

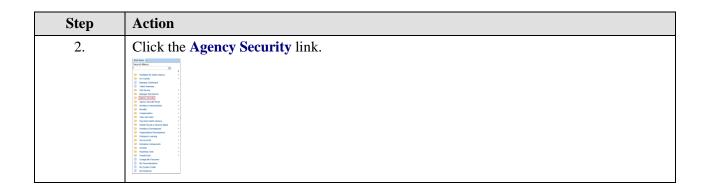
## Requesting a New Security Request - Contractor

		Personalize	Content   Layout	? He
Self Service Quick Links	0 -	News and Announcements	0	
Personal Information Sum Review a summary of your personal		QUESTIONS: SAO C SC HCM 404-657-3956		
View Paycheck Review current and prior paych	necks.	888-896-7771 HCM@sao.ga.gov		
FeamWorks Time & Labor No	otice C 🔍 💌	QUESTIONS: SAO CSC Security 404-657-3956		
Your Employee Leave Summary I now available on your Home Page investigating a small percentage of Time & Labor population. Please office if you have questions regard discrepancy. Thank you!	e. We are still of our overall contact your HR	888-996-7771 SAO PS Access@sao.ga.gov QUESTIONS: Human Resources Administration (HRA)		
Employee Leave Summary	0 •	Phone: 404-656-2705 hra@doas.ga.gov		
Leave	Balance			
Annual Leave	360	HCM News: TeamWorks HCM communications are distributed based on an individual's		
Education Support Leave	8	security and module access. To request communication on additional modules, please		
Forfeit Annual Leave	128.64	contact the SAO HCM Customer Support Center (CSC) with your request.		
Georgia Comp Time Plan	23.163			
Holiday Leave	40			
Personal Leave	24			
Sick Leave	555.66			

Step	Action
1.	Begin by navigating to the Manager Security Request page.
	<b>Note:</b> 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.
	Click the <b>Main Menu</b> link.
	Main Menu 👻

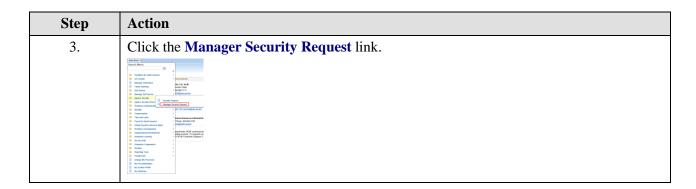


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Manager Security Request	
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Enter any mormation you have and click Search. Leave lields blank for a list of all values.	
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Status = V	
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Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	
Find an Existing Value Add a New Value	
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Step	Action
4.	A new security request will need to be created. Click the <b>Add a New Value</b> tab.
	Add a New Value



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Manager Security Request	
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Find an Existing Value   Add a New Value	

Step	Action
5.	This is an example. Be sure to input the Business Unit specific to your Agency. For this example Business Unit 44100 will be used. Click in the <b>Business Unit</b> field.
	Business Unit

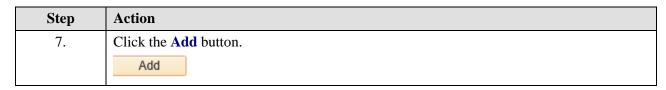


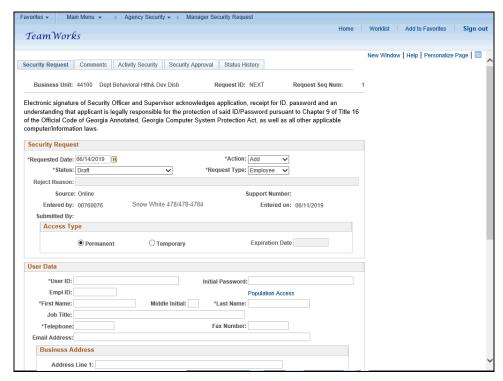
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Business Unit	
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Step	Action	
б.	Enter the appropriate information into the <b>Business Unit</b> field.	
	For this example, type 44100.	

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Find an Existing Value Add a New Value	
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Step	Action
8.	The <b>Security Request</b> page is the page where the Manager will input all relative information for the security addition. Those items with a * are required.
	The first section includes items such as the <b>Request Date</b> , which is automatically 3 days later as that SAO requires 3 days to process a request. <b>Action, Status,</b> and <b>Request Type</b> are also items that can be changed by the user.
	The Source, Entered by and Support Number are automatically updated by the system.
	Click the <b>Vertical</b> scrollbar to view the bottom of the page.



User Data         "User Dit         "User Dit         "User Dit         "Population Access         "First Name:         "Job Title:         "Telephone:         Frait Address:         Address Line 1:         Address Line 2:         City:         State:         Postal Code:  <	TeamWorks	Home Worklist Add to Favorites	Sign out
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Job Title:	Empl ID:	Population Access	
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Step	Action
9.	The next section consists of user data that will need to be entered. Again, items with a * are required. Notice there is also a section for the <b>Supervisor's Information</b> .
	Click the <b>Vertical</b> scrollbar to return to the top of the page.



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Step	Action
10.	For this example, the user will create a security access request for a contractor. Select the appropriate Access Type. Click the Request Type option. *Request Type: Employee



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Empl ID:			Popula	tion Access	
*First Name:		Middle Initial:	*Last Name:		
Job Title:					
*Telephone:			Fax Number:		
Email Address:					

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



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Job Title:							
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Email Address:							
Business Ad	dress						

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

TeamWorks     Home     Worklist     Add to Favorites     Sign out       New Window     Heip     Personalize Page     Image: Comparison of									
Team Works         Security Request       Comments       Activity Security Approval       Status History         Business Unit:       44100       Dept Behavioral Hith& 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       *Action: Add        *         *Requested Date:       66/14/2019 fb       *Action: Add          *Status:       Dath       *       *         Support Number:       Entered on: 06/11/2019       Support Number:         Entered by:       00760076       Snow White 478/478-4784       Entered on: 06/11/2019         Submitted By:       *       *       *         *       *       *       *       *         *       *       *       *       *         *       *       *       *       *       *         *       *       *       *       *       *       *         *       *       *       *       *       *	Favorites - Ma	in Menu 👻 >	Agency Security   Mana	ager Security Request					
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Security Request       Comments       Activity Security       Security Approval       Status History         Business Unit: 44100       Dept Behavioral Hith& 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 Tile 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.         Security Request       *Request to 66/14/2019 18       *Action: Add          "Requested Date: 06/14/2019 18       *Action: Add           "Status: [Draft       *Request Type: Contractor           Source: Online       Support Number:          Entered by: 00/50076       Snow White 478/478-4784       Entered on: 06/11/2019         Submitted By:       Permanent       Temporary       Expiration Date         "User ID:       Initial Password:          "User ID:       Initial Password:          "User ID:       Fax Number:          "Job Title:       Middle Initial:       *Last Name:         Job Title:       Fax Number:          Email Address:        Fax Number:	20011111011								
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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 Tile 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: @6/142019 Bi  *Action: Add	Security Request	Comments Ac	ctivity Security Security App	oroval Status History					
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Step	Action
13.	Enter the appropriate information into the <b>Expiration Date</b> field.
	For this example, type <b>12312019</b> .  Expiration Date

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Step	Action
14.	Click in the User ID field.
	*User ID:



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



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Step	Action
16.	The Initial Password must be at least 8 characters long including a number and at least 1 special character. Click in the Initial Password field. Initial Password:



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

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Job Title:						
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Step	Action
18.	The <b>First Name</b> of the user needs to be entered. Click in the <b>First Name</b> field.
	*First Name:

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



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*User ID:	TOMJERRY		Initial Password: @cartoon	2			
Empl ID:			Population	1 Access			
*First Name:	Tom	Middle Initial:	*Last Name:				
Job Title:							
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Step	Action
20.	The Last Name of the user also needs to be entered. Click in the Last Name field. *Last Name:



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*User ID:	TOMJERRY		Initial Password: @cartoon2	2				
Empl ID:			Population	Access				
*First Name:	Tom	Middle Initial:	*Last Name:					
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Email Address:								

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

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

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User Data								
*User ID:	TOMJERRY	In	itial Password: @cartoon2					
Empl ID:			Population Acc	ess				
*First Name:	Tom	Middle Initial:	*Last Name: Jerry					
Job Title:								
*Telephone:			Fax Number:					
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Step	Action
23.	Enter the appropriate information into the <b>Telephone</b> field. For this example, type <b>4045555432</b> .



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Step	Action
24.	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 <u>dummy1@sao.ga.gov</u> Click in the <b>Email Address</b> field.
	Email Address



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User Data						
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Empl ID:			Population	Access		
*First Name:	Tom	Middle Initial:	*Last Name: Jerry			
Job Title:						
*Telephone:	4045555432		Fax Number:			
Email Address:						
Business A	ddress					
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Step	Action
25.	Enter the appropriate information into the <b>Email Address</b> field.
	For this example, type @cartoon2@sao.ga.gov.

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

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Job Title:								
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Step	Action
27.	Click the Add option.
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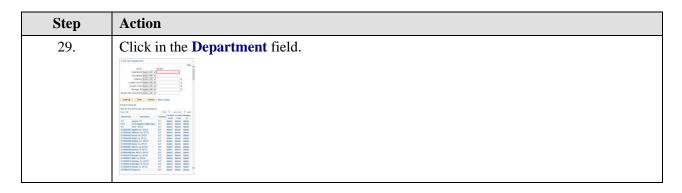


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understanding that a	pplicant is legally	responsible for t	he protection of said ID/P	assword pursuant to Chapt	er 9 of Title 16				
of the Official Code c computer/informatio	Activity Roles	ted, Georgia Co	mputer System Protection	n Act, as well as all other ap	plicable			×	
Security Request	/ curry roles							Help	
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*First Name: To	m	Middle In	itial: *Last Name						
Job Title:	1.555 5100								
*Telephone: 40 Email Address: @		DV	Fax Number	•					
Business Add									

Step	Action	
28.	Click in the <b>Department</b> field.	
	Activity Roles	H
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		127000002	Atkinson Co. DFCS	127	(blank)	(blank)	(blank)		
		127000003	Bacon Co. DFCS	127	(blank)	(blank)	(blank)		
		127000004	Baker Co. DFCS	127	(blank)	(blank)	(blank)		
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o o o r o a d			Banks Co. DFCS	127	(blank)	(blank)	(blank)		
*User ID: TO!	NJERRY		Barrow Co. DFCS	127	(blank)	(blank)	(blank)		
Empl ID:			Bartow Co. DFCS	127	(blank)	(blank)	(blank)		
*First Name: Tom			Ben Hill Co. DFCS Berrien Co. DFCS	127 127	(blank) (blank)	(blank) (blank)	(blank) (blank)		
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*Telephone: 404	555-5432		Brantley Co. DFCS	127	(blank)	(blank)	(blank)		
Email Address: @ca	artoon2@sao.ga.gov		Brooks Co. DFCS	127	(blank)	(blank)	(blank)		
		1270000015	Bryan Co	127	(blank)	(blank)	(blank)	~	
Business Addr	ess								



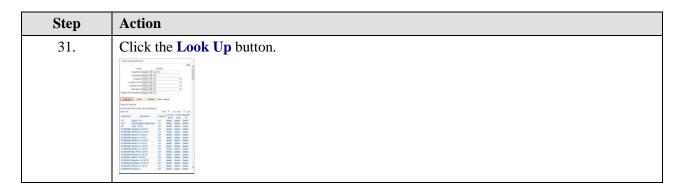


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*User ID: TC	DMJER	RY			Bartow Co. DF Bartow Co. DF		127	(blank)	(blank)	(blank)					
Empl ID:					Ben Hill Co. DF		127	(blank)	(blank)	(blank)					
*First Name: To	m				Berrien Co. DF		127	(blank)	(blank)	(blank)					
Job Title:			_		Bibb Co. DFCS		127	(blank)	(blank)	(blank)					
*Telephone: 40	1/555-5	132			Bleckley Co. D		127	(blank)	(blank)	(blank)					
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Email Address: @	cartoon	z@sa0.9	ya.gov	1270000014		03	127	(blank) (blank)	(blank)	(blank) (blank)	Y				
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Step	Action
30.	Enter the appropriate information into the <b>Department</b> field.
	For this example, type 441.
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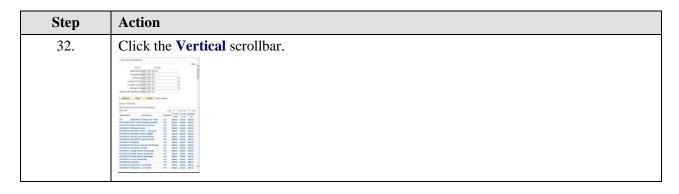


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Hana Data				1270000005	Baldwin Co. [	DFCS	127	(blank)	(blank)	(blank)			
User Data				127000006	Banks Co. DF	FCS	127	(blank)	(blank)	(blank)			
*User ID: TO	MJERR	Y			Barrow Co. D		127	(blank)	(blank)	(blank)			
Empl ID:					Bartow Co. D		127	(blank)	(blank)	(blank)			
					Ben Hill Co. E		127	(blank)	(blank)	(blank)			
*First Name: Ton	n		N		Berrien Co. D		127	(blank)	(blank)	(blank)			
Job Title:					Bibb Co. DFC		127	(blank)	(blank)	(blank)			
*Telephone: 404	/555-543	32			Bleckley Co. Brantley Co.		127 127	(blank) (blank)	(blank) (blank)	(blank) (blank)			
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			West Central Regional Hospital	441	(blank)	(blank)	(blank)			
Submitted By:		4410400126	Clinical Direction & Sup Svcs	441	(blank)	(blank)	(blank)			
Access Typ	OK Cano	4410400127	Utilization Review	441	(blank)	(blank)	(blank)			
			Volunteer Service - Thomasvill	441	(blank)	(blank)	(blank)			
			Volunteer Service Satellite	441	(blank)	(blank)	(blank)			
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Jser Data			SW-CRIPA-Clinical Director	441	(blank)	(blank)	(blank)			
		4410400151	Pharmacy GA Pines Comm Svc Bd Thomas	441 441	(blank) (blank)	(blank) (blank)	(blank) (blank)			
*User ID: TOMJE	RRY		Rosehaven ICF/MR	441	(blank)	(blank)	(blank)			
Empl ID:			Dental Service-Thomasville	441	(blank)	(blank)	(blank)			
*First Name: Tom			Dental Service-Rosehaven	441	(blank)	(blank)	(blank)			
Job Title:			Dental Service-Bainbridge	441	(blank)	(blank)	(blank)			
		4410400201	X-Ray-Thomasville	441	(blank)	(blank)	(blank)			
*Telephone: 404/555	5-5432	4410400226	Laboratory	441	(blank)	(blank)	(blank)			
Email Address: @cartoo	on2@sao.ga.gov		Admissions & Evaluation	441	(blank)	(blank)	(blank)	~		
Business Address		4410400277	Admissions - 23 hr beds	441	(blank)	(blank)	(blank)			





TeamWorks		Look Up Department					×	list	Add to Fav	rontes	Sign out
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		4410402851 Mh Resid Intensive Treatment	441	(blank)	(blank)	(blank)	$\sim$	Enders I	usia Lina		e Page   📰
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ecurity Request	Comments Activity S	4410402856 Albany Area Csb-Dd	441	(blank)	(blank)	(blank)					
		4410402857 Georgia Pines Csb-Dd	441	(blank)	(blank)	(blank)					
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		4410402859 Comm. Dual Diagnosis Program	441	(blank)	(blank)	(blank)					
Electronic signature	of Security Officer and	4410402860 SW-CRIPA-Comm-Adult MH	441	(blank)	(blank)	(blank)					
understanding that a	pplicant is legally resp	4410402861 Act Prog Reg 10	441	(blank)	(blank)	(blank)					
	of Georgia Annotated,	4410402862 Act Director	441	(blank)	(blank)	(blank)					
computer/informatio		4410402863 Act Prgm-Region 10 Thomasville	441	(blank)	(blank)	(blank)					
	Activity Roles	4410402864 Act Prgm-Region 11 Team 2	441	(blank)	(blank)	(blank)					
Security Request		4410402868 Ancil.Supp-Forensic	441	(blank)	(blank)	(blank)			1	lelp	
		4410402876 S Ga Behavioral Crisis Program	441	(blank)	(blank)	(blank)					
*Requested Date:	Business Unit: 441	4410402877 SW-CRIPA-Crisis-Adult DD	441	(blank)	(blank)	(blank)		eq Num:	1		
*Status:		4410402901 Assertive Comm Treatment (Act)	441	(blank)	(blank)	(blank)					
Reject Reason:		4410402911 Assertive Comm Treatment (ACT)	441	(blank)	(blank)	(blank)		6			
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Source:	Add	4410402913 ACT Director	441	(blank)	(blank)	(blank)					
Entered by:	1 🗸	4410402914 ACT Prgm Region 10 Thomasville	441	(blank)	(blank)	(blank)		+			
Submitted By:		4410402915 ACT Prgm - Region 11 Team 2	441	(blank)	(blank)	(blank)					
		4410402916 HUD Shelter Plus-ACT	441	(blank)	(blank)	(blank)					
Access Typ	OK Canc		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)					
User Data		4410402961 Ancil.Supp-Forensic	441 441	(blank)	(blank)	(blank)					
o o o o o o o o o o o o o o o o o o o		4410402963 Ancillary Support - PH Contrac 4410405001 Regional Operations SW Hospita	441	(blank) (blank)	(blank) (blank)	(blank) (blank)					
*User ID: TC	MJERRY	4410405001 Regional Operations SW Hospita 4410430001 Group Home #1	441	(blank)	(blank)	(blank)					
Empl ID:		4410430002 Group Home #2	441	(blank)	(blank)	(blank)					
· · _		4410430002 Group Homes #3	441	(blank)	(blank)	(blank)					
*First Name: To	m	4410430004 Southwestern State Hospital-St	441	(blank)	(blank)	(blank)					
Job Title:		4410430005 State Operated Residential Hom	441	(blank)	(blank)	(blank)					
*Telephone: 40	4/555-5432	4410430006 Sw - Residential Homes	441	(blank)	(blank)	(blank)					
		4410430007 Sw - Residential Homes	441	(blank)	(blank)	(blank)					
Email Address: @	cartoon2@sao.ga.gov	4410432376 Security-Thomasville	441	(blank)	(blank)	(blank)	V				
Business Add	Iress	AMANADEANA COMMUNICIPAL INCOME		(610-1-)	(bland)	(bland)					

Step	Action
33.	Notice the different departments of this particular business unit. For this example, our employee only needs access to the Assertive Comm Treatment (ACT) dept. Click the Assertive Comm Treatment (ACT) link.
	Image: Section 2



avorites 🗸 Main I	Menu 👻 > Agency Security 💌 > Manager Security Red	quest
TeamWorks		Home   Worklist   Add to Favorites   Sign out
Security Request	Comments Activity Security Security Approval Status	New Window   Help   Personalize Page   🗐
Business Unit: 44	100 Dept Behavioral Hith& Dev Disb Request I	D: NEXT Request Seq Num: 1
understanding that a of the Official Code o	of Security Officer and Supervisor acknowledges applicati oplicant is legally responsible for the protection of said ID/ f Georgia Annotated, Georgia Computer System Protectio	Password pursuant to Chapter 9 of Title 16
computer/informatio	Activity Roles	×
Security Request *Requested Date: 0 *Status: 1	Business Unit: 44100 Dept Behavioral Hith& Dev Disb	Help Request ID: NEXT Request Seq Num: 1
Reject Reason:	Add         Remove         Department	Personalize   Find   🔄   🧱 First 🛞 1 of 1 🛞 Last
Entered by: Submitted By:	1 🗹 🗌 4410402911 Q	Assertive Comm Treatment (ACT)
Access Typ	OK Cancel	
User Data		
*User ID: TC	MJERRY Initial Passwo	rd:@cartoon2
Empl ID:		Population Access
*First Name: To Job Title:	m Middle Initial: *Last Nam	le: Jeny
*Telephone: 40	4/555-5432 Fax Number	er:
	artoon2@sao.ga.gov	
Business Add	ress	
Address Li	ao 4:	V

Step	Action
34.	Click the <b>OK</b> button.
	Activity Roles
	Business Unit: 44100 Dept Behavioral Hilb& Dev Disb Request ID: NEXT Request Seq Num: 1  Population Access Personalize   Find [3] [3] First (4) 1 of 1 (4) Last Add Renove Department Description 1 2 4410402911 Q Assertive Comm Treatment (ACT) CK Cancel



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ecurity Request	Comments Activ	vity Security Security A	pproval Status History			
Business Unit:	44100 Dept Behavi	oral Hith& Dev Disb	Request ID: NEXT	Request Seq Num:	1	
inderstanding tha	t applicant is legally e of Georgia Annotat	responsible for the prot	vledges application, receipt fo ection of said ID/Password pu System Protection Act, as we	rsuant to Chapter 9 of Tit	le 16	
Security Reques	st					
*Requested Date:			*Action: Add	$\sim$		
*Status:	Draft	$\checkmark$	*Request Type: Contractor	$\checkmark$		
Reject Reason:						
Source	: Online		Support Nu	mber:		
Entered by:	00760076	Snow White 478/478-47	784 Enter	ed on: 06/11/2019		
Submitted By:						
Access Ty	ре					
	Permanent	Temporary	Expiration	n Date 12/31/2019 🛐		
User Data						
	TOMJERRY		Initial Password: @cartoon2			
Empl ID:			Population	Access		
	Tom	Middle Initial:	*Last Name: Jerry			
*First Name:						
*First Name: Job Title:						
*First Name: Job Title: *Telephone:	404/555-5432		Fax Number:			
*First Name: Job Title: *Telephone:	404/555-5432 @cartoon2@sao.ga.ge	ov	Fax Number:			

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

Favorites  Main Menu  Agency Security  Manager Security Request		
TeamWorks	Worklist Add to Favorites	Sign out
2000 0000		
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:@carloon2@sao.ga.gov Business Address		
Address Line 1:		
Address Line 2:		
State: Q. Postal Code:		
Supervisor's Information		
*Name:		
*Telephone:		
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		
Security Request   Comments   Activity Security   Security Approval   Status History		~



Step	Action
36.	The <b>Business Address</b> section is optional.
	The <b>Supervisor's Information</b> is required. The name and phone number are needed.
	Click in the Name field.
	*Name:

Iser Data					
*User ID: TOMJERRY	Init	tial 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				1	
Address Line 1:				1	
Address Line 2:					
City:					
State:	Postal Code:				
	1 ootal ootal				
upervisor's Information					
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upervisor's Information "Name: "Telephone: opleSoft HCM and Portal User ID are ceptions to this rule, SAO must be cor	limited to the employee ID f tacted to approve and proc	ess the exception. Non State of	Georgia employe	e	
upervisor's Information "Name: "Telephone opleSoft HCM and Portal User ID are ceptions to this rule, SAO must be co- cess is granted on an exception basis vided to the agency PeopleSoft Secu	limited to the employee ID f tacted to approve and proc and the User ID is assigned ity Officer at completion of	ess the exception. Non State of d by the State Accounting Office the security application. Applicat	Georgia employe security team an ions that are an	e d	
upervisor's Information "Name: "Telephone: " appleSoft HCM and Portal User ID are ceptions to this rule, SAO must be con cess is granted on an exception basis vided to the agency PeopleSoft Secu ception must contain the alpha name	limited to the employee ID f tacted to approve and proc and the User ID is assigned ity Officer at completion of f the individual in the User	ess the exception. Non State of d by the State Accounting Office the security application. Applicat ID column up to 20 characters.	Georgia employe security team an ions that are an i the PeopleSoft	e d User	
wpervisor's Information  *Name:  *Telephone:  opleSoft HCM and Portal User ID are ceptions to this rule, SAO must be cor cess is granted on an exception basis byided to the agency PeopleSoft Secu ception must contain the alpha name is a duplicate or invalid, the security /	limited to the employee ID f tacted to approve and proc and the User ID is assigned ity Officer at completion of f the individual in the User	ess the exception. Non State of d by the State Accounting Office the security application. Applicat ID column up to 20 characters.	Georgia employe security team an ions that are an i the PeopleSoft	e d User	
supervisor's Information  "Name: "Telephone: "Telepho	limited to the employee ID f tacted to approve and proc and the User ID is assigned ity Officer at completion of f the individual in the User dministrator will assign the I	ess the exception. Non State of d by the State Accounting Office the security application. Applicat ID column up to 20 characters. I ID and notify your Agency Peopl	Georgia employe security team an ions that are an the PeopleSoft eSoft Security O	e d User	
wpervisor's Information  *Name:  *Telephone:  opleSoft HCM and Portal User ID are ceptions to this rule, SAO must be cor cess is granted on an exception basis byided to the agency PeopleSoft Secu ception must contain the alpha name is a duplicate or invalid, the security /	limited to the employee ID f tacted to approve and proc and the User ID is assigned ity Officer at completion of f the individual in the User dministrator will assign the I	ess the exception. Non State of d by the State Accounting Office the security application. Applicat ID column up to 20 characters. I ID and notify your Agency Peopl	Georgia employe security team an ions that are an the PeopleSoft eSoft Security O	e d User	
supervisor's Information  "Name: "Telephone: "Telepho	limited to the employee ID f tacted to approve and proc and the User ID is assigned ity Officer at completion of f the individual in the User dministrator will assign the I	ess the exception. Non State of d by the State Accounting Office the security application. Applicat ID column up to 20 characters. I ID and notify your Agency Peopl	Georgia employe security team an ions that are an the PeopleSoft eSoft Security O	e d User fficer	

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



ser 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:	7		
State: Q Postal Code:			
upervisor's Information			
*Name: Barney Fife			
*Telephone:			
Telephone.			

Step	Action
38.	Click in the <b>Telephone</b> field.
	*Telephone:

Favorites   Main Menu   Agency Security   Manager Security Request	Home Worklist Add to Favorites Sign ou
TeamWorks	
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: Q. Postal Code:	
Supervisor's Information	
*Name: Barney Fife	
*Telephone:	
· · · · · · · · · · · · · · · · · · ·	
PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If the	ere are any
exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia e	
access is granted on an exception basis and the User ID is assigned by the State Accounting Office security to provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that a	
exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the Peop	
ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft Sec	curity Officer
of the change.	
The initial password will be encrypted after saving. The password will be decrypted for security administrators	only.
Nave	date/Display
	anto Diopiti j
curity Request   Comments   Activity Security   Security Approval   Status History	



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

TeamWorks	Hor		rklist	Add to Favorites	Sign o
User Data					
*User ID: TOMJERRY Initial Password:@cartoon2					
Empl ID: Population Acces					
*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 1:					
City:					
State: Q Postal Code:					
upervisor's Information					
*Name: Barney Fife					
*Telephone;4045556543					
reepione, or oscoro					
eopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia en acceptions to this rule, SAO must be contacted to approve and process the exception. Non State					
ccess is granted on an exception basis and the User ID is assigned by the State Accounting Of	ffice security team and				
ovided to the agency PeopleSoft Security Officer at completion of the security application. Appl					
ception must contain the alpha name of the individual in the User ID column up to 20 character is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency Pe					
	eopleSon Security Of	licei			
the change.	dministrators only				
the change. le initial password will be encrypted after saving. The password will be decrypted for security a	dministrators only.				
the change.		lay			

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



and the second second second				
Requested Date: 06/14/2019		*Action: Add		
*Status: Draft	✓ *Requ	uest Type: Contractor 🗸		
Reject Reason: Source: Online		Support Number:		
	Snow White 478/478-4784	Entered on: 06/11/2019		
Submitted By:	3110W WIIILE 4/0/4/0-4/04	Entered on: 06/11/2019		
Access Type				
Permanent	Temporary	Expiration Date 12/31/2019	1	
Jser Data				
*User ID: TOMJERRY	Initial	Password: 86i2Xb5waJJK2JSSVATGIA==		
Empl ID:		Population Access		
*First Name: Tom	Middle Initial: *L	ast Name: Jerry		
Job Title:				
*Telephone: 404/555-5432	Fax	x Number:		
Email Address: @cartoon2@sao.ga.go	V			
Business Address				
Address Line 1:				
Address Line 2:				
City:				
State:	Postal Code:			
Suite.	rosurcouc.			
Supervisor's Information				
*Name: Barney Fife				
*Telephone: 404/555-6543				

Step	Action
41.	Click the <b>Vertical</b> scrollbar to return to the top of the page.

vorites 👻 Ma	iin Menu 👻 > Age	ency Security 🗸 🕥 Ma	anager Security Request				
TeamWorl	es			Hom	e Worklis	t Add to Favorites	Sign ou
					New Wir	ndow   Help   Personaliz	e Page   📰
curity Request	Comments Activit	y Security Security A	Approval Status History				
Business Unit:	44100 Dept Behavio	ral Hith& Dev Disb	Request ID: 000000606	Request Seq Num:	1		
derstanding tha	t applicant is legally re e of Georgia Annotate	esponsible for the prot	wledges application, receipt for ID tection of said ID/Password pursua System Protection Act, as well as	ant to Chapter 9 of Title	16		
Security Reque	st						
Requested Date:	06/14/2019		*Action: Add 🗸	•			
*Status:	Draft	~	*Request Type: Contractor 🗸	·			
Reject Reason:							
Source	: Online		Support Number	er:			
Entered by:	00760076	Snow White 478/478-4	784 Entered o	n: 06/11/2019			
Submitted By:							
Access Ty	pe						
	Permanent	Temporary	Expiration Da	ite 12/31/2019			
Jser Data							
*User ID:	TOMJERRY		Initial Password: 86i2Xb5waJJK	2JSSVATGIA==			
Empl ID:			Population Acc	ess	-		
*First Name:	Tom	Middle Initial:	*Last Name: Jerry				
Job Title:							
	404/555-5432		Fax Number:				
Email Addresses	@cartoon2@sao.ga.go	V					
Email Address:							
Business A	ddress						



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

avorites 👻 Mai	n Menu 👻 > Ag	ency Security 🗸 > Manager S	Security Request		
TeamWork	s			Home	Worklist Add to Favorites Sign ou
Security Request	Comments Activ	ity Security Security Approval	Status History		New Window   Help   Personalize Page   🛅
Business Unit:	44100 Dept Behavi	oral Hith& Dev Disb	Request ID: 0000000606	Request Seq Num:	1
understanding that of the Official Code computer/informati	applicant is legally of Georgia Annotat on laws.	and Supervisor acknowledge responsible for the protection led, Georgia Computer Syster	of said ID/Password pursu	ant to Chapter 9 of Title 1	6
Security Reques *Requested Date:			*Action: Add	7	
*Status:		✓ *R	equest Type: Contractor		
Reject Reason:	Dialt	•	contractor v		
Source:	Online		Support Number	pr.	
Entered by:		Snow White 478/478-4784		m: 06/11/2019	
Submitted By:	00100010		Littered o	00/11/2018	
Access Typ	96				
	Permanent	Temporary	Expiration Da	ate 12/31/2019	
User Data					
*User ID:	TOMJERRY	Initi	al Password: 86i2Xb5waJJK	2JSSVATGIA==	
Empl ID:			Population Acc	ess	
*First Name:	Гот	Middle Initial:	*Last Name: Jerry		
Job Title:					
*Telephone:	104/555-5432		Fax Number:		
Email Address:	@cartoon2@sao.ga.g	V			
Business Ad	Idress				

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



TeamWorks		Home	Worklist Add to Favorites Sign ou
ecurity Request Comments Activity Security Security	Approval Status History		New Window   Help   Personalize Page
Business Unit: 44100 Dept Behavioral HIth& Dev Disb	Request ID: 000000606	Request Seq Num: 1	
Comments are sorted in descending date order. The sort a	llows the most recent comment to b	e shown first.	
Add Comments Comments	Find   View All	First 🕘 1 of 1 🕑 Last	]
Last Upd DtTm:		+ -	
Last upd User:			
Save		Add 🕖 Update/Display	J
urity Request   Comments   Activity Security   Security Approval			

Step	Action
44.	On the <b>Comments</b> page, comments regarding the request can be added.

Favorites - Main	in Menu 👻	> Agency Securit	y 🔻 > Manager S	ecurity Request							
	~							Home	Worklist	Add to Favorites	Sign out
TeamWork	25										
									New Window	v Help Persona	lize Page   📰 -
Security Request	Comments	Activity Security	Security Approval	Status History							
Business Unit: 44	4100 Dept B	3ehavioral Hlth& Dev	Disb	Request ID: 00000	00606	Reques	st Seq Num	: 1			
Comments are sor	rted in desce	nding date order. T	he sort allows the	most recent comm	ent to be	e shown	first.				
		5									
Add	d Comments	J									
Comments				Find   V	iew All	First	🕚 1 of 1	Last			
								+ -			
Last Upd DtTm:											
Last upd User:											
Comment:											
L											
R Save					📑 A	dd 🍃	Update/E	lioplay			
							opdate/L	лэрлау			
Security Request   Com	nments   Activi	ty Security   Security	Approval   Status Hi	story							



Step	Action
45.	Click the Activity Security tab.
	Activity Security

Favorites  Main Menu  Agency Security  Manager Security Request	
TeamWorks	Worklist Add to Favorites Sign out
200000000	
Security Request Comments Comments Security Security Approval Status History	New Window   Help   Personalize Page   📰
Business Unit: 44100 Dept Behavioral Hith& Dev Disb Request ID: 0000000606 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	Ť.
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 Update/Display	1
	J
Security Request   Comments   Activity Security   Security Approval   Status History	

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



Favorites  Main Menu  Agency Security  Manager Security Request	Homo	Worklist Add to Favorites Sign of
TeamWorks	Home	Worklist Add to Favorites Sign of
Security Request Comments Activity Security Security Security Approval Status History		New Window   Help   Personalize Page
Business Unit: 44100 Dept Behavioral Hith& Dev Disb Request ID: 0000000606 Request Seq N	lum: 1	
Expand each module individually by clicking the triangle in the blue module header. Collapse the individual exp module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking 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 exp module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking below. Expand All Collapse All		
Nave	late/Display	]
ecurity Request   Comments   Activity Security   Security Approval   Status History		

Step	Action
47.	Click the <b>Expand All</b> button.
	Expand All

	Main Menu	<ul> <li>Agency Security </li> <li>Manager Security Request</li> </ul>	
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Team wo	rrs		
			New Window   Help   Personalize Page   🗐
ecurity Request	Comme	nts Activity Security Security Approval Status History	New Wildow   Help   Fersonalize Fage   🔛
county request	Ounne	Hearing Security Security Approval States History	
Business Unit:	44100	Dept Behavioral Hith& Dev Disb Request ID: 0000000606 Request Seq Num:	1
		idually by clicking the triangle in the blue module header. Collapse the individual expanded	
nodule by click below.	ing the tria	ngle in the blue module header. You can also expand/collapse all modules by clicking the but	ttons
below.			
Expand All	Collapse	All	
Check all that a	re applical	le.	
Benefits			
Activities			
		Personalize   Find   🖾   🔜 First 🕚 1-6 of 6 🛞 La	ast
Add	Remove	Description	ast
Add	V	Description Basic Benefits (select all or individual activities below)	ast
Add 1 2	× ×	Description	ast
Add	V	Description Basic Benefits (select all or individual activities below)	ast
Add 1 2	× ×	Description Basic Benefits (select all or individual activities below) View BE Balances/Adjustments	ast
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Add 1 2 3 3 4 5 6 6 7 7 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7		Description         Basic Benefits (select all or individual activities below)         View BE Balances/Adjustments         View BE Leave Balances         View BE Paycheck Data         View Benefit Enrollments         Pension Summary/Adjustments Page    Personalize   Find   [2]   [2] First (1-21 of 21 (2) La Description Basic Human Resources (select all or individual activities below)	
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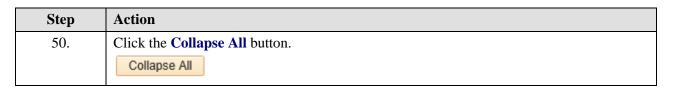
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48.	Clic	k t	he Vertical scrol	bar to vi
	▼ Benefits			
	Activities		Personalize   Find   🕮   🔙	First 🚯 1-6 of 6 🛞 Last
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	4	×	View BE Paycheck Data	
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	4	2	Positions Budget	
	5 🗆	2	HR Training Administrator	
		-	199 Periode - Facilitation	

	<b>V</b>	Basic Payroli (select all or individual activities below)				
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People S	oft Query					
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3	$\checkmark$	Advanced Recruiter	+			
	$\checkmark$	Onboarding Coordinator	+			
4	$\checkmark$	Enterprise Administrator - DOAS - HRA only	+	-		
4		HRA Contact Center - DOAS - HRA only	+	-		
	$\checkmark$					
5	✓ ✓	Hiring Manager	+	-		
5						

Step	Action
49.	Click the Vertical scrollbar to return to the top of the page
	A shafting Parameter (model) (
	Additional         Permatantia metality         Test of test
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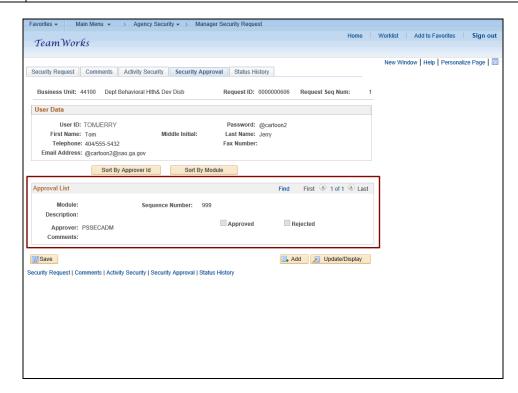
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dule by click	ing the tria	vidually by clicking the triangle in the blue module header. Collapse the individual expanded ngle in the blue module header. You can also expand/collapse all modules by clicking the buttons	
Expand All	Collapse	All	
eck all that a	ire applicat	ıle.	
Benefits			
Activities		Personalize   Find   🖅   🧱 🛛 First 🕚 1-6 of 6 📀 Last	
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TeamWorks						
ecurity Request Comments	Activity Security	Security Approval	Status History			New Window   Help   Personalize Page
Business Unit: 44100 Dept	Behavioral Hlth& Dev D	isb F	equest ID: 0000000606	Request Seq Num:	1	
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Benefits						
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Payroll						
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Save			[	🗼 Add 🛛 🔪 Update/Displ	lay	
curity Request   Comments   Activ	ity Security   Security A	pproval   Status Hist	ory			



Step	Action
51.	Click the Security Approval tab.
	Security Approval



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



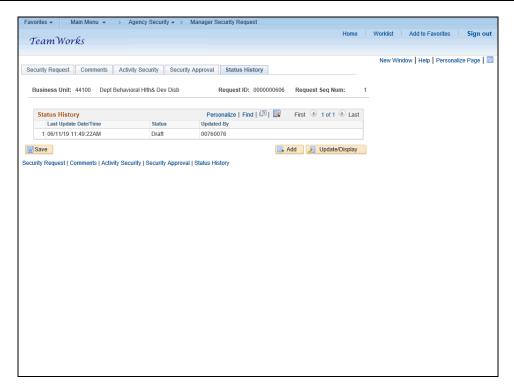
TeamWorks	Home   Worklist   Add to Favorites   Sign ou
ecurity Request Comments Activity Security Security	Approval Status History
Business Unit: 44100 Dept Behavioral Hith& Dev Disb	Request ID: 000000666 Request Seq Num: 1
User Data	
User ID: TOMJERRY First Name: Tom Middle Initia Telephone: 404/555-5432 Email Address: @cartoon2@sao.ga.gov Soft By Approver Id Sof	Password: @cartoon2 Last Name: Jerry Fax Number: By Module
Approval List	Find First (1) 1 of 1 (1) Last
Module: Sequence Number: Description: Approver: PSSECADM Comments:	999 Approved Rejected
3 Save	Add J Update/Display
curity Request   Comments   Activity Security   Security Approva	Status History

Step	Action
53.	Click the <b>Status History</b> tab.
	Status History

avorites 👻 Main Menu 👻 >	Agency Security ->	Manager Security Request			
TeamWorks			Hon	ne   1	Worklist Add to Favorites Sign out
					New Window   Help   Personalize Page
Security Request Comments Acti	vity Security Security	rity Approval Status History			
Business Unit: 44100 Dept Behav	rioral HIth& Dev Disb	Request ID: 000000	0606 Request Seq Num:	1	
Status History		Personalize   Find   🔄	📑 💿 First 🚳 1 of 1 🛞 Li	ast	
Last Update Date/Time	Status	Updated By			
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Save			📑 Add 🛛 🔏 Update/Displa	ay	
urity Request   Comments   Activity Se	curity I Security Approv	val I Status History			
unity request   comments   neuvity oc	sunty   occurry repro-				



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



Step	Action
55.	Click the Security Request tab.
	Security Request



vorites 👻 Ma	in Menu 👻 > Agency Security 👻 > Manager Security Request	
TeamWork	Home	Worklist Add to Favorites Sign out
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		New Window   Help   Personalize Page   📰
ecurity Request	Comments Activity Security Approval Status History	, ,
Duainasa Unitu	44100 Dept Behavioral Hith& Dev Disb Request ID: 0000000606 Request Seq Num:	4
Business Unit:	44100 Dept Benavioral Hitn& Dev Disb Request ID: 000000000 Request Seq Num:	
Electronic signatu	e of Security Officer and Supervisor acknowledges application, receipt for ID, password and an	
	applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 1	6
or the Official Cod computer/informat	e of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable ion laws.	
•		_
Security Reque		
*Requested Date:		
*Status:		_
Reject Reason:		
Source		
Entered by:		
Submitted By:		
Access Ty	ре	
	Permanent     Temporary     Expiration Date 12/31/2019	
User Data		
*User ID:	TOMJERRY Initial Password: 86i2Xb5waJJK2JSSVATGIA==	
Empl ID:	Population Access	
*First Name:	Tom Middle Initial: *Last Name: Jerry	
Job Title:		
	404/555-5432 Fax Number:	
Email Address:	@cartoon2@sao.ga.gov	
	ddress	
Business A		

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



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ecurity Request	Comments Acti	tivity Security S	Security Approv	ral Status H	istory						
Business Unit:	44100 Dept Behav	vioral Hith& Dev Di	isb	Request ID:	000000606	Request Seq	Num:	1			
	re of Security Office It applicant is legally										
	le of Georgia Annota										
omputer/information					,						
Security Reque	st										
*Requested Date:	06/14/2019			*Action:	Add 🗸	·					
*Status:	Draft		·	Request Type:	Contractor 🗸	· ]					
Reject Reason:	Manager Submitted Rejected	1									
	: Online				Support Numbe	r:					
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Submitted By:					Lincicalo	00/11/2015					
-	100										
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Access Ty User Data *User ID:	Permanent     TOMJERRY	• Temp	-	itial Password:	86i2Xb5waJJK	2JSSVATGIA==	B				
Access Ty User Data *User ID: Empl ID:	Permanent     TOMJERRY		In		86i2Xb5waJJK Population Acc	2JSSVATGIA==	B				
Access Ty User Data *User ID: Empl ID: *First Name:	TomJERRY	Tempi	In	itial Password: *Last Name:	86i2Xb5waJJK Population Acc	2JSSVATGIA==	1				
Access Ty User Data "User ID: Empl ID: "First Name: Job Title:	Permanent     TOMJERRY     Tom		In	*Last Name:	86i2Xb5waJJK Population Acc Jerry	2JSSVATGIA==					
Access Ty User Data *User ID: Empl ID: *First Name: Job Title: *Telephone:	TOMJERRY Tom 404/555-5432	Middle h	In		86i2Xb5waJJK Population Acc Jerry	2JSSVATGIA==					
Access Ty User Data *User ID: Empl ID: *First Name: Job Title: *Telephone:	Permanent     TOMJERRY     Tom	Middle h	In	*Last Name:	86i2Xb5waJJK Population Acc Jerry	2JSSVATGIA==	Ø				

Step	Action
57.	Click the Manager Submitted list item. Draft Manager Submitted Rejected



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TeamWork	es				Tionic		oigh oi
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ecurity Request	Comments Acti	ivity Security Security Ap	pproval Status History				
Business Unit:	44100 Dept Behav	vioral Hlth& Dev Disb	Request ID: 000000	0606 Reques	t Seq Num: 1		
inderstanding that	t applicant is legally e of Georgia Annota	responsible for the prote	rledges application, receip action of said ID/Password System Protection Act, as	pursuant to Cha	pter 9 of Title 16		
Security Reques							
*Requested Date:	06/14/2019		*Action: Add	~			
-	Manager Submitted	$\checkmark$	*Request Type: Contra	tor 🗸			
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Entered by:	00760076	Snow White 478/478-47	'84 En	tered on: 06/11/2	019		
Submitted By:							
Access Ty	pe						
	Permanent	Temporary	Expira	tion Date 12/31/20	019 🛐		
User Data							
*User ID:	TOMJERRY		Initial Password: 86i2Xb	waJJK2JSSVATG	BIA==		
Empl ID:				on Access			
*First Name:	Tom	Middle Initial:	*Last Name: Jerry				
Job Title:	404/555-5432		Fax Number:				
*Telephone:							
*Telephone:	@cartoon2@sao.ga.g	gov					

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

Favorites  Main Menu  Agency Security  Manager Security Request	
Team Works Home V	Norklist Add to Favorites Sign ou
20000000	
User Data	
*User ID: TOMJERRY Initial Password: 86i2Xb5waJJK2JSSVATGIA==	
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: Q 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.	
The milling pacents a million energy test and saving. The pacents a million designed for accurry administrations only.	
🔚 Save	
Security Request   Comments   Activity Security   Security Approval   Status History	



ep	Action
9.	Click the <b>Save</b> button.
	Save
	Favorites  Main Menu  Agency Security  Manager Security Request
	TeamWorks Add to Favorites   Sign out
	User Data
	User ID: TOMJERRY Initial Password: 86/2Xb5waJJK2JSSVATGIA== Empt 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 applications. 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
	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.



ser Data			
User ID: TOMJERRY	Initial Password:	86i2Xb5waJJK2JSSVATGIA==	
Empl ID:		Population Access	
First Name: Tom	Middle Initial: Last Name:	Јепу	
Job Title:			
Telephone: 404/555-5432	Fax Number:		
Email Address: @cartoon2@sao.g	a.gov		
Business Address			
Address Line 1:			
Address Line 2:			
City:			
State:	Postal Code:		
upervisor's Information			
Name: Barney Fife			
Telephone: 404/555-6543			
			-
	are limited to the employee ID for every State		
	contacted to approve and process the excep		
	asis and the User ID is assigned by the State security Officer at completion of the security a		
	me of the individual in the User ID column up		
	ity Administrator will assign the ID and notify	your Agency PeopleSoft Security Officer	
he change.			
	d after saving. The password will be decrypte		

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