

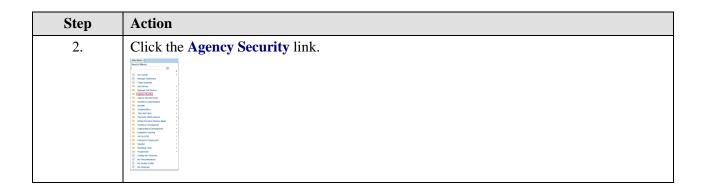
## Requesting a New Security Request - Employee

Self Service Quick Links Personal Information Summa Review a summary of your personal		News and Announcements O	
	I information.	QUESTIONS: SAO CSC HCM 404-657-3956	
View Paycheck Review current and prior paychecks	5.	888-996-7771 <u>HCM@sao.ga.gov</u>	
TeamWorks Time & Labor Notice		QUESTIONS: SAO CSC Security 404-657-3956	
Your Employee Leave Summary Infor now available on your Home Page. W investigating a small percentage of ou Time & Labor population. Please cont office if you have questions regarding discrepancy. Thank you!	/e are still ur overall tact your HR	888-896-7771 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.	Click the Main Menu link.
	Main Menu



TeamW	Sear	rch Menu:		Home Worklist Add t	o Favorites	Sign out
		DX Custom	÷	Personalize Cont	ent   Layout	? Help
elf Service Qu		Manager Dashboard		puncements C		
Personal II		Talent Summary				
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		Manager Self Service	•	88-896-7771		
View Payc Review curre		Agency Security	•	ICM@sao.ga.gov		
		Agency Security Reset	•			
eamWorks Tir		Workforce Administration	•	AO CSC Security 04-657-3956		
our Employee L		Benefits	•	88-896-7771		
now available on		Compensation	•	AO PS Access@sao.ga.gov		
nvestigating a sn Time & Labor por		Time and Labor	•			
ffice if you have liscrepancy. Tha		Payroll for North America	•	luman Resources Administration (HRA)		
		Global Payroll & Absence Mgmt	•	Phone: 404-656-2705		
mployee Leav		Workforce Development	•	hra@doas.ga.gov		
.eave Annual Leave		Organizational Development	•			
Annual Leave		Enterprise Learning	•	eamWorks HCM communications are distributed based on an individual's odule access. To request communication on additional modules, please		
orfeit Annual Le		Set Up HCM	•	O HCM Customer Support Center (CSC) with your request.		
Georgia Comp Ti		Enterprise Components	•			
Holiday Leave Personal Leave		Worklist	•			
Sick Leave		Reporting Tools	•			
		PeopleTools	•			
		Change My Password				
		My Personalizations				
		My System Profile				
		My Dictionary				
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Favorites -	Main	Menu 👻				
	Sear	rch Menu:		Home Worklist Add t	o Favorites	Sign out
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Self Service Qu	Ľ	Manager Dashboard		ouncements O		
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Your Employee L		Benefits		88-896-7771		
now available on investigating a sn		Compensation	•	AO PS Access@sao.ga.gov		
Time & Labor por		Time and Labor	•			
office if you have discrepancy. Tha		Payroll for North America	•	uman Resources Administration (HRA)		
		Global Payroll & Absence Mgmt	•	Phone: 404-656-2705		
Employee Leav		Workforce Development	•	hra@doas.ga.gov		
Leave Annual Leave		Organizational Development	•			
Education Suppo		Enterprise Learning		eamWorks HCM communications are distributed based on an individual's odule access. To request communication on additional modules, please		
Forfeit Annual Le		Set Up HCM	•	D HCM Customer Support Center (CSC) with your request.		
Georgia Comp Ti		Enterprise Components	•			
Holiday Leave Personal Leave		Worklist	•			
Sick Leave		Reporting Tools	•			
		PeopleTools	•			
		Change My Password				
		My Personalizations				
		My System Profile				
		My Dictionary				





Favorites   Main Menu   Agency Security   Manager Security Request	
TeamWorks	Home Worklist Add to Favorites Sign out
2eum works	
	New Window   Help   🗃
Manager Security Request	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value Add a New Value	
▼ Search Criteria	
Business Unit begins with 🗸	
Request ID begins with V	
Seq Nbr = V	
Requested Date = V Bi	
Empl ID begins with V	
User ID begins with V	
Action = V	
Status = V	
Access Type = 🗸	
Expire Date = V	
Case Sensitive	
Search Clear Basic Search 🖉 Save Search Criteria	
Find an Existing Value   Add a New Value	

Step	Action
4.	A new security request will be created.
	Click the Add a New Value tab.



Favorites • Main Menu • > Agency Security • > Manager Security Request	
TeamWorks	Home Worklist Add to Favorites Sign out
	New Window   Help   📰
Manager Security Request	
Eind an Existing Value Add a New Value	
Business Unit	
Add	
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

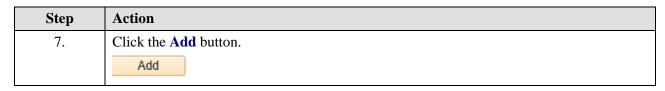


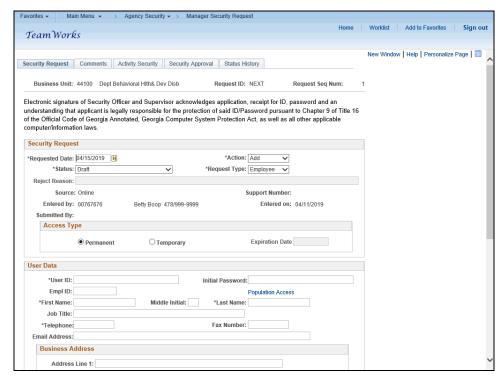
Favorites  Main Menu  Agency Security  Manager Security Request	
TeamWorks	Home Worklist Add to Favorites Sign out
leam works	
	New Window   Help   🛅
Manager Security Request	
Find an Existing Value Add a New Value	
Business Unit	
Request ID NEXT	
Add	
Find an Existing Value Add a New Value	

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

Favorites  Main Menu  Agency Security  Manager Security Request	
TeamWorks	Home Worklist Add to Favorites Sign out
leam works	
	New Window   Help   📰 -
Manager Security Request	
<b>o y i</b>	
Eind an Existing Value Add a New Value	
Business Unit 44100	
Request ID NEXT	
Add	
Auu	
Find an Existing Value   Add a New Value	







Step	Action
8.	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.
	The first section includes items such as:
	• Request Date - automatically defaults to 3 days later, as SAO requires 3 days to process a request.
	• Action, Status, and Request Type - editable by the user.
	• Source, Entered by and Support Number - automatically updated by the system.
	Click the Vertical scrollbar to view the bottom of the page.



vorites - Mai	n Menu 👻 > 🧳	Agency Security - Manag	er Security Request				
TeamWork	s			Home	Worklist	Add to Favorites	Sign ou
			ACUOII: ACU				
*Requested Date: *Status:		~	*Request Type: Employee V				
Reject Reason:	Diait	•	Linployee V				
Source:	Online		Support Number:				
Entered by:		Betty Boop 478/999-9999	Entered on:	04/11/2010			
Submitted By:	00101010	Delly Doop 410/355-3555	Lincidu oil.	04/11/2015			
Access Typ	De						
	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 Ac	ldress						
Address	Line 1:						
Address	Line 2:						
	City:						
	State:	Postal Code:					
Supervisor's Info	ormation						
*Name:							
*Telephone:							

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> .

vorites 👻 Mai	in Menu 👻 >	Agency Security - Manag	ger Security Request	
TeamWork	ic.			Home Worklist Add to Favorites Sign
'Requested Date:			ACUOII: Add	
*Status:		~	*Request Type: Employee 🗸	
Reject Reason:				
Source:			Support Number:	
Entered by:	00767676	Betty Boop 478/999-9999	Entered on: 04/11/2	2019
Submitted By:				
Access Ty	ре			
	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 A	ddress			
Address	Line 4			
Address				
Address	City:			
	-	Q Postal Code:		
	State.	o Postal Coue.		
e :				
Supervisor's Inf	ormation			
*Name:				
*Name: *Telephone:				



Step	Action
10.	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> .
	<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.

vorites 👻 Mai	n Menu 👻 >	Agency Security -> Mana	ger Security Request			
TeamWork	e			Home	Worklist Add to Fa	vorites Sign out
2 eum work	.5					
*Requested Date:			ACUOII: ACC			
*Status:	Draft	$\sim$	*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 Ty	pe					
	Permanent	O Temporary	Expiration Date			
User Data					1	
*User ID:			Initial Password:			
Empl ID:			Population Access			
*First Name:		Middle Initial:	*Last Name:			
Job Title:						
*Telephone:			Fax Number:			
Email Address:						
Business Ac	Idress					
Address	Line 1					
Address						
Address	City:					
		Q Postal Code:				
	State.	- Tosurcout.				
Supervisor's Infe	ormation				1	
	Jinution					
*Name:						
*Telephone:						

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



				Home Worklist Add to Favorites	Sign ou
TeamWork	S				
*Requested Date:	04/15/2019 🛐				
*Status:		~	*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 Typ	pe				
	Permanent	○ Temporary	Expiration Date		
	© Permanent		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 Ad	Idress				
Address	Line 1:				
Address					
Address	City:				
	State:	Postal Code:			
	state:	Postal Code:			
Supervisor's Info	ormation				
*Name:					
*Telephone:					

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

eam Works Requested Date: [04] *Status: [Dr. Reject Reason: Source: Or Entered by: 00 Submitted By: Access Type ©	nline	Betty Boop 478/999-9999	*Request Type: Employee V Support Number: Entered on:	Ho 04/11/2019		Worklist	Add to Favorite	es Sign ot
*Status: Dr. Reject Reason: Source: Or Entered by: 00 Submitted By: Access Type	nline D767676	Betty Boop 478/999-9999	*Request Type: Employee V Support Number:	04/11/2019				
Reject Reason: Source: Or Entered by: 00 Submitted By: Access Type	nline 0767676	Betty Boop 478/999-9999	Support Number:	04/11/2019				
Source: Or Entered by: 00 Submitted By: Access Type	0767676			04/11/2019				
Entered by: 00 Submitted By: Access Type	0767676			04/11/2019				
Submitted By: Access Type			Entered on:	04/11/2019				
Access Type	) Permanent							
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In an Dista								
Jser Data					_			
*User ID: 031	31331		Initial Password:					
Empl ID: *First Name:		Middle Initial:	Population Access *Last Name:					
Job Title:		Middle Initial:	^Last Name:					
*Telephone:			Fax Number:					
Email Address:								
Business Addr	ress							
Address Lin	a di				1			
Address Lin								
	City:							
	tate:	Postal Code:						
Supervisor's Inform	nation							
*Name:								
*Telephone:								



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

vorites 👻 Mai	n Menu 🔻 >	Agency Security - Mana	ger Security Request	Home	Worklist	Add to Favorites	Sign o
TeamWork	s			Home	WORKIIST	Add to Favorites	Sign o
*Requested Date:	04/15/2019 18						
*Status:		~	*Request Type: Employee V				
Reject Reason:							
Source:	Online		Support Number:				
Entered by:		Betty Boop 478/999-9999	Entered on: 04/	11/2019			
Submitted By:							
Access Ty	ре						
	Permanent	0.7	Expiration Date				
	Permanent	○ Temporary	Expiration Date				
User Data							
			6				
*User ID:	03131331		Initial Password:				
Empl ID:			Population Access				
*First Name:		Middle Initial:	*Last Name:				
Job Title: *Telephone:			Fax Number:				
*Telephone: Email Address:			Fax Number:				
Business Ac	Ideana						
Address							
Address							
	City:						
	State:	Postal Code:					
Supervisor's Infe	ormation						
*Name:							
*Telephone:							

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



				Home Worklist Add to Favorites	Sign out
<sup>r</sup> eamWork	S				
Requested Date:	04/15/2019 🛐		ACUOII: Add		
*Status:	Draft	~	*Request Type: Employee 🗸		
Reject Reason:					
Source:	Online		Support Number:		
Entered by:	00767676	Betty Boop 478/999-9999	Entered on: 04/11/201	19	
Submitted By:					
Access Ty	ре				
	Permanent	○ Temporary	Expiration Date		
Jser 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 Ad	Idress				
Address	l ine 1:				
Address					
	City:				
	State:	Postal Code:			
Supervisor's Inf	ormation				
*Name:					
*Telephone:					

Step	Action
15.	Click in the <b>Empl ID</b> field.
	Empl ID:

avorites - Main Menu - > Agency	Security - Manager Se	curity Poquoet			
avontes • Main Menu • > Agency	Security • > Manager Se	cunty Request	Market Market	st Add to Favorites	Cian .
TeamWorks			Home Workli	st Add to Favorites	Sign o
*Requested Date: 04/15/2019 M		ACHOII: Add			
*Status: Draft	✓ *Rec	juest Type: Employee 🗸			
Reject Reason:					
Source: Online		Support Number:			
	ty 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:	iniua	Population Access			
*First Name:	Middle Initial: *	Last Name:			
Job Title:	midule initial.	Last Name.			
*Telephone:	F	ax Number:			
Email Address:					
Business Address					
Business Address					
Address Line 1:					
Address Line 2:					
City:					
State:	Postal Code:				
Supervisor's Information					
*Name:					
*Telephone:					
relephone.					
eopleSoft HCM and Portal User ID are lin	ited to the employee ID for	every State of Georgia employee. If the	ere are any		



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

avorites 👻 Ma	iin Menu 👻 >	Agency Security - Manag	ger Security Request				
TeamWork	6s			Home	Worklist	Add to Favorites	Sign out
*Requested Date:			ACHON: Add				
*Status:		~	*Request Type: Employee 🗸				· · · · · ·
Reject Reason:							
	: Online		Support Number:				
Entered by:		Betty Boop 478/999-9999	Entered on: 04/11/2019				
Submitted By:							
Access Ty	pe						
	Permanent	○ Temporary	Expiration Date				
User Data							
*User ID:	03131331		Initial Password: ohyeah19!				
L	03131331 ×		Population Access				
*First Name:		Middle Initial:	*Last Name:				
Job Title:		midule midul.	Lust Nume.				
*Telephone:			Fax Number:				
Email Address:							
Business A							
Address							
Address							
	City:						
	State:	Q Postal Code:					
Supervisor's Inf	formation						
*Name:							
*Telephone:							
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	and Destal United I		ID for every State of Georgia employee. If the				
reopieson HCM a	inu Ponal User II	o are infilied to the employee	to for every state of Georgia employee. If the	ere are any			

Step	Action
17.	The <b>First Name</b> is required.
	Click in the <b>First Name</b> field. <b>*First Name</b> :



Requested Date:						
*Status:	Draπ	~	*Request Type: Employee 🗸			
Reject Reason: Source:	Online		Cumment Numbers			
Source: Entered by:		D-#-D 470/000 0000	Support Number: Entered on: 0	414472040		
Submitted By:	00707070	Betty Boop 478/999-9999	Entered on: 0	4/11/2019		
Access Ty	De					
	Permanent	○ Temporary	Expiration Date			
	SPermanent	Cremporary	Engineerin Date			
User Data						
*User ID:	03131331		Initial Password: ohyeah19!			
Empl ID:	03131331		Population Access			
*First Name:		Middle Initial:	*Last Name:			
Job Title:						
*Telephone:			Fax Number:			
Email Address:						
Business A	ldress					
Address	l ine 1:					
Address						
nuurooo	City:					
	State:	Postal Code:				
	State.	Tostarcout.				
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	ormation					
Supervisor's Inf						
Supervisor's Inf *Name:						

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

vorites • Main Menu • >	Agency Security - Manag	ger Security Request				
TeamWorks			Home	Worklist	Add to Favorites	Sign out
*Requested Date: 04/15/2019 [19]		-ACHOII:   A00				
*Status: Draft	~	*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				
Jser 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:	Q Postal Code:					
Supervisor's Information						
*Name:						
*Telephone:						
eopleSoft HCM and Portal User ID	are limited to the employee	ID for every State of Georgia employee	. If there are any			



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

vorites - Ma	ain Menu 👻 >	Agency Security - Mana	ger Security Request				
TeamWorl	65			Home	Worklist	Add to Favorites	Sign
*Requested Date			ACUOII: Add				
*Status		~	*Request Type: Employee 🗸				
Reject Reason							
	e: Online		Support Number:				
	00767676	Betty Boop 478/999-9999	Entered on: 04	4/11/2019			
Submitted By Access Ty							
Access Ty	/pe						
	Permanent	○ Temporary	Expiration Date				
User Data							
*User ID:	03131331		Initial Password: ohyeah19!				
	03131331		Population Access				
*First Name:		Middle Initial:	*Last Name:				
Job Title:							
*Telephone			Fax Number:				
Email Address:							
Business A	ddress						
Address	Line di						
Address							
Address	City:						
	-	Q Postal Code:					
	state.	Q Postal Code.					
с <u>і</u> і і і							
Supervisor's In	iormation						
*Name:							

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



vorites - Ma	in Menu 🔻 > .	Agency Security - Manager	Security Request				
TeamWork	S			Home	Worklist	Add to Favorites	Sign out
*Requested Date:	INCOMPANY INC		-ACUOII: Add				
*Status:		× *R	equest Type: Employee V				
Reject Reason:		•	Employee +				
Source			Support Number:				
Entered by:	00767676	Betty Boop 478/999-9999	Entered on: 04/1	1/2019			
Submitted By:							
Access Ty	ре						
	Permanent	○ Temporary	Expiration Date				
User Data							
*User ID:		Init	ial Password: ohyeah19!				
Empl ID:			Population Access	_			
*First Name:	Captain	Middle Initial:	*Last Name: Marvel ×				
Job Title:			Far Number				
*Telephone: Email Address:			Fax Number:	-			
Business A							
Address	Line 1:						
Address							
	City:						
	State:	Postal Code:					
Supervisor's Inf	ormation						
*Name:							
*Telephone:							

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



				Home	Worklist	Add to Favorites	Sign o
TeamWorks							
*Requested Date: 04	/15/2019 10		ACHON: Add				
*Status: Dr		~	*Request Type: Employee V				
Reject Reason:							
Source: O	nline		Support Number:				
Entered by: 00		Betty Boop 478/999-9999	Entered on: 04/11/2019				
Submitted By:							
Access Type							
۲	Permanent	○ Temporary	Expiration Date				
User Data							
*User ID: 031	131331		Initial Password: ohyeah19!				
Empl ID: 031	131331		Population Access				
*First Name: Ca	ptain	Middle Initial:	*Last Name: Marvel				
Job Title:							
*Telephone:			Fax Number:				
Email Address:							
Business Add	ress						
Address Lir	uo 1·						
Address Lir							
	City:						
	-	Q Postal Code:					
3	late.	o Postal Coue.					
Supervisor's Infor	nation						
*Name:							
*Telephone:							
reception							

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

equested Date: U4/15/2019 [by ~Actuon: [Add v] *Status: Draft v *Request Type: Employee v	Home	Worklist	Add to Favorites	Sign ou
Reject Reason:				
Source: Online Support Number:				
Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019				
Submitted By:				
Access Type				
Permanent     O Temporary     Expiration Date				
iser Data		- -		
Empl ID: (03131331 Population Access *First Name: Captain Middle Initial: *Last Name: Marvel				
Job Title:				
*Telephone;4041234567  × Fax Number:				
Email Address:				
Business Address				
Address Line 1:				
Address Line 2:				
City:				
State: Q Postal Code:				
upervisor's Information				
*Name:				
*Telephone:				



Step	Action
23.	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>dummy1@XXXX.ga.gov</u>
	Click in the Email Address field.

vorites 👻 Mai	in Menu 👻 🔷 >	Agency Security -> Mar	ager Security Request				
TeamWork	i.c.			Home	Worklist	Add to Favorites	Sign o
'Requested Date:							
*Status:		~	*Request Type: Employee 🗸				
Reject Reason:							
Source:			Support Number:				
Entered by:	00767676	Betty Boop 478/999-999	9 Entered on: 04/11	1/2019			
Submitted By: Access Ty							
Access Ty	he						
	Permanent	○ Temporary	Expiration Date				
Jser 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 A	ddress						
Address	Line 1:						
Address	Line 2:						
	City:						
	State:	Q Postal Code:					
Supervisor's Inf	ormation						
*Name:							
*Telephone:							
relephone:							

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



				Home Worklist Add to Favorites Sign	0
TeamWork	s				
*Requested Date:	04/15/2019 18		ACHOIL ADD		
*Status:		~	*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 Ty	pe				
	Permanent	○ Temporary	Expiration Date		
User Data					
*User ID:	00404004		Initial Password: ohyeah19!		
Empl ID:					
			Population Access *Last Name: Marvel		
*First Name:	Captain	Middle Initial:	*Last Name: Marvei		
Job Title:					
*Telephone:	404/123-4567		Fax Number:		
Email Address:					
Business Ac	ldress				
Address	Line 1:				
Address	Line 2:				
	City:				
	-	Q Postal Code:			
	outor				
Supervisor's Infe	ormation				
*Name:					

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

Favorites   Main Menu   Agency Security   Manager Security Request				
TeamWorks	Home	Worklist	Add to Favorites	Sign out
*Requested Date:  04/15/2019  B "Action:  Add				
*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     O 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: Q. Postal Code:				
Supervisor's Information				
*Name:				
*Telephone:				
r araphrana a				
PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If the	re are any			~
i copiconi riow and i ortal oser ib are innited to the employee ib for every state of Georgia employee. If the	ie ale ally			



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 <b>Population Access</b> link. Population Access

Favorites •   Main Menu • > Agency Security • > Manager Security Request <i>TeamWorks</i> Home   Worklist   Add to	Favorites	Sign out
*Requested Date: 04/15/2019 [M] *Acuon: Acu V *Status: Draft V *Request Type: Employee V		
Source: Online         Support Number:           Entered by: 00767676         Betty Boop 478/999-9999         Entered on: 04/11/2019           Submitted By:         Entered Support Number:         Entered Support Number:		
Access Type		
Activity Roles	×	
User Data Business Unit: 44100 Dept Behavioral Hilh& Dev Disb Request ID: NEXT Request Seq Num:	Help	
Empl ID:     Population Access     Personalize   Find   2   1   First () 1 of 1 () Last       *First Name:     Add     Remove     Department       Job Title:     1     I     I		
*Telephone_d Email Address_C OK Cancel		
Business Ad Address Line 2:	.:	
City: State: Q. Postal Code:		
Supervisor's Information		
*Name:		
PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any		

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



*Status: Dra	15/2019 🛐	~	*Rei		E Employee				
Reject Reason:	an	•	110	400011310					
Source: Or	line				Support Number:				
Entered by: 00	767676	Betty Boop 478	999-9999		Entered on: 04/11/2019				
Submitted By:									
Access Type									
	Activity Roles							×	
								Help	
lser Data	Business Unit:	44100 Dopt P	ehavioral Hlth& [	ov Dich	Request ID: NEXT	Request Se	a Num:	1	
*User ID: 0	Business onit.	44100 Depi b		JEV DISD	Request ID. NEAT	Nequest 36	y Num.	<u> </u>	
Empl ID: 0	Population	Access			Personalize   Find   🗖   📑	Eiret (4)	1 of 1 🕑 La	et	
*First Name: C	Add	Remove	Department		Description	T li St	TUT CLa	51	
Job Title:	1 🗹			Q			•	-	
*Telephone: 4									
Email Address: C	OK Ca	ancel							
Business Adu									
Address Lim	- 0.								
	ity:								
	ate: Q	Doetal	Code:						
31	ate <	Postal	coue.						
upervisor's Inform	antion								
upervisor s inform	IduUII								

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



TeamWorks	Look Up Department			×	/orklist Add	d to Favorites	Sign ou
			Help				
*Requested Date: 04/15/2019 M		SHARE					
*Status: Draft	Department begins with 🗸						
Reject Reason:	Description begins with 🗸						
Source: Online	Company begins with 🗸		Q	-1			
	Location Set ID begins with 🗸		Q				
Entered by: 00767676 Betty B	Location Code begins with V		Q				
Submitted By:	Manager ID begins with V		Q				
Access Type	Budget with Department begins with V		~				
	buuget with Department Degins with V						
Activity Roles							
	Look Up Clear Cancel	Basic Lookup				Help	
User Data	Search Results						
Business Unit: 44100				51	t Seq Num:	1	
*User ID: 01	Only the first 300 results can be displayed.	0					
Empl ID: 0 Population Acces	View 100	First 🕚 🗔	300 of 300 🕑 Last		🕚 1 of 1 🕑 L	aat	
	Department Description		Location Manager		UT UT UT	LdSI	
First Name: G		Set ID	Code ID				
Job Title:	110000000 Agency XXXX	111 (blank)	(blank) (blank)		+	-	
*Telephone:4	111000000 Ga Emergency XXXX 1270000000 DHS - XXXX	111 (blank) 127 (blank)	(blank) (blank) (blank) (blank)				
Email Address: C OK Cancel	1270000000 Appling Co. XXXX	127 (blank)	(blank) (blank)				
Email Address: G	1270000000 Atkinson Co. XXXX	127 (blank)	(blank) (blank)				
Business Adu	1270000000 Bacon Co. XXXX	127 (blank)	(blank) (blank)				
	1270000000 Baker Co. XXXX	127 (blank)	(blank) (blank)				
Address Line 1:	1270000000 Baldwin Co. XXXX	127 (blank)	(blank) (blank)				
Address Line 2:	1270000000 Banks Co. XXXX	127 (blank)	(blank) (blank)				
City:	1270000000 Barrow Co. XXXX	127 (blank)	(blank) (blank)				
State: Q	127000000 Bartow Co. XXXX	127 (blank)	(blank) (blank)				
state.	1270000000 Ben Hill Co. XXXX	127 (blank)	(blank) (blank)				
	1270000000 Berrien Co. XXXX	127 (blank)	(blank) (blank)				
Supervisor's Information	127000000 Bibb Co. XXXX	127 (blank)	(blank) (blank)				
	127000000 Bleckley Co. XXXX	127 (blank)	(blank) (blank)				
*Name:	127000000 Brantley Co. XXXX	127 (blank)	(blank) (blank)				
*Telephone:	1270000000 Brooks Co. XXXX	127 (blank)	(blank) (blank)	$\mathbf{v}$			
receptione.	1270000000 Bryan Co XXXX	127 (blank)	(blank) (blank)				

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

TeamWorks		Look Up De	partment					×	Vorklist Add to F	avorites	Sign
							Help	~			
*Requested Date: 04/		_	Set ID	SHARE							
*Status: Dra	aft	-	partment begins with 🗸								
Reject Reason:		D	escription begins with 🗸								
Source: Or	line		Company begins with 🗸			0	L				
		Locati	on Set ID begins with 🗸			0	L				
Entered by: 00	767676 Betty	Loca	ion Code begins with 🗸	1		0	L				
Submitted By:		Ma	anager ID begins with 🗸	1		0					
Access Type			partment begins with 🗸				•				
Г	Activity Roles	Suger will be	paranent begins anti 🗸								
	Activity Roles	Look Up	Clear Cancel	Basic Lo	alaun						
		Look Op	Galicer	Dasic Lo	окир					Help	
User Data	Business Unit: 44100	Search Resu	lts						A Can Num		
	Business Unit: 44100		0 results can be displaye	h					st Seq Num: 1		
*User ID: 0		View 100	o roouno cun be displaye		t 🕚 1	-300 of 300	I ast				
Empl ID: 0	Population Acc	S		FIIS			Manager		🕚 1 of 1 🕑 Last		
*First Name: C	Add Re	Department	Description	Company	Set ID	Code	ID				
Job Title:	1 🔽 🛛	110000000 Ag	jency XXXX	111	(blank)	(blank)	(blank)		+ -		
			Emergency XXXX	111	(blank)	(blank)	(blank)				
*Telephone: 4		127000000 DI	HS - XXXX	127	(blank)	(blank)	(blank)				
Email Address: C	OK Cancel		pling Co. XXXX	127	(blank)	(blank)	(blank)				
Business Adu			kinson Co. XXXX	127	(blank)	(blank)	(blank)				
Duomess Au		127000000 Ba		127	(blank)	(blank)	(blank)				
Address Lin	e 1:	127000000 Ba		127	(blank)	(blank)	(blank)				
Address Lin	e 2:		aldwin Co. XXXX	127	(blank)	(blank)	(blank)				
		127000000 Ba		127 127	(blank) (blank)	(blank) (blank)	(blank) (blank)				
	ity:	1270000000 Ba		127	(blank)	(blank)	(blank)				
St	ate:		en Hill Co. XXXX	127	(blank)	(blank)	(blank)				
		1270000000 Be		127	(blank)	(blank)	(blank)				
Supervisor's Inforn	antion	1270000000 Bi		127	(blank)	(blank)	(blank)				
supervisor s inform	Iduoil	127000000 BI	eckley Co. XXXX	127	(blank)	(blank)	(blank)				
*Name:		127000000 Br	antley Co. XXXX	127	(blank)	(blank)	(blank)				
		127000000 Br		127	(blank)	(blank)	(blank)	~			
*Telephone:		127000000 Br	yan Co XXXX	127	(blank)	(blank)	(blank)	-			



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

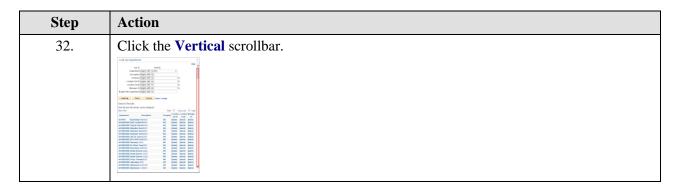
TeamWorks		Look Up Department					×	Vorklist Add to F	avorites	Sign ou
eum works						Help				
Requested Date: 04	4/15/2019 M	Set ID	SHARE							
*Status: D	Iraft	Department begins	vith 🗸 441		×					
Reject Reason:		Description begins	with 🗸							
Source: C	- P	Company begins	vith 🗸		Q					
		Location Set ID begins			Q					
Entered by: 0	0767676 Betty B	Location Code begins								
Submitted By:		Manager ID begins			0	•				
Access Type	•				4					
		Budget with Department begins	with 🗸						_	
	Activity Roles									
		Look Up Clear C	ancel Basic Lo	okup					Help	
Jser Data		Search Results								
Jser Data	Business Unit: 44100							st Seq Num: 1		
*User ID: 0		Only the first 300 results can be d		0		0			·	
Empl ID: 0	Population Acces	View 100	Firs		300 of 300	Last		1 of 1 🕑 Last		
	Add Rem	Department Description	Company			Manager		UT UT ULdSt		
*First Name: C				Set ID	Code	ID				
Job Title:	1 🗹 🗌	110000000 Agency XXXX	111	(blank)	(blank)	(blank)		+ -		
*Telephone: 4		111000000 Ga Emergency XXX 1270000000 DHS - XXXX	( 111 127	(blank) (blank)	(blank) (blank)	(blank) (blank)				
Email Address: C	OK Cancel	1270000000 DH3 - XXX	127	(blank)	(blank)	(blank)				
	On Cancer	1270000000 Apping Co. XXXX 1270000000 Atkinson Co. XXXX	127	(blank)	(blank)	(blank)				
Business Ad		1270000000 Bacon Co. XXXX	127	(blank)	(blank)	(blank)				
		1270000000 Baker Co. XXXX	127	(blank)	(blank)	(blank)				
Address Li		1270000000 Baldwin Co. XXXX	127	(blank)	(blank)	(blank)				
Address Li	ne 2:	1270000000 Banks Co. XXXX	127	(blank)	(blank)	(blank)				
	City:	1270000000 Barrow Co. XXXX	127	(blank)	(blank)	(blank)				
G	itate:	1270000000 Bartow Co. XXXX	127	(blank)	(blank)	(blank)				
1	·	1270000000 Ben Hill Co. XXXX	127	(blank)	(blank)	(blank)				
		1270000000 Berrien Co. XXXX	127	(blank)	(blank)	(blank)				
Supervisor's Infor	mation	1270000000 Bibb Co. XXXX	127	(blank)	(blank)	(blank)				
		1270000000 Bleckley Co. XXXX	127	(blank)	(blank)	(blank)				
*Name:		127000000 Brantley Co. XXXX	127	(blank)	(blank)	(blank)				
*Telephone:		1270000000 Brooks Co. XXXX	127	(blank)	(blank)	(blank)	V			
reichnone.		1270000000 Bryan Co XXXX	127	(blank)	(blank)	(blank)				

Step	Action
31.	Click the Look Up button.
	Look Up



Favorites - Main Menu	<ul> <li>Agency</li> </ul>	Security 🗸 🗦	Manager Security Reque	st							
TeamWorks		Look Up I	Department					x	dist 🕴 Add to Fa	vorites	Sign out
20011101183							Help				
*Requested Date: 04/15/20	มาย เพ		Set ID	SHARE							
*Status: Draft			Department begins with 🗸	441	×						/
			Description begins with V								
Reject Reason:			Company begins with V			0					
Source: Online		1	ation Set ID begins with V								
Entered by: 007676	76 Be					2					
Submitted By:			cation Code begins with 🗸			2					
Access Type			Manager ID begins with 🗸			2					
Access Type		Budget with	Department begins with 🗸							_	
Activ	vity Roles										
		Look Up	Clear Cancel	Basic Lookup						Help	
User Data Bu	isiness Unit: 441	Search Re	sults						eq Num: 1		
*User ID: 0		Only the first	300 results can be displayed								
	D 10 4	View 100		First	(4) 1	-300 of 300	🕑 Last				
Empl ID: 0	Population Ac	Department	Description	Company	Locatio	n Location	Manager		1 of 1 🕑 Last		
*First Name: C	Add				Set ID	Code	ID				
Job Title:	1 🗹		Dept Behav HeXXXX	441	(blank)	(blank)	(blank)		+ -		
*Telephone: 4			West Central RXXXX	441	(blank)	(blank)	(blank)				
	OK Canc		Clinical DirectioXXXX Utilization ReviXXXX	441 441	(blank) (blank)	(blank) (blank)	(blank) (blank)				
Email Address: Ca	OK Canc		Volunteer ServiXXXX	441	(blank)	(blank)	(blank)				
Business Adu			Volunteer ServiXXXX	441	(blank)	(blank)	(blank)				
Address Line 1:			Clin Dir Qual AXXXX	441	(blank)	(blank)	(blank)				
		441000000	SW-CRIPA-ClirXXXX	441	(blank)	(blank)	(blank)				
Address Line 2:		441000000	Pharmacy XXXX	441	(blank)	(blank)	(blank)				
City:			GA Pines ComXXXX	441	(blank)	(blank)	(blank)				
State:	Q		Rosehaven ICFXXXX	441	(blank)	(blank)	(blank)				
otator			Dental Service-XXXX	441	(blank)	(blank)	(blank)				
			Dental Service-XXXX	441	(blank)	(blank)	(blank)				
Supervisor's Informatio	on		Dental Service-XXXX	441 441	(blank)	(blank) (blank)	(blank) (blank)				
***			X-Ray-ThomasXXXX LaboratoryXXXX	441	(blank) (blank)	(blank)	(blank)				
*Name:			Admissions & EXXXX	441	(blank)	(blank)	(blank)				
*Telephone:			Admissions - 2XXXX	441	(blank)	(blank)	(blank)	~			
					(						

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partment 🗙 dist 🗌 Add to	Favorites Sign ou
mai Service-DainDAAA 44 i (Ularik) (Ularik)	
Ray-ThomasvilleXXXX 441 (blank) (blank) (blank)	
boratory XXXX 441 (blank) (blank) (blank)	
Imissions & Evaluation XXXX 441 (blank) (blank) (blank)	
Imissions - 23 hr beds XXXX 441 (blank) (blank) (blank)	
Imissions / 23 Hour ObsXXXX 441 (blank) (blank) (blank)	
edical Records-ThomasXXXX 441 (blank) (blank) (blank)	
edical Records-RosehavXXXX 441 (blank) (blank) (blank)	
edical Records SDCXXXX 441 (blank) (blank) (blank)	
eech & Language PathXXXX 441 (blank) (blank) (blank)	
ccupational TherapyXXXX 441 (blank) (blank) (blank)	
CC. THERAPY FORENXXXX 441 (blank) (blank) (blank)	
tivity/Recreation/Music XXXX 441 (blank) (blank) (blank)	
tivity Therapy-C & AXXXX 441 (blank) (blank) (blank)	Help
tivity Therapy-RosehavXXXX 441 (blank) (blank) (blank)	
V-CRIPA-Recreational TXXXX 441 (blank) (blank) (blank) eq Num: 1	1
iysical Therapy-RosehaXXXX 441 (blank) (blank) (blank)	-
iysical Therapy-SDCXXXX 441 (blank) (blank) (blank)	
nysical Therapy - CRIPAXXXX 441 (blank) (blank) (blank) 1 of 1 🕑 Last	
ect V Spec Educ Grant DXXXX 441 (blank) (blank) (blank)	
V-CRIPA-Educ Training XXXX 441 (blank) (blank) (blank) + -	
tient/Family Educ ServiXXXX 441 (blank) (blank) (blank)	
tient/Family Educ SerivXXXX 441 (blank) (blank) (blank)	
tient Educ. & TrngRosXXXX 441 (blank) (blank) (blank)	
tt Edu Trng-SDCXXXX 441 (blank) (blank) (blank)	
Iministration XXXX 441 (blank) (blank) (blank)	
nysician Services XXXX 441 (blank) (blank) (blank)	
3S Team XXXX 441 (blank) (blank) (blank)	
entors XXXX 441 (blank) (blank) (blank)	
ursing Administration XXXX 441 (blank) (blank) (blank)	
iection Control XXXX 441 (blank) (blank) (blank)	
nployee Vaccinations XXXX 441 (blank) (blank) (blank)	
nployee Health Service 441 (blank) (blank) (blank)	
ERS/Seizure Control XXXX 441 (blank) (blank) (blank)	
ansportation XXXX 441 (blank) (blank) (blank)	
cychology Chief XXXX 441 (blank) (blank) (blank)	
ocial Work Chief XXXX 441 (blank) (blank) (blank)	
tivity Therapy Director XXXX 441 (blank) (blank) (blank)	

Step	Action
33.	Notice the different departments of this particular business unit. For this example, our employee only needs access to the Employee Health Service Department.
	Click the Employee Health Service link.
	Normalization         Normalinstation         Normalization         Normal



Requested Date: 04 *Status: Dr		
Reject Reason:		
Source: O	nline Support Number:	
Entered by: 00	767676 Betty Boop 478/999-9999 Entered on: 04	4/11/2019
Submitted By:		
Access Type		
	Activity Roles	×
		Help
Jser Data	Business Unit: 44100 Dept Behavioral Hith& Dev Disb Request I	ID: NEXT Request Seq Num: 1
*User ID: 0		
Empl ID: 0	Population Access Personalize	Find   🔄   🔜 🛛 First 🕢 1 of 1 🚸 Last
*First Name: C	Add Remove Department Description	
Job Title:	1 ☑	rvice 🛨 🖃
*Telephone:4		
Email Address: Ca	OK Cancel	
Business Ad		
Address L	č-1;	
Address Lin	e 2:	
	City:	
St	ate: Q Postal Code:	
Supervisor's Inform	nation	
*Name:		

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.

*Status: Draft	/2019 M	~	*Request Typ	e: Employee				
Reject Reason:								
Source: Onlin				Support Number:				
Entered by: 0076	7676 B	Betty Boop 478	/999-9999	Entered on: 04/11/2019				
Submitted By: Access Type								
A	ctivity Roles						×	
							Help	
Jser Data	Business Unit: 44	4100 Dept B	Behavioral Hlth& Dev Disb	Request ID: NEXT	Req	uest Seq Num:	1	
*User ID: 0								
Empl ID: 0	Population A	Access		Personalize   Find   🗖	📑 Fir	rst 🕚 1 of 1 🕑 La	ast	
*First Name: C	Add	Remove	Department	Description				
Job Title:	1 🗹		441000000 × 🔍	Employee Health Service		± (	-	
*Telephone:4								
Email Address: Ca	OK Car	ncel						
Business Ad								
Address Lune							.::	
Address Line 2	2:							
City	<i>r</i> :							
State	e: 🔍 🔍	Postal	I Code:					
State								
5000								
Supervisor's Information	tion							
	tion							



\*Name: \*Telephone:

Click in the Name field.

Action

\*Name:

Step

36.

Step	Action
35.	Click the <b>OK</b> button.
	ОК
	Favorites • Main Menu • > Agency Security • > Manager Security Request
	Home         Worklist         Add to Favorites         Sign out
	*Requested Date:     U4/19/2019     JBJ     Action:     Actio
	Source: Online         Support Number:           Entered by:         00767676         Betty Boop 478/999-9999         Entered on: 04/11/2019           Submitted By:
	Access Type  Permanent O Temporary Expiration Date
	User Data
	*User ID: 03131331     Initial Password: ohyeah19!       Empi ID: 03131331     Population Access       *First Name: Captain     Middle Initiat:     *Last Name: Marvel       Job Title:
	Business Address
	Address Line 1: Address Line 2: City: State: Q Postal Code:
	Supervisor's Information

The **Supervisor's Information** is required. The name and phone number are needed.

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



TeamWork				Home	Worklist Ad	d to Favorites Sign	ou
leam work	25						
'Requested Date:	04/15/2019 🛐		ACHOII: AGG 🗸				
*Status:	Draft	$\sim$	*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 Ty	pe						
	Permanent	○ Temporary	Expiration Date				
User Data							
*User ID:	03131331		Initial Password: ohyeah19!				
Empl ID:			Population Access				
*First Name:		Middle Initial:	*Last Name: Marvel				
Job Title:							
*Telephone:	404/123-4567		Fax Number:				
Email Address:	captain.marvel@dbh	dd.ga.gov					
Business Ad	Idress						
Address	Line 1:						
Address							
Address	City:						
	State:	Postal Code:					
Supervisor's Infe	ormation						
	onnation				-		
*Name:							
*Telephone:							

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

Favorites  Main Menu  Agency Security  Manager Security Request				
TeamWorks	Home	Worklist	Add to Favorites	Sign out
*Requested Date: 04/15/2019 [9] -Action:   Add				
*Status: Draft				
Reject Reason:				
Source: Online Support Number:				
Entered by: 00767676 Betty Boop 478/999-9999 Entered on: 04/11/2019				
Submitted By:				
Access Type				
Permanent     O Temporary     Expiration Date				
User Data				
*User ID: 03131331 Initial Password: ohyeah19		1		
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: Q Postal Code:				
Supervisor's Information				
*Name: Nick Furry ×				
*Telephone:				
PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If the	re are any			



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

vorites - Main	Menu 🔻 > A	gency Security 🔻 > Manag	ger Security Request				
TeamWorks				Home	Worklist	Add to Favorites	Sign
*Requested Date: 04			ACUOII: Add				
*Status: D	raft	~	*Request Type: Employee V				
Reject Reason:							
Source: C			Support Number:				
Entered by: 0	0767676	Betty Boop 478/999-9999	Entered on:	04/11/2019			
Submitted By:							
Access Type							
	Permanent	○ Temporary	Expiration Date				
User Data							
					_		
*User ID: 03			Initial Password: ohyeah19!				
Empl ID: 03			Population Access	5			
*First Name: Ca	ptain	Middle Initial:	*Last Name: Marvel				
Job Title:	11000 1507						
*Telephone: 40			Fax Number:				
Email Address: ca		ld.ga.gov					
Business Add	ress						
Address Li	ne 1:						
Address Li	ne 2:						
	City:						
s	tate:	Postal Code:					
Supervisor's Infor	mation				_		
*Name: Nic	K FUITY						
*Telephone:							

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



*Requested Date:	04/15/2019 🛐		ACUOII: ACC		
*Status:		~	*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 Ty	pe				
	Permanent		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:					
	404/123-4567		Fax Number:		
Email Address:	captain.marvel@dbh	idd.ga.gov			
Business A	Idress				
Address	Line 1:				
Address					
ridarooo	City:				
	State:	Postal Code:			
	state.	< Postal Code.			
	ormation				
Supervisor's Inf					
	Nick Furry				

Step	Action
40.	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
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: Q. Postal Code:		
Supervisor's Information		
*Name: Nick Furry		
*Telephone:6781234567		
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 📃 Update/Display		
Security Request   Comments   Activity Security   Security Approval   Status History		~



Step	Action
41.	Check that all information is correct. Always be sure to save your work.
	Click the Save button.

vorites • Main Menu • Agency Security • Manager Security Request				C1
TeamWorks	Home	Worklist	Add to Favorites	Sign o
*Requested Date: 04/15/2019 🛐 *Action: Add 🗸				
*Status: Draft   Request Type: Employee				
Reject Reason:				
Source: Online Support Number	•			
	: 04/11/2019			
Submitted By:	. 04/11/2013			
Access Type				
Permanent O Temporary Expiration Dat	e			
lser Data				
	71105 1 100			
*User ID: 03131331 Initial Password: wktVasqxTZO38				
Empl ID: 03131331 Population Acce *First Name: Captain Middle Initial: *Last Name: Marvel	SS			
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: Q Postal Code:				
Supervisor's Information				
*Name: Nick Furry				
*Telephone: 678/123-4567				

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



orites  Main Menu  Agency Security  Manager Security Request	
Home	Worklist Add to Favorites Sign out
TeamWorks	
	New Window   Help   Personalize Page   📰
curity Request Comments Activity Security Security Approval Status History	New Window   Help   Letsonalize Lage   📷
Business Unit: 44100 Dept Behavioral Hith& Dev Disb Request ID: 0000000605 Request Seq Num:	1
ectronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an derstanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 1 the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable mputer/information laws.	6
Security Request	
Requested Date: 04/15/2019 🛐 *Action: Add 🗸	
*Status: Draft v *Request Type: Employee v	
Reject Reason:	
Source: Online Support Number:	
Entered by: 00767676 Betty Boop 478/999-99999 Entered on: 04/11/2019	
Submitted By:	
Access Type	
Permanent     O Temporary     Expiration Date	
Jser 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	

Step	Action					
43.	The information has now been saved. Notice there is now a <b>Request ID</b> .					
	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.					
	Notice that the Initial Password has now been encrypted.					



TeamWork					Hom	e Worklist	Add to Favorites	Sign ou
eam work	5							
						New Wind	low   Help   Personalize F	ane   📰
curity Request	Comments Activity	Security Security App	roval Status His	story				ago   m
Business Unit:	44100 Dept Behaviora	al Hith& Dev Disb	Request ID:	000000605	Request Seq Num:	1		
octronic cignotu	o of Socurity Officer a	nd Supervisor acknowle	dage application	receipt for ID	paceword and an			
		sponsible for the protect				16		
		d, Georgia Computer Sy						
omputer/informat	on laws.							
Security Reque	t							
Requested Date:	04/15/2019		*Action:	Add 🗸	1			
*Status:		~	*Request Type:					
Reject Reason:				. ,				
Source	Online		s	upport Numbe	1			
Entered by:	00767676	Betty Boop 478/999-9999		Entered or	: 04/11/2019			
Submitted By:								
Access Ty	ре							
	Permanent	○ Temporary		Expiration Dat	e			
User Data								
*User ID:	0404004		Initial Password:	udd) (an au TZO 2)		-		
~User ID: Empl ID:								
*First Name:		Middle Initial:	*Last Name:	Population Acce Marvel	SS			
Job Title:	oupum	middle illiddi.	Lust Name.					
	404/123-4567		Fax Number:					
	captain.marvel@dbhdd.g	a.gov	, as manufell					

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



TeamWorks						ome	Worklist Add to Favorites Sign o
ecurity Request C	omments Activity Security	Security Approval	Status History				New Window   Help   Personalize Page
Business Unit: 441	00 Dept Behavioral Hith& De	ev Disb	Request ID: 0000000	605	Request Seq Num:	1	
	ed in descending date order.	The sort allows the	most recent commen	t to be	shown first.		
Comments	Comments		Find   View	ΔII	First ④ 1 of 1	Lact	
			T III VIEW	All		+ -	
Last Upd DtTm: Last upd User:							
Comment:							
Save	nents   Activity Security   Securi			📑 Ad	1 Dpdate/Di	play	

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

Favorites - Main	Menu  Agency Security  Manager Security Request	
	Home	Worklist Add to Favorites Sign out
TeamWork.	5	
		New Window   Help   Personalize Page   📰
Security Request	Comments Activity Security Approval Status History	
Business Unit: 44	International Hith& Dev Disb         Request ID: 000000605         Request Seq Num:         1	
Comments are sor	ed 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:		
R Save	🖡 Add 🗾 Update/Display	
	ments   Activity Security   Security Approval   Status History	
second request   00m	neme training energy Lenging Additional Lenging	



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

Favorites • Main Menu • Agency Security • Manager Security Request	
TeamWorks Home	Worklist Add to Favorites Sign ou
	New Window   Help   Personalize Page
Security Request Comments Activity Security Security Approval Status History	
Business Unit: 44100 Dept Behavioral Hith& 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 Collapse All	
🗑 Save	
Security Request   Comments   Activity Security   Security Approval   Status History	
oconing readenest communicational accounty opportung relations reasons	

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



Favorites  Main Menu  Agency Security  Manager Security Request	
TeamWorks	Worklist Add to Favorites Sign out
Security Request Comments Activity Security Security Approval Status History	New Window   Help   Personalize Page   📰
Business Unit: 44100 Dept Behavioral Hith& 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	
People Soft 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	
ecurity Request   Comments   Activity Security   Security Approval   Status History	2
econity request Fournments Excitation Second Advisorial English	

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			
Home	Worklist	Add to Favorites	Sign out
TeamWorks			
	New Wind	low Help Personal	ize Page   📰
Security Request Comments Activity Security Security Security Approval Status History			
Business Unit: 44100 Dept Behavioral Hith& Dev Disb Request ID: 0000000605 Request Seq Num: 1	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 button: below.	s		
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.	s		
Expand All Collapse All			
🔚 Save 🔲 🖓 Update/Display			
Security Request   Comments   Activity Security   Security Approval   Status History			



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

vorites - Main Mer	u 🔹 > Agency Security 🔹 > Manager Security Request		
	Home	Worklist Add to Favorites	Sign o
TeamWorks			
		New Window   Help   Personaliz	e Page   💼
ecurity Request Com	ents Activity Security Security Approval Status History		, <u> </u>
Business Unit: 44100	Dept Behavioral Hith& Dev Disb Request ID: 0000000605 Request Seq Num: 1		
xpand each module in	ividually by clicking the triangle in the blue module header. Collapse the individual expanded		
	angle in the blue module header. You can also expand/collapse all modules by clicking the buttons		
elow.			
Expand All Collar	e All		
heck all that are applic	ıble.		
Benefits			
Human Resources			
Payroll			
Activities	Personalize   Find   🖾   👪 🛛 First 🕚 1-4 of 4 🕭 Last		
Add Remove	Description		
1 🗆 🗹	Basic Payroll (select all or individual activities below)		
2	Bank Recon Correction		
3 🗌 🖌	Print Time Sheet		
4 🗆 🖌	View PY Data		
People Soft Query			
▶ Taleo			
xpand each module in	ividually by clicking the triangle in the blue module header. Collapse the individual expanded angle in the blue module header. You can also expand/collapse all modules by clicking the buttons		
nodule by clicking the t			
nodule by clicking the ti elow.			
	ie All		
nodule by clicking the ti elow.			

Step	Action
50.	If you want to Add or Remove any Activities, click in the appropriate checkboxes.



avorites 👻	Main Menu	<ul> <li>Agency Security          <ul> <li>Manager Security Re</li> </ul> </li> </ul>	quest			
TeamWo	C			Hor	ne	Worklist Add to Favorites Sign
Team wo	rrs					
						New Window   Help   Personalize Page
Security Request	Comme	ts Activity Security Security Approval Statu	is History			
Business Unit	: 44100	ept Behavioral Hith& Dev Disb Request	ID: 000000605	Request Seq Num:	1	
		dually by clicking the triangle in the blue module he				
	ing the tria	gle in the blue module header. You can also expar	nd/collapse all mo	odules by clicking the b	uttons	
below.						
Expand All	Collaps	All				
Check all that a	are applica	e.				
Benefits						
Human Re	Sources					
Activities		Personalize	Find   💷   🔜	First 🕢 1-4 of 4 🕑	Last	
Add	Remove	Description				
1	~	Basic Payroll (select all or individual activities below)				
2	$\checkmark$	Bank Recon Correction				
3	~	Print Time Sheet				
4	~	View PY Data				
People Sol	ft Query					
Taleo						
		dually by clicking the triangle in the blue module he gle in the blue module header. You can also expar				
pelow.	ang tre tre	gie in the blue module neader. Tou can also expan	id/collapse all life	Judies by clicking the b	uttons	
Expand All	Collaps	AII				
Save 🔯 F	Return to Se	ch		Add 🖉 Update/Dis	splay	
ourity Request L	Commente	Activity Security   Security Approval   Status History				

Step	Action		
51.	Click the Ad	ld option	for View PY Data
	4	$\checkmark$	View PY Data

avorites 👻	Main Menu		
TeamWo	rks	Home	Worklist Add to Favorites Sign o
			New Window   Help   Personalize Page   📰
ecurity Request	Comme	ts Activity Security Approval Status History	
Business Unit:	44100	Dept Behavioral Hith& Dev Disb Request ID: 0000000605 Request Seq Num:	1
		idually 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 butto	ne
elow.	ing the that	gre in the blue module neader. For can also expandicollapse all modules by clicking the butto	113
Expand All	Collapse	AU	
Expand All	Collapse		
heck all that a	re annlicab		
	ie applicab	0.	
Benefits			
Human Re	sources		
Payroll			
Activities		Personalize   Find   🗷   👪 First 🕚 1-4 of 4 🕑 Last	t
Add	Remove	Description	
1	<b>v</b>	Basic Payroll (select all or individual activities below)	
2	✓	Bank Recon Correction	
3	~	Print Time Sheet	
4 🔽		View PY Data	
People Sof	t Query		
Taleo			
vpand oach m	odulo indiv	idually by clicking the triangle in the blue module header. Collanse the individual expanded	
		idually 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 butto	20
elow.	5		
Expand All	Collapse	All	
Expand All	Collapse		
Save 🔯 R	eturn to Sea	rch 🔄 Add 🖉 Update/Display	1



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

				New Window   Help   Personalize Page   📰
Securit	y Reques	t Comme		
Busi	iness Uni	it: 44100	Dept Behavioral Hith& Dev Disb Request ID: 0000000605 Request Seq Num: 1	
modul below	le by clic		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	
	k all that Senefits	are applical	Ne.	
) H	luman R	esources		
▼ P	ayroll			
A	ctivities		Personalize   Find   💷   🌆 First 🕚 1-4 of 4 🕭 Last	
	Add	Remove	Description	
	1	$\checkmark$	Basic Payroll (select all or individual activities below)	
	2	$\checkmark$	Bank Recon Correction	
	3	¥	Print Time Sheet	
:	4 🖌		View PY Data	
	eople Sc	oft Query		
	•			
► P	aleo		ridually 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	
► P ► T Expar modul below	aleo nd each r le by clic			

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



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 Htth& Dev Disb	Request ID: 000000605 Request Seq Num:	1
User Data		
User ID: 03131331 First Name: Captain Middle Initial Telephone: 404/123-4567 Email Address: captain.marvel@dbhdd.ga.gov	Password: ohyeah19! Last Name: Marvel Fax Number: Y Module	
Approval List	Find First 🚯 1 of 1 🛞 Las	st
Module: Sequence Number: Description: Approver: PSSECADM Comments:	999 Approved Rejected	
3 Save	Add Update/Display	
curity Request   Comments   Activity Security   Security Approval	Status History	

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

Favorites  Main Menu Agency Security Manager Security Request	
TeamWorks	Worklist Add to Favorites Sign out
Security Request         Comments         Activity Security         Security Approval         Status History           Business Unit:         44100         Dept Behavioral Hith& Dev Disb         Request ID: 0000000005         Request Seq Num:         1	New Window   Help   Personalize Page   📰
User Data	-
User ID: 03131331 Password: ohyeah19/ 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 ④ 1 of 1 ④ Last	
Module: Sequence Number: 999 Description: Approver: PSSECADM Rejected Comments:	
Save Add Jupdate/Display Security Request   Comments   Activity Security   Security Approval   Status History	



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

TeamWorks		Home Worklist Add to Favorites Sign
200111101165		
Security Request Comments A	ctivity Security Secu	nity Approval Status History
Business Unit: 44100 Dept Beh	Request ID: 0000000605 Request Seq Num: 1	
Status History		Personalize   Find   🖾   🧱 🛛 First 🕔 1 of 1 🕑 Last
Last Update Date/Time	Status	Updated By
1 04/11/19 2:44:16PM	Draft	00767676
Nave		📑 Add 🍡 Update/Display
Dave		Add Spateroispiay
ecurity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
acurity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
ecurity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Appro	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
curity Request   Comments   Activity S	ecurity   Security Approv	val   Status History
ecurity Request   Comments   Activity S	ecurity   Security Approv	val   Status History

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



		New Window   Help   Perso	onalize Page
curity Request Comments Act	ivity Security Security	rity Approval Status History	
Business Unit: 44100 Dept Behav	rioral Hlth& Dev Disb	Request ID: 0000000605 Request Seq Num: 1	
Status History		Personalize   Find   🖅   👪 First 🕚 1 of 1 🕭 Last	
Last Update Date/Time	Status	Updated By	
1 04/11/19 2:44:16PM	Draft	00767676	
		📮 Add 🛛 🖉 Update/Display	
Save			
Save			
	curity I Security Approv		
	curity   Security Approv		
arre	curity   Security Approv		
	curity   Security Approv		

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

Control Contro	100 Dept Beha f Security Offic oplicant is legall f Georgia Anno	avioral Hith& Dev Di er and Supervisor ly responsible for	r acknowled the protection	Request ID:	000000605	Request Seq Nurr	Home	Worklist New Window	Add to Favorites	
Courity Request         Con           Business Unit:         4410           ectronic signature of iderstanding that app the Official Code of Of mputer/information la Gecurity Request           Requested Date:         04/71 *Status:           restarts:         Draft           Reject Reason:         Draft	100 Dept Beha f Security Offic oplicant is legall f Georgia Anno	avioral Hith& Dev Di er and Supervisor ly responsible for	bisb or acknowled the protectio	Request ID:	000000605	Request Seq Nurr	: 1	New Window	Help   Personal	ize Page   🛅
Business Unit: 4410 ectronic signature of iderstanding that app the Official Code of 6 mputer/information la Gecurity Request Requested Date: 04/11 *Status: Draf Reject Reason:	100 Dept Beha f Security Offic oplicant is legall f Georgia Anno	avioral Hith& Dev Di er and Supervisor ly responsible for	bisb or acknowled the protectio	Request ID:	000000605	Request Seq Num	: 1	New Window	Help   Personal	ize Page   📰
Business Unit: 4410 ectronic signature of iderstanding that app the Official Code of 6 mputer/information la Gecurity Request Requested Date: 04/11 *Status: Draf Reject Reason:	100 Dept Beha f Security Offic oplicant is legall f Georgia Anno	avioral Hith& Dev Di er and Supervisor ly responsible for	bisb or acknowled the protectio	Request ID:	000000605	Request Seq Num	: 1			
ectronic signature of i derstanding that app the Official Code of G mputer/information la Security Request Requested Date: 04/11 *Status: Draf Reject Reason:	f Security Offic oplicant is legall f Georgia Anno	er and Superviso ly responsible for	r acknowled the protection	Iges application		Request Seq Num	: 1			
derstanding that app the Official Code of G mputer/information la Gecurity Request Requested Date: 04/11 *Status: Drat Reject Reason:	plicant is legall Georgia Anno	ly responsible for	the protection		receipt for ID					
Requested Date: 04/11 *Status: Draf Reject Reason:			pator 0yo		assword pursual	nt to Chapter 9 of ⊺				
*Status: Draf Reject Reason:										
Reject Reason:			1	*Action:						
-	aft	~	]	*Request Type:	Employee 🗸					
Source: Onli										
				5	Support Number					
Entered by: 007	767676	Betty Boop 478	3/999-9999		Entered on	: 04/11/2019				
Submitted By:										
Access Type										
() p	Permanent	○ Temp	orary		Expiration Date	B				
Jser Data										
*User ID: 0313	31331		ľ	nitial Password:	wktVasqxTZO3E	vTMS5dd3Q==				
Empl ID: 0313	31331				Population Acces	55				
*First Name: Capta	otain	Middle II	nitial:	*Last Name:	Marvel					
Job Title:										
*Telephone: 404/1	/123-4567			Fax Number:						
Email Address: capta	tain.marvel@dbf	ndd.ga.gov								
Business Addres										
Address Line	ess									



Step	Action
58.	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> .
	Click the Status dropdown. *Status: Draft

avorites 👻 Mai	n Menu 👻 > Agei	ncy Security -> Manag		Home		Worklist	Add to Favorite	Sig
TeamWork	S			Home		WORKIST	Add to Favorite	s sigi
					1	New Windo	w Help Persona	lize Page
Security Request	Comments Activity	Security Security Appr	oval Status History					
Business Unit:	44100 Dept Behavior	al Hith& Dev Disb	Request ID: 0000000605	Request Seq Num:	1			
understanding that	applicant is legally re of Georgia Annotate	sponsible for the protecti	lges application, receipt for IE on of said ID/Password pursu stem Protection Act, as well a	ant to Chapter 9 of Title	16			
Security Reques	t							
*Requested Date:	04/15/2019		*Action: Add	~				
*Status:			*Request Type: Employee	~				
Reject Reason:	Manager Submitted Rejected							
Source:	Online		Support Numb	er:				
Entered by:	00767676	3etty Boop 478/999-9999	Entered	on: 04/11/2019				
Submitted By:								
Access Ty	)e							
	Permanent		Expiration D	ate				
User Data								
*User ID:	03131331		Initial Password: wktVasqxTZO	3EvTMS5dd3Q==				
Empl ID:	3131331		Population Acc	Dess				
*First Name:	Captain	Middle Initial:	*Last Name: Marvel					
Job Title:								
*Telephone:	104/123-4567		Fax Number:					
Email Address:	aptain.marvel@dbhdd.g	ja.gov						
Business Ad	Idress							

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



TeamWorks	Home	Worklist Add to Favorites Sign ou
Security Request Comments Activity Security Security	Approval Status History	New Window   Help   Personalize Page   📰
Business Unit: 44100 Dept Behavioral Hith& Dev Disb	Request ID: 000000605 Request Seq Num:	1
Electronic signature of Security Officer and Supervisor ackno understanding that applicant is legally responsible for the pro of the Official Code of Georgia Annotated, Georgia Computer computer/information laws.	tection of said ID/Password pursuant to Chapter 9 of Title 16	5
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 478/999-99	99 Entered on: 04/11/2019	
Submitted By:		
Access Type		
Permanent     O 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 Vertical scrollbar to view the bottom of the page.

Favorites  Main Menu  Agency Security  Manager Security Request	
TeamWorks	Worklist Add to Favorites Sign out
200000000	
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: Q. Postal Code:	
State: Q. 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 💽 Update/Display	
Security Request   Comments   Activity Security   Security Approval   Status History	~



ер	Action
1.	Click the <b>Save</b> button.
	Save
	Favorites -     Main Menu -     > Agency Security ->     Manager Security Request       TeamWorks     Home     Workfist     Add to Favorites     Sign out
	User Data
	User ID: 03131331 Initial Password: wktVasqxTZ03EvTMS5dd3Q== 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 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
	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.



ser Data						
User ID: 03131331		Initial Password:	wktVasgxTZO3EvTMS5dd3Q==			· · · · ·
Empl ID: 03131331			opulation Access			
First Name: Captain	Middle Initial:	Last Name:				
Job Title:						
Telephone: 404/123-4567		Fax Number:				
mail Address: captain.marvel@dt	bhdd.ga.gov					
Business Address						
Address Line 1:						
Address Line 2:						
City:						
State:	Postal Code:					
Name: Nick Furry						
Telephone: 678/123-4567						
pleSoft HCM and Portal User ID eptions to this rule, SAO must be ess is granted on an exception b rided to the agency PeopleSoft S eption must contain the alpha na s a duplicate or invalid, the secu te change.	e contacted to approve and pu pasis and the User ID is assign Security Officer at completion ame of the individual in the Us	rocess the except ned by the State of the security ap er ID column up	tion. Non State of Georgia emp Accounting Office security teal oplication. Applications that are to 20 characters. If the People	oloyee mand an Soft User		

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