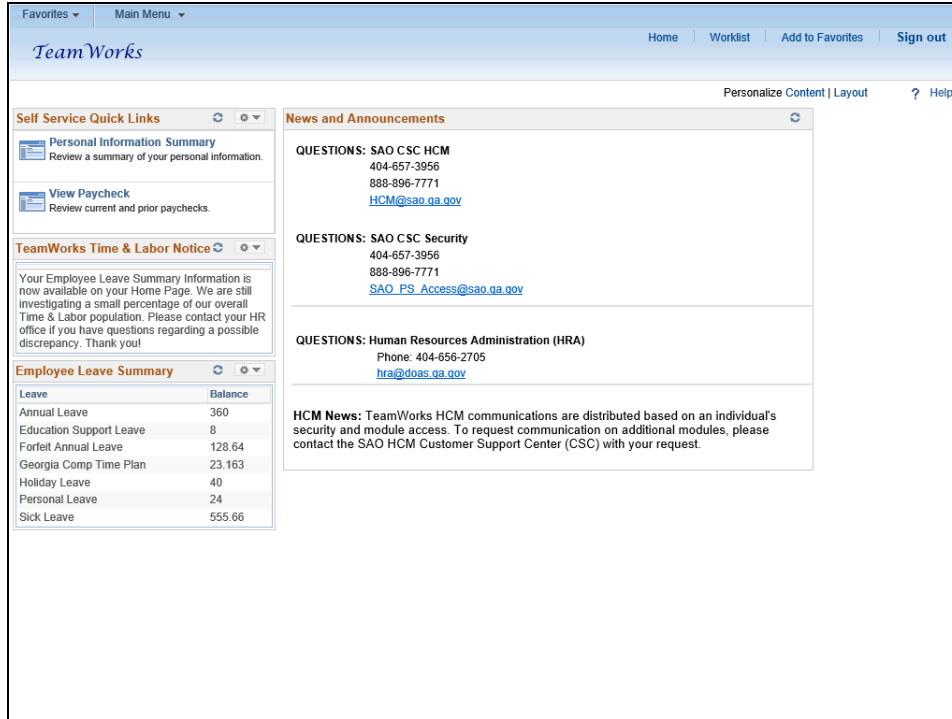


## Requesting a New Security Request - Employee

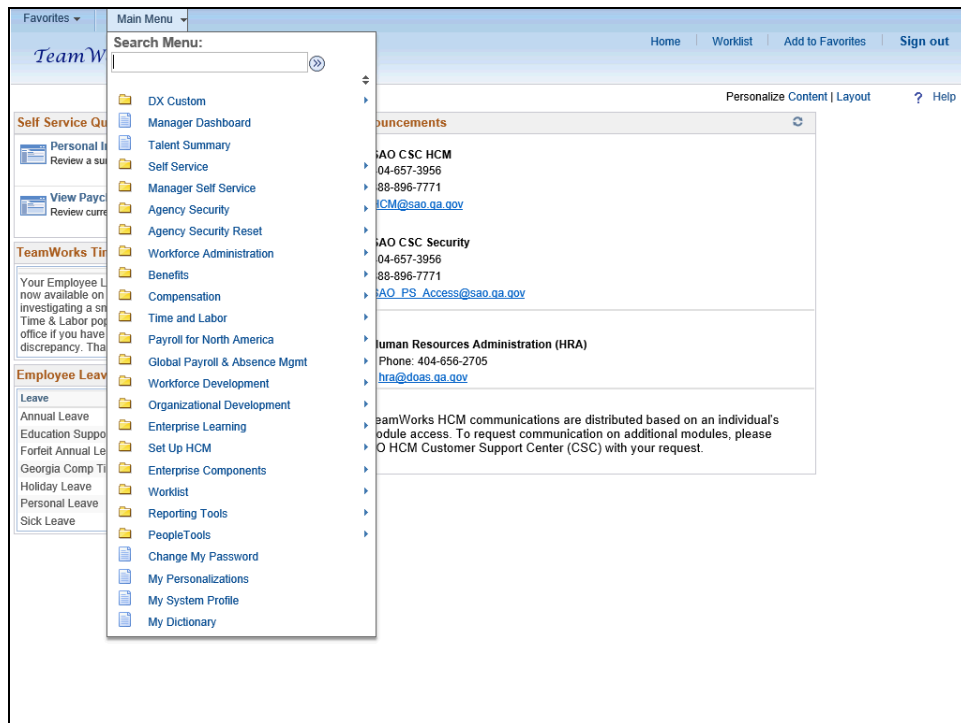


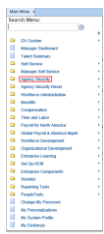
The screenshot shows the TeamWorks portal interface. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, and Sign out. Below this, the main content area is divided into several sections:

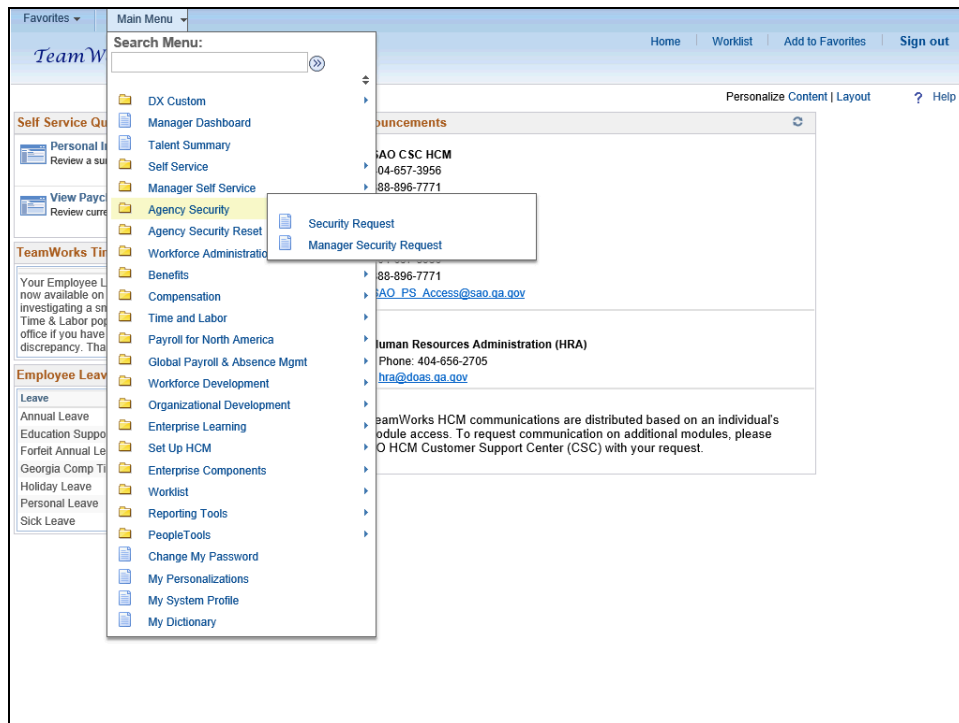
- Self Service Quick Links:** Includes links for Personal Information Summary (Review a summary of your personal information) and View Paycheck (Review current and prior paychecks).
- TeamWorks Time & Labor Notice:** A notice stating that Employee Leave Summary Information is now available on the Home Page and that a small percentage of the overall Time & Labor population is being investigated for discrepancies.
- Employee Leave Summary:** A table showing leave balances for various categories.
- News and Announcements:** Contains contact information for SAO CSC HCM, SAO CSC Security, and Human Resources Administration (HRA), along with an HCM News section.

Leave	Balance
Annual Leave	360
Education Support Leave	8
Forfeit Annual Leave	128.64
Georgia Comp Time Plan	23.163
Holiday Leave	40
Personal Leave	24
Sick Leave	555.66

Step	Action
1.	Click the <b>Main Menu</b> link. <b>Main Menu</b>



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



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

Favorites

Main Menu

Agency Security

Manager Security Request

Home

Worklist

Add to Favorites

Sign out

TeamWorks

New Window | Help

Manager Security Request

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

Find an Existing Value

Add a New Value

Search Criteria

Business Unit

Request ID

Seq Nbr

Requested Date

Last Name

Empl ID

User ID

Action

Status

Access Type

Expire Date

begins with

begins with

=

=

begins with

begins with

begins with

=

=

=

=

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

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

Favorites

Main Menu

Agency Security

Manager Security Request

Home

Worklist

Add to Favorites

Sign out

TeamWorks

New Window | Help |

Manager Security Request

Find an Existing Value


Add a New Value

Business Unit

Request ID NEXT

Add


[Find an Existing Value](#) | [Add a New Value](#)

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

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


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

TeamWorks

New Window | Help | 

**Manager Security Request**

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit    
 Request ID NEXT

[Add](#)


[Find an Existing Value](#) | [Add a New Value](#)

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

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

TeamWorks

New Window | Help | 


**Manager Security Request**

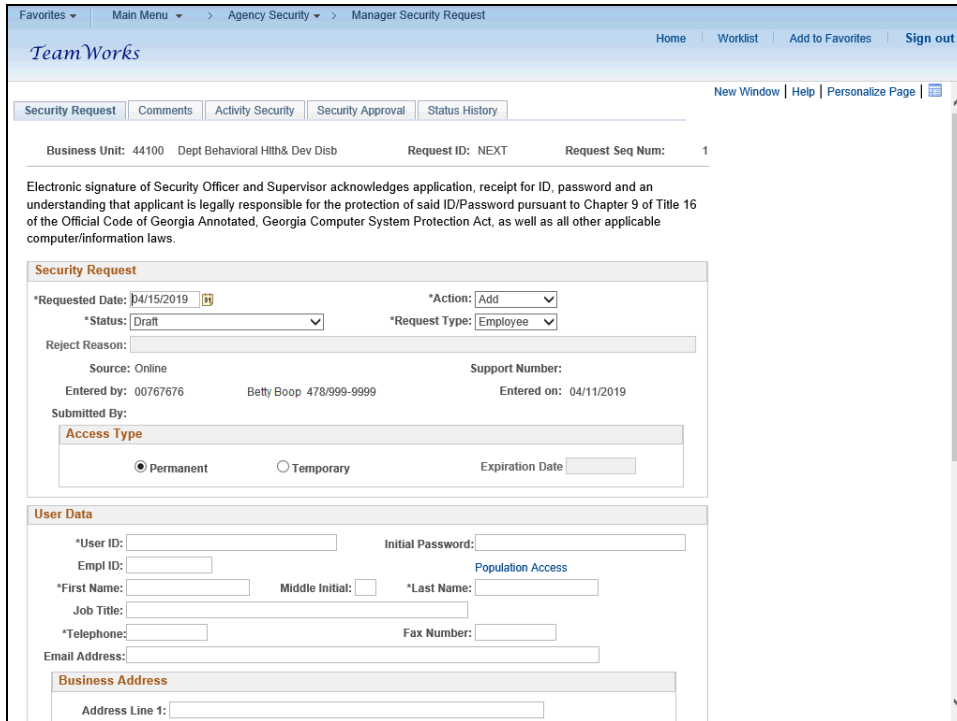
[Find an Existing Value](#) | [Add a New Value](#)

Business Unit 44100   
 Request ID NEXT

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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



Step	Action
8.	<p>The <b>Security Request</b> page is where the Manager will input all relative information for the security addition. Those items with an * are required.</p> <p>The first section includes items such as:</p> <ul style="list-style-type: none"> <li>• <b>Request Date</b> - automatically defaults to 3 days later, as SAO requires 3 days to process a request.</li> <li>• <b>Action, Status, and Request Type</b> - editable by the user.</li> <li>• <b>Source, Entered by and Support Number</b> - automatically updated by the system.</li> </ul> <p>Click the <b>Vertical</b> scrollbar to view the bottom of the page.</p>

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

**TeamWorks**

\*Requested Date: 04/15/2019 [\[H\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**

☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID:       Initial Password:   
 Empl ID:       [Population Access](#)  
 \*First Name:       Middle Initial:       \*Last Name:   
 Job Title:   
 \*Telephone:       Fax Number:   
 Email Address:

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[Q\]](#)      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

Step	Action
9.	The next section consists of user data that will need to be entered. Again, items with an * are required. There is also a section for the <b>Supervisor's Information</b> .

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

**TeamWorks**

\*Requested Date: 04/15/2019 [\[H\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**

☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID:       Initial Password:   
 Empl ID:       [Population Access](#)  
 \*First Name:       Middle Initial:       \*Last Name:   
 Job Title:   
 \*Telephone:       Fax Number:   
 Email Address:

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[Q\]](#)      Postal Code:

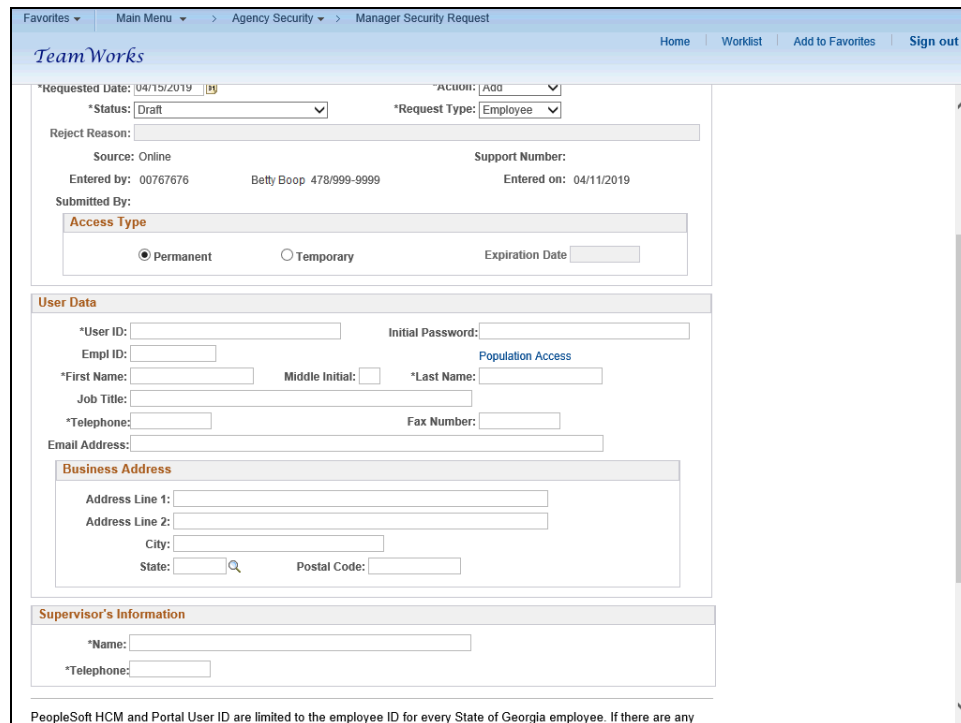
**Supervisor's Information**

\*Name:   
 \*Telephone:

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



Step	Action
10.	<p>For this example, the user will create a security access request for a permanent employee. Accept the default <b>Access Type</b> of <i>Permanent</i>.</p> <p><b>Note:</b> If creating a security access for a contractor, select the <b>Access Type</b> of <i>Temporary</i>. The <b>Request Type</b> of Contractor and an <b>Expiration Date</b> will also be required.</p>



TeamWorks

Home | Worklist | Add to Favorites | Sign out

\*Requested Date: 04/15/2019 [15] \*Action: Add

\*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019

Submitted By:

**Access Type**

☒ Permanent ☐ Temporary Expiration Date:

**User Data**

\*User ID: Initial Password:

Empl ID: Population Access

\*First Name: Middle Initial: \*Last Name:

Job Title:

\*Telephone: Fax Number:

Email Address:

**Business Address**

Address Line 1:

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

Step	Action
11.	<p>Click in the <b>User ID</b> field.</p> <p>*User ID: <span style="border: 2px solid red; padding: 2px;"> </span></p>

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**TeamWorks**

\*Requested Date: 04/15/2019 [\[U\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID:       Initial Password:   
 Empl ID:       [Population Access](#)  
 \*First Name:       Middle Initial:       \*Last Name:   
 Job Title:   
 \*Telephone:       Fax Number:   
 Email Address:

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[Q\]](#)      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

Step	Action
12.	Enter the appropriate information into the <b>User ID</b> field. It is limited to 8-20 characters.  For this example, type <b>03131331</b> .

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**TeamWorks**

\*Requested Date: 04/15/2019 [\[U\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password:   
 Empl ID:       [Population Access](#)  
 \*First Name:       Middle Initial:       \*Last Name:   
 Job Title:   
 \*Telephone:       Fax Number:   
 Email Address:

**Business Address**

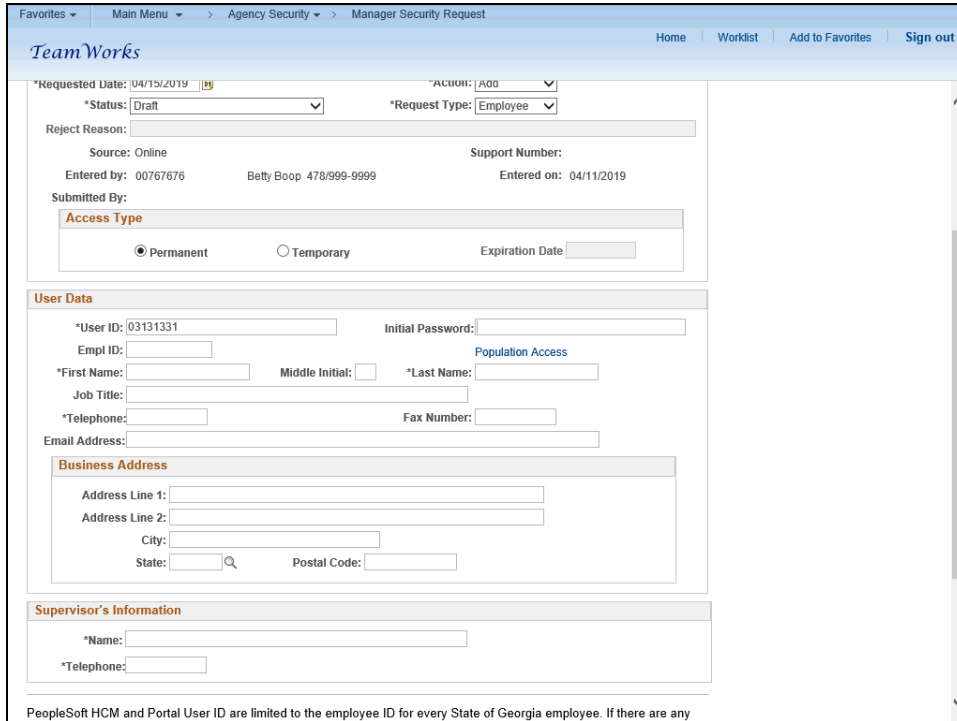
Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[Q\]](#)      Postal Code:

**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

Step	Action
13.	<p>The <b>Initial Password</b> must be at least 8 characters long including a number and at least 1 special character.</p> <p>Click in the <b>Initial Password</b> field.</p> <p><b>Initial Password:</b> <input type="text"/></p>



TeamWorks

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\*Requested Date: 04/15/2019 [15] ACTION: Add

\*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019

Submitted By:

Access Type

☒ Permanent ☐ Temporary Expiration Date:

User Data

\*User ID: 03131331 Initial Password:

Empl ID:

\*First Name: Middle Initial: \*Last Name: Population Access

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

Step	Action
14.	<p>Enter the appropriate information into the <b>Initial Password</b> field.</p> <p>For this example, type <b>ohyeah19!</b>.</p>

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**TeamWorks**

\*Requested Date: 04/15/2019 [US](#)      \*Action: Add  
 \*Status: Draft      \*Request Type: Employee  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19! x  
 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

Step	Action
15.	Click in the <b>Empl ID</b> field. Empl ID: <span style="border: 2px solid red; padding: 2px;"> </span>

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**TeamWorks**

\*Requested Date: 04/15/2019 [US](#)      \*Action: Add  
 \*Status: Draft      \*Request Type: Employee  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

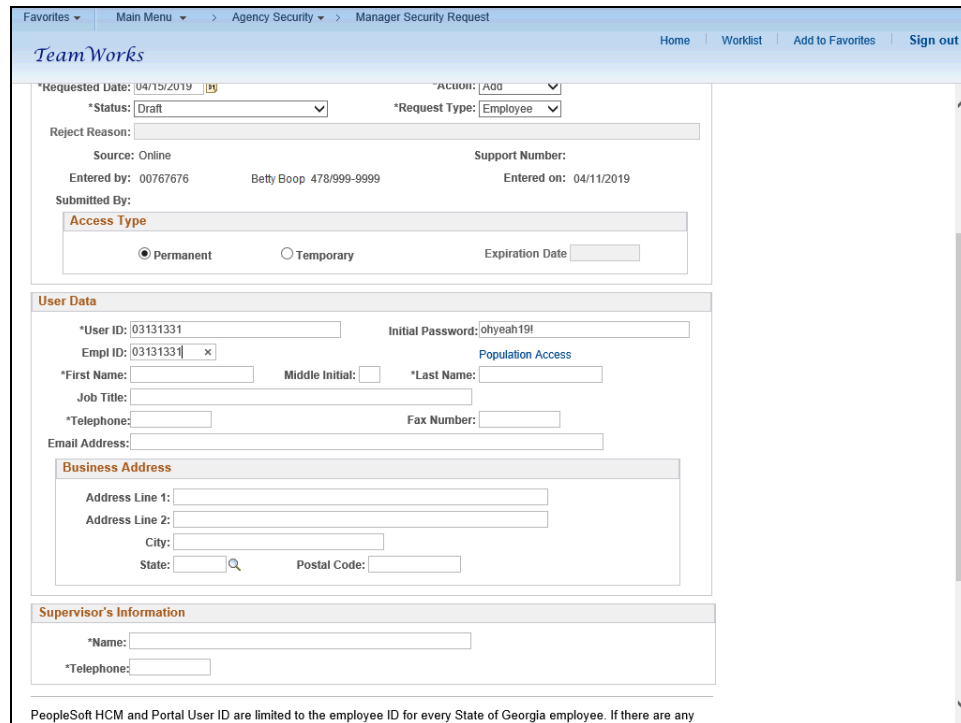
\*User ID: 03131331      Initial Password: ohyeah19!  
 Empl ID:      Population Access  
 \*First Name:      Middle Initial:      \*Last Name:      Job Title:  
 \*Telephone:      Fax Number:      Email Address:

**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

Step	Action
16.	<p>The <b>Empl ID</b> consists of eight numeric values proceeded by <i>00</i> or <i>01</i>.</p> <p>For this example, type <b>03131331</b>.</p>



The screenshot shows the 'Manager Security Request' form in the TeamWorks application. The form is titled 'Manager Security Request' and includes a 'TeamWorks' logo. The form is divided into several sections: 'Request Information', 'User Data', 'Business Address', and 'Supervisor's Information'. The 'Request Information' section includes fields for 'Requested Date' (04/11/2019), 'Status' (Draft), 'Request Type' (Employee), 'Source' (Online), 'Support Number', 'Entered by' (00767676), 'Entered on' (04/11/2019), and 'Submitted By'. The 'User Data' section includes fields for 'User ID' (03131331), 'Initial Password' (ohyeah19!), 'Empl ID' (03131331), 'First Name', 'Middle Initial', 'Last Name', 'Job Title', 'Telephone', 'Fax Number', and 'Email Address'. The 'Business Address' section includes fields for 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Postal Code'. The 'Supervisor's Information' section includes fields for 'Name' and 'Telephone'. The form also includes a 'Population Access' link and a 'Reject Reason' field.

Step	Action
17.	<p>The <b>First Name</b> is required.</p> <p>Click in the <b>First Name</b> field.</p> <p><b>*First Name:</b> <span style="border: 1px solid red; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p>

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

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**TeamWorks**

\*Requested Date: 04/15/2019 [\[U\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19! [\[v\]](#)  
 Empl ID: 03131331      [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:  [\[Q\]](#)      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

Step	Action
18.	Enter the appropriate information into the <b>First Name</b> field.  For this example, type <b>Captain</b> .

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**TeamWorks**

\*Requested Date: 04/15/2019 [\[U\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19! [\[v\]](#)  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain [\[x\]](#)      Middle Initial:       \*Last Name:   
 Job Title:   
 \*Telephone:       Fax Number:   
 Email Address:

**Business Address**

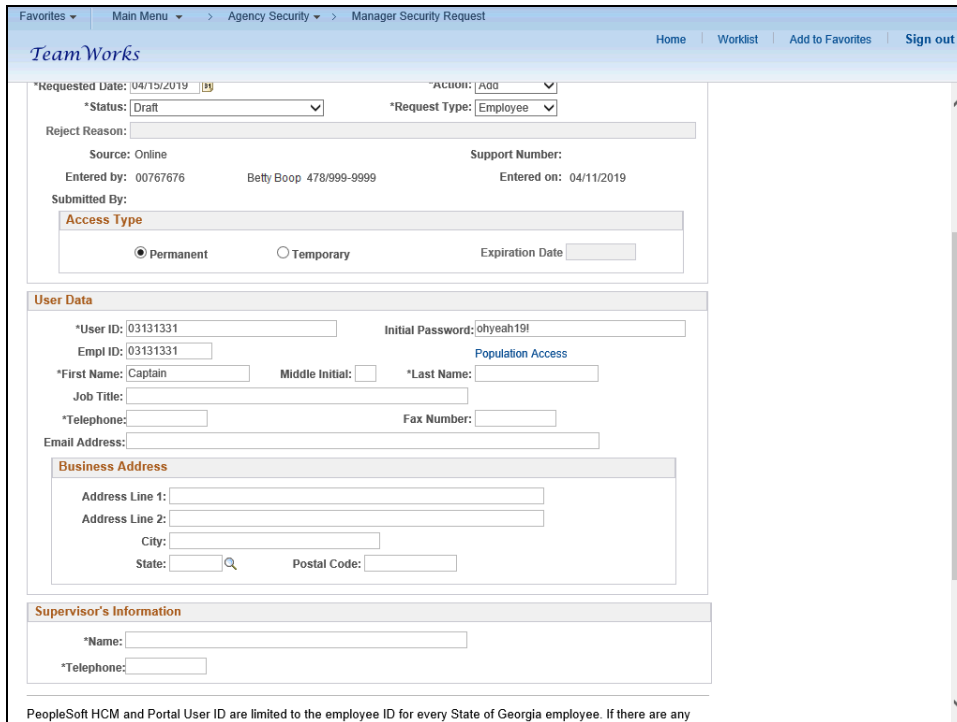
Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[Q\]](#)      Postal Code:

**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

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



TeamWorks

Home | Worklist | Add to Favorites | Sign out

\*Requested Date: 04/11/2019 | ACTION: Add

\*Status: Draft | \*Request Type: Employee

Reject Reason:

Source: Online | Support Number:

Entered by: 00767676 Betty Boop 478/999-9999 | Entered on: 04/11/2019

Submitted By:

Access Type

☒ Permanent ☐ Temporary | Expiration Date:

User Data

\*User ID: 03131331 | Initial Password: ohyeah19!

Empl ID: 03131331 | Population Access

\*First Name: Captain | 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

Step	Action
20.	<p>Enter the appropriate information into the <b>Last Name</b> field.</p> <p>For this example, type <b>Marvel</b>.</p>

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**TeamWorks**

\*Requested Date: 04/15/2019 [\[X\]](#)      \*Action: [Add](#) [\[v\]](#)  
 \*Status: [Draft](#) [\[v\]](#)      \*Request Type: [Employee](#) [\[v\]](#)  
 Reject Reason: [\[v\]](#)

Source: Online      Support Number: [\[v\]](#)  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By: [\[v\]](#)

**Access Type**

☒ Permanent      ☐ Temporary      Expiration Date: [\[v\]](#)

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19! [\[v\]](#)  
 Empl ID: 03131331      Population Access [\[v\]](#)  
 \*First Name: Captain      Middle Initial: [\[v\]](#)      \*Last Name: Marvel [\[X\]](#)  
 Job Title: [\[v\]](#)  
 \*Telephone: [\[v\]](#)      Fax Number: [\[v\]](#)  
 Email Address: [\[v\]](#)

**Business Address**

Address Line 1: [\[v\]](#)  
 Address Line 2: [\[v\]](#)  
 City: [\[v\]](#)  
 State: [\[v\]](#) [\[v\]](#)      Postal Code: [\[v\]](#)

**Supervisor's Information**

\*Name: [\[v\]](#)  
 \*Telephone: [\[v\]](#)

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

Step	Action
21.	<p>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.</p> <p>Click in the <b>Telephone</b> field.</p> <p>*Telephone <a href="#">[v]</a></p>



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**TeamWorks**

\*Requested Date: 04/15/2019 [\[X\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19! [\[X\]](#)  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain      Middle Initial:       \*Last Name: Marvel  
 Job Title:   
 \*Telephone:       Fax Number:   
 Email Address:

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[X\]](#)      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

Step	Action
22.	Enter the appropriate information into the <b>Telephone</b> field.  For this example, type <b>4041234567</b> .

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**TeamWorks**

\*Requested Date: 04/15/2019 [\[X\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19! [\[X\]](#)  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain      Middle Initial:       \*Last Name: Marvel  
 Job Title:   
 \*Telephone: 4041234567 [\[X\]](#)      Fax Number:   
 Email Address:

**Business Address**

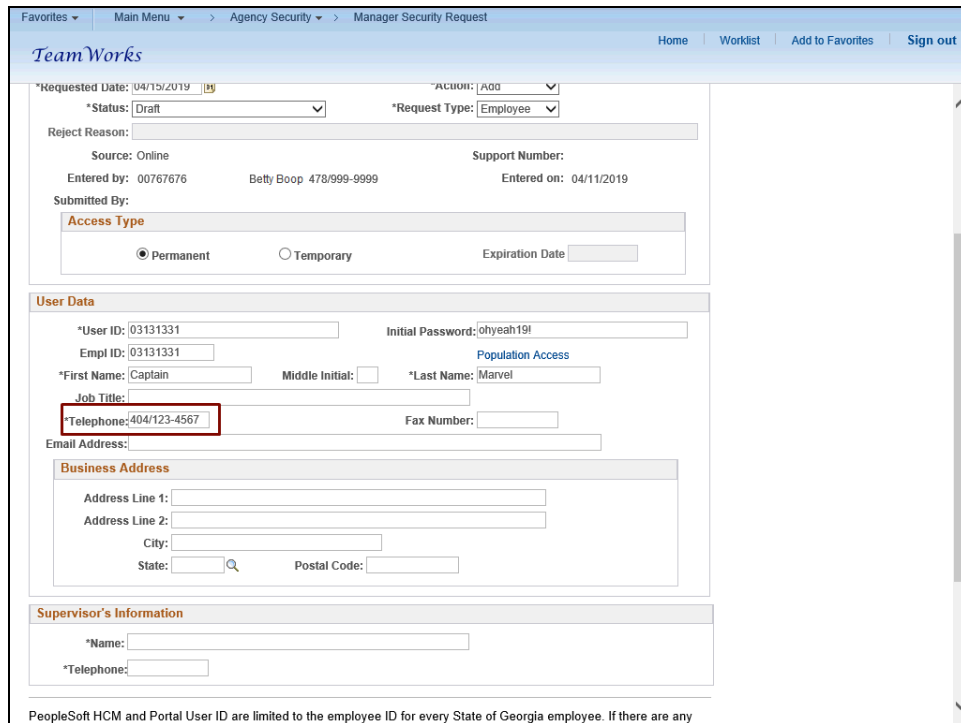
Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[X\]](#)      Postal Code:

**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

Step	Action
23.	<p>The email address is a required field. If the employee does not have an email address, please enter the Supervisor's email address or a default email address of <u><a href="mailto:dummy1@XXXX.ga.gov">dummy1@XXXX.ga.gov</a></u></p> <p>Click in the <b>Email Address</b> field.</p> <p>Email Address: <input type="text"/></p>



TeamWorks

Home | Worklist | Add to Favorites | Sign out

\*Requested Date: 04/15/2019 [U] \*Action: Add

\*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019

Submitted By:

Access Type

☒ Permanent ☐ Temporary Expiration Date

User Data

\*User ID: 03131331 Initial Password: ohyeah19!

Empl ID: 03131331 Population Access

\*First Name: Captain Middle Initial: \*Last Name: Marvel

Job Title:

\*Telephone: 404/123-4567 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

Step	Action
24.	Notice the <b>Telephone</b> field automatically formats.

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

**TeamWorks**

\*Requested Date: 04/15/2019 [\[B\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19!  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain      Middle Initial:       \*Last Name: Marvel  
 Job Title:   
 \*Telephone: 404/123-4567      Fax Number:   
 Email Address:

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[Q\]](#)      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

Step	Action
25.	<p>Enter the appropriate information into the <b>Email Address</b> field.</p> <p>For this example, type <b>captain.marvel@dbhdd.ga.gov</b>.</p>

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

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

**TeamWorks**

\*Requested Date: 04/15/2019 [\[B\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19!  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain      Middle Initial:       \*Last Name: Marvel  
 Job Title:   
 \*Telephone: 404/123-4567      Fax Number:   
 Email Address: captain.marvel@dbhdd.ga.gov [\[x\]](#)

**Business Address**

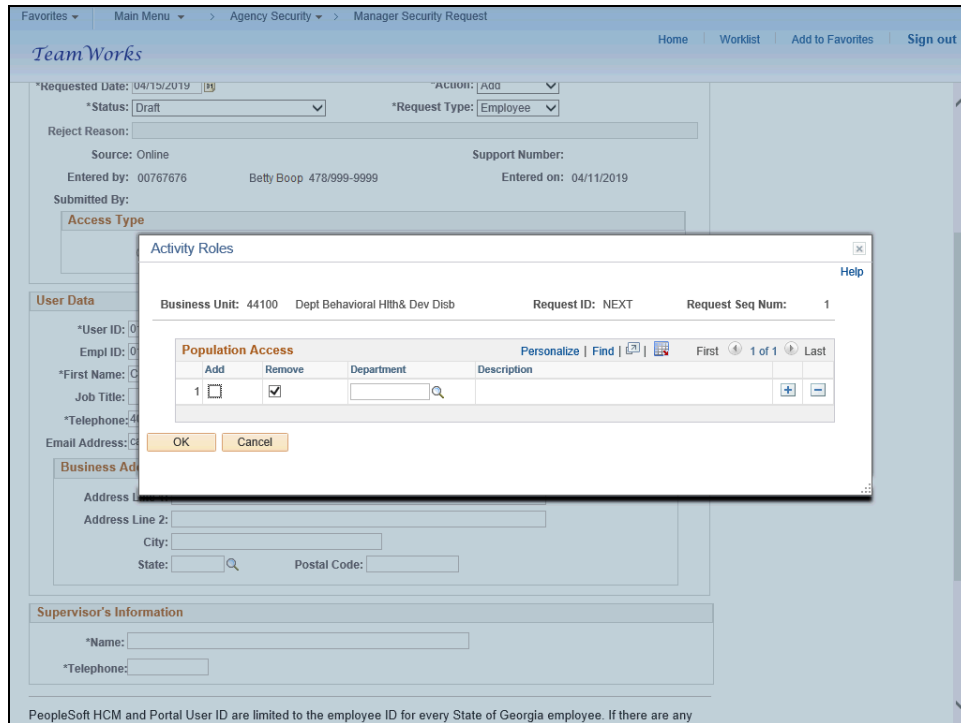
Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[Q\]](#)      Postal Code:

**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

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



The screenshot shows the 'Manager Security Request' form in the TeamWorks system. The 'Activity Roles' dialog box is open, displaying the 'Population Access' tab. The dialog shows a table with columns for 'Add', 'Remove', 'Department', and 'Description'. The first row is selected, and the 'Add' checkbox is checked. The background form shows fields for 'Requested Date', 'Status', 'Request Type', 'Source', 'Entered by', 'Submitted By', 'Access Type', 'User Data', 'Business Address', and 'Supervisor's Information'.

Step	Action
27.	<p>Click the <b>Add</b> option.</p> <p><a href="#">Add</a></p> <p></p>

TeamWorks

Home | Worklist | Add to Favorites | Sign out

\*Requested Date: 04/15/2019 \*Action: Add

\*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019

Submitted By:

Access Type

**Activity Roles**

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

Population Access

Personalize | Find | First 1 of 1 Last

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

OK Cancel

**User Data**

\*User ID: 0  
Empl ID: 0  
\*First Name: G  
Job Title:  
\*Telephone: 4  
Email Address: C

**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

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

**Department**

TeamWorks

\*Requested Date: 04/15/2019

\*Status: Draft

Reject Reason:

Source: Online

Entered by: 00767676 Betty B

Submitted By:

Access Type

Activity Roles

Business Unit: 44100

User Data

\*User ID: 0

Empl ID: 0

\*First Name: C

Job Title:

\*Telephone: 4

Email Address: C

Business Address

Address Line 1:

Address Line 2:

City:

State:

Supervisor's Information

\*Name:

\*Telephone:

Look Up Department

Set ID: SHARE

Department: begins with

Description: begins with

Company: begins with

Location Set ID: begins with

Location Code: begins with

Manager ID: begins with

Budget with Department: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Department	Description	Company	Location Set ID	Location Code	Manager ID
110000000	Agency XXXX	111	(blank)	(blank)	(blank)
111000000	Ga Emergency XXXX	111	(blank)	(blank)	(blank)
127000000	DHS - XXXX	127	(blank)	(blank)	(blank)
127000000	Appling Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Atkinson Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bacon Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Baker Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Baldwin Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Banks Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Barrow Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bartow Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Ben Hill Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Berrien Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bibb Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bleckley Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Brantley Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Brooks Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bryan Co. XXXX	127	(blank)	(blank)	(blank)

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

Step	Action
29.	Click in the <b>Department</b> field. <div> Department begins with </div>

TeamWorks

\*Requested Date: 04/15/2019

\*Status: Draft

Reject Reason:

Source: Online

Entered by: 00767676 Betty B

Submitted By:

Access Type

Activity Roles

Business Unit: 44100

User Data

\*User ID: 0

Empl ID: 0

\*First Name: C

Job Title:

\*Telephone: 4

Email Address: C

Business Address

Address Line 1:

Address Line 2:

City:

State:

Supervisor's Information

\*Name:

\*Telephone:

Look Up Department

Set ID: SHARE

Department: begins with

Description: begins with

Company: begins with

Location Set ID: begins with

Location Code: begins with

Manager ID: begins with

Budget with Department: begins with

Look Up Clear Cancel Basic Lookup

Search Results

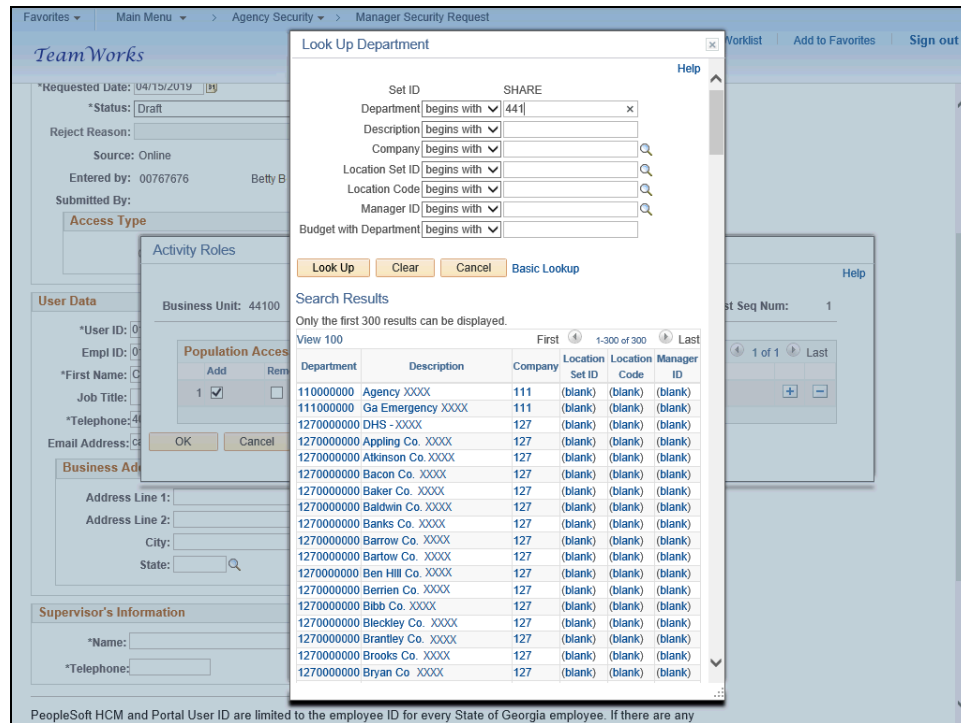
Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Department	Description	Company	Location Set ID	Location Code	Manager ID
110000000	Agency XXXX	111	(blank)	(blank)	(blank)
111000000	Ga Emergency XXXX	111	(blank)	(blank)	(blank)
127000000	DHS - XXXX	127	(blank)	(blank)	(blank)
127000000	Appling Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Atkinson Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bacon Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Baker Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Baldwin Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Banks Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Barrow Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bartow Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Ben Hill Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Berrien Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bibb Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bleckley Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Brantley Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Brooks Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bryan Co. XXXX	127	(blank)	(blank)	(blank)

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

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



Look Up Department

Set ID: SHARE

Department: begins with 441

Description: begins with

Company: begins with

Location Set ID: begins with

Location Code: begins with

Manager ID: begins with

Budget with Department: begins with

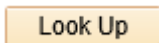
Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Department	Description	Company	Location Set ID	Location Code	Manager ID
110000000	Agency XXXX	111	(blank)	(blank)	(blank)
111000000	Ga Emergency XXXX	111	(blank)	(blank)	(blank)
127000000	DHS - XXXX	127	(blank)	(blank)	(blank)
127000000	Appling Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Atkinson Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bacon Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Baker Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Baldwin Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Banks Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Barrow Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Barlow Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Ben Hill Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Berrien Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bibb Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bleckley Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Brantley Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Brooks Co. XXXX	127	(blank)	(blank)	(blank)
127000000	Bryan Co. XXXX	127	(blank)	(blank)	(blank)

Step	Action
31.	Click the <b>Look Up</b> button.  

TeamWorks

\*Requested Date: 04/15/2019

\*Status: Draft

Reject Reason:

Source: Online

Entered by: 00767676

Submitted By:

Access Type

Activity Roles

Business Unit: 441

User Data

\*User ID: 0

Empl ID: 0

\*First Name: C

Job Title:

\*Telephone: 4

Email Address: C

Business Address

Address Line 1:

Address Line 2:

City:

State:

Supervisor's Information

\*Name:

\*Telephone:

Look Up Department

Set ID: SHARE

Department: begins with 441

Description: begins with

Company: begins with

Location Set ID: begins with

Location Code: begins with

Manager ID: begins with

Budget with Department: begins with

Look Up Clear Cancel Basic Lookup

Search Results

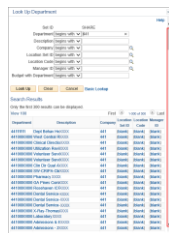
Only the first 300 results can be displayed.

View 100

Department	Description	Company	Location Set ID	Location Code	Manager ID
44111111	Dept Behav HeXXXX	441	(blank)	(blank)	(blank)
4410000000	West Central RXXXX	441	(blank)	(blank)	(blank)
4410000000	Clinical DirectoXXXX	441	(blank)	(blank)	(blank)
4410000000	Utilization RevXXXX	441	(blank)	(blank)	(blank)
4410000000	Volunteer ServXXXX	441	(blank)	(blank)	(blank)
4410000000	Volunteer ServXXXX	441	(blank)	(blank)	(blank)
4410000000	Clin Dir Qual AXXXX	441	(blank)	(blank)	(blank)
4410000000	SW-CRIPA-ClinXXXX	441	(blank)	(blank)	(blank)
4410000000	Pharmacy XXXXX	441	(blank)	(blank)	(blank)
4410000000	GA Pines ComXXXX	441	(blank)	(blank)	(blank)
4410000000	Rosehaven ICFXXXX	441	(blank)	(blank)	(blank)
4410000000	Dental Service-XXXX	441	(blank)	(blank)	(blank)
4410000000	Dental Service-XXXX	441	(blank)	(blank)	(blank)
4410000000	Dental Service-XXXX	441	(blank)	(blank)	(blank)
4410000000	X-Ray-ThomasXXXX	441	(blank)	(blank)	(blank)
4410000000	Laboratory XXXXX	441	(blank)	(blank)	(blank)
4410000000	Admissions & EXXXX	441	(blank)	(blank)	(blank)
4410000000	Admissions - ZXXXX	441	(blank)	(blank)	(blank)

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

Step	Action
32.	Click the <b>Vertical</b> scrollbar.





Favorites ▾ Main Menu ▾ Agency Security ▾ Manager Security Request

**TeamWorks**

\*Requested Date: 04/15/2019

\*Status: Draft

Reject Reason:

Source: Online

Entered by: 00767676

Submitted By:

Access Type

Activity Roles

Business Unit: 441

Population Ac

Add

1 ☒

OK Cancel

User Data

\*User ID: 0

Emp ID: 0

\*First Name: C

Job Title:

\*Telephone: 4

Email Address: C

Business Address

Address Line 1:

Address Line 2:

City:

State:

Supervisor's Information


\*Name:

\*Telephone:

Look Up Department

4410000000 Dental Service-BandXXXX	441	(blank)	(blank)	(blank)
4410000000 X-Ray-ThomasvilleXXXX	441	(blank)	(blank)	(blank)
4410000000 LaboratoryXXXX	441	(blank)	(blank)	(blank)
4410000000 Admissions & EvaluationXXXX	441	(blank)	(blank)	(blank)
4410000000 Admissions - 23 hr bedsXXXX	441	(blank)	(blank)	(blank)
4410000000 Admissions / 23 Hour ObsXXXX	441	(blank)	(blank)	(blank)
4410000000 Medical Records-ThomasXXXX	441	(blank)	(blank)	(blank)
4410000000 Medical Records-RosehavXXXX	441	(blank)	(blank)	(blank)
4410000000 Medical Records-SDCXXXX	441	(blank)	(blank)	(blank)
4410000000 Speech & Language PathXXXX	441	(blank)	(blank)	(blank)
4410000000 Occupational TherapyXXXX	441	(blank)	(blank)	(blank)
4410000000 OCC. THERAPY FORENXXXX	441	(blank)	(blank)	(blank)
4410000000 Activity/Recreation/MusicXXXX	441	(blank)	(blank)	(blank)
4410000000 Activity Therapy-C & AXXXX	441	(blank)	(blank)	(blank)
4410000000 Activity Therapy-RosehavXXXX	441	(blank)	(blank)	(blank)
4410000000 SW-CRIPA-RecreationalXXXX	441	(blank)	(blank)	(blank)
4410000000 Physical Therapy-RosehavXXXX	441	(blank)	(blank)	(blank)
4410000000 Physical Therapy-SDCXXXX	441	(blank)	(blank)	(blank)
4410000000 Physical Therapy - CRIPAXXXX	441	(blank)	(blank)	(blank)
4410000000 Sect V Spec Educ Grant DXXXX	441	(blank)	(blank)	(blank)
4410000000 SW-CRIPA-Educ TrainingXXXX	441	(blank)	(blank)	(blank)
4410000000 Patient/Family Educ ServXXXX	441	(blank)	(blank)	(blank)
4410000000 Patient/Family Educ ServXXXX	441	(blank)	(blank)	(blank)
4410000000 Patient Educ. & Trng-RosXXXX	441	(blank)	(blank)	(blank)
4410000000 Pat Edu Trng-SDCXXXX	441	(blank)	(blank)	(blank)
4410000000 AdministrationXXXX	441	(blank)	(blank)	(blank)
4410000000 Physician ServicesXXXX	441	(blank)	(blank)	(blank)
4410000000 PBS TeamXXXX	441	(blank)	(blank)	(blank)
4410000000 MentorsXXXX	441	(blank)	(blank)	(blank)
4410000000 Nursing AdministrationXXXX	441	(blank)	(blank)	(blank)
4410000000 Infection ControlXXXX	441	(blank)	(blank)	(blank)
4410000000 Employee VaccinationsXXXX	441	(blank)	(blank)	(blank)
4410000000 Employee Health ServiceXXXX	441	(blank)	(blank)	(blank)
4410000000 MERS/Seizure ControlXXXX	441	(blank)	(blank)	(blank)
4410000000 TransportationXXXX	441	(blank)	(blank)	(blank)
4410000000 Psychology ChiefXXXX	441	(blank)	(blank)	(blank)
4410000000 Social Work ChiefXXXX	441	(blank)	(blank)	(blank)
4410000000 Activity Therapy DirectorXXXX	441	(blank)	(blank)	(blank)

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

Step	Action
33.	<p>Notice the different departments of this particular business unit. For this example, our employee only needs access to the Employee Health Service Department.</p> <p>Click the <b>Employee Health Service</b> link.</p> 

TeamWorks

Requested Date: 04/15/2019 \*Status: Draft \*Request Type: Employee

Reject Reason: Source: Online Support Number: Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019 Submitted By: Access Type

**Activity Roles**

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

**Population Access**

Add	Remove	Department	Description
1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	4410000000 X	Employee Health Service

OK Cancel

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

Step	Action
34.	If more Population Access is needed later, click the <b>Add a new row at row 1</b> button and repeat this process.

TeamWorks

Requested Date: 04/15/2019 \*Status: Draft \*Request Type: Employee

Reject Reason: Source: Online Support Number: Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019 Submitted By: Access Type

**Activity Roles**

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

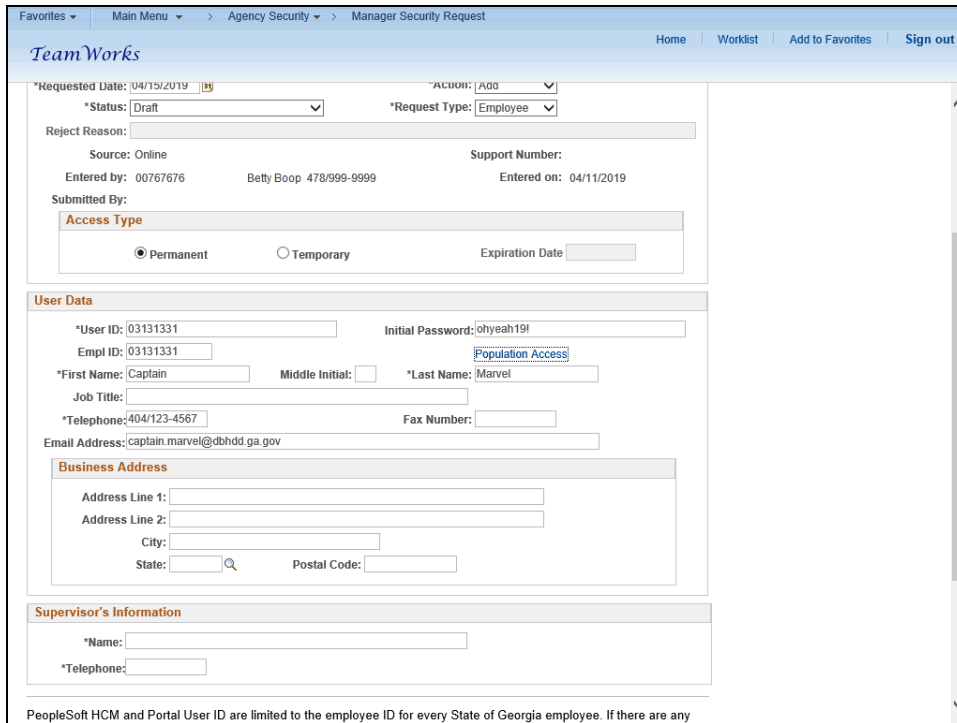
**Population Access**

Add	Remove	Department	Description
1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	4410000000 X	Employee Health Service

OK Cancel

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

Step	Action
35.	Click the <b>OK</b> button.



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**TeamWorks**

\*Requested Date: 04/15/2019  
 \*Status: Draft \*Request Type: Employee  
 Reject Reason:  
 Source: Online Support Number:  
 Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019  
 Submitted By:  
**Access Type**  
☒ Permanent ☐ Temporary Expiration Date:  
**User Data**  
 \*User ID: 03131331 Initial Password: ohyeah19!  
 Empl ID: 03131331 Population Access  
 \*First Name: Captain Middle Initial: \*Last Name: Marvel  
 Job Title:  
 \*Telephone: 404/123-4567 Fax Number:  
 Email Address: captain.marvel@dbhdd.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

Step	Action
36.	<p>The <b>Supervisor's Information</b> is required. The name and phone number are needed. Click in the <b>Name</b> field.</p> <p>*Name: <span style="border: 2px solid red; display: inline-block; width: 400px; height: 20px;"></span></p>

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

**TeamWorks**

\*Requested Date: 04/15/2019 [\[X\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19! [\[X\]](#)  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain      Middle Initial:       \*Last Name: Marvel  
 Job Title:   
 \*Telephone: 404/123-4567      Fax Number:   
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[X\]](#)      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

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

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**TeamWorks**

\*Requested Date: 04/15/2019 [\[X\]](#)      \*Action: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19! [\[X\]](#)  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain      Middle Initial:       \*Last Name: Marvel  
 Job Title:   
 \*Telephone: 404/123-4567      Fax Number:   
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[X\]](#)      Postal Code:

**Supervisor's Information**

\*Name: Nick Fury [\[X\]](#)  
 \*Telephone:

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

Step	Action
38.	Click in the <b>Telephone</b> field.  *Telephone <input type="text"/>

Favorites Main Menu Agency Security Manager Security Request

TeamWorks Home Worklist Add to Favorites Sign out

\*Requested Date: 04/11/2019 [ts] \*Action: Add

\*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019

Submitted By:

Access Type

☒ Permanent ☐ Temporary Expiration Date

User Data

\*User ID: 03131331 Initial Password: ohyeah19!

Empl ID: 03131331 Population Access

\*First Name: Captain Middle Initial: \*Last Name: Marvel

Job Title:

\*Telephone: 404/123-4567 Fax Number:

Email Address: captain.marvel@dbhdd.ga.gov

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

\*Name: Nick Fury

\*Telephone:

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

Step	Action
39.	Enter the appropriate information into the <b>Telephone</b> field.  For this example, type <b>6781234567</b> .

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**TeamWorks**

\*Requested Date: 04/15/2019 [\[X\]](#)      \*ACTION: Add [\[v\]](#)  
 \*Status: Draft [\[v\]](#)      \*Request Type: Employee [\[v\]](#)  
 Reject Reason:

Source: Online      Support Number:  
 Entered by: 00767676      Betty Boop 478/999-9999      Entered on: 04/11/2019  
 Submitted By:

**Access Type**

☒ Permanent      ☐ Temporary      Expiration Date:

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19!  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain      Middle Initial:       \*Last Name: Marvel  
 Job Title:   
 \*Telephone: 404/123-4567      Fax Number:   
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[X\]](#)      Postal Code:

**Supervisor's Information**

\*Name: Nick Furry  
 \*Telephone: 6781234567 [\[X\]](#)

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

Step	Action
40.	Click the <b>Vertical</b> scrollbar to view the bottom of the page.

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**TeamWorks**

**User Data**

\*User ID: 03131331      Initial Password: ohyeah19!  
 Empl ID: 03131331      [Population Access](#)  
 \*First Name: Captain      Middle Initial:       \*Last Name: Marvel  
 Job Title:   
 \*Telephone: 404/123-4567      Fax Number:   
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**

Address Line 1:   
 Address Line 2:   
 City:   
 State:  [\[X\]](#)      Postal Code:


**Supervisor's Information**

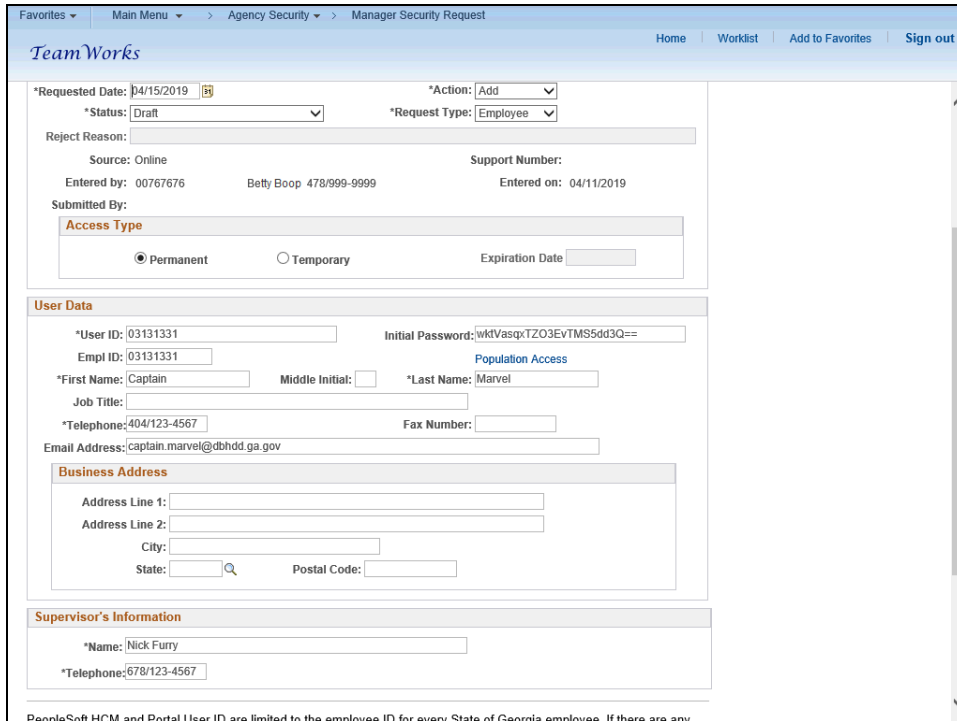
\*Name: Nick Furry  
 \*Telephone: 6781234567 [\[X\]](#)

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
41.	<p>Check that all information is correct. Always be sure to save your work.</p> <p>Click the <b>Save</b> button.</p> 



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

\*Requested Date: 04/15/2019 [ts] \*Action: Add ▾  
 \*Status: Draft ▾ \*Request Type: Employee ▾  
 Reject Reason:   
 Source: Online Support Number:   
 Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019  
 Submitted By:   
**Access Type**  
☒ Permanent ☐ Temporary Expiration Date:   
**User Data**  
 \*User ID: 03131331 Initial Password: wkdVasqxTZ03EVTMS5dd3Q==  
 Empl ID: 03131331 [Population Access](#)  
 \*First Name: Captain Middle Initial:  \*Last Name: Marvel  
 Job Title:   
 \*Telephone: 404/123-4567 Fax Number:   
 Email Address: captain.marvel@dbhdd.ga.gov  
**Business Address**  
 Address Line 1:   
 Address Line 2:   
 City:   
 State:  Postal Code:   
**Supervisor's Information**  
 \*Name: Nick Fury  
 \*Telephone: 678/123-4567

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

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

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[TeamWorks](#)

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

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb **Request ID: 000000605** 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: 04/15/2019 [ts](#) \*Action: Add  
 \*Status: Draft \*Request Type: Employee  
 Reject Reason:

Source: Online Support Number:  
 Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019

Submitted By:

**Access Type**  
☒ Permanent ☐ Temporary Expiration Date:

**User Data**

\*User ID: 03131331 Initial Password: wktVasqxTZO3EVTMS5dd3Q==  
 Empl ID: 03131331 [Population Access](#)  
 \*First Name: Captain Middle Initial: \*Last Name: Marvel  
 Job Title:  
 \*Telephone: 404/123-4567 Fax Number:  
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**  
 Address Line 1:

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



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Business Unit: 44100

Dept Behavioral Hlth& Dev Disb

Request ID: 000000605

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: 04/15/2019

\*Action: Add

\*Status: Draft

\*Request Type: Employee

Reject Reason:

Source: Online

Support Number:

Entered by: 00767676

Betty Boop 478/999-9999

Entered on: 04/11/2019

Submitted By:

Access Type

☒ Permanent
 ☐ Temporary

Expiration Date

User Data

\*User ID: 03131331

Initial Password: wktVasqxTZO3EVTMS5dd3Q==

Empl ID: 03131331

Population Access

\*First Name: Captain

Middle Initial:

\*Last Name: Marvel

Job Title:

\*Telephone: 404/123-4567

Fax Number:

Email Address: captain.marvel@dbhdd.ga.gov

Business Address

Address Line 1:

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

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

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000605 Request Seq Num: 1

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

[Add Comments](#)

**Comments** Find | View All First 1 of 1 Last

Last Upd DtTm:  
 Last upd User:  
 Comment:

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

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

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

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000605 Request Seq Num: 1

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


[Add Comments](#)

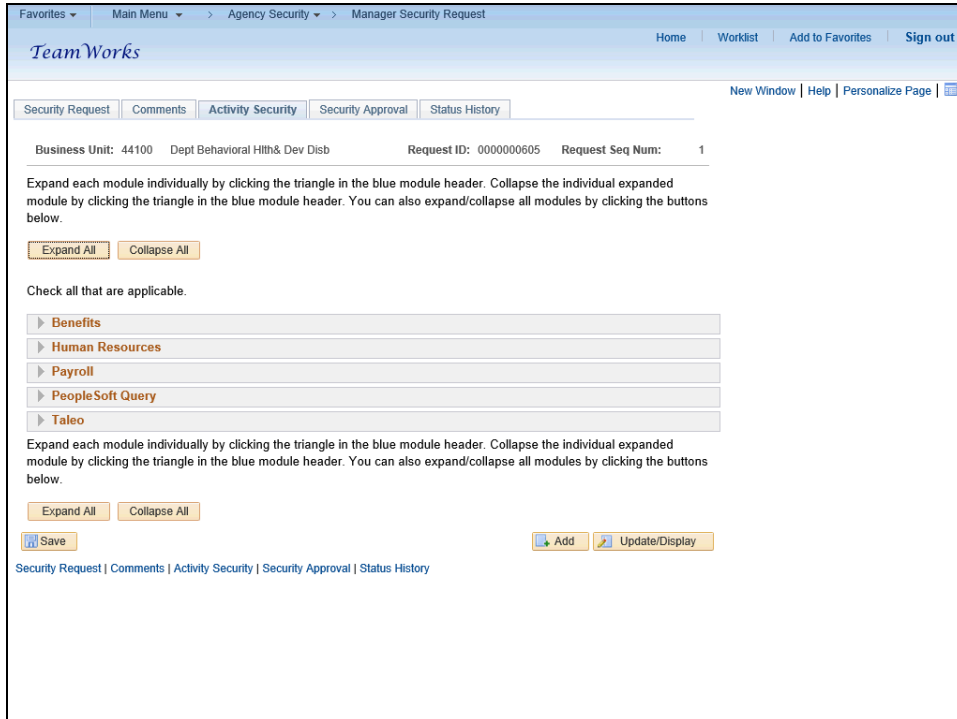
**Comments** Find | View All First 1 of 1 Last

Last Upd DtTm:  
 Last upd User:  
 Comment:

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



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

Step	Action
46.	Click the <b>Activity Security</b> tab. 

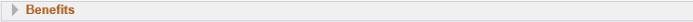
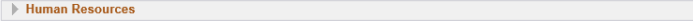
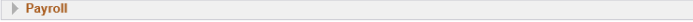
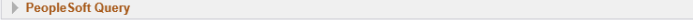
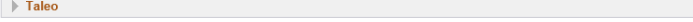


Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000605 Request Seq Num: 1



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.




 

Check all that are applicable.

- 
- 
- 
- 
- 

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

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

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

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TeamWorks

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 0000000605 Request Seq Num: 1

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

Expand All Collapse All

Check all that are applicable.

Benefits

Human Resources

Payroll

PeopleSoft Query

Taleo

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

Expand All Collapse All

Save Add Update/Display

Security Request Comments Activity Security Security Approval Status History

Step	Action
48.	To review each module, click <b>Expand All</b> button or click arrows to expand one module at a time.

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

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TeamWorks

Security Request Comments Activity Security Security Approval Status History

New Window Help Personalize Page

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 0000000605 Request Seq Num: 1

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

Expand All Collapse All

Check all that are applicable.

Benefits

Human Resources

Payroll

PeopleSoft Query


Taleo

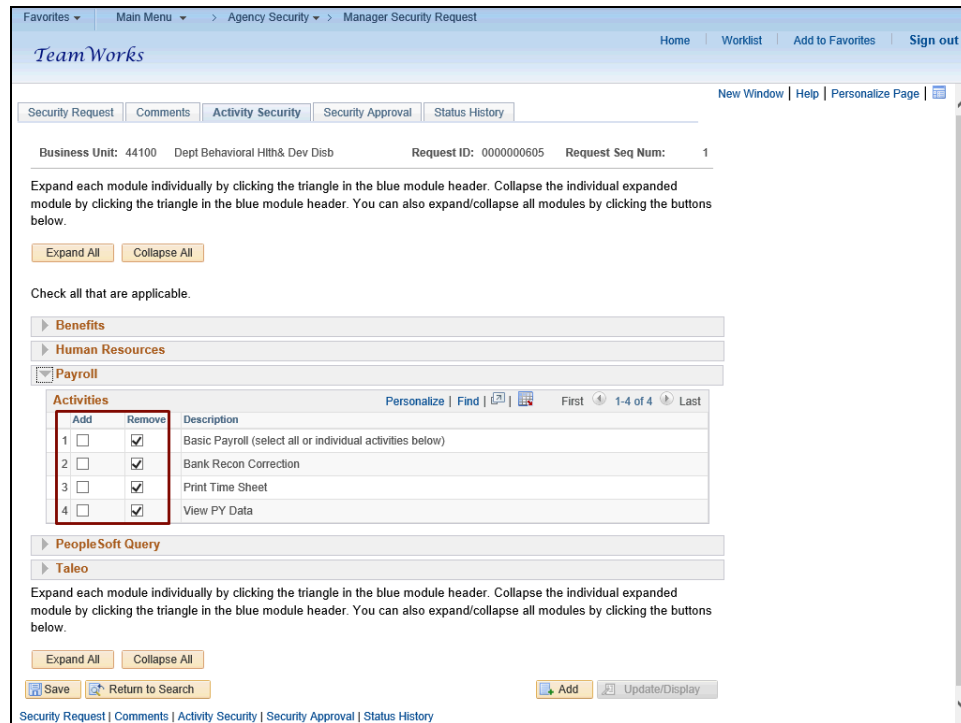
Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save Add Update/Display

Security Request Comments Activity Security Security Approval Status History

Step	Action
49.	<p>For review purposes, expand the <b>Payroll</b> section.</p> <p>Click the <b>Payroll</b> arrow.</p> 



Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 0000000605 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**

Activities Personalize Find First 1-4 of 4 Last

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

PeopleSoft Query

Taleo

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

Expand All Collapse All

Save Return to Search Add Update/Display

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

Step	Action
50.	<p>If you want to <i>Add</i> or <i>Remove</i> any <b>Activities</b>, click in the appropriate checkboxes.</p>

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000605 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](#)

Activities	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic Payroll (select all or individual activities below)
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Recon Correction
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Print Time Sheet
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View PY Data

[PeopleSoft Query](#)  
[Taleo](#)

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

[Expand All](#) [Collapse All](#)

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

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

Step	Action
51.	Click the <b>Add</b> option for <i>View PY Data</i> . <div><div>4 <input type="checkbox"/></div><div><input checked="" type="checkbox"/></div><div>View PY Data</div></div>

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

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000605 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](#)

Activities	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic Payroll (select all or individual activities below)
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Recon Correction
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Print Time Sheet
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View PY Data


[PeopleSoft Query](#)  
[Taleo](#)

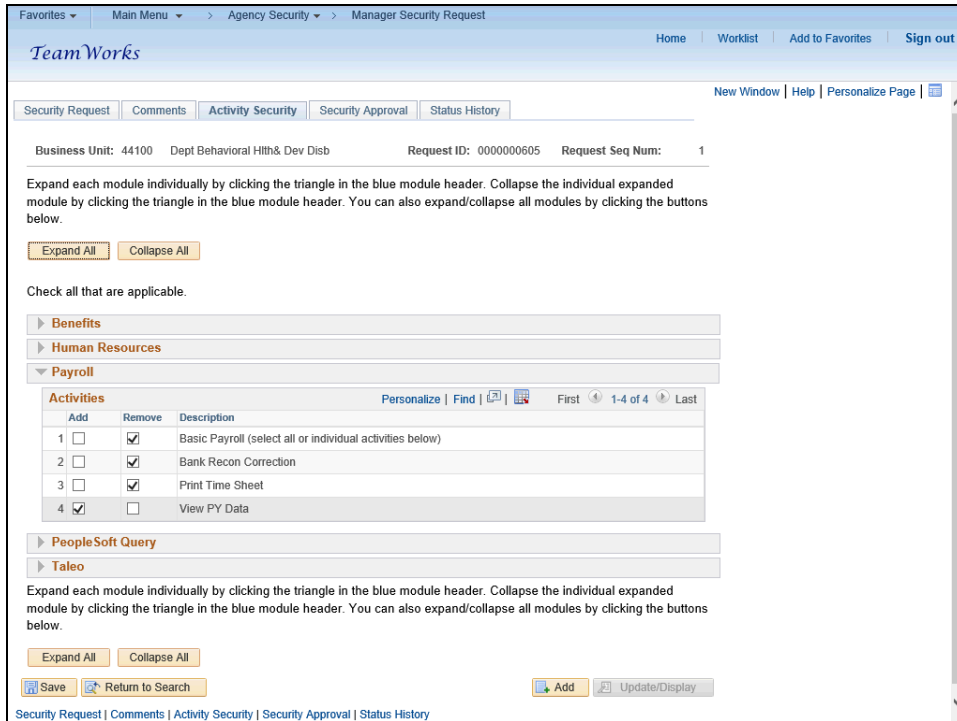
Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

[Expand All](#) [Collapse All](#)

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

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

Step	Action
52.	Click the <b>Save</b> button. 



Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 0000000605 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**

Activities	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Basic Payroll (select all or individual activities below)
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bank Recon Correction
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Print Time Sheet
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View PY Data


**PeopleSoft Query**

**Taleo**

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

[Expand All](#) [Collapse All](#)

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

Step	Action
53.	Click the <b>Security Approval</b> tab. 

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000605 Request Seq Num: 1

**User Data**

User ID: 03131331 Password: ohyeah19l  
 First Name: Captain Middle Initial: Last Name: Marvel  
 Telephone: 404/123-4567 Fax Number:  
 Email Address: captain.marvel@dbhdd.ga.gov

[Sort By Approver Id](#) [Sort By Module](#)

**Approval List** [Find](#) First 1 of 1 Last

Module: Sequence Number: 999  
 Description:  
 Approver: PSSECADM ☐ Approved ☐ Rejected  
 Comments:

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

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

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

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000605 Request Seq Num: 1

**User Data**

User ID: 03131331 Password: ohyeah19l  
 First Name: Captain Middle Initial: Last Name: Marvel  
 Telephone: 404/123-4567 Fax Number:  
 Email Address: captain.marvel@dbhdd.ga.gov

[Sort By Approver Id](#) [Sort By Module](#)


**Approval List** [Find](#) First 1 of 1 Last

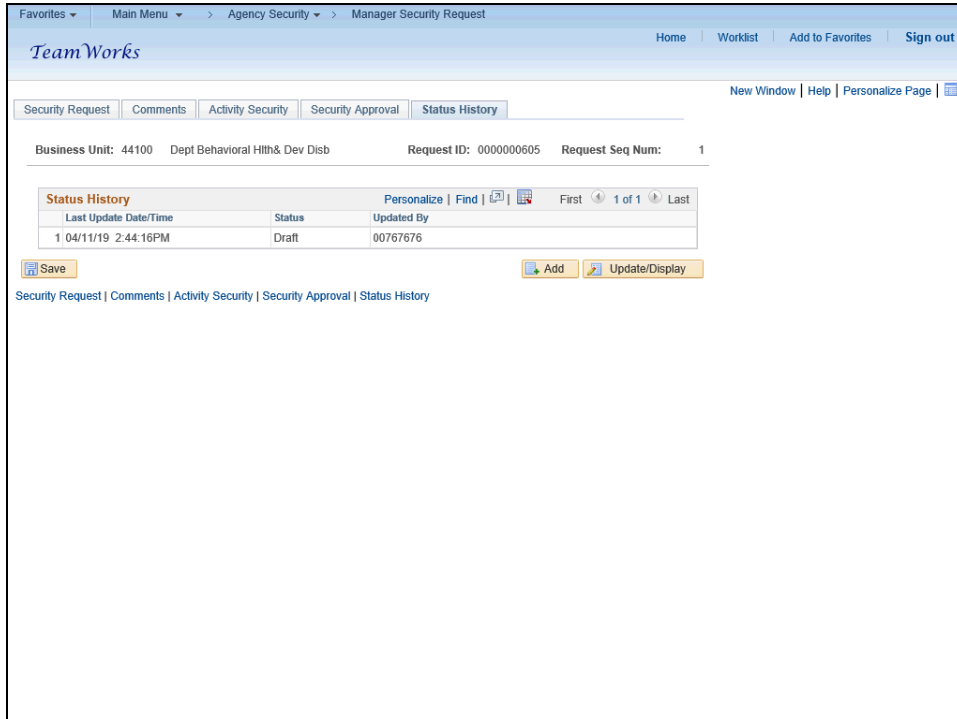
Module: Sequence Number: 999  
 Description:  
 Approver: PSSECADM ☐ Approved ☐ Rejected  
 Comments:

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

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



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



The screenshot shows the 'Status History' tab selected in the 'Manager Security Request' section. The page displays a table with the following data:

Last Update Date/Time	Status	Updated By
1/04/11/19 2:44:16PM	Draft	00767676

Below the table, there are buttons for 'Save', 'Add', and 'Update/Display'. The page also includes navigation links for 'Security Request', 'Comments', 'Activity Security', 'Security Approval', and 'Status History'.

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

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 0000000605 Request Seq Num: 1

**Status History**

Last Update Date/Time	Status	Updated By
1 04/11/19 2:44:16PM	Draft	00767676

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

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

Step	Action
57.	Click the <b>Security Request</b> tab.

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

Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 0000000605 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: 04/15/2019 \*Action: Add  
 \*Status: Draft \*Request Type: Employee  
 Reject Reason:

Source: Online Support Number:  
 Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019


Submitted By:

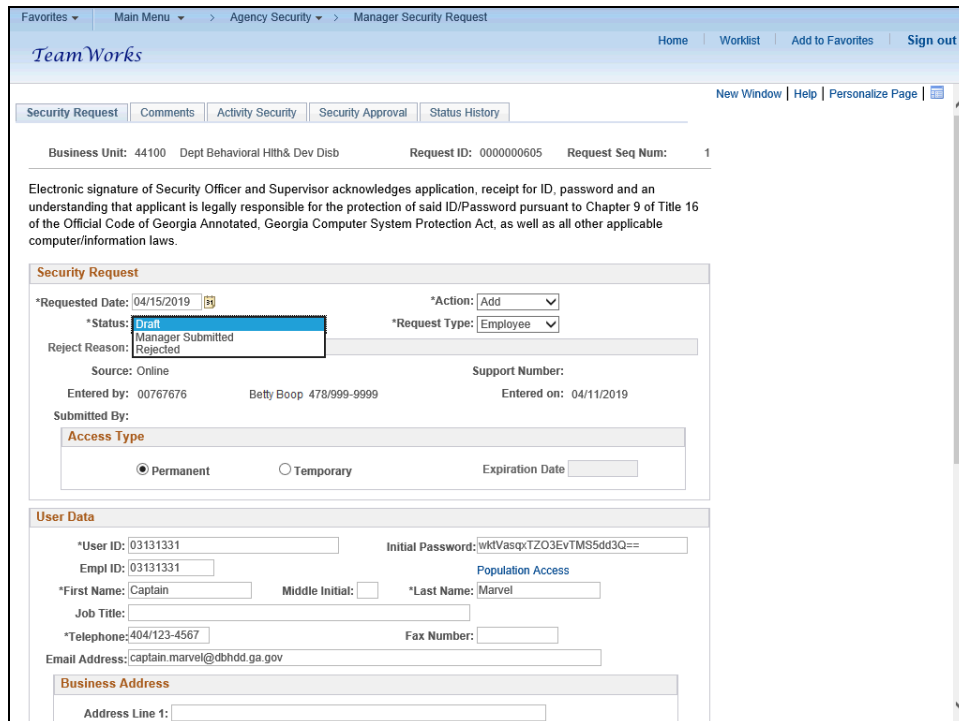
**Access Type**  
☒ Permanent ☐ Temporary Expiration Date:

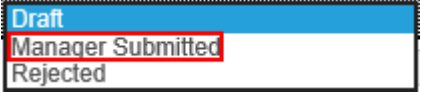
**User Data**

\*User ID: 03131331 Initial Password: wkdVasqxTZO3EvTMS5dd3Q==  
 Empl ID: 03131331 Population Access  
 \*First Name: Captain Middle Initial: \*Last Name: Marvel  
 Job Title:  
 \*Telephone: 404/123-4567 Fax Number:  
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**  
 Address Line 1:

Step	Action
58.	<p>When the addition request is completed by the manager, the manager will change the <b>Status</b> field from <i>Draft</i> to <i>Manager Submitted</i>.</p> <p>Click the <b>Status</b> dropdown.</p> <p>*Status: <input type="text" value="Draft"/> </p>



Step	Action
59.	<p>Click the <b>Manager Submitted</b> list item.</p> <p></p>

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Business Unit: 44100 Dept Behavioral Hlth& Dev Disb Request ID: 000000605 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: 04/15/2019 \*Action: Add  
 \*Status: Manager Submitted \*Request Type: Employee  
 Reject Reason:

Source: Online Support Number:  
 Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019  
 Submitted By:

**Access Type**  
☒ Permanent ☐ Temporary Expiration Date:

**User Data**

\*User ID: 03131331 Initial Password: wktVasqxTZO3EvTMS5dd3Q==  
 Empl ID: 03131331 Population Access  
 \*First Name: Captain Middle Initial: \*Last Name: Marvel  
 Job Title:  
 \*Telephone: 404/123-4567 Fax Number:  
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**

Address Line 1:

Step	Action
60.	Click the <b>Vertical</b> scrollbar to view the bottom of the page.

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**User Data**

\*User ID: 03131331 Initial Password: wktVasqxTZO3EvTMS5dd3Q==  
 Empl ID: 03131331 Population Access  
 \*First Name: Captain Middle Initial: \*Last Name: Marvel  
 Job Title:  
 \*Telephone: 404/123-4567 Fax Number:  
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**

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

**Supervisor's Information**


\*Name: Nick Furry  
 \*Telephone: 678/123-4567

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](#)

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Step	Action
61.	Click the <b>Save</b> button. 

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**TeamWorks**

**User Data**

User ID: 03131331 Initial Password: wktVasqxTZ03Ev7MS5dd3Q==  
 Empl ID: 03131331 [Population Access](#)  
 First Name: Captain Middle Initial: Last Name: Marvel  
 Job Title:  
 Telephone: 404/123-4567 Fax Number:  
 Email Address: captain.marvel@dbhdd.ga.gov

**Business Address**




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

**Supervisor's Information**

Name: Nick Furry  
 Telephone: 678/123-4567

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

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

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

Step	Action
62.	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.

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User Data

User ID: 03131331

Initial Password: wktVasqxTZO3EvTMS5dd3Q==

Empl ID: 03131331

Population Access

First Name: Captain

Middle Initial:

Last Name: Marvel

Job Title:

Telephone: 404/123-4567

Fax Number:

Email Address: captain.marvel@dbhdd.ga.gov

Business Address

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

Supervisor's Information

Name: Nick Furry

Telephone: 678/123-4567

Save

Add

Update/Display

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