

Generic Requester ID - Security Request FN

Below are the process steps to Change Procurement Security Access. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.

| TeamWorl | ƙs | ▼ Home | | ∧ ≡ Ø |
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| Ne | ws and Announcements | Asset Management | Commitment Control | ^ |
| Ge | | Labor Distribution | Payables | |
| Pro | bocurement | Purchase Orders | Receivables | |
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| Step | Action |
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| 1. | Begin by navigating to the Manager Security Request page. |
| | Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation. |
| | Click the NavBar icon. |



| TeamWorks | ▼ Home | Â | |
|------------------------|--------------------|--------------------|---------------|
| News and Announcements | Asset Management | Commitment Control | NavBar |
| General Ledger | Labor Distribution | Payables | Recent Places |
| Procurement | Purchase Orders | Receivables | |
| My Favorites | | | |

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| 2. | Click the Navigator icon. |
| | Navigator |



| TeamWorks | ▼ Home | _ | Â | ∎ Ø |
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| News and Announcements | Asset Management | NavBar: Navig | gator | 0 |
| latest news | | | News and Announcements | > * |
| | | Navigator | SAO Technical | > |
| | | 0 | Supplier Contracts | > |
| General Ledger | | Recent Places | Agency Security | > |
| | | My Favorites | Customers | > |
| - | | | Items | > |
| Procurement | Purchase Orders | | Suppliers | > |
| | 0000 | | Procurement Contracts | > |
| | | | Purchasing | > |
| No Envertee | | | eProcurement | > |
| iny ravorites | | | Services Procurement | > |
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| Step | Action | |
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| 3. | Click the Agency Security link. | |
| | Agency Security | |



| TeamWorks | ▼ Home | _ | A = | |
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| News and Announcements | Asset Management | NavBar: Navi | gator | 0 |
| latest news | | | Agency Security | • |
| | Aset Aset | Navigator | Agency Password Search | |
| | | | Security Request | |
| General Ledger | Labor Distribution | Recent Places | Manager Security Request | |
| | | My Favorites | | |
| Procurement | Purchase Orders | | | |
| | | | | |
| My Favorites | | | | |
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| Step | Action |
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| 4. | Click the Manager Security Request link. Manager Security Request |
| 5. | Save page to My Favorites (if applicable). For more information, please refer to: <u>Introduction to TeamWorks Financials 9.2</u> ; Working with TeamWorks Data 9.2: Adding Favorites 9.2. |



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| | 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 | |
| ▼Search Criteria | |
| Business Unit begins with Request ID begins with Seq Nbr = Requested Date = Last Name begins with Last Name begins with Last Name begins with Comparison of the set of the se | |
| Case Sensitive | |
| Search Clear Basic Search 🖾 Save Search Citteria | |
| | |
| Find an Existing Value Add a New Value | |
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| Step | Action |
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| 6. | Click the Add a New Value tab. |
| | Add a New Value |

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| Manager Security Request | New Window Help 🚍 |
| Eind an Existing Value Add a New Value | |
| Business Unit Q. Request ID NEXT | |
| Add | |
| Find an Existing Value Add a New Value | |
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| Step | Action |
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| 7. | Click in the Business Unit field. |
| | Business Unit |

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| Manager Security Request | New Window Help 📰 |
| Eind an Existing Value Add a New Value | |
| Business Unit | |
| Add | |
| Find an Existing Value Add a New Value | |
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| Step | Action |
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| 8. | Enter the appropriate information into the Business Unit field. |
| | For this example, type 41500 . |



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| Manager Security Request | New Window Help 🔤 - |
| Eind an Existing Value Add a New Value | |
| Business Unit 41500 Q Request ID NEXT | |
| Add | |
| Find an Existing Value Add a New Value | |
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| Step | Action |
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| 9. | Click the Add button. |
| | Add |

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| | | | New V | Vindow Help Personalize Page 🛅 |
| ecurity Request Comments Activi | ty Security Procurement Secu | urity User Information Secur | ty Approval Status History | |
| Business Unit: 41500 Technical Co | llege System of GA | Request ID: NEXT Req | uest Seq Num: 1 | |
| Electronic signature of Security Officer Inderstanding that applicant is legally r f the Official Code of Georgia Annotat omputer/information laws. | and Supervisor acknowledges esponsible for the protection o ed, Georgia Computer System | s application, receipt for ID, pass of said ID/Password pursuant to n Protection Act, as well as all ot | word and an Chapter 9 of Title 16 her applicable | |
| Security Request | | | | |
| *Requested Date: 03/04/2019 | | *Action: Add 🗸 | | |
| *Status: Draft | ✓ *Re | quest Type: Employee 🗸 | | |
| Reject Reason: | | | | |
| Source: Online | | Support Number: | | |
| Entered by: GRAVE555 | Wes Graven 404/678-123 | Entered on: 03/04 | /2019 | |
| Submitted By: | | | | |
| Access Type | | | | |
| Permanent | ○ Temporary | Expiration Date | | |
| User Data | | | | |
| *User ID: | Init | ial | | |
| Empl ID: | Pas | ssword: | | |
| *First Name: | Middle Initial: | *Last Name: | | |
| Job Title: | | | | |
| *Telephone: | F | Fax Number: | | |
| Email | | | | |
| Address: Business Address | | | | |
| Dusiness Auricas | | | | |
| Address Line 1: | | | | |
| Address Line 2: | | | | |



| Step | Action |
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| 10. | The Security Request page will appear for the manager to enter the Generic Requester ID information. First, the Request Type will be changed to reflect <i>TGM Requester</i> . |
| | Note: All fields with an * are required. |

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| New Window Help Personalize Page Security Request Comments Activity Security Procurement Security User Information Security Approval Status History Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1 Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws. Security Request *Requested Date: 0304/2019 ************************************ |
| Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1 Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of stat ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws. Security Request *Requested Date: 03/04/2019 *Action: Add *Requested Date: 03/04/2019 **Request Type: Employee Reject Reason: Support Number: Entered by: ORAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Access Type Entered on: 03/04/2019 |
| Electonic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws. Security Request Requested Date: 03/04/2019 [8] *Action: Add *Requested Date: 03/04/2019 [8] *Action: 03/04/2019 Submitted By: *Request Operation Date *Request Operation Date *Re |
| Security Request *Requested Date: 03/04/2019 *Status: Draft *Status: Draft *Status: Draft *Request Type: Employee Reject Reason: *Request Type: Source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered by: GRAVE555 Access Type Commence Explicition Date |
| *Requested Date: 03/04/2019 B *Action: Add v *Status: Draft v *Request Type: Employee v Reject Reason: Source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Access Type |
| *Status: Draft |
| Reject Reason: Source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/578-1234 Entered on: 03/04/2019 Submitted By: Access Type |
| Source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Access Type |
| Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Access Type |
| Submitted By: Access Type |
| Access Type |
| Dormanant Tomporary Expiration Date |
| erennanent of remporary Expression bate |
| User Data |
| *User ID: Initial |
| Empi ID: |
| *First Name: Middle Initial: *Last Name: |
| Job Title: |
| *Telephone: Fax Number: |
| Email ddfress |
| Business Address |
| |
| Address Line 1: |

| Step | Action |
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| 11. | Click the Request Type dropdown arrow. |
| | *Request Type: Employee |



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| curity Request | Comments | Activity Security | Procurement S | ecurity Use | er Information | Security Approval | Status Histo | ry | | |
| Business Unit: | 41500 Tech | nical College System | of GA | Request ID | : NEXT | Request Seq Nur | n: 1 | | | |
| ectronic signatur derstanding that the Official Code mputer/informati | e of Security applicant is le of Georgia A on laws. | Officer and Superv egally responsible nnotated, Georgia | sor acknowled for the protectio Computer Syst | ges applicatio on of said ID/P tem Protectior | n, receipt for IE Password pursu n Act, as well a |), password and an ant to Chapter 9 of s all other applicab | Title 16 e | | | |
| ecurity Reques | t | | | | | | | | | |
| Requested Date: | 03/04/2019 | ii) | | *Action | Contractor | 1 | | | | |
| *Status: | Draft | | ~ | *Request Type | Employee TGM Rastr | | | | | |
| Reject Reason: | | | | | | -4 | | | | |
| Source: | Online | | | S | upport Number | | | | | |
| Entered by: Submitted By: | GRAVE555 | Wes | 3raven 404/678- | 1234 | Entered on | 03/04/2019 | | | | |
| Access Ty | ре | | | | | | | | | |
| | Permane | nt O Ter | nporary | | Expiration Dat | e | | | | |
| lser Data | | | | | | | | | | |
| *User ID: | | | | Initial | | | | | | |
| Empl ID: | | | | Password: | | | | | | |
| *First Name: | | Mid | dle Initial: | *Last Name | e: | | | | | |
| Job Title: | | | | | | | | | | |
| *Telephone: | | | | Fax Number | r: | | | | | |
| mail | | | | | | | | | | |
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| Step | Action |
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| 12. | Click the TGM Rqstr list item. Contractor Employee TGM Rqstr |



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| curity Request | Comments Activi | ty Security Procurem | ent Security Use | er Information | Security Approval | Status History | | | |
| Business Unit: | 41500 Technical Co | llege System of GA | Request ID | : NEXT | Request Seq Nun | 1: 1 | | | |
| ectronic signatur iderstanding that the Official Code mputer/informat | re of Security Officer t applicant is legally r e of Georgia Annotati ion laws. | and Supervisor acknow esponsible for the prot ed, Georgia Computer | vledges applicatio ection of said ID/F System Protection | n, receipt for IC assword pursu n Act, as well a |), password and an ant to Chapter 9 of s all other applicabl | Title 16 e | | | |
| Security Reques | st | | | | | | | | |
| Requested Date: | 03/04/2019 | | *Action | Add | | | | | |
| *Status: | Draft | ~ | *Request Type | TGM Rqstr | 2 | | | | |
| Reject Reason: | | | | | | | | | |
| Source: | Online | | s | upport Number: | | | | | |
| Entered by: | GRAVE555 | Wes Graven 404/ | 678-1234 | Entered on: | 03/04/2019 | | | | |
| Submitted By: | | | | | | | | | |
| Access Ty | ре | | | | | | | | |
| | Permanent | ○ Temporary | | Expiration Dat | е | | | | |
| Jser Data | | | | | | | | | |
| *User ID: | | | Initial | | | | | | |
| Empl ID: | | | Passworu. | | | | | | |
| | | Middle Initial: | *Last Name | e: | | | | | |
| *First Name: | | | | | | | | | |
| *First Name: Job Title: | | | Fax Numbe | r: | | | | | |
| *First Name: Job Title: *Telephone: | | | | | | | | | |
| *First Name: Job Title: *Telephone: Email | | | | | | | | | |

| Step | Action |
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| 13. | The <i>Access Type</i> for Generic Requester IDs will be Temporary. Click the Temporary option. |



| | | | | New V | /indow Help Personalize Page |
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| curity Request | Comments Activit | ty Security Procurement S | ecurity User Information Security | Approval Status History | |
| Business Unit: | 41500 Technical Co | llege System of GA | Request ID: NEXT Reques | st Seq Num: 1 | |
| ectronic signatur derstanding tha the Official Cod mputer/informat | e of Security Officer t applicant is legally r e of Georgia Annotate ion laws. | and Supervisor acknowledg esponsible for the protectio ed, Georgia Computer Syst | Jes application, receipt for ID, passwo In of said ID/Password pursuant to Ch Iem Protection Act, as well as all other | rd and an apter 9 of Title 16 r applicable | |
| Security Reque | st | | | | |
| Requested Date: | 03/04/2019 | | *Action: Add | | |
| *Status: | Draft | × | 'Request Type: TGM Rqstr 🔽 | | |
| Reject Reason: | | | | | |
| Source: | Online | | Support Number: | | |
| Entered by: | GRAVE555 | Wes Graven 404/678- | 1234 Entered on: 03/04/20 |)19 | |
| Submitted By: | | | | | |
| Access Ty | ре | | | | |
| | Permanent | Temporary | Expiration Date | 31 | |
| Jser Data | | | | | |
| *User ID: | | | Initial | | |
| | | | Password: | | |
| Empl ID: | | Middle Initial: | *Last Name: | | |
| Empl ID: *First Name: | | | | | |
| Empl ID: *First Name: Job Title: | | | E a Name a second | | |
| Empl ID: *First Name: Job Title: *Telephone: | | | Fax Number: | | |
| Empl ID: *First Name: Job Title: *Telephone: Email Address: | | | Fax Number: | | |
| Empl ID: *First Name: Job Title: *Telephone: Email Address: Business Add | ress | | | | |

| Step | Action |
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| 14. | Make the Expiration Date at least a couple of years out from the Requested Date . Click in the Expiration Date field. Expiration Date |



| | | | | | | | | New W | indow H | elp Perso | nalize Page | |
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| curity Request | Comments | Activity Security | Procurement S | ecurity Us | er Information | Security Approval | Status | History | | | | _ |
| Business Unit: | 41500 Techi | nical College System | of GA | Request I | D: NEXT | Request Seq Nu | m: 1 | 1 | | | | |
| lectronic signatu nderstanding tha the Official Cod omputer/informat | re of Security (t applicant is le e of Georgia A ion laws. | Officer and Supervegally responsible nnotated, Georgia | isor acknowledo for the protectio Computer Syst | ges applicati n of said ID/ em Protectio | on, receipt for Password purs on Act, as well | ID, password and a suant to Chapter 9 o as all other applicat | n if Title 16 ble | | | | | |
| Security Reque | st | | | | | | | | | | | |
| Requested Date: | 03/04/2019 | i) | | *Actio | n: Add | ~ | | | | | | |
| *Status: | Draft | | × · | Request Typ | e: TGM Rqstr | \sim | | | | | | |
| Reject Reason: | | | | | | | | | | | | |
| Source: | Online | | | | Support Numbe | er: | | | | | | |
| Entered by: | GRAVE555 | Wes | Graven 404/678- | 1234 | Entered o | n: 03/04/2019 | | | | | | |
| | | | | | | | | | | | | |
| Submitted By: | | | | | | | | | | | | |
| Access Ty | pe | | | | | | | | | | | |
| Access Ty | pe O Permane | nt 🖲 Te | mporary | | Expiration D | ate | | | | | | |
| Submitted By: Access Ty Jser Data | pe O Permane | nt ® Te | mporary | | Expiration D | ate | | | | | | |
| Submitted By: Access Ty User Data *User ID: | pe O Permane | nt 🖲 Te | mporary | nitial | Expiration D | ate 3 | | | | | | |
| Submitted By: Access Ty User Data *User ID: Empl ID: | pe Permane | nt ® Te | mporary | nitial Password: | Expiration D | ate | | | | | | |
| Submitted By: Access Ty User Data *User ID: Empl ID: *First Name: | pe Permane | nt ® Te | mporary | nitial Password: *Last Nam | Expiration D | ate iii | | | | | | |
| Submitted By: Access Ty User Data *User ID: Empl ID: *First Name: Job Title: | pe Permane | nt ® Te | mporary | nitial Password: *Last Nan | Expiration D | ate jij | | | | | | |
| Submitted By: Access Ty User Data *User ID: Empl ID: *First Name: Job Title: *Telephone: | pe Permane | nt ® Te | mporary | nitial Password: *Last Nam Fax Numb | Expiration D | ate (b) | | | | | | |
| Submitted By: Access Ty User Data *User ID: Empl ID: *First Name: Job Title: *Telephone: Email Address: | pe Permane | nt ® Te | mporary | nitial Password: *Last Nan Fax Numb | Expiration D | ate | | | | | | |
| Submitted By: Access Ty "User Data "User ID: Empl ID: "First Name: Job Title: "Telephone: Email Address: Business Add | pe Permane | nt ® Te | mporary | nitial Password: *Last Nan Fax Numb | Expiration D | ate []] | | | | | | |

| Step | Action |
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| 15. | For this example, type 03042024. |

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| | | | | | Nev | Window Help | Personalize Page | |
| ecurity Request | Comments Activity | Security Procuremen | t Security User Information | Security Approval | Status History | | | |
| Business Unit: | 41500 Technical Coll | ege System of GA | Request ID: NEXT | Request Seq Num: | 1 | | | |
| lectronic signatu nderstanding tha f the Official Cod omputer/informat | re of Security Officer a t applicant is legally re e of Georgia Annotate ion laws. | nd Supervisor acknowle sponsible for the protec d, Georgia Computer S | edges application, receipt fo tion of said ID/Password pu ystem Protection Act, as we | r ID, password and an rsuant to Chapter 9 of T II as all other applicable | itle 16 | | | |
| Security Reque | st | | | | | | | |
| 'Requested Date: | 03/04/2019 | | *Action: Add | ~ | | | | |
| *Status: | Draft | ~ | *Request Type: TGM Rqst | ~ | | | | |
| Reject Reason: | | | | | | | | |
| Source: | Online | | Support Numl | per: | | | | |
| Entered by: | GRAVE555 | Wes Graven 404/67 | 8-1234 Entered | on: 03/04/2019 | | | | |
| Submitted By: | | | | | | | | |
| Access Ty | pe | | | | | | | |
| | O Permanent | Temporary | Expiration | Date 03042024 | | | | |
| User Data | | | | | | | | |
| *User ID: | | | Initial Password: | | | | | |
| *First Name: | | Middle Initial: | *Last Name: | | | | | |
| Job Title: | | | | | | | | |
| *Telephone: | | | Fax Number: | | | | | |
| Email Address: | | | | | | | | |
| Business Add | Iress | | | | | | | |
| Address Li | ne 1: | | | | | | | |
| Address Li | ne 2: | | | | | | | |
| | Citur | | | | | | | |



| Step | Action |
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| 16. | The User ID is the valid origin code for your Business Unit. |
| | Click in the User ID field. *User ID: |

| Home | | | | | | | | | |
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| Home | | | | | | No | w Window H | oln Perconalize P | |
| ecurity Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status Histor | y vindow j H | elp reisonalize r | ayele |
| | | | | | | | | | |
| Business Unit: | 41500 Tech | nical College System | of GA Requ | uest ID: NEXT | Request Seq Nur | n: 1 | | | |
| ectronic signatu | re of Security | Officer and Superv | isor acknowledges app | lication, receipt for I | D, password and an | r | | | |
| iderstanding that | t applicant is le e of Georgia A | egally responsible | for the protection of sai | id ID/Password purs | uant to Chapter 9 of | Title 16 | | | |
| mputer/informat | ion laws. | iniotateu, Georgia | Computer System 110 | decion Act, as went | as an other applicab | | | | |
| Security Reque | st | | | | | | | | |
| Remuested Date: | 03/04/2019 | d | | Action: Add | | | | | |
| *Status: | Draft | 9 | ✓ *Reques | st Type: TGM Rostr | \sim | | | | |
| Reject Reason: | | | | | | | | | |
| Source: | Online | | | Support Numbe | r: | | | | |
| Entered by: | GRAVE555 | Wes | Graven 404/678-1234 | Entered of | : 03/04/2019 | | | | |
| Submitted By: | | | | | | | | | |
| Access Ty | ре | | | | | | | | |
| | O Permane | nt 🖲 Te | mporary | Expiration Da | te 03/04/2024 | | | | |
| Iser Data | | | | | | | | | |
| *User ID: | | | Initial | | | | | | |
| Empl ID: | | | Passwo | rd: | | | | | |
| *First Name: | | Mid | dle Initial: *Las | t Name: | | | | | |
| Job Title: | | | | | | | | | |
| *Telephone: | | | Fax N | lumber: | | | | | |
| Email | | | | | | | | | |
| Business Add | Iress | | | | | | | | |
| Address Li | ne 1: | | | | | | | | |
| Address Li | ne 2: | | | | | | | | |
| | City | | | | | | | | |

| Step | Action |
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| 17. | For Generic Requester IDs, the User ID must be 9 characters in length: |
| | • The first 5 characters must match the business unit. |
| | • The 6th character must be an underscore. |
| | • The last 3 characters must be a valid origin code. |
| | For this example, type 41500_TRV . |
| 18. | The Initial Password field is not required. For this example, it will be skipped. |



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| ecurity Request | Comments Activit | y Security Procureme | nt Security User Inf | formation Security | Approval Sta | tus History | | | Í |
| Business Unit: | 41500 Technical Col | lege System of GA | Request ID: N | EXT Reque | st Seq Num: | 1 | | | |
| lectronic signatur nderstanding that f the Official Code omputer/informati | e of Security Officer a applicant is legally re of Georgia Annotate ion laws. | and Supervisor acknow esponsible for the prote ed, Georgia Computer 3 | ledges application, re ection of said ID/Pass System Protection Ac | eceipt for ID, passwo word pursuant to Ch t, as well as all othe: | ord and an napter 9 of Title r applicable | 16 | | | |
| Security Reques | st | | | | | | | | |
| 'Requested Date: | 03/04/2019 | | *Action: A | dd 🗸 | | | | | |
| *Status: | Draft | ~ | *Request Type: T | GM Rqstr 🗸 | | | | | - 1 |
| Reject Reason: | | | | | | | | | |
| Source: | Online | | Supp | ort Number: | | | | | |
| Entered by: | GRAVE555 | Wes Graven 404/6 | 678-1234 | Entered on: 03/04/2 | 019 | | | | |
| Submitted By: | | | | | | | | | |
| Access Ty | pe | | | | | | | | |
| | O Permanent | Temporary | Ex | piration Date 03/04/2 | 024 🛐 | | | | |
| User Data | | | | | | | | | |
| *User ID: 41 | 500_TRV | × | Initial Password: | | | | | | |
| *First Name: | | Middle Initial: | *Last Name: | | | | | | |
| | | | | | | | | | |
| Job Title: | | | Fax Number: | | | | | | |
| Job Title: *Telephone: | | | | | | | | | |
| Job Title: *Telephone: Email Address: | | | | | | | | | |

| Step | Action |
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| 19. | Click in the First Name field. |
| | *First Name: |

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| | | New Window Help Personalize Page 📰 💡 |
| Security Request | Comments Activity Security Procurement Security User Information Security Approval Status H | listory |
| Business Unit: | 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1 | |
| Electronic signatur understanding that of the Official Code computer/informati | : of Security Officer and Supervisor acknowledges application, receipt for ID, password and an applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable on laws. | |
| Security Reques | t | |
| *Requested Date: *Status: | 03/04/2019 iii *Action: Add v | |
| Reject Reason: | | |
| Source: | Online Support Number: | |
| Entered by: Submitted By: | GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 | |
| Access Ty | le la | |
| | Permanent Imporary Expiration Date 03/04/2024 | |
| User Data | | |
| *User ID: 41 | 00_TRV Initial Password: | |
| *First Name: | Middle Initial: *Last Name: | |
| Job Title: | | |
| Email | rak Nullidet: | |
| Business Add | less | |
| Address Li | le 1: | |
| Address Li | ie 2: | ~ |
| | `ifue | |



| Step | Action |
|------|---|
| 20. | Enter the appropriate information into the First Name field. |
| | For this example, type TRAVEL . |

| Home | | | | | | | <u> </u> |
|-------------------|----------------------------|-------------------------|--------------------------|--------------------------------|----------------|-----------------|------------------|
| Home | | | | | | Mr. day Later I | |
| curity Pequest | Commente Activity | Security Procurement | Security Liser Inform: | ation Security Approval | Status History | window Help | Personalize Page |
| curry request | Comments Activity | riocarement | Security User informa | Security Approval | Otatus History | | |
| Business Unit: | 41500 Technical Colle | ge System of GA | Request ID: NEXT | Request Seq Nur | n: 1 | | |
| ectronic signatur | e of Security Officer an | d Supervisor acknowle | dges application, receip | pt for ID, password and an | | | |
| derstanding that | t applicant is legally res | ponsible for the protec | tion of said ID/Passwor | d pursuant to Chapter 9 of | Title 16 | | |
| mputer/informati | ion laws. | Georgia Computer Sy | stem Protection Act, as | s well as all other applicable | e | | |
| Security Reques | st | | | | | | |
| Requested Date: | 03/04/2019 | | *Action: Add | ~ | | | |
| *Status: | Draft | \sim | *Request Type: TGM F | Rastr 🗸 | | | |
| Reject Reason | | - | 1 11 [| | | | |
| Source: | Online | | Support N | lumber: | | | |
| Entered by: | GRAVE555 | Wee Graven 404/67 | Support in | ared on: 02/04/2010 | | | |
| Submitted By: | ORAVE333 | wes Glaven 404/01 | 5-1234 End | 03/04/2019 | | | |
| Accose Tw | no | | | | | | |
| Accessing | pc | | | | | | |
| | Permanent | Temporary | Expirat | tion Date 03/04/2024 3 | | | |
| Iser Data | | | | | | | |
| *User ID: 41 | 500_TRV | | Initial | | | | |
| Empl ID: | | | Password: | | | | |
| *First Name: TR | AVEL × | Middle Initial: | *Last Name: | | | | |
| Job Title: | | | | | | | |
| *Telephone: | | | Fax Number: | | | | |
| Email | | | | | | | |
| Business Add | ress | | | | | | |
| Addrose Lir | ne 1- | | | | | | |
| Addrose Lir | no 2: | | | | | | |
| Auditos Li | | | | | | | |

| Step | Action |
|------|-------------------------------|
| 21. | Click in the Last Name field. |
| | *Last Name: |



| | | | | | | Ne | w Window | Help Personal | ize Page |
|--|--|--|--|---|---|---------------|----------|-----------------|----------|
| curity Request | Comments Acti | vity Security Pr | ocurement Security | User Information | Security Approval | Status Histor | ry | | |
| Business Unit: | 41500 Technical C | College System of G | GA Reque | st ID: NEXT | Request Seq Nur | n: 1 | | | |
| ectronic signatur Iderstanding that the Official Code Imputer/informati | e of Security Office applicant is legally of Georgia Annota ion laws. | r and Supervisor responsible for t ated, Georgia Cor | acknowledges appli he protection of said nputer System Prote | cation, receipt for I ID/Password purs ction Act, as well a | D, password and an uant to Chapter 9 of is all other applicab | Title 16 e | | | |
| ecurity Reques | at | | | | | | | | |
| Requested Date: | 03/04/2019 | | *A | ction: Add | ~ | | | | |
| *Status: | Draft | ~ | *Request | Type: TGM Rqstr | ~ | | | | |
| Reject Reason: | | | | | | | | | |
| Source: | Online | | | Support Number | | | | | |
| Entered by: | GRAVE555 | Wes Grav | en 404/678-1234 | Entered or | : 03/04/2019 | | | | |
| Submitted By: | | | | | | | | | |
| Access Ty | ре | | | | | | | | |
| | Permanent | Tempo | rary | Expiration Da | te 03/04/2024 | | | | |
| lser Data | | | | | | | | | |
| | 500_TRV | | Initial | | | | | | |
| *User ID: 415 | | | Password | : | | | | | |
| *User ID: 41 Empl ID: | | | | | | | | | |
| *User ID: 41! Empl ID: *First Name: TR | AVEL | Middle I | nitial: *Last I | lame: | | | | | |
| *User ID: 415 Empl ID: *First Name: TR Job Title: | AVEL | Middle I | nitial: *Last I | lame: | | | | | |
| *User ID: 415 Empl ID: *First Name: TR Job Title: *Telephone: | AVEL | Middle I | nitial: *Last I Fax Nu | Name: | | | | | |
| *User ID: 415 Empl ID: *First Name: TR Job Title: *Telephone: imail iddress: | AVEL | Middle I | nitial: *Last I Fax Nu | Name: | | | | | |
| *User ID: 412 Empl ID: *First Name: TR Job Title: *Telephone: mail ddress: Business Add | AVEL | Middle I | nitial: *Last I Fax Nu | Name: | | | | | |

| Step | Action |
|------|---|
| 22. | Enter the appropriate information into the Last Name field. |
| | For this example, type AUTOMATION . |

| New Window Help Personatize Page Image: Comments Activity Security Procurement Security User Information Security Approval Status History Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1 Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws. Security Request *Activity Control ************************************ | < Home | | | | | | | | Â | | ۲ |
|--|---|--|--|--|--|---|---------------|------------|-------------|----------------|----|
| Business Unit: Activity Security Procurement Security User Information Security Approval Status History Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1 Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicatio computer/information laws: Security Request *feequested Date: [30:04/2019] *Active: Add *feequested Date: [30:04/2019] *Active: Add *feequested Date: [03:04/2019] *Active: Add *feequested Date: [03:04/2019] *Active: Entered on: Source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: Submitted By: Access Type • Permanent *Temporary Expiration Date 03:04/2024 *User ID: *Title *Initial *Issue: *Issue: <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>New Window</th> <th>Help Person</th> <th>alize Page 🛅</th> <th>Γ,</th> | | | | | | | | New Window | Help Person | alize Page 🛅 | Γ, |
| Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1 Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password Pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws. Security Request **Requested Date: (30/40/2019) [\$; **Action: Add **Requested Date: (30/40/2019) [\$; **Request Type: [GM Rgsfr source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: | Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status His | story | | | í |
| Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws. Security Request *Requested Date: 03/04/2019 [16] *Action: Add v *Status: Draft v 'Request Type: TGM Rqstr v Reject Reason: Support Number: Entered on: 03/04/2019 Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Access Type Permanent ® Temporary Expiration Date 03/04/2024 [16] *First Name: TRAVEL Middle Initial: *Last Name: AUTOMATION × Job Title: Fax Number: Fax Numbe | Business Unit: | 41500 Techn | ical College System | of GA Re | quest ID: NEXT | Request Seq Num | : 1 | | | | |
| Security Request *Requested Date: 03/04/2019 [b]; *Action: Add *Status: Draft *Request Type: TGM Rqstr Reject Reason: Support Number: Source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Access Type Permanent ® Temporary Expiration Date 03/04/2024 [b] User Data *User ID: (41500_TRV Initial Password: *Trist Name: TRAVEL Middle Initial: *Last Name: AUTOMATION × Job Title: Fax Number: Email Address Fax Number: Address Line 1: Address Line 2: Image: Submitter Submi | Electronic signatur understanding that of the Official Code computer/informati | re of Security C t applicant is le e of Georgia A ion laws. | officer and Superv gally responsible nnotated, Georgia | isor acknowledges ap for the protection of s Computer System P | oplication, receipt for aid ID/Password pur rotection Act, as well | ID, password and an suant to Chapter 9 of as all other applicable | Title 16 e | | | | |
| *Requested Date: 03/04/2019 [b] *Action: Add ▼ *Status: Draft ▼ *Request Type: TGM Rqstr ▼ Reject Reason: Support Number: Source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Initial Temporary Access Type Permanent ® Temporary User Data *User ID: (41500_TRV Initial **First Name: TRAVEL Middle Initial: *Last Name: AUTOMATION × Job Title: Fax Number: Fax Number: Email Address Address Line 1: Address Line 2: Initial Initial | Security Reques | st | | | | | | | | | |
| Contraction Entered by: Reject Reason: Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: | *Requested Date: *Status: | 03/04/2019 | D | *Reau | *Action: Add | ✓ ✓ | | | | | |
| Source: Online Support Number: Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Interest on: 03/04/2019 Access Type Expiration Date 03/04/2024 • Permanent • Temporary Expiration Date 03/04/2024 User Data • User ID: 1111al Password: • First Name: TRAVEL Middle Initial: • 'Last Name: AUTOMATION × Job Title: | Reject Reason: | Drait | | | Tom redea | <u> </u> | | | | | |
| Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019 Submitted By: Access Type Permanent Temporary Expiration Date 03/04/2024 is User Data *User ID: 41500_TRV Password: *First Name: TRAVEL Middle Initial: *Ilephone: Fax Number: Email Address Address Line 1: Address Line 2: | Source: | Online | | | Support Numb | er: | | | | | |
| Submitted By: Access Type Permanent Temporary Expiration Date 03/04/2024 Business Address Address Line 1: | Entered by: | GRAVE555 | Wes | Graven 404/678-1234 | Entered of | n: 03/04/2019 | | | | | |
| Access Type Permanent Temporary Expiration Date 03/04/2024 "User Data *User ID: *Tist Name: TRAVEL Middle Initial: *Last Name: Autross Fasility Address Address Line 1: Address Line 2: | Submitted By: | | | | | | | | | | |
| Permanent Temporary Expiration Date 03/04/2024 User Data "User ID: (41500_TRV Initial Password: "First Name: TRAVEL Middle Initial: Job Title: "stast Name: AUTOMATION" × Job Title: Fax Number: Business Address Address Line 1: Address Line 2: Imitial | Access Ty | pe | | | | | | | | | |
| User Data *User ID: Initial Password: Empl ID: Password: *First Name: TRAVEL Job Title: | | Permaner | it 🖲 Tei | nporary | Expiration D | ate 03/04/2024 | | | | | |
| *User ID: 41500_TRV Initial Empl ID: Password: *First Name: TRAVEL Middle Initial: *Job Title: | User Data | | | | | | | | | | |
| *First Name: TRAVEL Middle Initial: *Last Name: AUTOMATION × Job Title: | *User ID: 41 | 500_TRV | | Initial Passw | ord: | | | | | | |
| *Telephone: Fax Number: Email Address Business Address Address Line 1: Address Line 2: | *First Name: TR | AVEL | Mid | dle Initial: *La | st Name: AUTOMATI | × NO | | | | | |
| Email Address Business Address Address Line 1: Address Line 2: | *Telephone: | | | Fax | Number: | | | | | | |
| Business Address Address Line 1: Address Line 2: | Email Address: | | | | | | | | | | |
| Address Line 1: Address Line 2: | Business Add | ress | | | | | | | | | |
| Address Line 2: | Address Lir | ne 1: | | | | | | | | | |
| | Address Lir | ne 2: | | | | | | | | | |



| Step | Action |
|------|--------------------------------------|
| 23. | Click in the Telephone field. |
| | *Telephone: |

| Home | | | | | | |
|--------------------|----------------------------------|------------------------------------|------------------------------------|------------------------|------------------------------|--|
| ourity Doguoat | Commonte Activit | · Country Droouromont Country | Hear Information Descutive | New Otatus Listen | Window Help Personalize Page | |
| curity Request | Comments Activity | Security Procurement Security | User mormation Security A | pproval Status History | | |
| Business Unit: | 41500 Technical Coll | lege System of GA Red | uest ID: NEXT Reques | t Seq Num: 1 | | |
| lectronic signatur | e of Security Officer a | and Supervisor acknowledges ap | plication, receipt for ID, passwor | d and an | | |
| nderstanding that | applicant is legally re | esponsible for the protection of s | aid ID/Password pursuant to Cha | apter 9 of Title 16 | | |
| the Official Code | e of Georgia Annotate on laws | d, Georgia Computer System Pr | otection Act, as well as all other | applicable | | |
| Security Deque | • | | | | | |
| security Keques | | | | | | |
| Requested Date: | 03/04/2019 | 10 | *Action: Add | | | |
| "Status: | Draft | ✓ •Reque | st Type: TGM Rqstr 🗸 | | | |
| Reject Reason: | Online - | | Current Number | | | |
| Source: | Online | Mar Orana 404/070 4024 | Support Number: | | | |
| Entered by: | GRAVE555 | Wes Graven 404/6/8-1234 | Entered on: 03/04/20 | 19 | | |
| Accose Tw | 20 | | | | | |
| Access Ty | <i></i> | | | | | |
| | Permanent | Temporary | Expiration Date 03/04/20 | 24 31 | | |
| User Data | | | | | | |
| *User ID: 415 | 500_TRV | Initial | | | | |
| Empl ID: | | Passw | ord: | | | |
| *First Name: TR | AVEL | Middle Initial: *La | st Name: AUTOMATION | | | |
| Job Title: | | | | | | |
| *Telephone: | | Fax | Number: | | | |
| Email | | | | | | |
| | ress | | | | | |
| Business Add | | | | | | |
| Business Add | ne 1: | | | | | |

| Step | Action |
|------|--|
| 24. | Enter the appropriate information into the Telephone field. |
| | For this example, type 4046781234. |



| | | | | | | | | New Wind | ow Help | Personalize F | Page 🔲 |
|---|--|---|---|---|---|--|----------------|----------|---------|---------------|--------|
| ecurity Request | Comments | Activity Security | Procurement S | ecurity Use | Information | Security Approval | Status H | listory | | | |
| Business Unit | : 41500 Techni | al College System | 1 of GA | Request ID: | NEXT | Request Seq Nur | n: 1 | | | | |
| lectronic signatu nderstanding tha f the Official Coo omputer/informa | ure of Security O at applicant is leg de of Georgia An tion laws. | ficer and Superv jally responsible notated, Georgia | isor acknowledg for the protectio Computer Syst | ges applicatior n of said ID/P em Protection | n, receipt for ID assword pursu Act, as well as | , password and an ant to Chapter 9 of all other applicab | Title 16 le | | | | |
| Security Reque | st | | | | | | | | | | |
| Requested Date | : 03/04/2019 | | | *Action | Add 💊 | • | | | | | |
| *Status | Draft | | × * | Request Type: | TGM Rqstr 🥆 | · | | | | | |
| Reject Reason | : | | | | | | | | | | |
| Source | : Online | | | Su | pport Number: | | | | | | |
| Entered by | GRAVE555 | Wes | Graven 404/678-1 | 1234 | Entered on: | 03/04/2019 | | | | | |
| Submitted By | : | | | | | | | | | | |
| Access T | уре | | | | | | | | | | |
| | | | | | | | | | | | |
| | Permanent | . Te | mporary | | Expiration Dat | 03/04/2024 | | | | | |
| User Data | Permanent | • Te | mporary | | Expiration Dat | e 03/04/2024 II | | | | | |
| User Data *User ID: 4 | Permanent 1500_TRV | e Te | mporary | nitial | Expiration Dat | 03/04/2024 | | | | | |
| User Data *User ID: 4 Empl ID: | Permanent 1500_TRV | • Te | I I | nitial Password: | Expiration Dat | 9 03/04/2024 B | | | | | |
| User Data *User ID: 4 Empl ID: *First Name: T | Permanent | . • Te | mporary | nitial Password: *Last Name | Expiration Dat | a 03/04/2024 🛐 | | | | | |
| User Data *User ID: 4 Empl ID: *First Name: T Job Title: | Permanent | Mid | dle Initial: | nitial Password: *Last Name | Expiration Dat | 2 03/04/2024 1 | | | | | |
| User Data *User ID: 4 Empl ID: *First Name: T Job Title: *Telephone:4 | Permanent | Mid | Idle Initial: | nitial ^a assword: *Last Name Fax Number | Expiration Dat | 2 03/04/2024 1 | | | | | |
| User Data *User ID: 4 Empl ID: *First Name: T Job Title: _ *Telephone: 4 Email _ Address: | • Permanent | Mid | I I I I I I I I I I I I I I I I I I I | nitial ³ assword: *Last Name Fax Number | Expiration Dat | 03/04/2024 B | | | | | |
| User Data *User ID: 4 Empl ID: *First Name: T Job Title: *Telephone: 4 Email Address: Business Ad | © Permanent 1500_TRV RAVEL 046781234 × dress | Mid | I I I I I I I I I I I I I I I I I I I | nitial Password: *Last Name Fax Number | Expiration Dat | 03/04/2024 | | | | | |

| Step | Action |
|------|-----------------------------------|
| 25. | Click in the Email Address field. |
| | Email Address: |

| K Home | | | | | â | | D |
|--|--|---|---|--------------|--------------------------|-------------|---|
| | | | | New Wi | ndow Help Personalia | ze Page 🛛 📰 | ~ |
| Security Request Commen | nts Activity Security Procurement | nt Security User Information | Security Approval Sta | atus History | | | |
| Business Unit: 41500 | Technical College System of GA | Request ID: NEXT | Request Seq Num: | 1 | | | |
| Electronic signature of Secu understanding that applican of the Official Code of Geory computer/information laws. | rity Officer and Supervisor acknowl t is legally responsible for the prote gia Annotated, Georgia Computer S | ledges application, receipt for ction of said ID/Password purs System Protection Act, as well | D, password and an uant to Chapter 9 of Title as all other applicable | 16 | | | |
| Security Request | | | | | | | I |
| *Requested Date: 03/04/201 | 9 関 | *Action: Add | ~ | | | | |
| *Status: Draft | ~ | *Request Type: TGM Rqstr | \checkmark | | | | |
| Reject Reason: | | | | | | | |
| Source: Online | | Support Numbe | r: | | | | |
| Entered by: GRAVE5 | 55 Wes Graven 404/6 | 78-1234 Entered o | 1: 03/04/2019 | | | | |
| Submitted By: | | | | | | | I |
| Access Type | | | | | | | I |
| O Pern | nanent | Expiration D | ite 03/04/2024 | | | | l |
| User Data | | | | | | | |
| *User ID: 41500_TRV | | Initial Password: | | | | | I |
| *First Name: TRAVEL | Middle Initial: | *Last Name: AUTOMATIC | N | | | | |
| JOD LITIE: | 4 | East Number | | | | | |
| Email Address: | * | Fax Number: | | | | | |
| Business Address | | | | | | | |
| Address Line 1: | | | | | | | |
| Address Line 2: | | | | | | | ~ |
| City | | | | | | | |



| Step | Action |
|------|--|
| 26. | Enter the appropriate information into the Email Address field. |
| | For this example, type travel.automation@sao.ga.gov. |
| 27. | Click the Vertical scrollbar. |

| Submitted E | 3y: | | | |
|--------------------------------|---|--|---|--|
| Access | Туре | | | |
| | Permanent | Temporary | Expiration Date 03/04/2024 | |
| User Data | | | | |
| *User ID: | 41500_TRV | Initi Pas | ial ssword: | |
| *First Name: | TRAVEL | Middle Initial | *I act Name- AUTOMATION | |
| Job Title: | HOWEL | | | |
| *Telephone: | 404/678-1234 | F | Fax Number: | |
| Email Address: | travel.automation@sao.ga. | gov | | |
| Business A | ddress | | | |
| Address | Line 1: | | | |
| Address | Line 2: | | | |
| | City: | | | |
| | State: | Postal Code: | | |
| Supervisor's | Information | | | |
| *Name | | | | |
| *Telephor | e: | | | |
| | | | | |
| eopleSoft Use eopleSoft Use | r ID is limited to 8-20 Ch r ID is a duplicate or inva | aracters (A-Z And/Or 0-9) an alid, the SAO security adminis | d the first character must be alpha. If the requested strator will change your ID and notify your Agency | |
| ecurity Officer | of the change. vord will be encrypted af | ter saving. The password will | be decrypted for security administrators only. | |
| | | | | |

| Step | Action |
|------|--|
| 28. | The <i>Supervisor's Information</i> should contain the information of the manager entering the Generic Requester ID. |
| | Click in the Name field. |
| | *Name: |



| Submitted By | | | | |
|----------------------------------|--|--|--|--|
| Access T | уре | | | |
| | Permanent | Temporary | Expiration Date 03/04/2024 | |
| User Data | | | | |
| *User ID: 4 Empl ID: | 1500_TRV | Initi. Pas | al sword: | |
| *First Name: T | RAVEL | Middle Initial: * | Last Name: AUTOMATION | |
| JOD LITIE: | 04/678-1234 | F | ax Number: | |
| Email tr Address: | avel.automation@sao.ga. | gov | | |
| Business Ad | dress | | | |
| Address L | ine 1: | | | |
| Address L | ine 2: | | | |
| | City: | | | |
| | State: | Postal Code: | | |
| Supervisor's Ir | formation | | | |
| *Name: | | | | |
| relephone | • | | | |
| eopleSoft User eopleSoft User | ID is limited to 8-20 Cha ID is a duplicate or inva | aracters (A-Z And/Or 0-9) and lid, the SAO security adminis | d the first character must be alpha. If the requested trator will change your ID and notify your Agency | |
| he initial passwo | or une change. ord will be encrypted aft | ter saving. The password will | be decrypted for security administrators only. | |
| Save | | | Add 5 Undate/Display | |
| Jouro | | | | |

| Step | Action |
|------|---|
| 29. | For this example, type Travel Auto . |

| Submitted By: | | | |
|-------------------------------------|---|---|--|
| Access Type | | | |
| O Permanent | Temporary | Expiration Date 03/04/2024 | |
| Jser Data | | | |
| *User ID: 41500_TRV | Init | tial ssword: | |
| *First Name: TRAVEL | Middle Initial: | *Last Name: AUTOMATION | |
| *Telephone: 404/678-1234 | | Fax Number: | |
| Email travel.automation@sa | ao.ga.gov | | |
| Business Address | | | |
| Address Line 1: | | | |
| Address Line 2: | | | |
| City: | | | |
| State: | Postal Code: | | |
| Supervisor's Information | | | |
| *Name: Travel Auto | | × | |
| *Telephone: | | | |
| | | | |
| eopleSoft User ID is limited to 8-2 | 0 Characters (A-Z And/Or 0-9) ar r invalid the SAO security admini | Id the first character must be alpha. If the requested strator will change your ID and notify your Agency | |
| ecurity Officer of the change. | i intana, inc c. to occurry utilini | states in shange you is the nonly you rigency | |
| ne initial password will be encrypt | ed after saving. The password wi | I be decrypted for security administrators only. | |
| Save | | 📑 Add 🛛 🖉 Update/Display | |
| | | | |



| Step | Action |
|------|--------------------------------------|
| 30. | Click in the Telephone field. |
| | *Telephone: |

| Access T | ype | | | | |
|----------------------------|---|------------------------------|--|----------|--|
| | | | | | |
| | Permanent | Temporary | Expiration Date 03/04/2024 | 1 | |
| User Data | | | | | |
| *User ID: | 1500_TRV | Initia | al sword: | | |
| *First Name: | RAVEL | Middle Initial: | Last Name: AUTOMATION | | |
| Job Title: *Telephone:4 | 04/678-1234 | F | ax Number: | | |
| Email t Address: | avel.automation@sao.ga.g | ov | | | |
| Business Ac | dress | | | | |
| Address | ine 1: | | | | |
| Addrose | ine 2: | | | | |
| Addicas | City | | | | |
| | Stato: | Doctal Codo: | | | |
| | state. | Postal Code. | | | |
| Supervisor's l | formation | | | | |
| *Name | Travel Auto | | | | |
| *Telephone | | | | | |
| retophone | • | | | | |
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| eopleSoft User | ID is limited to 8-20 Char D is a dualizate as invalid | racters (A-Z And/Or 0-9) and | I the first character must be alpha. If the re | equested | |
| Security Officer | ID is a duplicate of invali of the change | d, the SAO security adminis | trator will change your ID and notily your A | Agency | |
| | , are change. | | | | |
| he initial passw | ord will be encrypted afte | r saving. The password will | be decrypted for security administrators or | nly. | |
| | | | | | |

| Step | Action |
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| 31. | Enter the appropriate information into the Telephone field. |
| | For this example, type 6784041234. |



| Submitted by. | | | | | | |
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| Access Typ |)e | | | | | |
| | Permanent | Temporary | Expira | tion Date 03/04/2024 | J | |
| Jser Data | | | | | | |
| *User ID: 415 Empl ID: | 500_TRV | | Initial Password: | | | |
| *First Name: TR | AVEL | Middle Initial: | *Last Name: AUTC | MATION | | |
| Job Title: | | | | | | |
| *Telephone: 404 | 4/678-1234 | | Fax Number: | | | |
| mail trav | vel.automation@sao.ga.g | ov | | | | |
| Business Add | ress | | | | | |
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| | tato: | Doetal Code: | | | | |
| 3 | | Postal Code. | | | | |
| iupervisor's Inf | ormation | | | | | |
| *Name: | Travel Auto | | | | | |
| *Telephone: | 6784041234 × | | | | | |
| opleSoft User ID |) is limited to 8-20 Cha) is a duplicate or invali | racters (A-Z And/Or 0-9) id, the SAO security adn | and the first characte iinistrator will change | er must be alpha. If the re your ID and notify your / | equested Agency | |
| curity Officer of | the change. d will be encounted afte | er saving. The password | will be decrypted for | security administrators o | only. | |
| e initial passwor | a will be encrypted alte | | | | , | |

| Step | Action |
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| 32. | Click the Save button. |
| | Save Save |
| 33. | Click the Vertical scrollbar. |



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| curity Request | Comments Activity S | Security Procurement | Security U | ser Information | Security Approval | Status H | listory | | |
| Business Unit: | 41500 Technical Colleg | ge System of GA | Request | ID: 0000001001 | Request Seq Nu | m: 1 | | | |
| ectronic signatur derstanding that the Official Code mputer/informati | e of Security Officer an applicant is legally res of Georgia Annotated, on laws. | d Supervisor acknowle ponsible for the protec , Georgia Computer Sy | dges applicat tion of said ID stem Protecti | ion, receipt for ID /Password pursua on Act, as well as | , password and an ant to Chapter 9 o all other applicat | n f Title 16 Ile | | | |
| ecurity Reques | t | | | | | |] | | |
| lequested Date: | 03/04/2019 | | *Actio | on: Add 🗸 | 1 | | | | |
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| Reject Reason: | | | | | - | | | | |
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| Entered by: | GRAVE555 | Wes Graven 404/67 | 8-1234 | Entered on: | 03/04/2019 | | | | |
| Submitted By: | | | | | | | | | |
| Access Ty |)e | | | | | | | | |
| | Permanent | Temporary | | Expiration Date | 03/04/2024 | | | | |
| ser Data | | | | | | | i | | |
| *User ID: 415 | 500_TRV | | Initial | | | | | | |
| Empl ID: | | | Password: | | | | | | |
| *First Name: TR | AVEL | Middle Initial: | *Last Nar | ne: AUTOMATION | | | | | |
| Job Title: | | | , | | | | | | |
| *Telephone: 404 | 4/678-1234 | | Fax Numb | er: | | | | | |
| mail trav | vel.automation@sao.ga.g | ov | | | _ | | | | |
| ddress: | roce | | | | | | | | |
| Dusiness Auu | 1635 | | | | | | | | |
| Address Lir | ne 1: | | | | | | | | |
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| Step | Action |
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| 34. | Click the Procurement Security tab. |
| | Procurement Security |

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| | | | 1 | | | | | New Window | Help Per | sonalize Pag | e |
| Security Request | Comments | Activity Security | Procurement Se | ecurity | User Information | Security Approval | Status Hist | ory | | | |
| Business Unit: | 41500 Tech | nical College Syster | n of GA | Reques | t ID: 0000001001 | Request Seq Nu | m: 1 | | | | |
| Expand each mo module by clickir below. | odule individua ng the triangle | Ily by clicking the in the blue module | triangle in the blue e header. You can | e module h also expa | neader. Collapse and/collapse all m | the individual expand odules by clicking th | ded ie buttons | | | | |
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| Step | Action |
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| 35. | Click the eProcurement arrow. |
| | Procurement |

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| A | dd | Remove | Descri | ption | | |
| 1 [| | ~ | Adhoc | Approver | | |
| 2 [| | ~ | Create | Requisition | | |
| 3 | | ~ | Create | Requisition (no receiving) | | |
| 4 | ✓ | | Gener | ic Requester | | |
| 5 [| | > | ePro A | pprover (Approves a requisition) | | |
| 6 [| | \checkmark | ePro E | uyer (Create and Dispatch Purchase Orders) | | |
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| | | Add | Remove | | Value | |
| | 1 | | \checkmark | Default Origin for this requester: | ٩ | |
| | 2 | | \checkmark | Default Ship-To for this requester (Only 1 allowed): | Q | |
| | 3 | | \checkmark | Default Buyer for this requester (PeopleSoft user I.D. |): | |
| | Ch | artfield De | faults | Personalize Find 💷 🌆 | First 🚯 1-10 of 10 🛞 Last | |
| | | Add | Remove | Parameter List | Value | |
| | 1 | | \checkmark | Account | ٩ | |
| | 2 | | \checkmark | Fund | Q | |
| | 3 | | ✓ | Department | ٩ | |
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| Step | Action |
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| 36. | On the eProcurement tab, the <i>Generic Requester</i> add checkbox will already be checked. |



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| unty | Reque | st Comn | nents // | Activity Security | Procurement Security | User Information | Security Approval | Status His | tory | | | |
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| 4 | Add | Remove | Descrip | Approver | | | | | | | | |
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| 3 | | ×. | Gonori | ic Poquestor | cerving) | | | | | | | |
| 4 | • | | oPro A | ic itequester | e a requisition) | | | _ | | | | |
| 6 | | ~ | ePro P | luver (Create an | d Disnatch Purchase Orde | rs) | | | | | | |
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| | Re | quisition D | efaults | | Personalize Fin | id 🖾 🔣 Firs | t 🕙 1-3 of 3 🕑 La | ast | | | | |
| | 1 | | | Default Origin fo | r this requester: | | Value | | | | | |
| | 2 | | v | Default Shin-To | for this requester (Only 1 a | allowed): | | | | | | |
| | 2 | | | Default Buyer for | r this requester (PeopleSo | ft user LD.) | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | | | | | |
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| | Ch | artfield De | faults | Decementary Lint | Personalize Find | 💷 🔜 🛛 First | I-10 of 10 (k) La Malua | ast | | | | |
| | 1 | Add | Remove | Account | | | value | | | | | |
| | 2 | | | Fund | | | Q | | | | | |
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| | 3 | | M | Department | | | Q | | | | | |
| | 4 | | \checkmark | Fund Source | | | Q | | | | | |

| Step | Action |
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| 37. | The <i>Requisition Defaults</i> information is required. |
| | The <i>Chartfield Defaults</i> information is not required but optional. For this example, this information will not be entered. |



| Ног | ne | | _ | _ | | _ | _ | | _ | | | 0 |
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| curity | Reque | est Comn | nents | Activity Security | Procurement Security | User Information | Security Approval | Status | History | | | |
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| odule elow. | by cl | icking the tr | iangle in | the blue module | header. You can also ex | pand/collapse all m | odules by clicking t | he button | IS | | | |
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| | Add | Remove | Descri | ption | | | | | | | | |
| 1 | | | Adhoo | c Approver | | | | | | | | |
| 2 | | ~ | Create | e Requisition | | | | | | | | |
| 3 | | \checkmark | Create | e Requisition (no re | ceiving) | | | | | | | |
| 4 | ~ | | Gener | ric Requester | | | | | | | | |
| 5 | | \checkmark | ePro A | Approver (Approve | s a requisition) | | | | | | | |
| 6 | | \checkmark | ePro E | Buyer (Create and | d Dispatch Purchase Order | 5) | | | | | | |
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| | | Add | Remove | | | | Value | | | | | |
| | 1 | | ~ | Default Origin fo | r this requester: | | Q | | | | | |
| | 2 | 2 | ~ | Default Ship-To | ior this requester (Only 1 al | lowed): | Q | | | | | |
| | 3 | 3 | | Default Buyer for | this requester (PeopleSoft | user I.D.): | Q | | | | | |
| | Ch | artfield De | faults | | Personalize Find | 🗷 🔜 🛛 First | 🜒 1-10 of 10 🛞 Li | ast | | | | |
| | | Add | Remove | Parameter List | | | Value | | | | | |
| | 1 | | \checkmark | Account | | | Q | | | | | |
| | 2 | 2 | ~ | Fund | | | Q | | | | | |
| | 3 | | ~ | Department | | | Q | | | | | |
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| Step | Action | | | | | | |
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| 38. | Click in the | e Value | field. | | | | |
| | Requisition | Requisition Defaults Personalize Find 🖾 👪 First 🕢 | | | | | |
| | Add | Remove | | | Value | | |
| | 1 | \checkmark | Default Origin for this requester: | | ٩ | | |



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| 1 | Add | Remove | Adhoc | Approver | | | | | | | |
| 2 | | ×. | Create | Requisition | | | | | | | |
| 3 | | | Create | Requisition (no re | aceiving) | | | | | | |
| 4 | | | Generi | c Requester | Joon ing) | | | | | | |
| 5 | | | ePro A | nnrover (Annrove | es a requisition) | | | | | | |
| 6 | | | ePro B | uver (Create an | d Dispatch Purchase Order | (2) | | | | | |
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| | Re | quisition De | faults | | Personalize Fin | d 🖾 🔜 First | ④ 1-3 of 3 ④ La | st | | | |
| | 4 | | | Default Origin fo | r this requester | | | | | | |
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| | 4 | | • | Default Ship-10 | tor this requester (Only 1 a | llowed). | Q | | | | |
| | | | • | Delault Buyer to | r tills requester (reopiesor | t user 1.D.). | Q | | | | |
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| | CI | | emove | Parameter List | | | Value | | | | |
| | CI | Add F | | | | | | | | | |
| | | Add F | ✓ | Account | | | Q | | | | |

| Step | Action |
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| 39. | Enter the appropriate information into the Value field. |
| | For this example, type TRV . |

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| curity | Reque | st Com | ments | Activity Security | Procurement Security | User Information | Security A | pproval | Status Hi | story | | | | |
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| | Add | Remov | e Descri | ption | | | | | | | | | | |
| 1 | | \checkmark | Adhoc | Approver | | | | | | | | | | |
| 2 | | \checkmark | Create | Requisition | | | | | | | | | | |
| 3 | | V | Create | Requisition (no r | eceiving) | | | | | | | | | |
| 4 | \checkmark | | Gener | ic Requester | | | | | | | | | | |
| 5 | | ~ | ePro A | pprover (Approve | es a requisition) | | | | | | | | | |
| 6 | | \checkmark | ePro E | Buyer (Create an | d Dispatch Purchase Order | 5) | | | | | | | | |
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| | 1 | \checkmark | | Default Origin fo | or this requester: | | TRV | 0 | | | | | | |
| | 2 | | \checkmark | Default Ship-To | for this requester (Only 1 al | lowed): | | Q | | | | | | |
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| | 2 | | \checkmark | Fund | | | | Q | | | | | | |
| | 3 | | \checkmark | Department | | | | Q | | | | | | |
| | 4 | | 2 | Fund Source | | | | Q | | | | | | |



| Step | Action | | | | | | | | | |
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| 40. | Click in the Value field. | | | | | | | | | |
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| | Add Remove | | Value | | | | | | | |
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| | 2 | Default Ship-To for this requester (Only 1 allowed): | <u>्</u> | | | | | | | |

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| usine | ess Ur | nit: 4150 |) Technic | al College System of GA Request ID: 0000001001 | Request Seq Num: 1 | | |
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| eP | rocur | ement | | | | | |
| Act | ivitie | S | | Personalize Find 💷 👪 F | First 🕚 1-6 of 6 🕑 Last | | |
| 1 | | | Adhoo | Approver | | | |
| 2 | | | Create | Requisition | | | |
| 3 | | | Create | Requisition (no receiving) | | | |
| 4 | 2 | | Gener | c Requester | | | |
| 5 | | | ePro A | pprover (Approves a requisition) | | | |
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| | 3 | | ¥. | bopulation | ~ | | |

| Step Action | | | | | |
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| 41. | Enter the appropriate information into the field. | | | | |
| | For this example, type PO_011001 . | | | | |



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| 3 | | ~ | Create | Requisition (no receiving) | | | | |
| 4 | ~ | | Generi | c Requester | | | | |
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| | 2 | \checkmark | | Default Ship-To for this requester (Only 1 allowed): | 0_011001 × Q | | | |
| | 3 | | ✓ | Default Buyer for this requester (PeopleSoft user I.D.): | ٩ | | | |
| | Ch | artfield Defaults | | Personalize Find 🗷 🔢 First 🕚 | 1-10 of 10 🛞 Last | | | |
| | | Add F | Remove | Parameter List Val | ue | | | |
| | 1 | | ✓ | Account | Q | | | |
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| | 3 | | ~ | Department | Q | | | |
| | 4 | | ~ | Fund Source | Q | | | |

| Action | | | |
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| Click in the Value f | field. | | |
| Requisition Defaults Personalize Find 🖾 🔣 First < 1-3 c | | | |
| Add Remove | | Value | |
| 1 🗹 | Default Origin for this requester: | TRV | |
| 2 🗹 | Default Ship-To for this requester (Only 1 allowed): | PO_011001 × Q | |
| 3 | Default Buyer for this requester (PeopleSoft user I.D.): | ্ | |
| | Action Click in the Value Requisition Defaults Add Remove 1 2 9 1 3 9 1 | Action Click in the Value field. Add Requisition Defaults Personalize Find]] First Add Remove 1 Default Origin for this requester: 2 Default Ship-To for this requester (Only 1 allowed): 3 Default Buyer for this requester (PeopleSoft user I.D.): | |



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| urity | Romu | et Com | monte | Activity Security Procurement Secur | ity User Information | Security Approval | New Window Help H | ersonalize Pag |
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| ısin | ess Ui | nit: 41500 | Technic | al College System of GA R | equest ID: 0000001001 | Request Seq Nun | 1: 1 | |
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| dule | by cli | icking the f | riangle in | the blue module header. You can als | o expand/collapse all mo | odules by clicking the | buttons | |
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| 3 | | ~ | Create | e Requisition (no receiving) | | | | |
| 4 | ✓ | | Gener | ric Requester | | | | |
| 5 | | \checkmark | ePro A | Approver (Approves a requisition) | | | | |
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| | | Add | Remove | | | Value | | |
| | 1 | ✓ | | Default Origin for this requester: | | TRV | | |
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| Char | | artfield D | efaults | Personalize F | ind 💷 📑 First 🤇 | 1-10 of 10 (k) Last | | |
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| | 1 | | ✓ | Account | | Q | | |
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| Step Action | | | | | | |
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| 43. | 43. Enter the appropriate information into the Value field. | | | | | |
| | For this example, type GRAVE555 . | | | | | |

|) Hon | ne | | | | | | | | | Â | |) | | |
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| ecurity | Reque | est Cor | nments | Activity Security Procurement | Security User Information | Security Appr | oval Sta | itus History | | | | | | |
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| Expand nodule below. Expa | each by cli nd All | module i cking the Colli | ndividually triangle in apse All | by clicking the triangle in the b the blue module header. You c | lue module header. Collapse an also expand/collapse all m | he individual e odules by click | expanded king the but | ttons | | | | | | |
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| 2 | | \checkmark | Create | e Requisition | | | | | | | | | | |
| 3 | | \checkmark | Create | e Requisition (no receiving) | | | | | | | | | | |
| 4 | ✓ | | Gener | ic Requester | | | | | | | | | | |
| 5 | | ~ | ePro A | Approver (Approves a requisition) | | | | | | | | | | |
| 6 | | ~ | ePro E | Buyer (Create and Dispatch Purc | hase Orders) | | | | | | | | | |
| | Re | quisition | Defaults | Perso | nalize Find 🖾 🔜 Firs | 🕚 1-3 of 3 | Last | | | | | 1 | | |
| | | Add | Remove | | | Value | - | | | | | | | |
| | 1 | ✓ | | Default Origin for this requester: | | TRV | Q | | | | | | | |
| | 2 | ✓ | | Default Ship-To for this requested | er (Only 1 allowed): | PO_011001 | Q | | | | | | | |
| | 3 | 3 Default Buyer for this requester (PeopleSoft user I.D.): GR/ | | | GRAVE555 × | < Q | | | | | | | | |
| | Chartfield Defaults | | | Personal | ize Find 💷 🔜 🛛 First | 🜒 1-10 of 10 (| Last | | | | | | | |
| | | Add | Remove | Parameter List | | Value | | | | | | | | |
| | 1 | | \checkmark | Account | | | Q | | | | | | | |
| | 2 | | \checkmark | Fund | | | Q | | | | | | | |
| | 3 | | V | Department | | | Q | | | | | | | |
| | 4 | | V | Fund Source | | | Q | | | | | ~ | | |



| Step | Action |
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| 44. | More information is needed under the User Information tab. |
| | Click the User Information tab. |
| | User Information |

| ourity D | New Window | Help Personalize Pag |
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| curity rt | Comments Adamy Security Procurement Security User mormation Security Approval Status Fistory | |
| Busines | : 41500 Technical College System of GA Request ID: 0000001001 Request Seq Num: 1 | |
| xpand e | rodule individually by clicking the triangle in the blue module header. Collapse the individual expanded | |
| odule b | ing the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons | |
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| Expan | Collapse All | |
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| none o | formation listed below applies to your PeopleSoft Security request, there is no need to return this page of | |
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| Defau | p To Address | |
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| | iss Line 1: | |
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| | ult Origin Personalize Find ٤ ²¹ First ④ 1 of 1 ⊕ Last dd Remove Value Q ☐ Ø Default Origin (Location) Code: Q | |

| Step | Action |
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| 45. | The Default Ship To Address and Default Location sections are required fields on this |
| | page. |



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| ecurity R | equest C | omments | Activity Security | Procurement Security | User Information | Security Approval | Status Histo | ry | | |
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| xpand (| each modul | e individually | by clicking the tr | iangle in the blue mod | ule header. Collapse | the individual expan | ded | | | |
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| elow. | | | | | | | | | | |
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| Derai | un snip ro | Address | | | | | | | | |
| | ShipTo S | etID: 41500 | Q | Ship To: | Q | | | | | |
| | Address Li | ne 1: | | | | | | | | |
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| Defa | ult Locatio | 1 | | | | | | | | |
| | Location Se | et ID: 41500 | Locatio | on Code: | 0 | | | | | |
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| | Default O | | | | | Value | | | | |
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| Step | Action |
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| 46. | Click in the Ship To field. |
| | Ship To: |

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| | New Window Help Person | nalize Page | |
| Security Request Comments Activity Security Procurement Security User Information Security Approval Status F | History | | |
| Business Unit: 41500 Technical College System of GA Request ID: 0000001001 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 button below. | 5 | | |
| Expand All Collapse All | | | |
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| If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application | | | |
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| ▼ Purchasing | | | |
| Default Ship To Address | | | |
| ShipTo SettD: 41500 Q Ship To: Q | | | |
| Address Line 1: | | | |
| Address Line 2: | | | |
| Address Line 3: | | | |
| City: State: Postal Code: | | | |
| Default Location | | | |
| Location Set ID: 41500 Q Location Code: Q | | | |
| Address Line 1. | | | |
| Address Line 2: | | | |
| Address Line 3: | | | |
| City: State: Postal Code: | | | |
| Default Origin Personalize Find 2 E | | | |
| Add Remove Value | | | |
| 1 Default Origin (Location) Code: | | | |
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| Add Remove Description | | | ~ |



| Step | Action |
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| 47. | Enter the appropriate information into the Ship To field. |
| | For this example, type PO_011001. |

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| ecurity Red | quest Commen | ts Activity Security | Procurement Security | User Information | Security Approval | Status History | r | | |
| Rusiness | Unit: 41500 T | echnical College Syste | mofGA Ren | west ID: 0000001001 | Request Sea Nu | m 1 | | | |
| Dusiness | 01111 41000 1 | connear conege cyster | | acacib. 00000100 | nequest seq ne | | | | |
| xpand ea | ich module indivi | dually by clicking the | triangle in the blue mode | ule header. Collapse | the individual expan | ded | | | |
| nodule by | clicking the trian | gle in the blue modul | e header. You can also | expand/collapse all | nodules by clicking th | e buttons | | | |
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| Expand | All Collapse | All | | | | | | | |
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| ne applica | ition. | | | | | | | | |
| Purch | asing | | | | | | | | |
| Defaul | t Ship To Addre | \$\$ | | | | | | | |
| | Chiefe Comp. | | Chie Tee Do accently | | | | | | |
| | ship to seud: 4 | 1500 | Ship to: PO_011001 × | Q | | | | | |
| A | Address Line 1: T | echnical College Syste | m of Georgia - Facilities Sy | stem | | | | | |
| A | Address Line 2: 1 | 800 Century Place, Sui | te 550 | | | | | | |
| A | Address Line 3: | Hosto | States | Postal C | ode: 30345 | | | | |
| | City: A | Itanta | State: 0 | SA FOSTARC | 0401 00040 | | | | |
| Default | t Location | | | | | | | | |
| L | ocation Set ID: 4 | 1500 Q Loca | tion Code: | 0 | | | | | |
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| | Address Line 1: | | | | | | | | |
| - | ddress Line 3: | | | | | | | | |
| A | City: | | State: | Postal C | ode: | | | | |
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| 4 4 1 | Default Origin Add Rei | nove | | | value | | | | |

| Step | Action |
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| 48. | Click in the Location Code field. |
| | Location Code: |



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| curity Request Comment | s Activity Security | Procurement Security | User Information | Security Approval | Status | History | | | |
| Business Unit: 41500 Te | chnical College System | of GA Reque | est ID: 000000100 | 1 Request Seq | Num: | 1 | | | |
| Rpand each module individ odule by clicking the triang elow. Expand All Collapse A | ually by clicking the t le in the blue module | riangle in the blue module header. You can also ex | e header. Collaps pand/collapse all | e the individual expa modules by clicking | inded the button | IS | | | |
| none of the information lis e application. Purchasing | ted below applies to y | our PeopleSoft Security r | equest, there is n | o need to return this | s page of | | | | |
| Default Ship To Addros | 0 | | | | | | | | |
| Default Ship TO Addres | 0 | | | | | | | | |
| ShipTo SetID: 41 | 500 🔍 | Ship To: PO_011001 × Q | L . | | | | | | |
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| Address Line 1: T | chnical College System | n of Georgia - Facilities Syste | em | | | | | | |
| Address Line 1: To Address Line 2: 1 | echnical College System 100 Century Place, Suite | n of Georgia - Facilities Syste 9 550 | em | | | | | | |
| Address Line 1: To Address Line 2: 14 Address Line 3: | echnical College System 100 Century Place, Suite | n of Georgia - Facilities Syste 9 550 | em Postal (| ode: 20245 | | | | | |
| Address Line 1: To Address Line 2: 11 Address Line 3: City: A | echnical College System 100 Century Place, Suite lanta | n of Georgia - Facilities Syste 9 550 State: GA | em Postal (| Code: 30345 | | | | | |
| Address Line 1: Tr Address Line 2: 11 Address Line 3: City: A Default Location | echnical College System 100 Century Place, Suite Ianta | n of Georgia - Facilities Syste 550 State: GA | em Postal (| Code: 30345 | | | | | |
| Address Line 1: 11 Address Line 2: 11 Address Line 3: City: A Default Location Location Set ID: 41 | echnical College System 100 Century Place, Suite Ianta 500 Q. Locati | of Georgia - Facilities Syste 550 State: GA on Code: | em Postal (| Code: 30345 | | | | | |
| Address Line 1: T Address Line 2: 11 Address Line 3: City: A Default Location Location Set ID: 41 Address Line 1: | echnical College System 1000 Century Place, Suite Ianta 500 Q Locati | o of Georgia - Facilities Syste 2 550 State: GA on Code: | em Postal (| Code: 30345 | | | | | |
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| Step | Action |
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| 49. | Enter the appropriate information into the Location Code field. |
| | For this example, type 001ADM507 . |

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| Security Request Comments | Activity Security Procurement Security | User Information | Security Approval | Status History | | |
| Business Unit: 41500 Tech | nical College System of GA Re | quest ID: 0000001001 | Request Seq Nur | n: 1 | | |
| Expand each module individua module by clicking the triangle below. | Ily by clicking the triangle in the blue mod in the blue module header. You can also | ule header. Collapse expand/collapse all n | the individual expand nodules by clicking the | ed e buttons | | |
| Expand All Collapse All | 0 | | | | | |
| If none of the information listed | I below applies to your PeopleSoft Securi | ty request, there is no | need to return this pa | age of | | |
| Purchasing | | | | | | |
| Default Ship To Address | | | | | | |
| ShipTo SetID: 4150 | 0 Q Ship To: PO_011001 | Q | | | | |
| Address Line 1: Tech | inical College System of Georgia - Facilities S | ystem | | | | |
| Address Line 2: 1800 | Century Place, Suite 550 | | | | | |
| Address Line 3: | sta Stata | CA Postal Co | ode: 30345 | | | |
| City: Atlan | ta state: | GA FOSULI C | | | | |
| Default Location | | | | | | |
| Location Set ID: 41500 | D Q Location Code: 001ADM507 × | Q | | | | |
| Address Line 1: 1800 | CENTURY PLACE, SUITE 550 | | | | | |
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| Step | Action | | | | |
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| 50. | Click in th | e Value | field. | | |
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| | Add | Remove | | Value | |
| | 1 | \checkmark | Default Origin (Location) Code: | Q | |

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| curity Request | Comments | Activity Security | Procurement Secu | rity User | Information | Security Approval | Status H | listory | | | |
| Business Unit: | 41500 Technic | cal College System | of GA | Request ID: | 0000001001 | Request Seq N | um: | 1 | | | |
| and each m dule by clicki low. | odule individually ng the triangle in | by clicking the t the blue module | iangle in the blue r header. You can a | nodule head Ilso expand/ | ler. Collapse collapse all m | the individual expa odules by clicking | nded he buttons | | | | |
| Expand All | Collapse All | | | | | | | | | | |
| none of the inf e application. | formation listed b | elow applies to y | our PeopleSoft Se | curity reque | st, there is no | need to return this | page of | | | | |
| Purchasing | 9 | | | | | | | | | | |
| Default Ship | o To Address | | | | | | | | | | |
| Ship | To SetID: 41500 | Q | Ship To: PO_01100 | 1 🔍 | | | | | | | |
| | ss Line 1. Techni | cal College System | of Georgia - Facilitie | s System | | | | | | | |
| Addres | | | | , | | | | | | | |
| Addres | ss Line 2: 1800 C | entury Place, Suite | 550 | | | | | | | | |
| Addres | ss Line 2: 1800 C ss Line 3: | entury Place, Suite | 550 | | | | | | | | |
| Addres | ss Line 2: 1800 C ss Line 3: City: Atlanta | entury Place, Suite | 550 Sta | te: GA | Postal Co | ode: 30345 | | | | | |
| Addres Addres Addres | ss Line 2: 1800 C ss Line 3: City: Atlanta ation | entury Place, Suite | sta | te: GA | Postal Co | ode: 30345 | | | | | |
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| Step | Action | | | |
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| 51. | Enter the appropriate information into the Value field. | | | |
| | For this example, type TRV . | | | |
| 52. | Click the Vertical scrollbar. | | | |



| 2 | | ~ | PO Buyer: Us | ser may create state requisitions and PO's. User nar | ne will appear on PO as "buyer". | | | |
|----------------------|----------------|--|--|---|---|--|--|--|
| 3 | | ~ | PO Requester | PO Requester: User may create state requisitions and their name appears as "requester". | | | | |
| | ^ | augl Tura | 1 | Proventional State (3) | | | | |
| 109 | Appr | oval Type | Description | Personalize Find | First I 1-4 of 4 Last | | | |
| 1 | | | Approver 1-I Ir | n to 4 999 | | | | |
| 2 1 | | | Approvor 2 Lir | n to 0.000 | | | | |
| 2 1 | | • | Approver 2 Ur | n to 000 000 000 | | | | |
| 3 A | | × · | Chartfield | p to 333,333,333 | | | | |
| 4 | | ¥ | Citattileiu | | | | | |
| | Au | thorized Lo | cation (Origin | is) Personalize Find 🖾 🔜 F | First 🕚 1 of 1 🕑 Last | | | |
| | | Add | Remove | Route Control Profile | | | | |
| | | 1 | \checkmark | Q | ÷ = | | | |
| Euro | 1 | | ✓ Origin | n (enter your site ID number or ONL for online): | Q Eint (14 of 4) Last | | | |
| A | Add | Remove | Description | Personalize Piliti 600 | First I-4 01 4 Cast | | | |
| 1 | | 1 | Allow Single P | Payment Voucher (enables the operator to enter and | pay a voucher to a one-time vendor). | | | |
| 2 | | ~ | Authority to O | override Match (enables the operator to override a vol | ucher with a match exception). | | | |
| 3 | | ~ | Manually Sche | edule Payments (authorizes user to override the Sch | eduled Payment Date). | | | |
| 4 [| | ~ | Record Payme | ent (enables the operator to manually record a paym | ent on the voucher payment page). | | | |
| and a ule t w. | each by cli | module indi cking the tria Collaps | vidually by clicl angle in the blu e All | king the triangle in the blue module header. Col le module header. You can also expand/collaps | llapse the individual expanded e all modules by clicking the buttons | | | |

| Step | Action |
|------|--|
| 53. | Review the information. Click the Save button. |
| | R Save |



| Hor | ne | | n = | | | |
|--|---------------|--------------------|---|-----|--|--|
| Expa | ind All | Collapse | All | , | | |
| | - 6 4 | | | | | |
| none e app | of the if | normation | isted below applies to your PeopleSon Security request, there is no need to return this page of | | | |
| - D. | | _ | | | | |
| Pu | ICHASIN | ig Ta Adda | | - 1 | | |
| Det | ault Shi | ip To Addr | 858 | | | |
| | Shij | pTo SetID: | 41500 Q Ship To: PO_011001 Q | | | |
| | Addre | ess Line 1: | Technical College System of Georgia - Facilities System | | | |
| | Addre | ess Line 2: | 1800 Century Place, Suite 550 | | | |
| | Addre | ess Line 3: | | | | |
| | | City: | Atlanta State: GA Postal Code: 30345 | | | |
| Def | ault Loo | cation | | | | |
| | Locati | ion Set ID: | 11500 October Code 0014004607 | | | |
| Location Set ID. 41500 Q Location Code. 00 (ADMS07 Q | | | | | | |
| Address Line 1: 1800 CENTURY PLACE, SUITE 550 | | | | | | |
| | Addre | ess Line 2: | | | | |
| | Auure | City: | ATLANTA State: GA Postal Code: 30345 | | | |
| | | ,. | | | | |
| | Defa | ult Origin | Personalize Find 🖾 👪 🛛 First 🚯 1 of 1 🛞 Last | | | |
| | A | dd R | Value | | | |
| | 1 [| • | Default Origin (Location) Code: | | | |
| Rol | es | | | | | |
| | Add | Remove | Description | | | |
| 1 | | - | PO Approver: User generally does not create documents, but will approve requisitions or PO's. | | | |
| 2 | | ~ | PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer". | | | |
| 3 | | ~ | PO Requester: User may create state requisitions and their name appears as "requester". | | | |
| | | | | | | |
| PO | Approx | val Type | Percentalize Eind 2 Eint A 14 of 4 A Last | | | |
| PO | Approv | val Type Remove | Personalize Find 🖾 🧱 First 🛞 1-4 of 4 🕑 Last | | | |
| P0 | Approv Add | Remove | Personalize Find 🔄 🧱 First 🚯 1-4 of 4 🚯 Last Approver 1-Up to 4,999 | | | |

| Step | Action |
|------|--|
| 54. | When the Generic Requester ID is completed by the manager, the manager will change the Status field from Draft to Manager Submitted. This will send an email to the Agency Security Officer and inform them that they have a Security Request to review and approve before it is sent to Pending Approval Status for DOAS to approve. |
| | After DOAS approves the Generic Requester ID or any TGM activity, an email is sent to SAO Security and they can now process the security request. When the security request is processed and completed, the Agency Security Officer will receive an email that the request is complete. |

| Step | Action |
|------|--|
| 55. | Click here (<u>https://www.surveymonkey.com/r/25KG2HH</u>) to take a quick survey. |

Thank you!