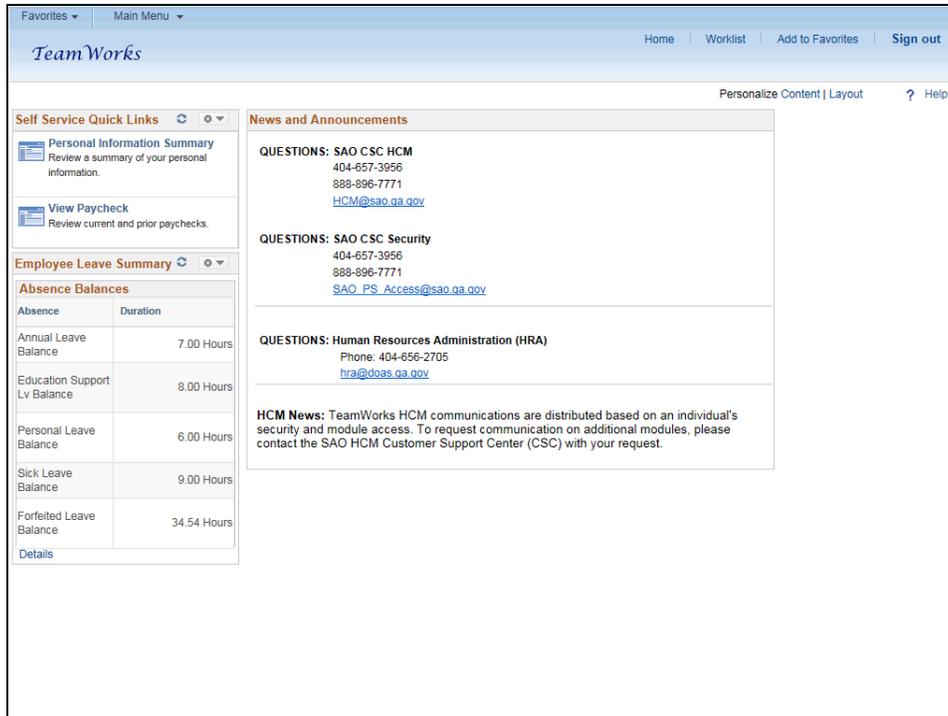
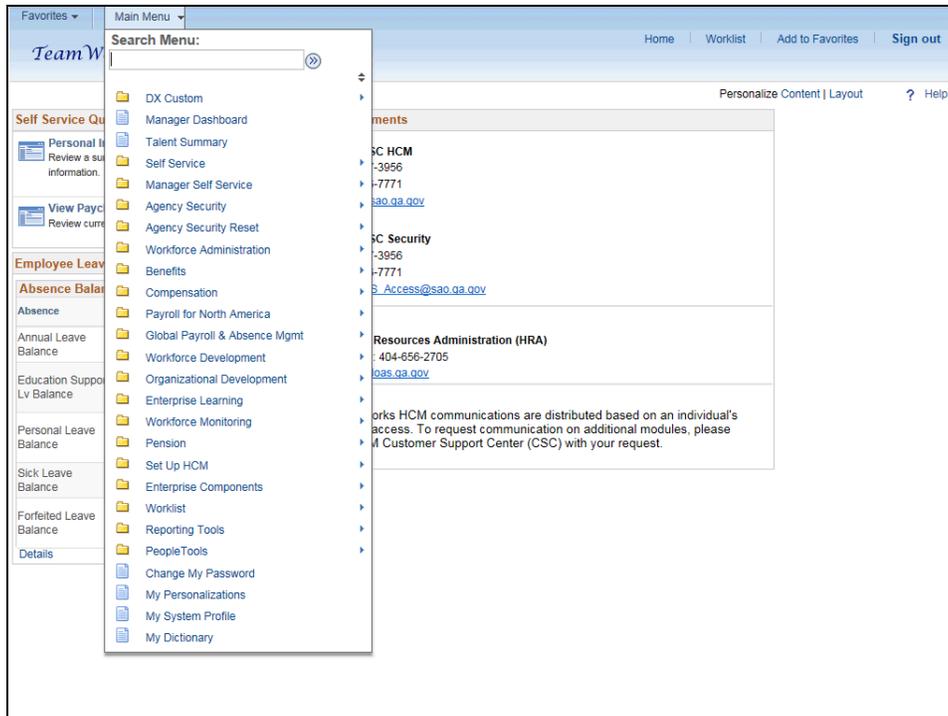
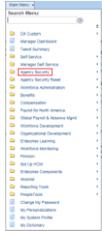


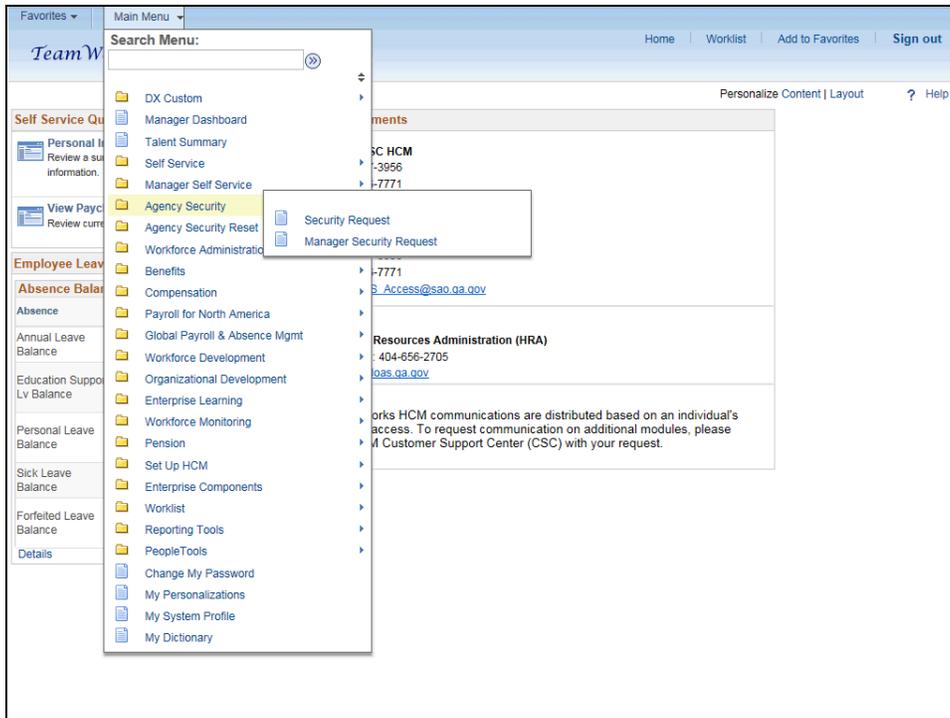
Requesting a Deletion Security Request

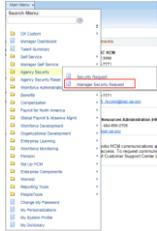


Step	Action
1.	<p>Begin by navigating to the Manager Security Request page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current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



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



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

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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] [] [Q]

Request ID [begins with] []

Seq Nbr [=] []

Requested Date [=] [] [B]

Last Name [begins with] []

Empl ID [begins with] []

User ID [begins with] []

Action [=] []

Status [=] []

Access Type [=] []

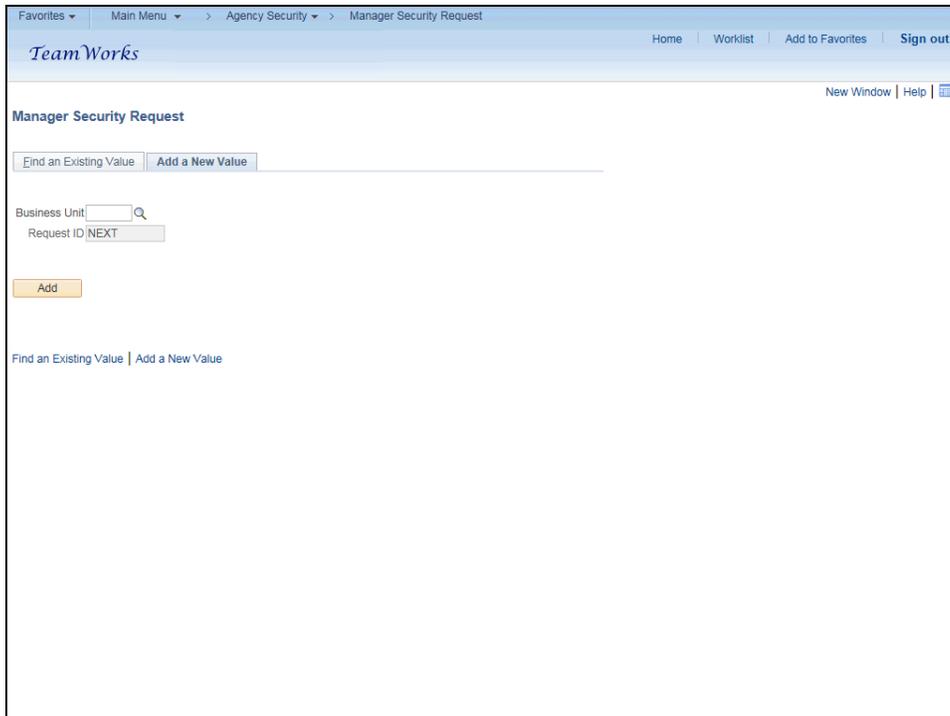
Expire Date [=] [] [B]

Case Sensitive

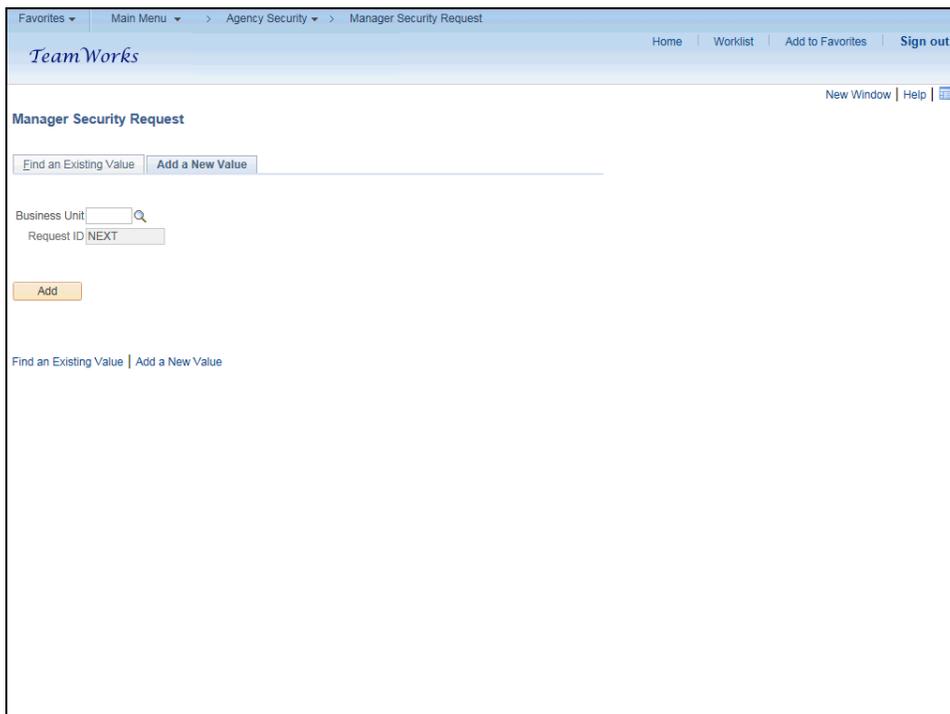
Search Clear Basic Search [?] Save Search Criteria

Find an Existing Value | Add a New Value

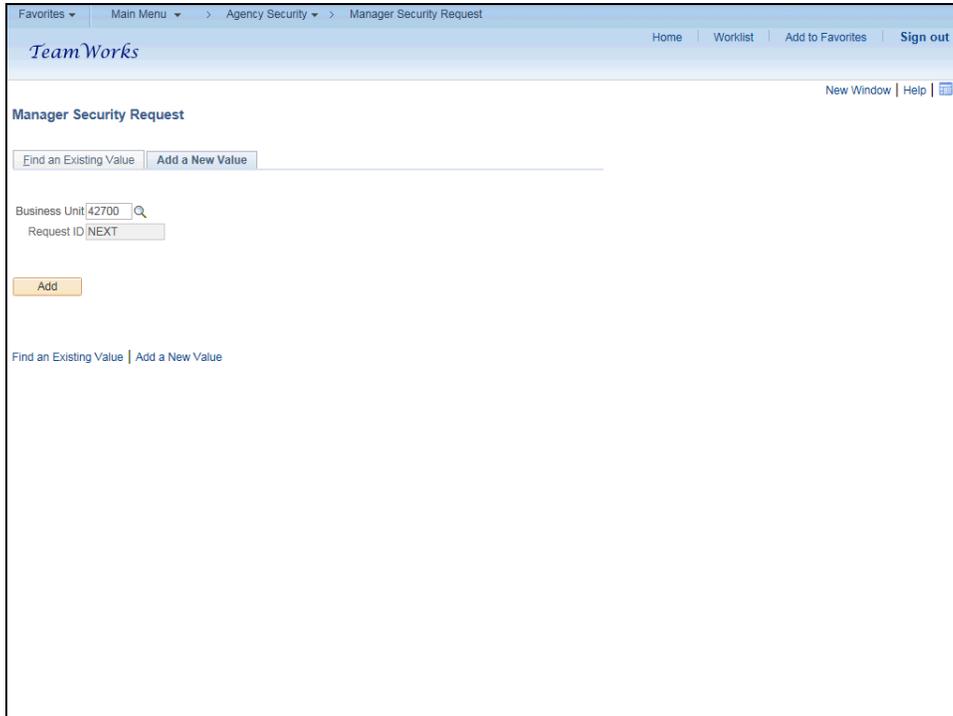
Step	Action
4.	<p>A deletion request requires a new security request. A new value is needed.</p> <p>Click the Add a New Value tab.</p> <p></p>



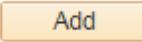
Step	Action
5.	Click in the Business Unit field. 

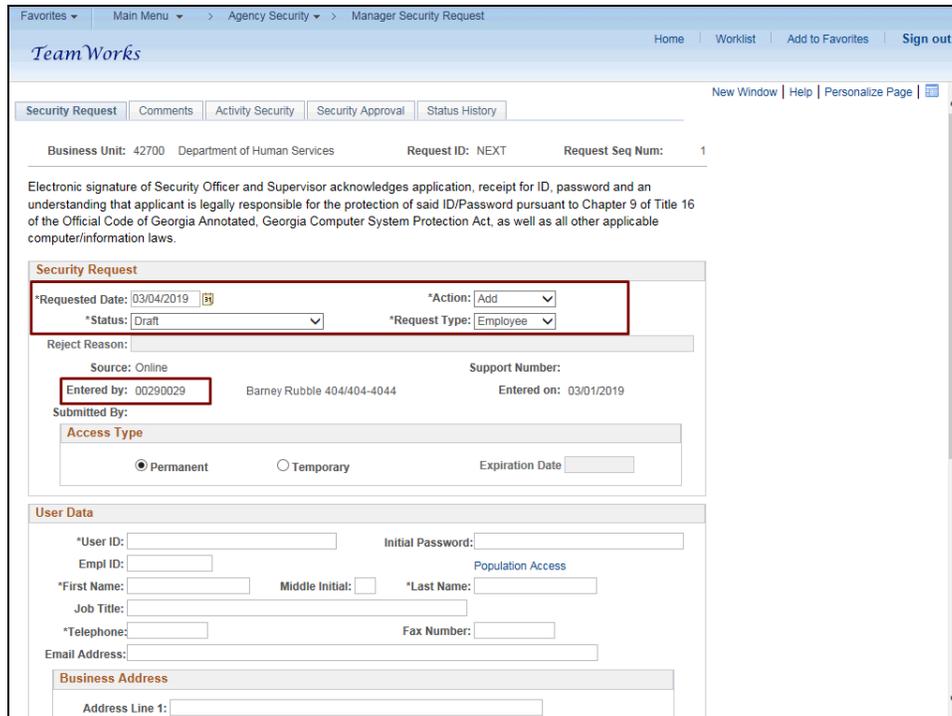


Step	Action
6.	<p>For this example, the Business Unit used is 42700.</p> <p>Enter the appropriate information into the Business Unit field.</p> <p>For this example, type 42700.</p>



The screenshot shows the 'Manager Security Request' page in the TeamWorks application. The breadcrumb trail is 'Agency Security > Manager Security Request'. The page title is 'Manager Security Request'. There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a search bar for 'Business Unit' with the value '42700' entered and a search icon. Below that is a 'Request ID' field with the value 'NEXT'. An 'Add' button is visible below the fields. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step	Action
7.	<p>Click the Add button.</p> 



Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee

Reject Reason:

Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

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
8.	<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>

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

Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 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
9.	<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 style="border: 2px solid red;" type="text"/></p>

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 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>Now, enter the User ID.</p> <p>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 88888888.</p>

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

Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 Submitted By:
 Access Type
 Permanent Temporary Expiration Date:
User Data
 *User ID: 88888888 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
11.	<p>The Employee ID is an eight numeric value preceded by 00 (this example uses artificial IDs). A contractor would not have an Employee ID.</p> <p>Click in the Empl ID field.</p> <p>Empl ID: <input style="border: 2px solid red; width: 100px; height: 20px;" type="text"/></p>

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:

Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 Submitted By:

Access Type
 Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 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.	Enter the appropriate information into the Empl ID field. For this example, type 88888888 .

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:

Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 Submitted By:

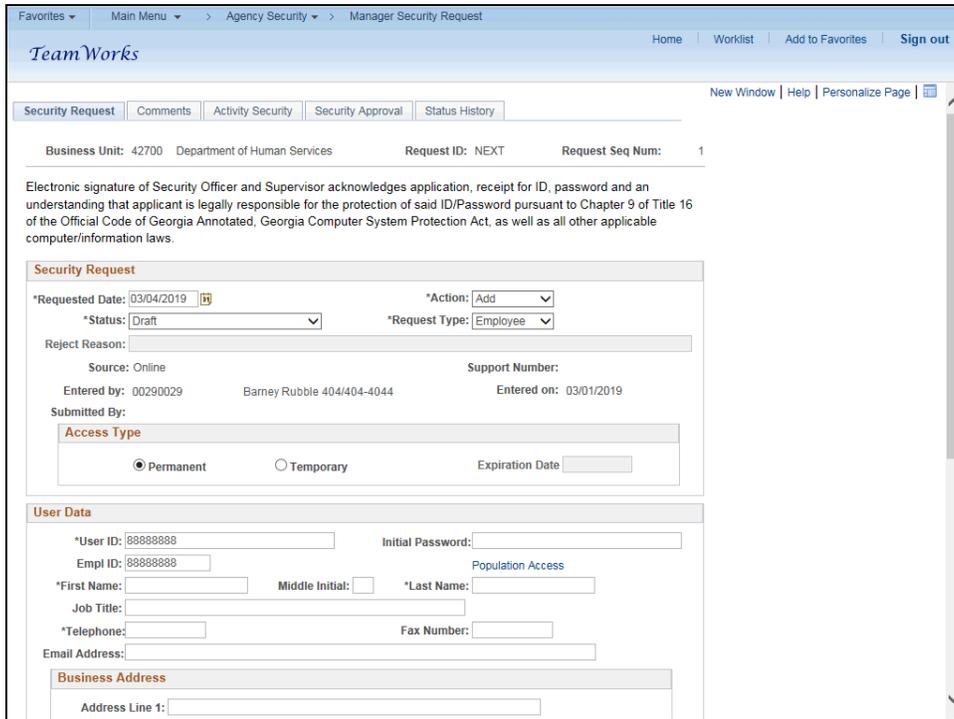
Access Type
 Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 *First Name: Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:

Business Address
 Address Line 1:

Step	Action
13.	<p>The First Name of the user needs to be entered.</p> <p>Click in the First Name field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>



Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add

*Status: Draft *Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:

Empl ID: 88888888 Population Access

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

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

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:

Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type
 Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 *First Name: Harry Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:

Business Address
 Address Line 1:

Step	Action
15.	Click in the Last Name field. *Last Name:

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:

Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

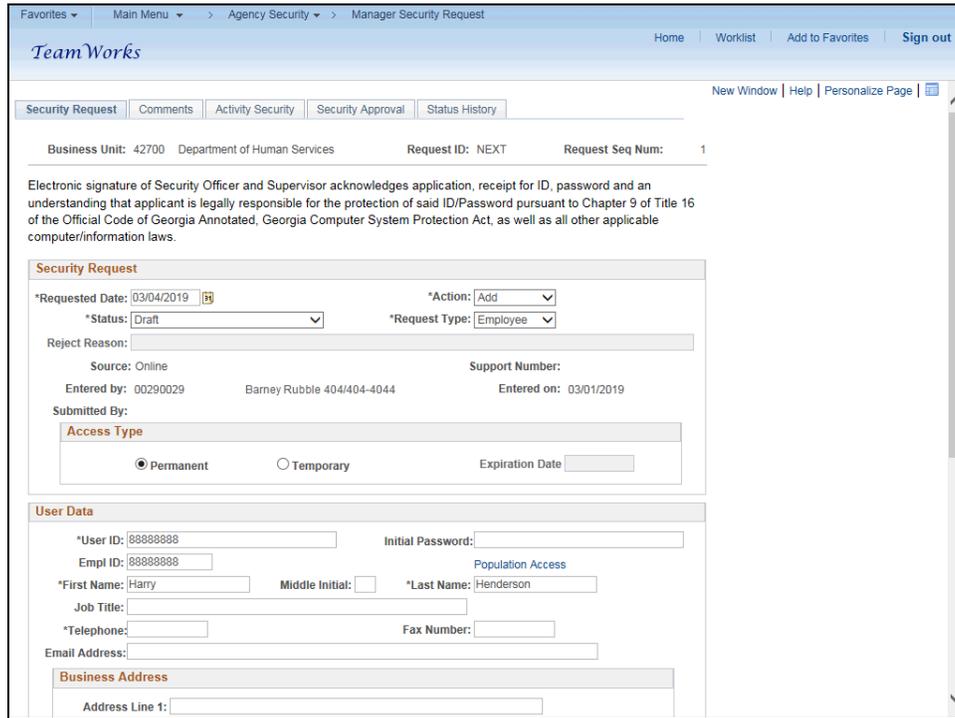
Access Type
 Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 *First Name: Harry Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:

Business Address
 Address Line 1:

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



Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee

Reject Reason: [empty]

Source: Online Support Number: [empty]
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: [empty]

User Data

*User ID: 88888888 Initial Password: [empty]
 Empl ID: 88888888 Population Access

*First Name: Harry Middle Initial: [empty] *Last Name: Henderson
 Job Title: [empty]

*Telephone: [empty] Fax Number: [empty]
 Email Address: [empty]

Business Address

Address Line 1: [empty]

Step	Action
17.	The telephone number is a required field. If the employee or contractor does not have a telephone number, please enter the Supervisor's telephone number. Click in the Telephone field. *Telephone: [empty]

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add

*Status: Draft *Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:

Empl ID: 88888888 Population Access

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

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

Step	Action
18.	Enter the appropriate information into the Telephone field. For this example, type 4045555555 .

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add

*Status: Draft *Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:

Empl ID: 88888888 Population Access

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

Job Title:

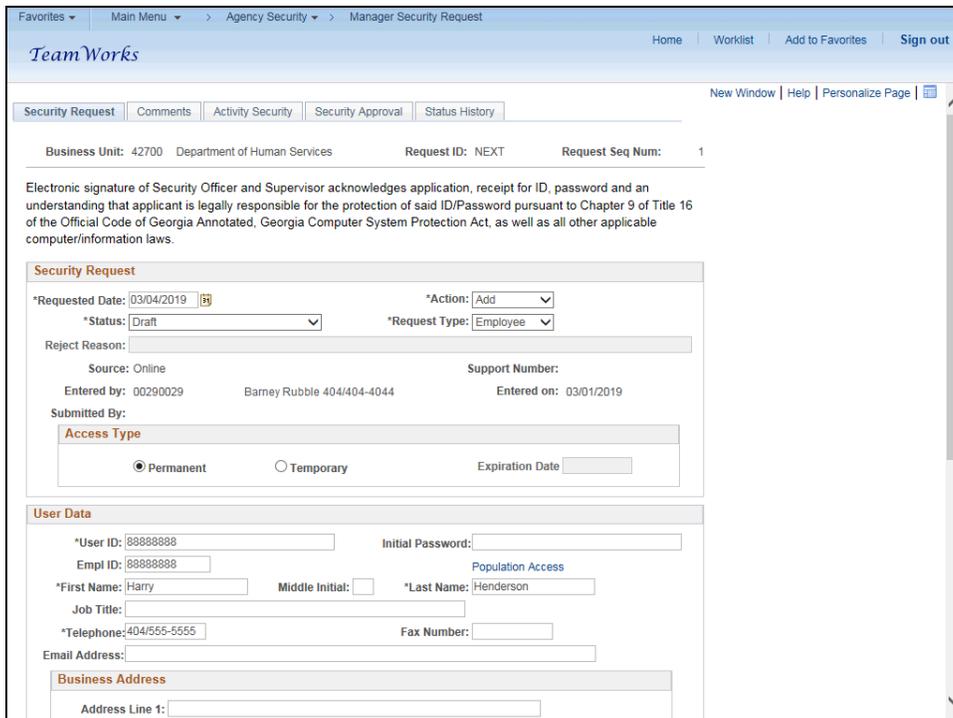
*Telephone: 404/555-5555 Fax Number:

Email Address:

Business Address

Address Line 1:

Step	Action
19.	<p>The email address is a required field. If the employee or contractor does not have an email address, please enter the Supervisor's email address or a default email address of dummy1@sao.ga.gov</p> <p>Click in the Email Address field.</p> <p>Email Address: <input style="border: 1px solid red; width: 400px; height: 15px;" type="text"/></p>



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

Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee

Reject Reason:
 Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: 88888888 Initial Password: _____
 Empl ID: 88888888 Population Access
 *First Name: Harry Middle Initial: *Last Name: Henderson
 Job Title: _____
 *Telephone: 404/555-5555 Fax Number: _____
 Email Address: _____

Business Address

Address Line 1: _____

Step	Action
20.	<p>Enter the appropriate information into the Email Address field.</p> <p>For this example, type harry.henderson@sao.ga.gov.</p>

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 Submitted By:
 Access Type
 Permanent Temporary Expiration Date:
User Data
 *User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 *First Name: Harry Middle Initial: *Last Name: Henderson
 Job Title:
 *Telephone: 404/555-5555 Fax Number:
 Email Address: harry.henderson@sao.ga.gov
Business Address
 Address Line 1:

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

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User Data

*User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 *First Name: Harry Middle Initial: *Last Name: Henderson
 Job Title:
 *Telephone: 404/555-5555 Fax Number:
 Email Address: harry.henderson@sao.ga.gov
Business Address
 Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:

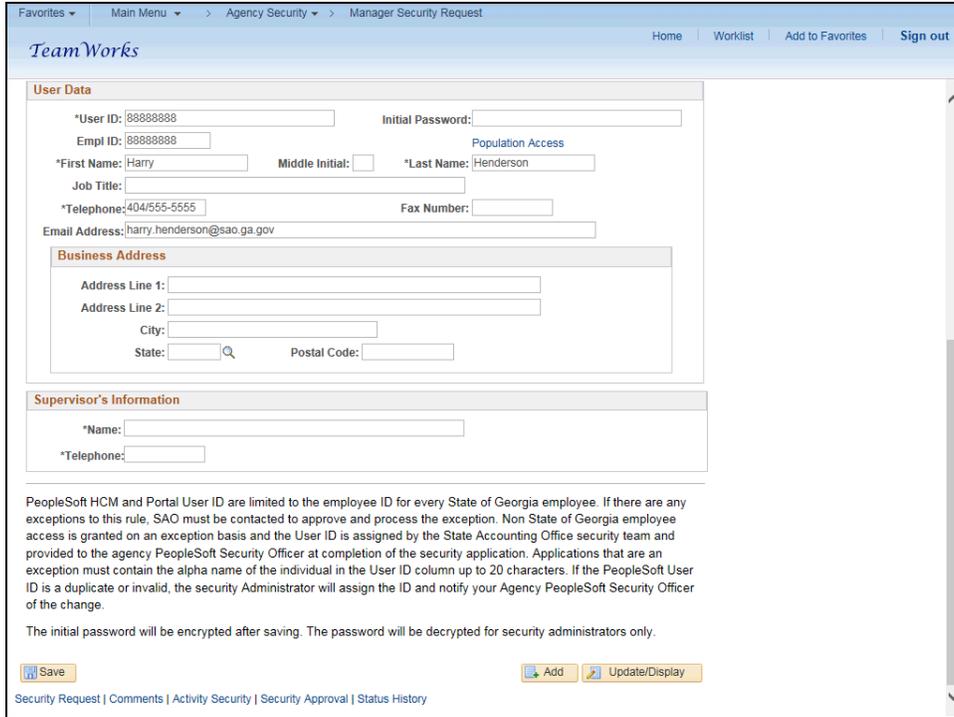
Supervisor's Information

*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.

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Step	Action
22.	<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>



TeamWorks

Manager Security Request

User Data

*User ID: 88888888 Initial Password:

Empl ID: 88888888 Population Access

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

Job Title:

*Telephone: 404/555-5555 Fax Number:

Email Address: harry.henderson@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
23.	<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
24.	Click in the Telephone field. 

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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

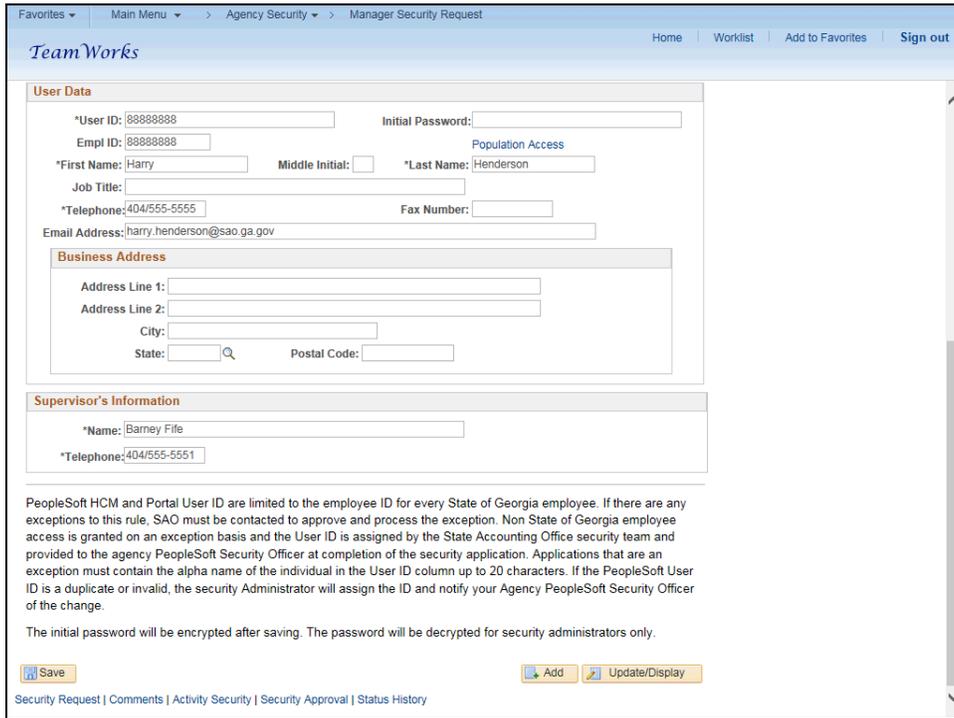
*Name:
 *Telephone:

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
25.	Enter the appropriate information into the Telephone field. For this example, type 4045555551 .



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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
26.	Click the Vertical scrollbar to return to the top of the page.

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Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action:

*Status: *Request Type:

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

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:

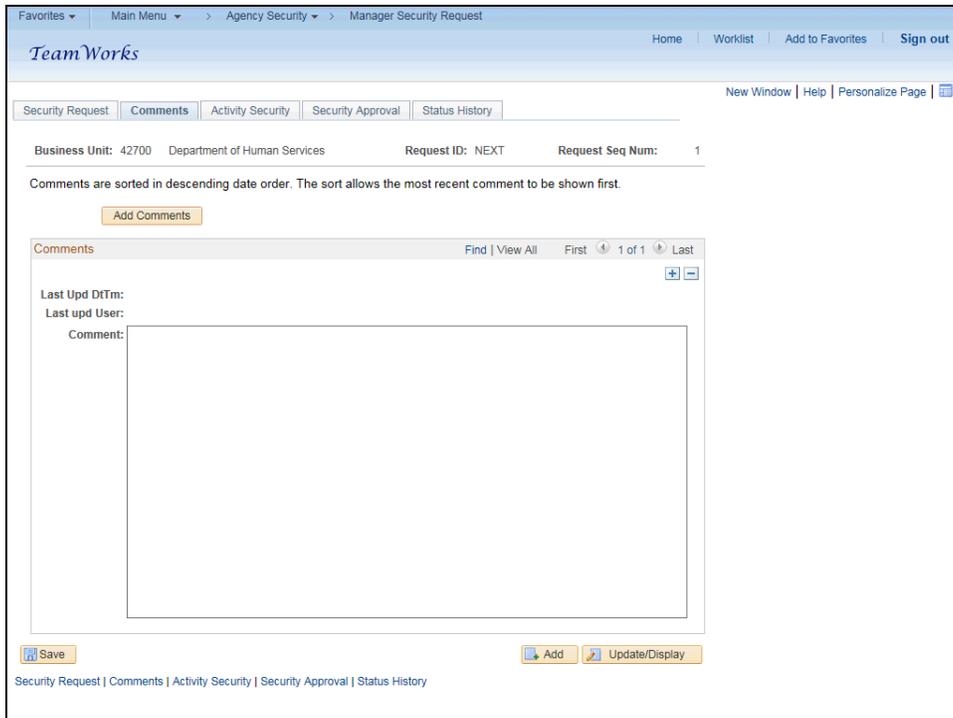
*Telephone: Fax Number:

Email Address:

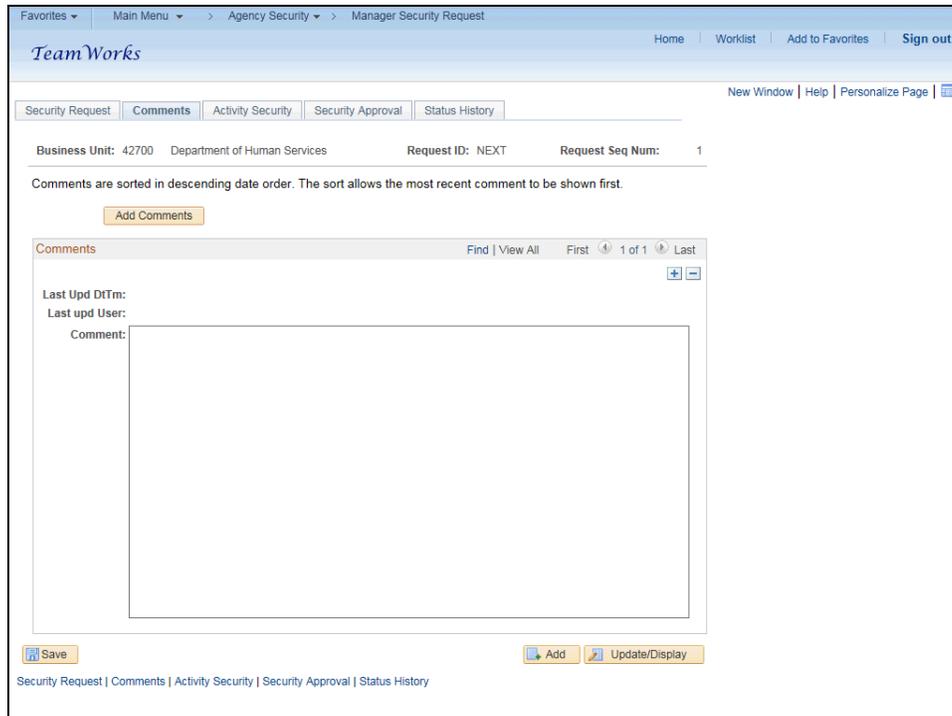
Business Address

Address Line 1:

Step	Action
27.	<p>The following step is not a requirement but highly recommended.</p> <p>Click the Comments tab.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 5px 0;"> Comments </div>



Step	Action
28.	<p>The manager can enter a short description regarding the deletion request.</p> <p>Click in the Comment field.</p> 



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

Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

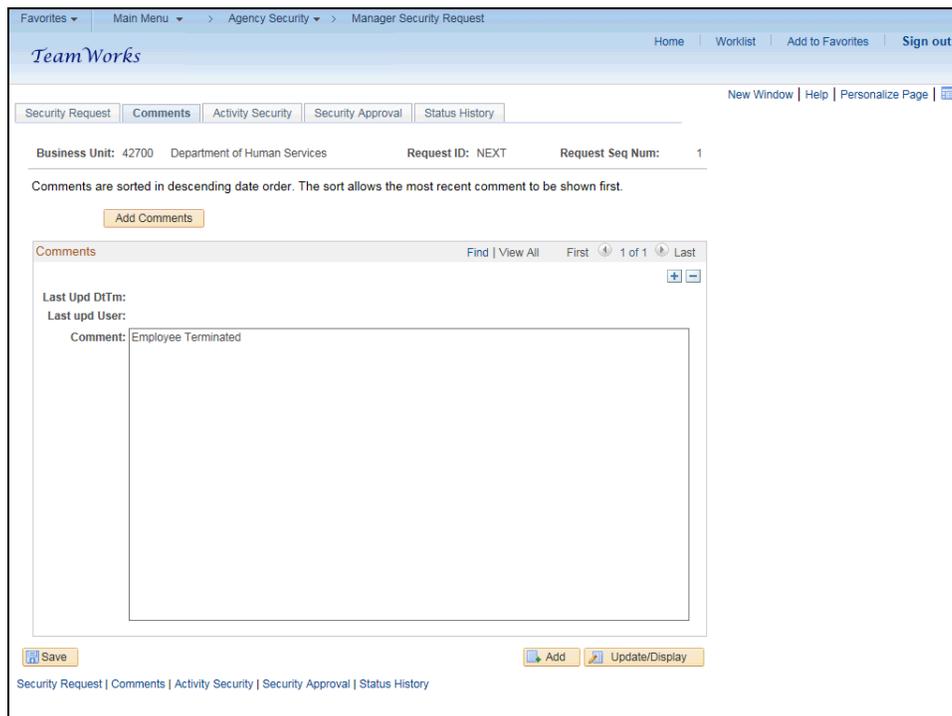
Comments are sorted in descending date order. The sort allows the most recent comment to be shown first.

Comments Find | View All First 1 of 1 Last  

Last Upd DTm:
 Last upd User:
 Comment:

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

Step	Action
29.	Enter the appropriate information into the Comment field. For this example, type Employee Terminated .



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

Business Unit: 42700 Department of Human Services Request ID: NEXT Request Seq Num: 1

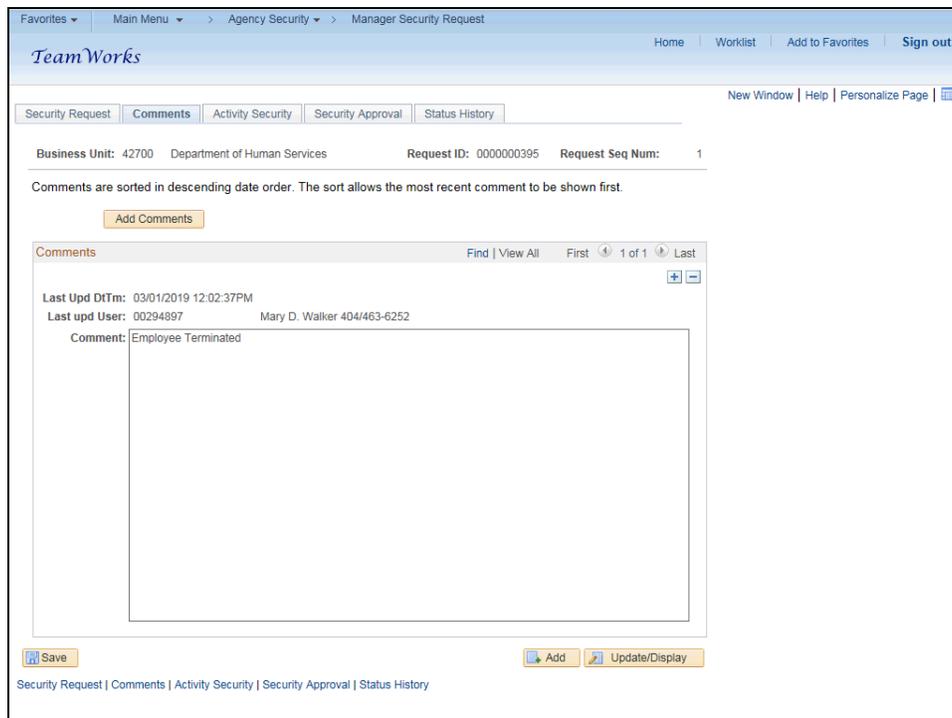
Comments are sorted in descending date order. The sort allows the most recent comment to be shown first.

Comments Find | View All First 1 of 1 Last  

Last Upd DTm:
 Last upd User:
 Comment: Employee Terminated

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

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



Step	Action
31.	<p>Click the Security Request tab.</p> 

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

Business Unit: 42700 Department of Human Services Request ID: 000000395 Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 [calendar icon] *Action: Add ▾
 *Status: Draft ▾ *Request Type: Employee ▾
 Reject Reason: _____
 Source: Online Support Number: _____
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 Submitted By: _____
Access Type
 Permanent Temporary Expiration Date: _____

User Data

*User ID: 88888888 Initial Password: _____
 Empl ID: 88888888 Population Access
 *First Name: Harry Middle Initial: [] *Last Name: Henderson
 Job Title: _____
 *Telephone: 404/555-5555 Fax Number: _____
 Email Address: harry.henderson@sao.ga.gov
Business Address
 Address Line 1: _____

Step	Action
32.	<p>At this point, the *Action field needs to be updated to reflect that this request is a deletion.</p> <p>Click the Action list.</p> <p>*Action: Add ▾</p>

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

Business Unit: 42700 Department of Human Services Request ID: 000000395 Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: **Add**
Change
Delete

*Status: Draft ▾ *Request Type:

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:

Empl ID: 88888888 Population Access

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

Job Title:

*Telephone: 404/555-5555 Fax Number:

Email Address: harry.henderson@sao.ga.gov

Business Address

Address Line 1:

Step	Action
33.	Click the Delete list item. 

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Business Unit: 42700 Department of Human Services Request ID: 000000395 Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action:

*Status: *Request Type:

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

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
34.	<p>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.</p> <p>Click the Status list item.</p> <p>*Status: <input type="button" value="Draft"/> <input checked="" type="button" value="▼"/></p>

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Business Unit: 42700 Department of Human Services Request ID: 000000395 Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action:

*Status: **Draft** *Request Type:

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:

Empl ID: 88888888 Population Access

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

Job Title:

*Telephone: 404/555-5555 Fax Number:

Email Address: harry.henderson@sao.ga.gov

Business Address

Address Line 1:

Step	Action
35.	Click the Manager Submitted list item. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Draft Manager Submitted Rejected </div>

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Business Unit: 42700 Department of Human Services Request ID: 000000395 Request Seq Num: 1

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

Security Request

*Requested Date: 03/04/2019 *Action: Delete
 *Status: Manager Submitted *Request Type: Employee
 Reject Reason:

Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 *First Name: Harry Middle Initial: *Last Name: Henderson
 Job Title:
 *Telephone: 404/555-5555 Fax Number:
 Email Address: harry.henderson@sao.ga.gov

Business Address

Address Line 1:

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

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User Data

*User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 *First Name: Harry Middle Initial: *Last Name: Henderson
 Job Title:
 *Telephone: 404/555-5555 Fax Number:
 Email Address: harry.henderson@sao.ga.gov

Business Address

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

Supervisor's Information

*Name: Barney Fife
 *Telephone: 404/555-5551

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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
37.	Always be sure to save your work. Click the Save button. 

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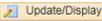
User Data
 User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 First Name: Harry Middle Initial: Last Name: Henderson
 Job Title:
 Telephone: 404/555-5555 Fax Number:
 Email Address: harry.henderson@sao.ga.gov

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

Supervisor's Information
 Name: Barney File
 Telephone: 404/555-5551

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 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
38.	Click the Vertical scrollbar to return to the top of the page.

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Business Unit: 42700 Department of Human Services Request ID: 000000395 Request Seq Num: 1

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

Security Request

Requested Date: 03/04/2019 Action: Delete
 Status: Manager Submitted Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 Submitted By:

Access Type

Permanent Temporary Expiration Date

User Data

User ID: 88888888 Initial Password:
 Empl ID: 88888888 Population Access
 First Name: Harry Middle Initial: Last Name: Henderson
 Job Title:
 Telephone: 404/555-5555 Fax Number:
 Email Address: harry.henderson@sao.ga.gov

Business Address

Address Line 1:

Step	Action
39.	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 it is sent to SAO Security to process.

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Business Unit: 42700 Department of Human Services Request ID: 000000395 Request Seq Num: 1

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

Security Request

Requested Date: 03/04/2019 Action: Delete
 Status: Manager Submitted Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00290029 Barney Rubble 404/404-4044 Entered on: 03/01/2019
 Submitted By:
 Access Type
 Permanent Temporary Expiration Date

User Data

User ID: 88888888 Initial Password:
 Empl ID: 88888888 [Population Access](#)
 First Name: Harry Middle Initial: Last Name: Henderson
 Job Title:
 Telephone: 404/555-5555 Fax Number:
 Email Address: harry.henderson@sao.ga.gov

Business Address

Address Line 1:

Step	Action
40.	Congratulations! You have completed requesting a deletion to security access. End of Procedure.