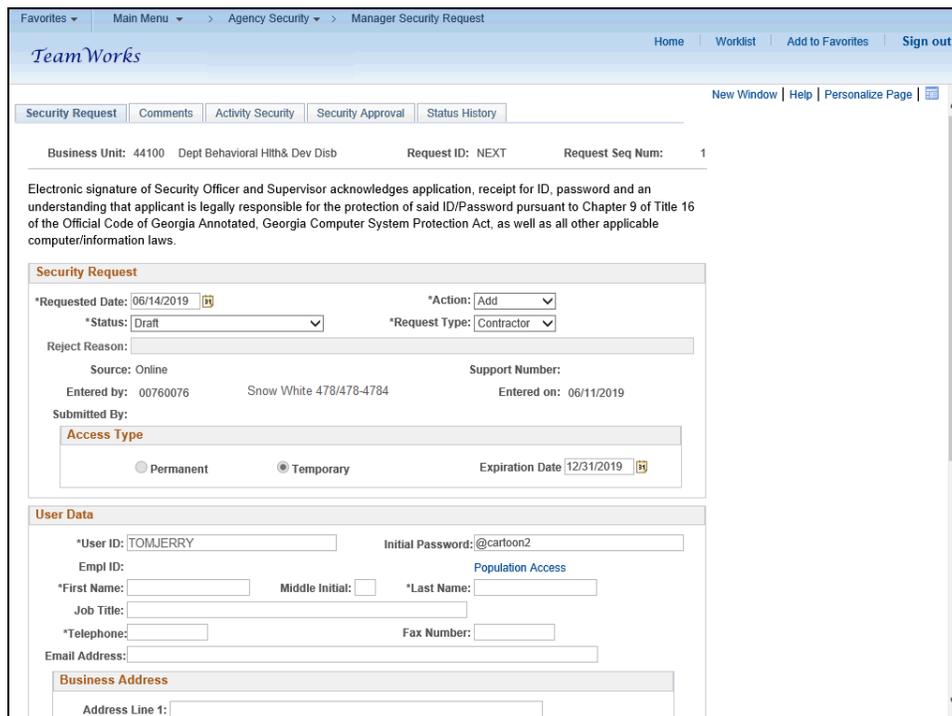
Access Type

Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password:
 Empl ID: Population Access
 *First Name: Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:
Business Address
 Address Line 1:

Step	Action
17.	Enter the appropriate information into the Initial Password field. For this example, type @cartoon2 .



Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

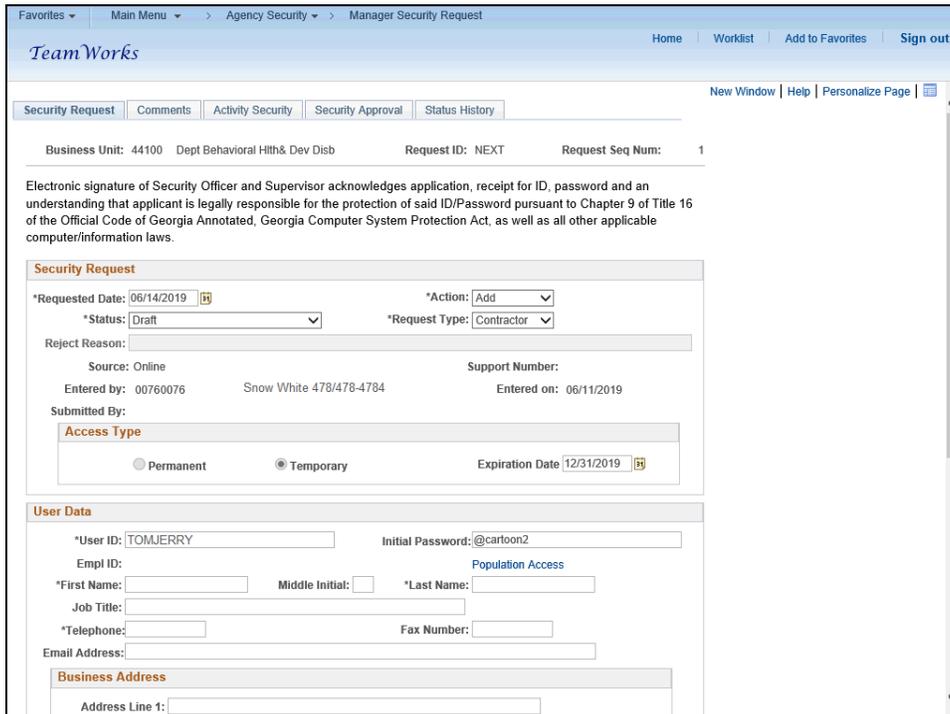
Access Type

Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: @cartoon2
 Empl ID: Population Access
 *First Name: Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:
Business Address
 Address Line 1:

Step	Action
18.	<p>The First Name of the user needs to be entered. Click in the First Name field.</p> <p>*First Name: <input style="border: 2px solid red; width: 150px; height: 15px;" type="text"/></p>



The screenshot shows the 'Manager Security Request' page in the TeamWorks system. The page has a breadcrumb trail: Favorites > Main Menu > Agency Security > Manager Security Request. There are navigation links for Home, Worklist, Add to Favorites, and Sign out. Below the breadcrumb, there are tabs for Security Request, Comments, Activity Security, Security Approval, and Status History. The main content area shows details for a security request: Business Unit: 44100, Dept Behavioral Hlth& Dev Disb, Request ID: NEXT, Request Seq Num: 1. A disclaimer states: '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' section includes fields for Requested Date (06/14/2019), Status (Draft), Action (Add), and Request Type (Contractor). It also shows 'Submitted By' information and 'Access Type' options (Permanent and Temporary). The 'User Data' section contains fields for User ID (TOMJERRY), Initial Password (@cartoon2), and First Name (empty). Other fields include Empl ID, Middle Initial, Last Name, Job Title, Telephone, Fax Number, and Email Address. A 'Business Address' section is partially visible at the bottom.

Step	Action
19.	<p>Enter the appropriate information into the First Name field.</p> <p>For this example, type Tom.</p>

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019
 Submitted By:
Access Type
 Permanent Temporary Expiration Date: 12/31/2019
User Data
 *User ID: TOMJERRY Initial Password: @cartoon2
 Empl ID: Population Access
 *First Name: Tom Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:
Business Address
 Address Line 1:

Step	Action
20.	<p>The Last Name of the user also needs to be entered.</p> <p>Click in the Last Name field.</p> <p>*Last Name: <input type="text"/></p>

Favorites > Main Menu > Agency Security > Manager Security Request

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TeamWorks

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Security Request | Comments | Activity Security | Security Approval | Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: @cartoon2
 Empl ID: Population Access
 *First Name: Tom Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:
Business Address
 Address Line 1:

Step	Action
21.	Enter the appropriate information into the Last Name field. For this example, type Jerry .

Favorites > Main Menu > Agency Security > Manager Security Request

Home | Worklist | Add to Favorites | Sign out

TeamWorks

New Window | Help | Personalize Page

Security Request | Comments | Activity Security | Security Approval | Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

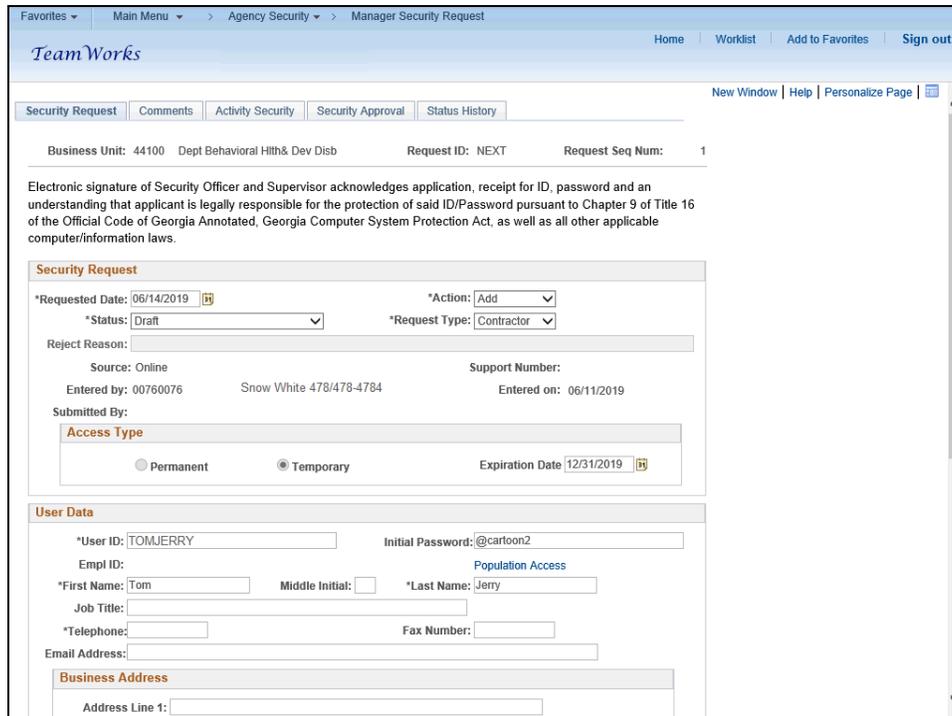
Access Type

Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: @cartoon2
 Empl ID: Population Access
 *First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: Fax Number:
 Email Address:
Business Address
 Address Line 1:

Step	Action
22.	<p>The telephone number is a required field. If the contractor does not have a telephone number, please enter the Supervisor's telephone number.</p> <p>Click in the Telephone field.</p> <p>*Telephone: <input type="text"/></p>



The screenshot shows the 'Manager Security Request' page in the TeamWorks system. The page includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'Security Request', 'Comments', 'Activity Security', 'Security Approval', and 'Status History'. The main content area displays the following information:

- Business Unit: 44100 Dept Behavioral Hlth& Dev Disb
- Request ID: NEXT
- Request Seq Num: 1

Below this information is a paragraph of text regarding electronic signatures and legal responsibility. The form is divided into several sections:

- Security Request:** Contains fields for '*Requested Date' (06/14/2019), '*Action' (Add), '*Status' (Draft), and '*Request Type' (Contractor). There is also a 'Reject Reason' field.
- Access Type:** Includes radio buttons for 'Permanent' and 'Temporary' (selected), and an 'Expiration Date' field (12/31/2019).
- User Data:** Contains fields for '*User ID' (TOMJERRY), 'Initial Password' (@cartoon2), 'Empl ID', '*First Name' (Tom), 'Middle Initial', '*Last Name' (Jerry), 'Job Title', '*Telephone', and 'Fax Number'.
- Business Address:** Includes an 'Address Line 1' field.

Step	Action
23.	<p>Enter the appropriate information into the Telephone field.</p> <p>For this example, type 4045555432.</p>

Favorites > Main Menu > Agency Security > Manager Security Request

TeamWorks Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add

*Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:

Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: @cartoon2

Empl ID: Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

Job Title:

*Telephone: 4045555432 Fax Number:

Email Address:

Business Address

Address Line 1:

Step	Action
24.	<p>The email address is a required field. If the contractor does not have an email address, please enter the Supervisor's email address or a default email address of dummy1@sao.ga.gov</p> <p>Click in the Email Address field.</p> <p>Email Address: <input style="border: 2px solid red;" type="text"/></p>

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

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type
 Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: @cartoon2
 Empl ID: Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

Job Title:

*Telephone: 4045555432 Fax Number:

Email Address:

Business Address
 Address Line 1:

Step	Action
25.	Enter the appropriate information into the Email Address field. For this example, type @cartoon2@sao.ga.gov .

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

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type
 Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: @cartoon2
 Empl ID: Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

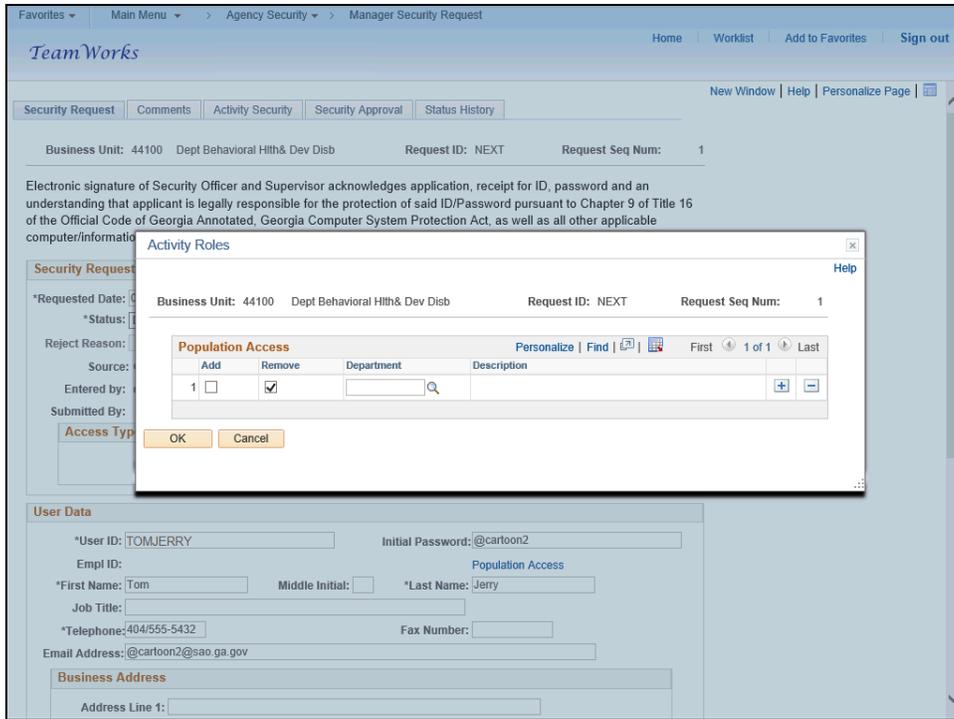
Job Title:

*Telephone: 4045555432 Fax Number:

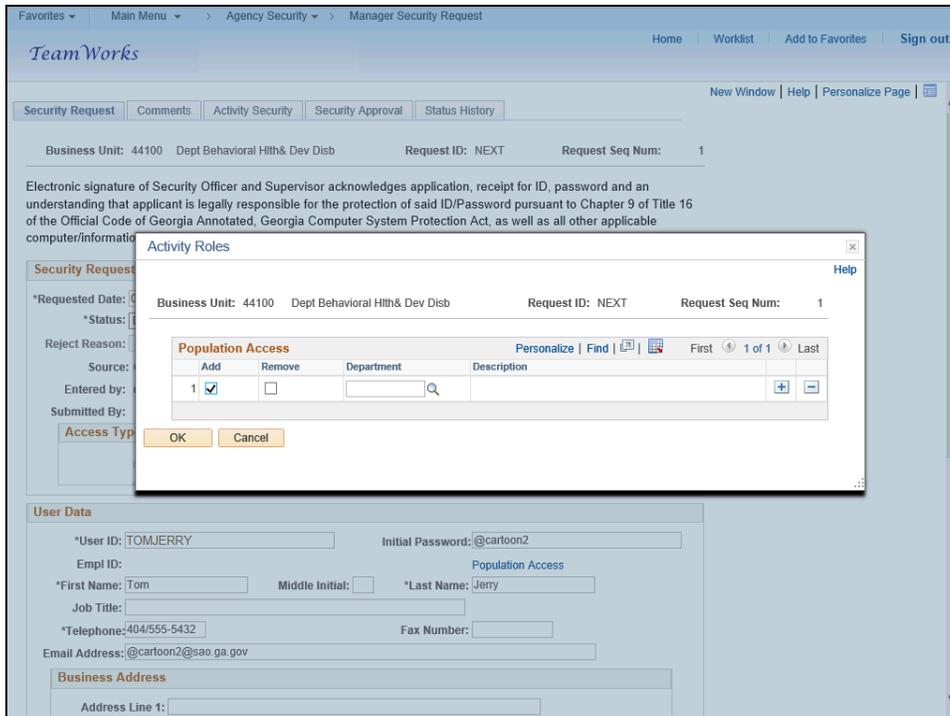
Email Address: @cartoon2@sao.ga.gov

Business Address
 Address Line 1:

Step	Action
26.	<p>For this example, we want the employee to have access to only one department within Business Unit 441 and not the entire company.</p> <p>Click the Population Access link.</p> <p>Population Access</p>



Step	Action
27.	<p>Click the Add option.</p>



Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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/informati

Activity Roles

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: NEXT Request Seq Num: 1

Population Access Personalize | Find | First 1 of 1 Last

Add	Remove	Department	Description
1	<input checked="" type="checkbox"/>	<input type="text"/>	

OK Cancel

User Data

*User ID: TOMJERRY Initial Password: @cartoon2

Empl ID: Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

Job Title:

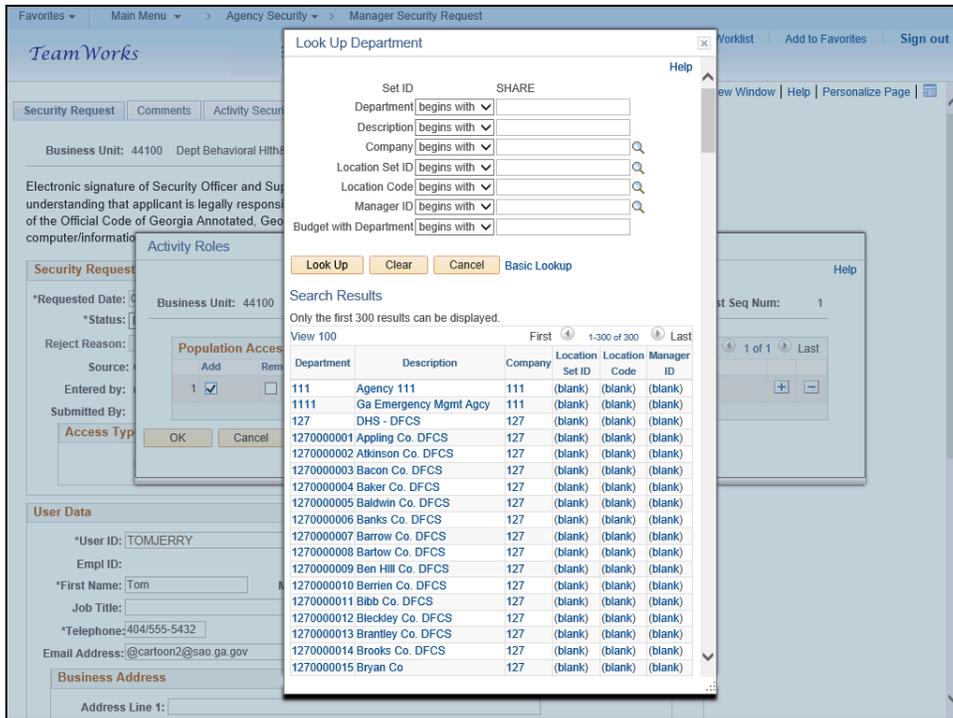
*Telephone: 404/555-5432 Fax Number:

Email Address: @cartoon2@sao.ga.gov

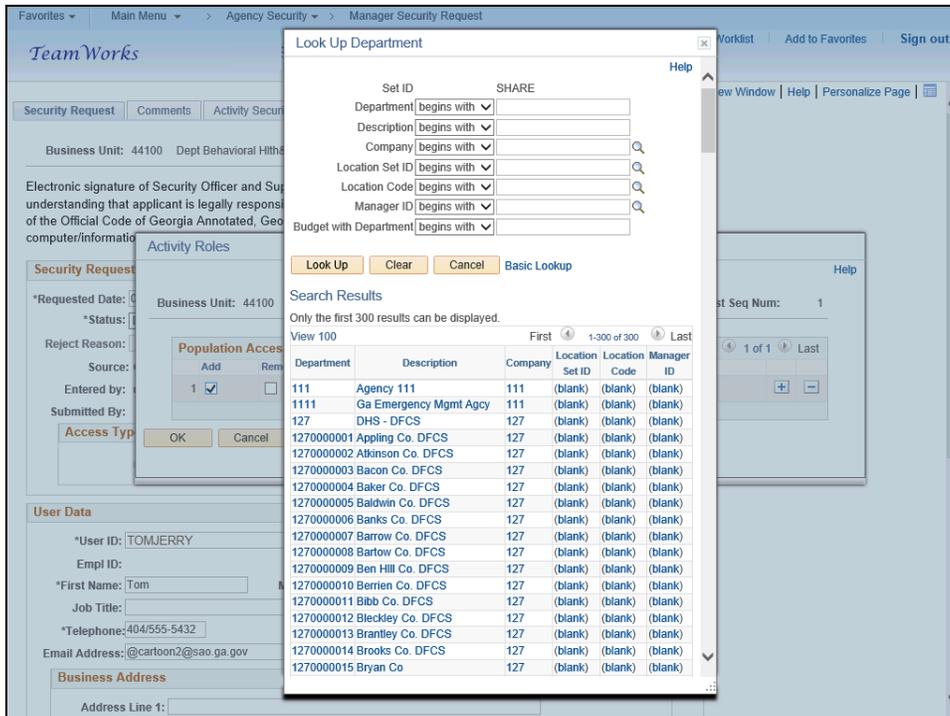
Business Address

Address Line 1:

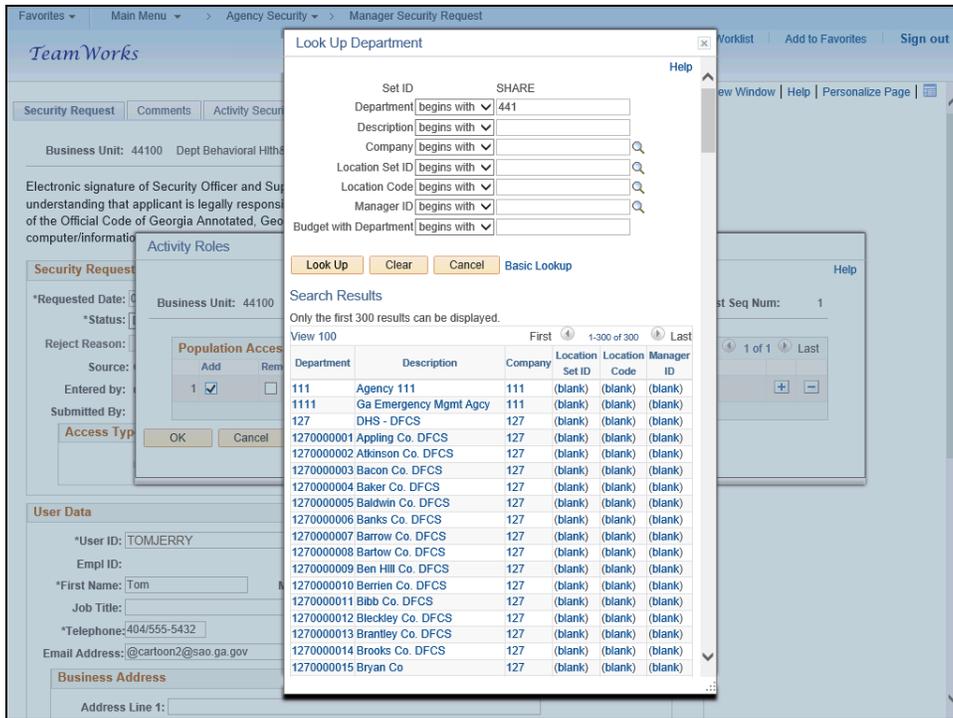
Step	Action
28.	<p>Click in the Department field.</p> 



Step	Action
29.	Click in the Department field. 

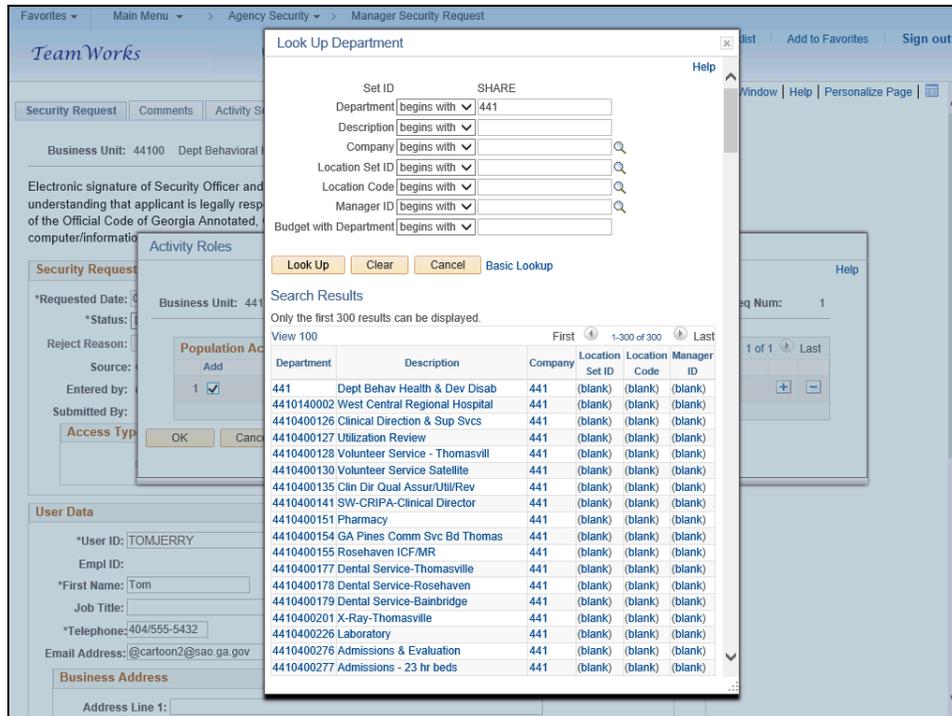


Step	Action
30.	<p>Enter the appropriate information into the Department field.</p> <p>For this example, type 441.</p> 



Step	Action
31.	Click the Look Up button.





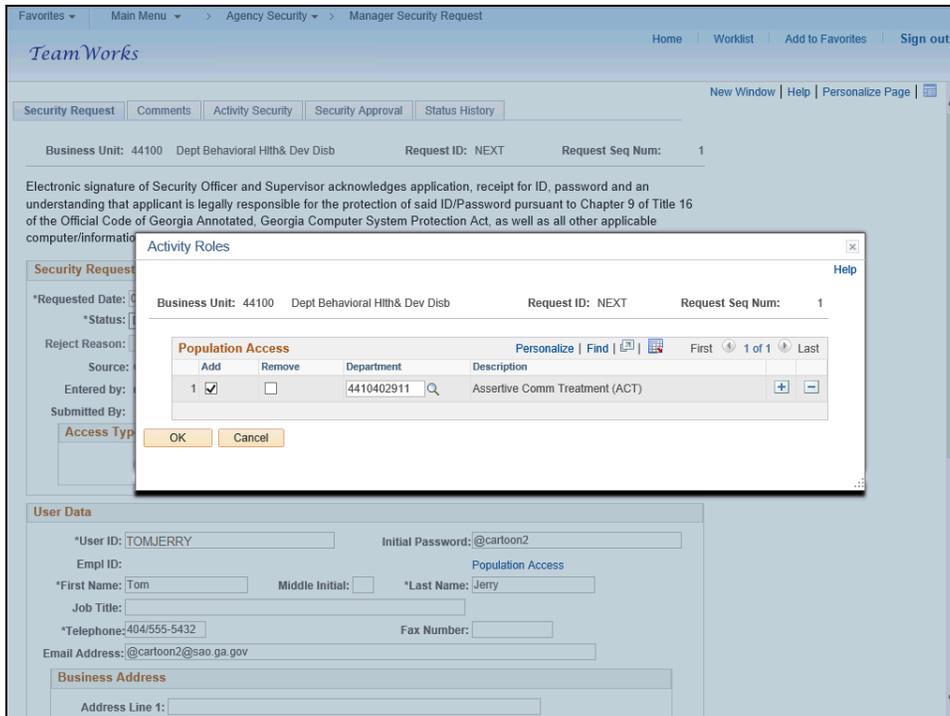
Step	Action
32.	Click the Vertical scrollbar.



The screenshot shows the 'Manager Security Request' page in TeamWorks. A 'Look Up Department' pop-up window is open, displaying a list of departments for Business Unit 441. The list includes various programs and services, with 'Assertive Comm Treatment (ACT)' highlighted in red. The background interface shows fields for 'Requested Date', 'Status', 'Reject Reason', 'Source', 'Entered by', and 'Submitted By', along with 'User Data' and 'Business Address' sections.

Department Name	Code	Access	Access	Access
4410402410 Learning & Staff Dev.	441	(blank)	(blank)	(blank)
4410402851 Mh Resid Intensive Treatment	441	(blank)	(blank)	(blank)
4410402855 Behavioral Crisis Program	441	(blank)	(blank)	(blank)
4410402856 Albany Area Csb-Dd	441	(blank)	(blank)	(blank)
4410402857 Georgia Pines Csb-Dd	441	(blank)	(blank)	(blank)
4410402858 South Georgia Behavioral Health	441	(blank)	(blank)	(blank)
4410402859 Comm. Dual Diagnosis Program	441	(blank)	(blank)	(blank)
4410402860 SW-CRIPA-Comm-Adult MH	441	(blank)	(blank)	(blank)
4410402861 Act Prog Reg 10	441	(blank)	(blank)	(blank)
4410402862 Act Director	441	(blank)	(blank)	(blank)
4410402863 Act Prgm-Region 10 Thomasville	441	(blank)	(blank)	(blank)
4410402864 Act Prgm-Region 11 Team 2	441	(blank)	(blank)	(blank)
4410402868 Ancil Supp-Forensic	441	(blank)	(blank)	(blank)
4410402876 S Ga Behavioral Crisis Program	441	(blank)	(blank)	(blank)
4410402877 SW-CRIPA-Crisis-Adult DD	441	(blank)	(blank)	(blank)
4410402901 Assertive Comm Treatment (Act)	441	(blank)	(blank)	(blank)
4410402911 Assertive Comm Treatment (ACT)	441	(blank)	(blank)	(blank)
4410402912 ACT Prog Reg 10	441	(blank)	(blank)	(blank)
4410402913 ACT Director	441	(blank)	(blank)	(blank)
4410402914 ACT Prgm Region 10 Thomasville	441	(blank)	(blank)	(blank)
4410402915 ACT Prgm - Region 11 Team 2	441	(blank)	(blank)	(blank)
4410402916 HUD Shelter Plus-ACT	441	(blank)	(blank)	(blank)
4410402925 Children Incompetent to Stand	441	(blank)	(blank)	(blank)
4410402926 Children Incompetent to Stand	441	(blank)	(blank)	(blank)
4410402927 SW-CRIPA-Crisis-Adult MH	441	(blank)	(blank)	(blank)
4410402956 Ancillary Support Albany Ph	441	(blank)	(blank)	(blank)
4410402961 Ancil Supp-Forensic	441	(blank)	(blank)	(blank)
4410402963 Ancillary Support - PH Contrac	441	(blank)	(blank)	(blank)
4410405001 Regional Operations SW Hospita	441	(blank)	(blank)	(blank)
4410430001 Group Home #1	441	(blank)	(blank)	(blank)
4410430002 Group Home #2	441	(blank)	(blank)	(blank)
4410430003 Group Homes #3	441	(blank)	(blank)	(blank)
4410430004 Southwestern State Hospital-St	441	(blank)	(blank)	(blank)
4410430005 State Operated Residential Hom	441	(blank)	(blank)	(blank)
4410430006 Sw - Residential Homes	441	(blank)	(blank)	(blank)
4410430007 Sw - Residential Homes	441	(blank)	(blank)	(blank)
4410432376 Security-Thomasville	441	(blank)	(blank)	(blank)

Step	Action
33.	<p>Notice the different departments of this particular business unit. For this example, our employee only needs access to the Assertive Comm Treatment (ACT) dept.</p> <p>Click the Assertive Comm Treatment (ACT) link.</p>



Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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/informati

Activity Roles

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: NEXT Request Seq Num: 1

Population Access

Add	Remove	Department	Description
1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	4410402911	Assertive Comm Treatment (ACT)

OK Cancel

User Data

*User ID: TOMJERRY Initial Password: @cartoon2
 Empl ID: Population Access
 *First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov
 Business Address
 Address Line 1:

Step	Action
34.	Click the OK button.



Favorites Main Menu Agency Security Manager Security Request

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Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb 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: 06/14/2019 *Action: Add

*Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:

Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: @cartoon2

Empl ID: Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

Job Title:

*Telephone: 404/555-5432 Fax Number:

Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

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

Favorites Main Menu Agency Security Manager Security Request

TeamWorks Home Worklist Add to Favorites Sign out

User Data

*User ID: TOMJERRY Initial Password: @cartoon2

Empl ID: Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

Job Title:

*Telephone: 404/555-5432 Fax Number:

Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

*Name:

*Telephone:

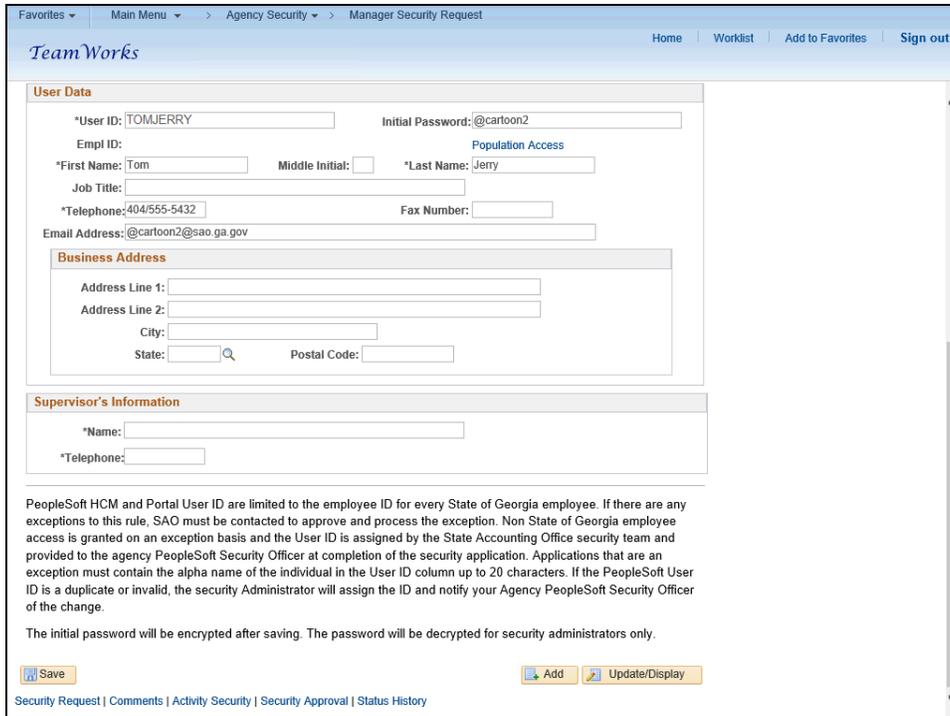
PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned by the State Accounting Office security team and provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that are an exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the PeopleSoft User ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft 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 | Security Approval | Status History

Step	Action
36.	<p>The Business Address section is optional.</p> <p>The Supervisor's Information is required. The name and phone number are needed.</p> <p>Click in the Name field.</p> <p>*Name: <input style="border: 2px solid red;" type="text"/></p>



The screenshot shows the 'Manager Security Request' form in the TeamWorks system. The form is divided into several sections:

- User Data:** Includes fields for *User ID (TOMJERRY), Initial Password (@cartoon2), Empl ID, *First Name (Tom), Middle Initial, *Last Name (Jerry), Job Title, *Telephone (404/555-5432), Fax Number, and Email Address (@cartoon2@sao.ga.gov).
- Business Address:** Includes fields for Address Line 1, Address Line 2, City, State (with a dropdown menu), and Postal Code.
- Supervisor's Information:** Includes fields for *Name and *Telephone.

Below the form, there is a detailed note about PeopleSoft HCM and Portal User ID limitations for State of Georgia employees, and a warning that the initial password will be encrypted after saving. At the bottom, there are buttons for 'Save', 'Add', and 'Update/Display'.

Step	Action
37.	<p>Enter the appropriate information into the Name field.</p> <p>For this example, type Barney Fife.</p>

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TeamWorks

User Data

*User ID: Initial Password:

Empl ID: Population Access

*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 HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned by the State Accounting Office security team and provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that are an exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the PeopleSoft User ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft Security Officer of the change.

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

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Step	Action
38.	Click in the Telephone field. 

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[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

TeamWorks

User Data

*User ID: Initial Password:

Empl ID: Population Access

*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 HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned by the State Accounting Office security team and provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that are an exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the PeopleSoft User ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft Security Officer of the change.

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

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Step	Action
39.	<p>Enter the appropriate information into the Telephone field.</p> <p>For this example, type 4045556543.</p>

Favorites ▾ Main Menu ▾ Agency Security ▾ Manager Security Request
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TeamWorks

User Data

*User ID: Initial Password:

Empl ID: Population Access:

*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 HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned by the State Accounting Office security team and provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that are an exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the PeopleSoft User ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft 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](#) | [Security Approval](#) | [Status History](#)

Step	Action
40.	<p>Check that all of the inputted information is correct. Always be sure to save your work.</p> <p>Click the Save button.</p> 

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TeamWorks

*Requested Date: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type
 Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: 86i2Xb5waJK2JSSVATGIA==
 Empl ID: Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:

*Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:

Supervisor's Information

*Name: Barney File
 *Telephone: 404/555-6543

PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any

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

Favorites > Main Menu > Agency Security > Manager Security Request

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TeamWorks

Security Request | Comments | Activity Security | Security Approval | Status History

New Window | Help | Personalize Page

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type
 Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: 86i2Xb5waJK2JSSVATGIA==
 Empl ID: Population Access

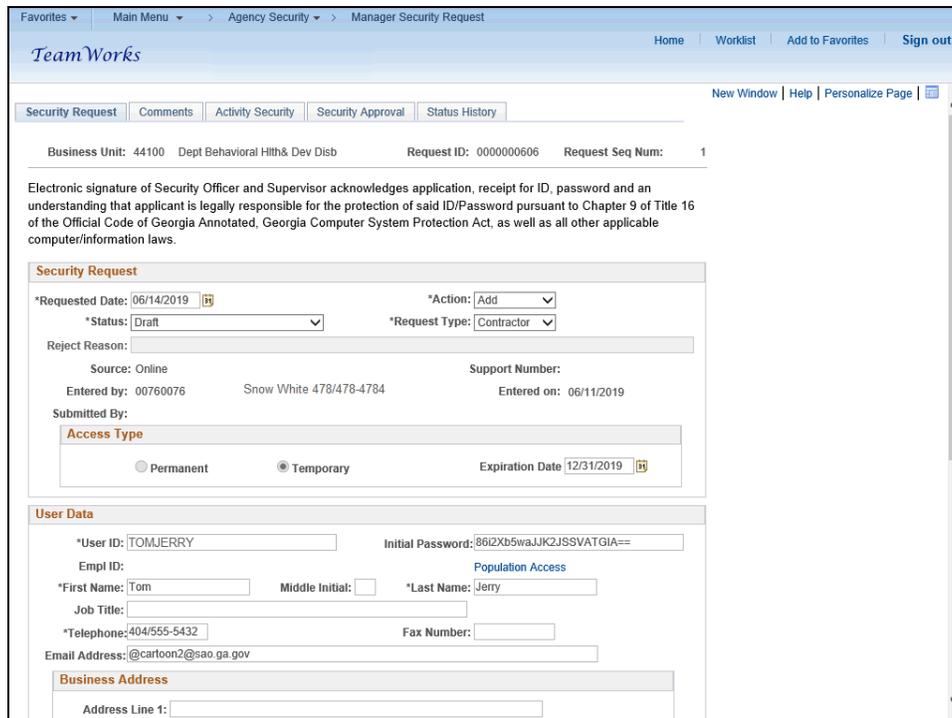
*First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:

*Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

Step	Action
42.	<p>The inputted information has now been saved. Notice there is now a Request ID.</p> <p>The Status field will remain in Draft Mode until the manager is ready to submit it to the Agency Security Officer.</p> <p>Notice that the Initial Password has now been encrypted.</p>



Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 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: 06/14/2019 *Action: Add
 *Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: 86i2Xb5waJK2JSSVATGIA==
 Empl ID: Population Access
 *First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

Step	Action
43.	<p>Now let's look at the other tabs.</p> <p>Click the Comments tab.</p> <p>Comments</p>

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

TeamWorks Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 Request Seq Num: 1

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:

Last upd User:

Comment:

Save Add Update/Display

Security Request | Comments | Activity Security | Security Approval | Status History

Step	Action
44.	On the Comments page, comments regarding the request can be added.

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TeamWorks Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 Request Seq Num: 1

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:

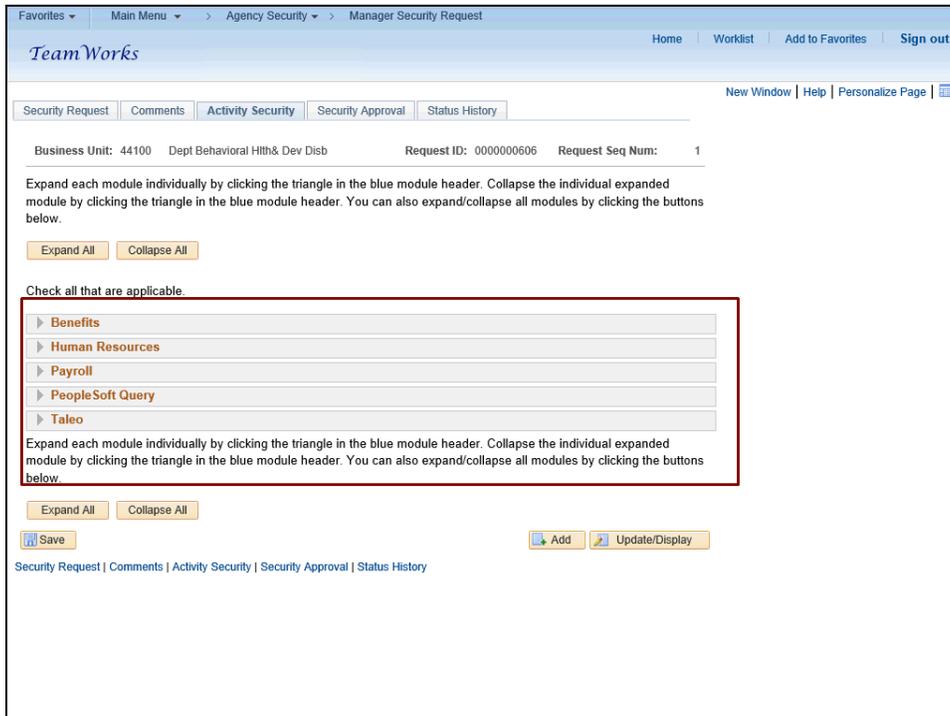
Last upd User:

Comment:

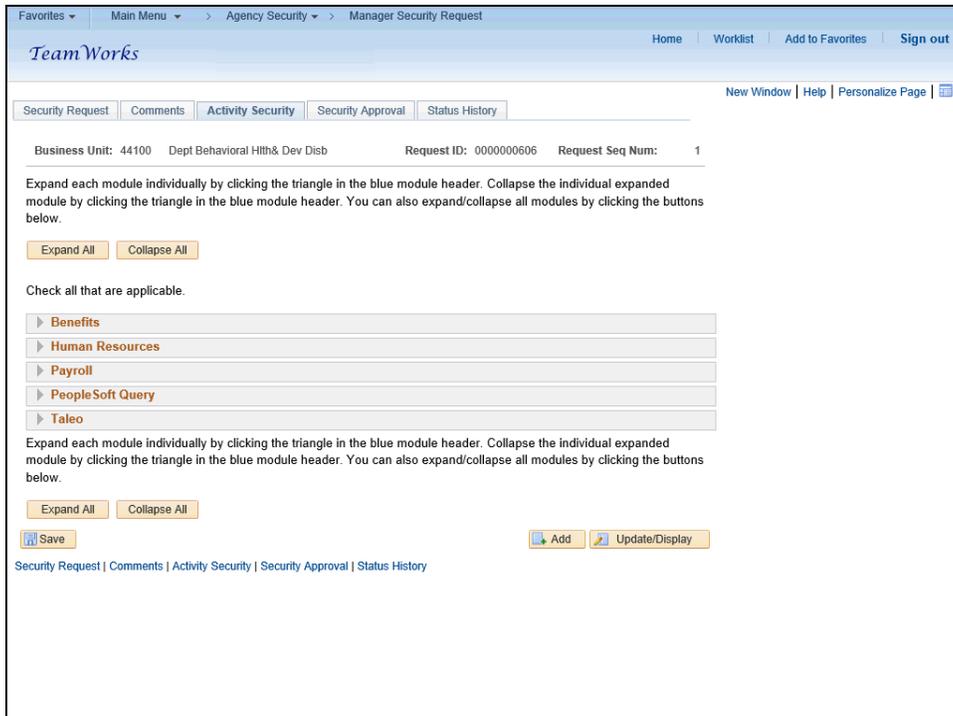
Save Add Update/Display

Security Request | Comments | Activity Security | Security Approval | Status History

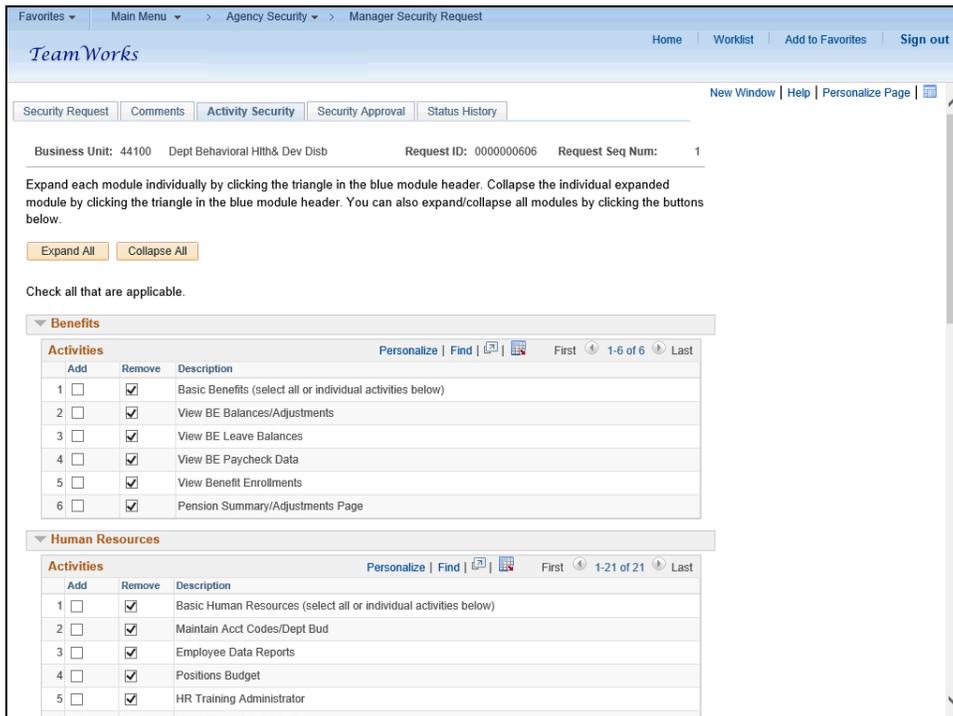
Step	Action
45.	Click the Activity Security tab. 

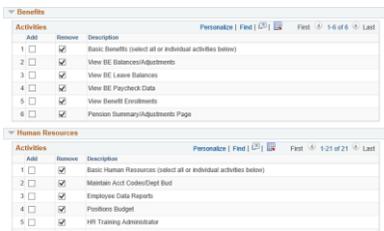


Step	Action
46.	This page shows security privileges broken out by module.



Step	Action
47.	Click the Expand All button. <div style="text-align: center; margin-top: 10px;">  </div>



Step	Action
48.	<p>Click the Vertical scrollbar to view all the activities for each module.</p> 

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TeamWorks

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic Payroll (select an or individual activities below)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Recon Correction
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Print Time Sheet
<input type="checkbox"/>	<input checked="" type="checkbox"/>	View PY Data

PeopleSoft Query

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Run Query
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ad Hoc

Taleo

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recruiter	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recruitment Coordinator	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Advanced Recruiter	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Onboarding Coordinator	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enterprise Administrator - DOAS - HRA only	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HRA Contact Center - DOAS - HRA only	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hiring Manager	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Taleo Administrator	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flat Agency	<input type="button" value="+"/>	<input type="button" value="-"/>

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.

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

Step	Action
49.	<p>Click the Vertical scrollbar to return to the top of the page</p> 

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Security Request | Comments | **Activity Security** | Security Approval | Status History New Window | Help | Personalize Page |

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 Request Seq Num: 1

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.

Benefits

Activities		Personalize	Find	First	1-6 of 6	Last
Add	Remove	Description				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic Benefits (select all or individual activities below)				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	View BE Balances/Adjustments				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	View BE Leave Balances				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	View BE Paycheck Data				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	View Benefit Enrollments				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pension Summary/Adjustments Page				

Human Resources

Activities		Personalize	Find	First	1-21 of 21	Last
Add	Remove	Description				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic Human Resources (select all or individual activities below)				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintain Acct Codes/Dept Bud				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee Data Reports				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Positions Budget				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Training Administrator				

Step	Action
50.	Click the Collapse All button.

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

TeamWorks Home | Worklist | Add to Favorites | Sign out

Security Request | Comments | **Activity Security** | Security Approval | Status History New Window | Help | Personalize Page |

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 Request Seq Num: 1

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.

▶ **Benefits**

▶ **Human Resources**

▶ **Payroll**

▶ **PeopleSoft Query**

▶ **Taleo**

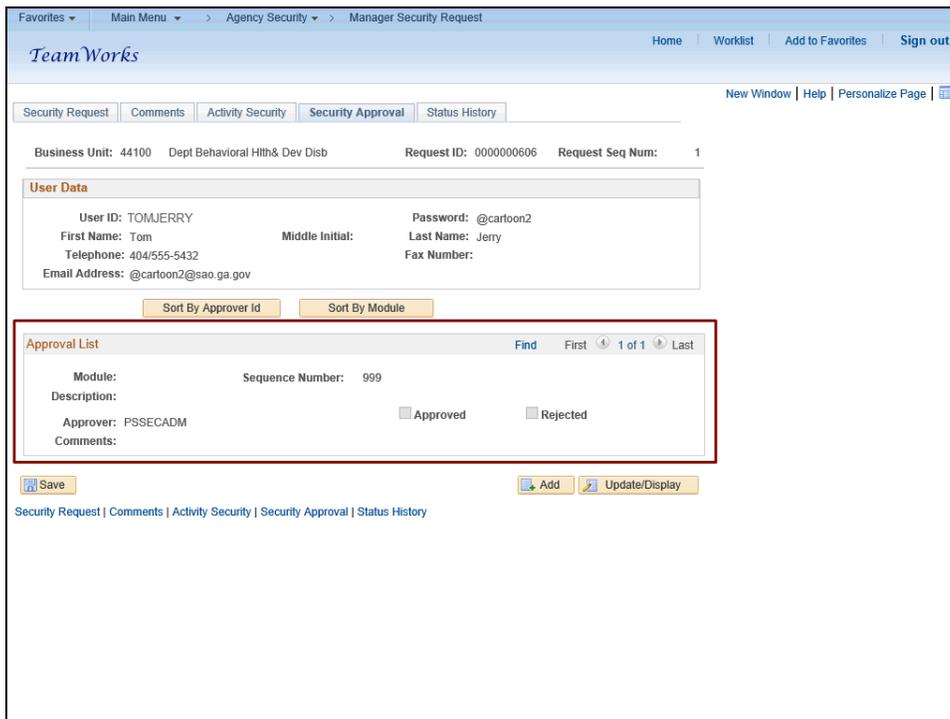
Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save Add Update/Display

Security Request | Comments | Activity Security | Security Approval | Status History

Step	Action
51.	Click the Security Approval tab. 



Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 0000000606 Request Seq Num: 1

User Data

User ID: TOMJERRY Password: @carloon2
 First Name: Tom Middle Initial: Last Name: Jerry
 Telephone: 404/555-5432 Fax Number:
 Email Address: @carloon2@sao.ga.gov

Sort By Approver Id Sort By Module

Approval List Find First 1 of 1 Last

Module:	Sequence Number: 999	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Description:			
Approver: PSSECADM			
Comments:			

Save Add Update/Display

Security Request | Comments | Activity Security | Security Approval | Status History

Step	Action
52.	This page keeps a record of approvals with this particular request.

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

TeamWorks Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 Request Seq Num: 1

User Data

User ID: TOMJERRY Password: @carlooon2
 First Name: Tom Middle Initial: Last Name: Jerry
 Telephone: 404/555-5432 Fax Number:
 Email Address: @carlooon2@sao.ga.gov

Sort By Approver Id Sort By Module

Approval List Find First 1 of 1 Last

Module: Sequence Number: 999
 Description:
 Approver: PSECCADM Approved Rejected
 Comments:

Save Add Update/Display

Security Request | Comments | Activity Security | Security Approval | Status History

Step	Action
53.	Click the Status History tab.

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

TeamWorks Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 Request Seq Num: 1

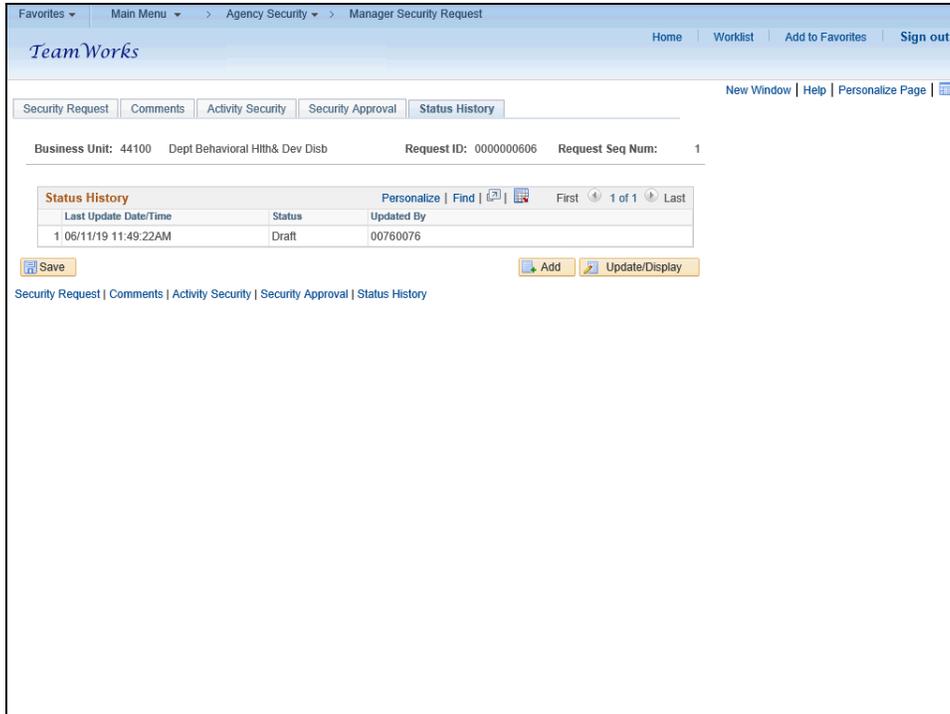
Status History Personalize Find 1 of 1 Last

Last Update Date/Time	Status	Updated By
1 06/11/19 11:49:22AM	Draft	00760076

Save Add Update/Display

Security Request | Comments | Activity Security | Security Approval | Status History

Step	Action
54.	This page keeps a status history of the request.



Step	Action
55.	Click the Security Request tab. 

Favorites > Main Menu > Agency Security > Manager Security Request

TeamWorks Home Worklist Add to Favorites Sign out

Security Request Comments Activity Security Security Approval Status History

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 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: 06/14/2019 *Action: Add

*Status: Draft *Request Type: Contractor

Reject Reason:

Source: Online Support Number:

Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: 86i2Xb5waJK2JSSVATGIA==

Empl ID: Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

Job Title:

*Telephone: 404/555-5432 Fax Number:

Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

Step	Action
56.	<p>When the addition request is completed by the manager, the manager will change the Status field from Draft to Manager Submitted.</p> <p>Click the Status list.</p> <p>*Status: Draft</p>

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Manager Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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

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

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000606 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: 06/14/2019 *Action: Add
 *Status: Manager Submitted *Request Type: Contractor
 Reject Reason:

Source: Online Support Number:
 Entered by: 00760076 Snow White 478/478-4784 Entered on: 06/11/2019

Submitted By:
 Access Type
 Permanent Temporary Expiration Date: 12/31/2019

User Data

*User ID: TOMJERRY Initial Password: 86i2Xb5waJK2JSSVATGIA==
 Empl ID: Population Access
 *First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

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

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Manager Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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

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

User Data

*User ID: TOMJERRY Initial Password: 86i2Xb5waJK2JSSVATGIA==
 Empl ID: Population Access
 *First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:

Supervisor's Information

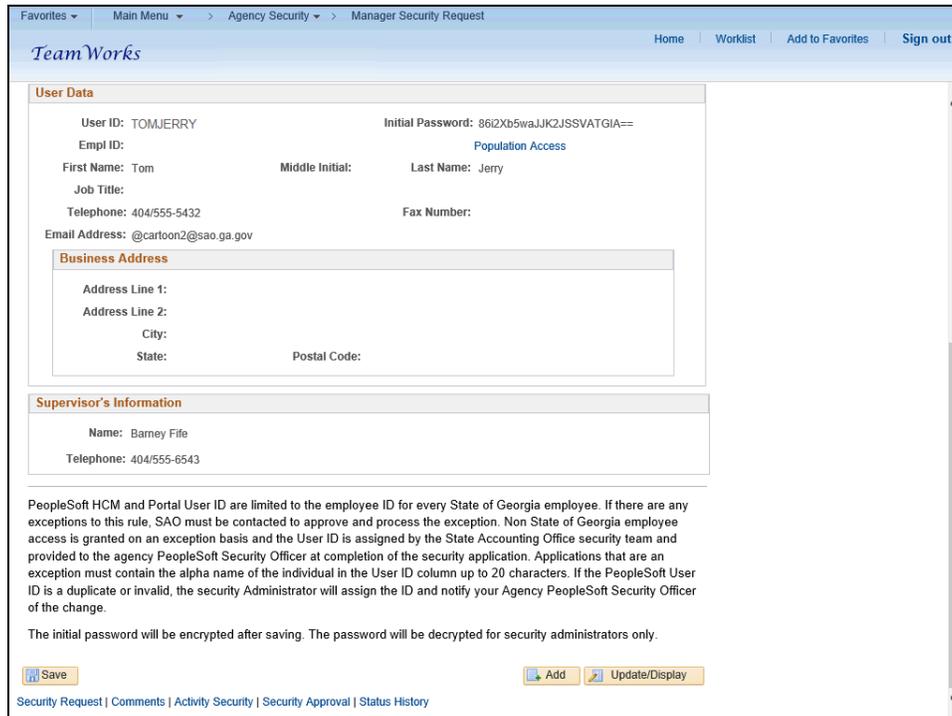
*Name: Barney Fife
 *Telephone: 404/555-6543

PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned by the State Accounting Office security team and provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that are an exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the PeopleSoft User ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft 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](#) | [Security Approval](#) | [Status History](#)

Step	Action
59.	Click the Save button. 



The screenshot shows the 'Manager Security Request' page in the TeamWorks system. The page includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is divided into sections: 'User Data', 'Business Address', and 'Supervisor's Information'. The 'User Data' section contains fields for User ID (TOMJERRY), Initial Password (86i2Xb5waJK2JSSVATGIA==), Empl ID, Population Access, First Name (Tom), Middle Initial, Last Name (Jerry), Job Title, Telephone (404/555-5432), Fax Number, and Email Address (@cartoon2@sao.ga.gov). The 'Business Address' section has fields for Address Line 1, Address Line 2, City, State, and Postal Code. The 'Supervisor's Information' section shows Name (Barney File) and Telephone (404/555-6543). Below these sections is a detailed paragraph explaining the limitations of PeopleSoft HCM and Portal User ID for State of Georgia employees and the process for handling exceptions. At the bottom of the form are buttons for 'Save', 'Add', and 'Update/Display', along with a breadcrumb trail: 'Security Request | Comments | Activity Security | Security Approval | Status History'.

Step	Action
60.	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.

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager Security Request

Home Worklist Add to Favorites Sign out

TeamWorks

User Data

User ID: TOMJERRY Initial Password: 86i2Xb5waJK2JSSVATGIA==
 Empl ID: Population Access
 First Name: Tom Middle Initial: Last Name: Jerry
 Job Title:
 Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:

Supervisor's Information

Name: Barney Fife
 Telephone: 404/555-6543

PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned by the State Accounting Office security team and provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that are an exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the PeopleSoft User ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft 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 | Security Approval | Status History

Step	Action
61.	Congratulations! You have completed requesting an addition to security access. End of Procedure.