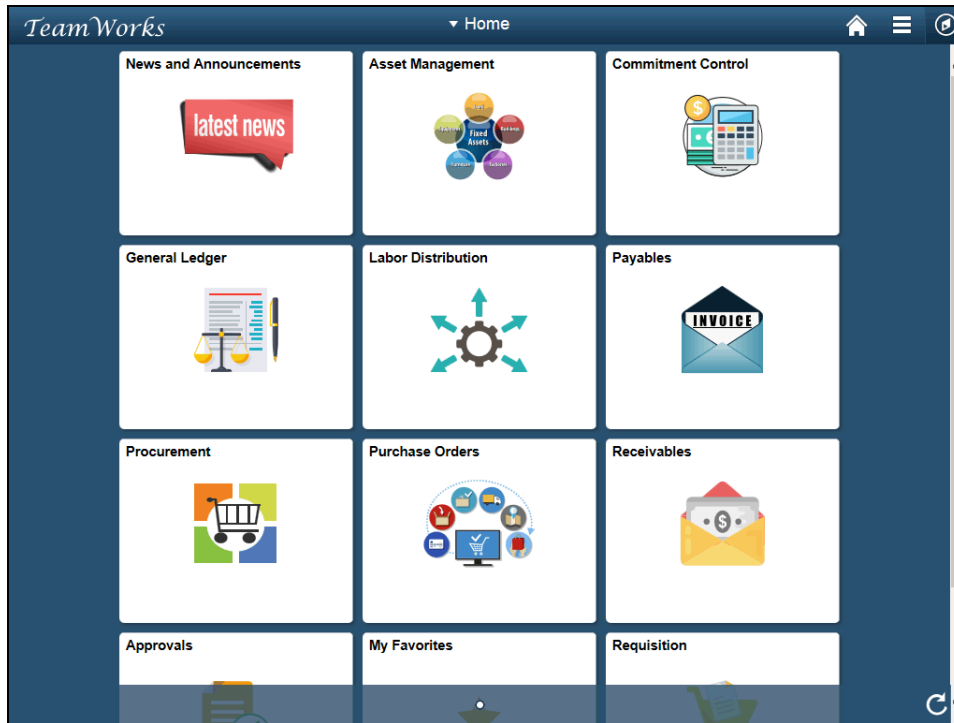

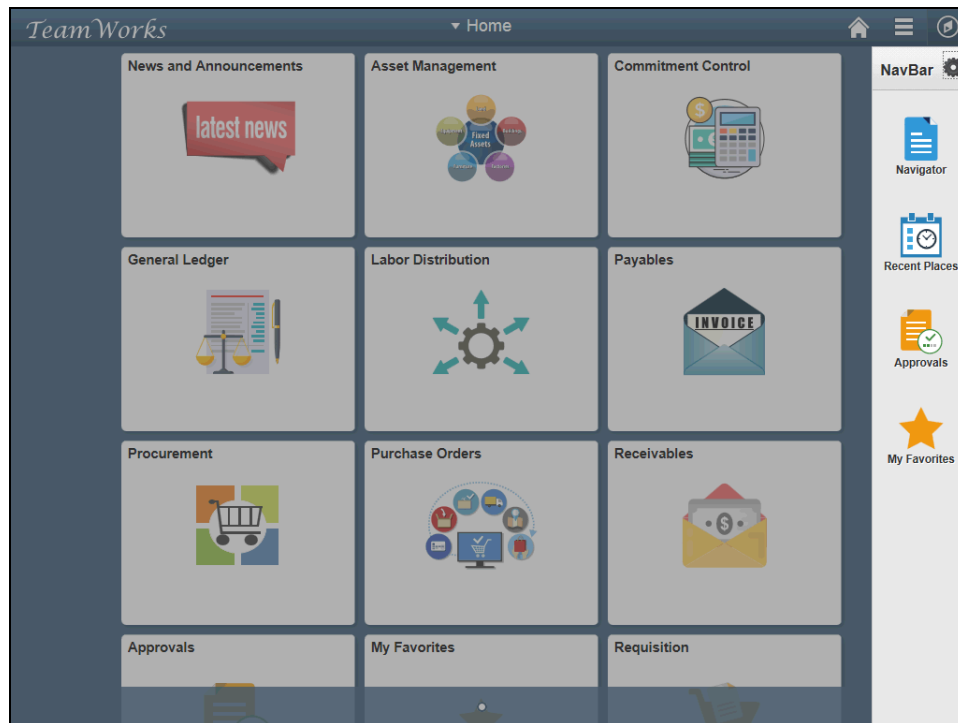



## Sec Officer: Approving or Rejecting a Request

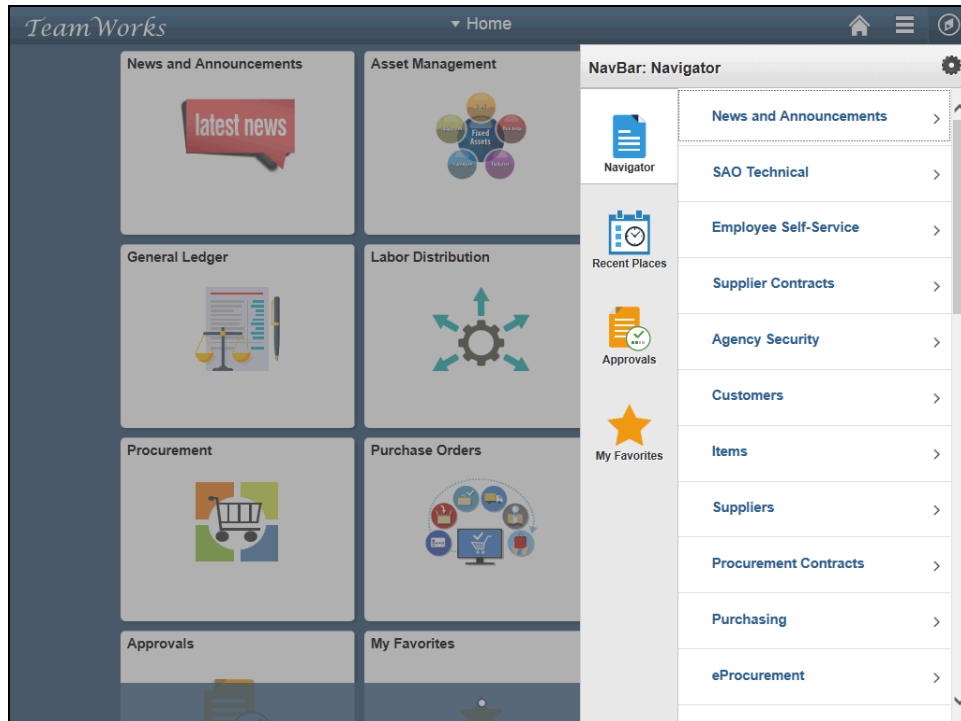
Below are the process steps to Approving or Rejecting a Request as a Security Officer. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



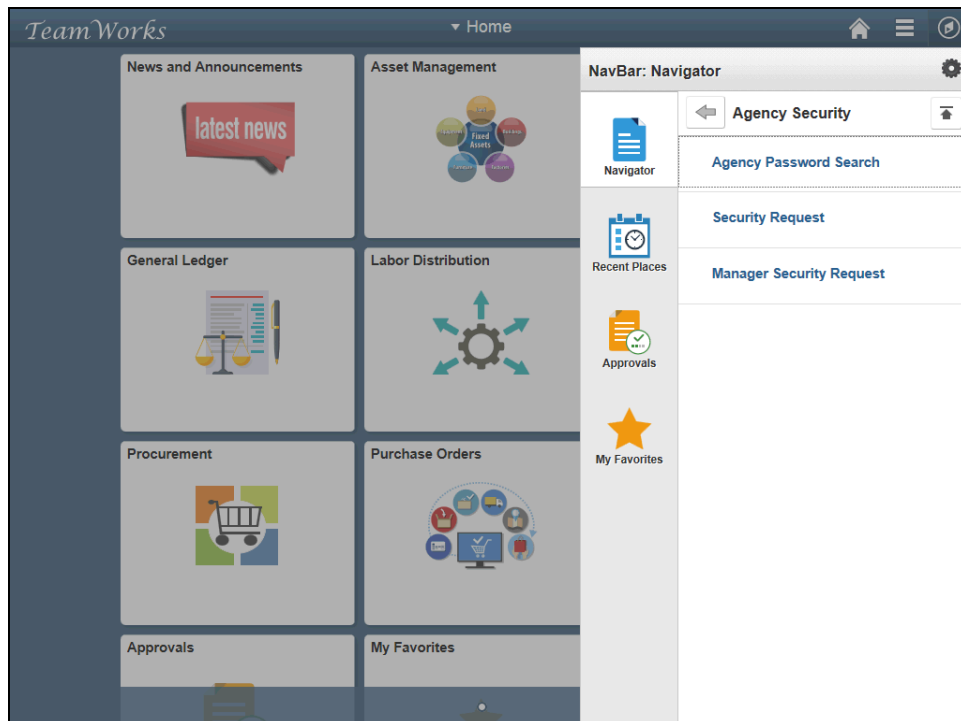
Step	Action
1.	<p>Begin by navigating to the <b>Security Request</b> page.</p> <p><b>Note:</b> This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the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



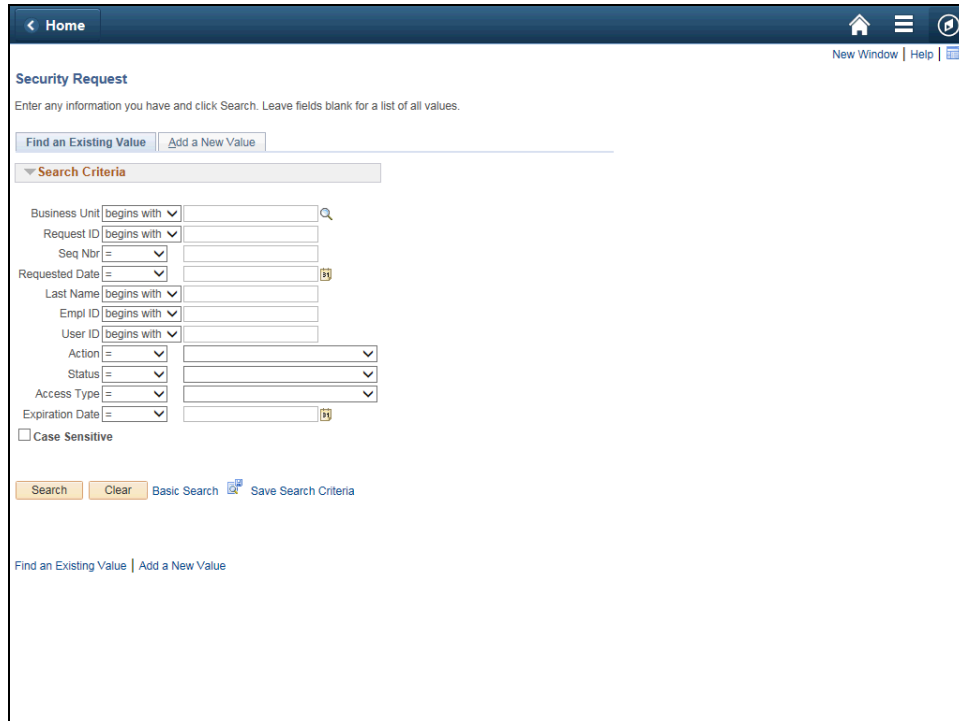
Step	Action
2.	Click the <b>Navigator</b> icon. <div data-bbox="354 1066 548 1234" style="text-align: center;">  <p><b>Navigator</b></p> </div>




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

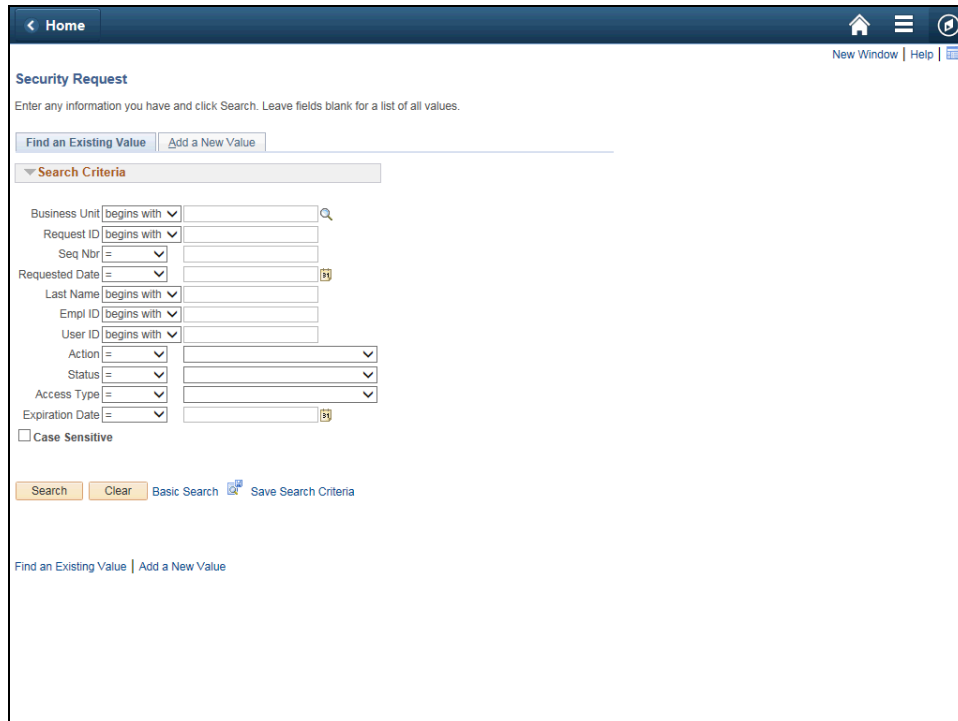


Step	Action
4.	Click the <b>Security Request</b> link. <b>Security Request</b>



The screenshot shows a web application interface for 'Security Request'. At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, the page title is 'Security Request'. A sub-header reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below this is a 'Search Criteria' section with a dropdown arrow. The search criteria include: Business Unit (dropdown: begins with, text input, search icon), Request ID (dropdown: begins with, text input), Seq Nbr (=, text input), Requested Date (=, dropdown, text input, calendar icon), Last Name (dropdown: begins with, text input), Empl ID (dropdown: begins with, text input), User ID (dropdown: begins with, text input), Action (=, dropdown), Status (=, dropdown), Access Type (=, dropdown), and Expiration Date (=, dropdown, text input, calendar icon). There is a checkbox for 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'. Below the search criteria section, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step	Action
5.	Click in the <b>Business Unit</b> field. Business Unit begins with <input type="text"/> 



Step	Action
6.	<p>To find the specific Security Request, filters will be used.</p> <p>Enter the appropriate information into the <b>Business Unit</b> field.</p> <p>For this example, type <b>40600</b>.</p>

< Home
New Window | Help |

### Security Request

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

Find an Existing Value | Add a New Value

**Search Criteria**

Business Unit begins with  Q

Request ID begins with

Seq Nbr =

Requested Date =  tt

Last Name begins with

Empl ID begins with

User ID begins with

Action =

Status =

Access Type =

Expiration Date =  tt

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
7.	<p>The <b>Request ID</b> field will also be used to help narrow the search. This information is in the email received to which you can copy the Security Request in to the box or type it out.</p> <p>Click in the <b>Request ID</b> field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Request ID <span>begins with</span> <input style="border: 2px solid red;" type="text"/></p> </div>

Step	Action
8.	<p>The Security Request we are searching for is <b>000000014</b>. You can copy and paste the Security Request ID # from the email received.</p> <p>Enter the appropriate information into the <b>Request ID</b> field.</p> <p>For this example, type <b>000000014</b>.</p>

**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] 40600

Request ID [begins with] 0000000014

Seq Nbr [=]

Requested Date [=]

Last Name [begins with]

Empl ID [begins with]

User ID [begins with]

Action [=]

Status [=]

Access Type [=]

Expiration Date [=]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
9.	Click the <b>Search</b> button.

**Search**

**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] 40600

Request ID [begins with] 0000000014

Seq Nbr [=]

Requested Date [=]

Last Name [begins with]

Empl ID [begins with]

User ID [begins with]

Action [=]

Status [=]

Access Type [=]

Expiration Date [=]

Case Sensitive

Search Clear Basic Search Save Search Criteria

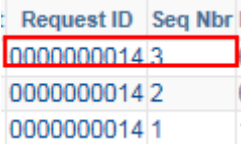
**Search Results**

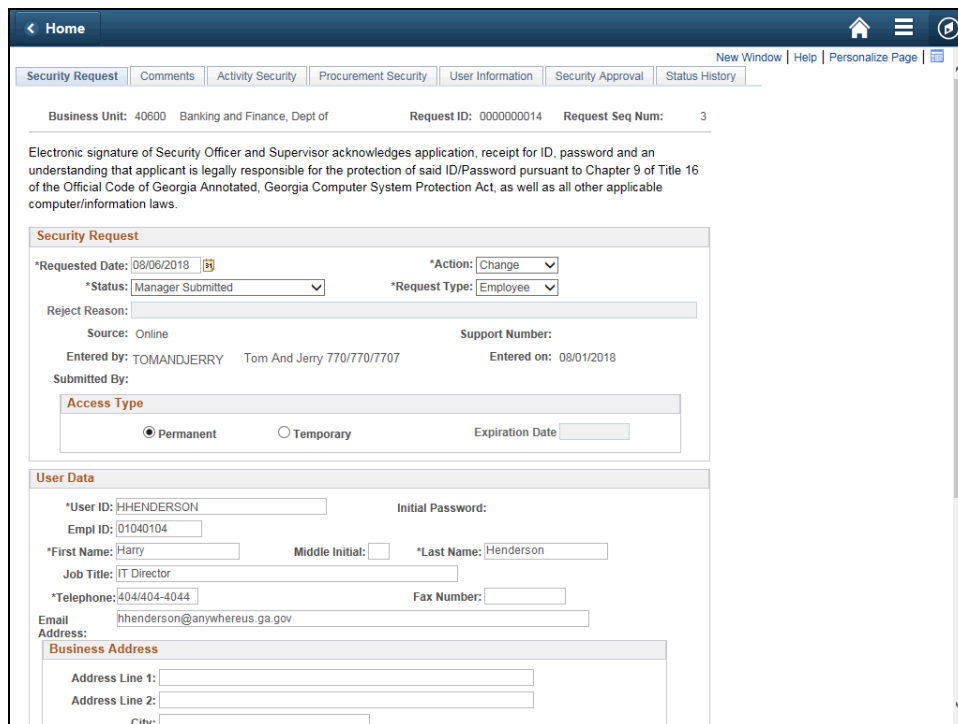
View All First 1-3 of 3 Last

Business Unit	Request ID	Seq Nbr	Requested Date	Last Name	First Name	Empl ID	User ID	Action	Status	Access Type	Expiration Date
40600	0000000014	3	03/06/2018	Henderso	Harry	01040104	HHENDER	Change Mgr Submit	Permanent	(blank)	
40600	0000000014	2	02/29/2016	Henderso	Harry	01043739	HHENDER	Change Completed	Permanent	(blank)	
40600	0000000014	1	11/23/2015	Henderso	Harry	01040104	HHENDER	Add Completed	Permanent	(blank)	

Find an Existing Value | Add a New Value



Step	Action
10.	<p>The search results are displayed.</p> <p>Click the <b>0000000014</b> link for <b>Seq Nbr 3</b>.</p> 



Business Unit: 40600 Banking and Finance, Dept of Request ID: 0000000014 Request Seq Num: 3

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: 08/06/2018 \*Action: Change  
 \*Status: Manager Submitted \*Request Type: Employee  
 Reject Reason:  
 Source: Online Support Number:  
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018  
 Submitted By:

**Access Type**

Permanent  Temporary Expiration Date:

**User Data**

\*User ID: HHENDERSON Initial Password:  
 Empl ID: 01040104  
 \*First Name: Harry Middle Initial: \*Last Name: Henderson  
 Job Title: IT Director  
 \*Telephone: 404/404-4044 Fax Number:  
 Email: hhenderson@anywhereus.ga.gov  
 Address:  
**Business Address**  
 Address Line 1:  
 Address Line 2:  
 City:

Step	Action
11.	<p>Here is the Security Request for the employee. First, verify the information is correct.</p> <p>Click the <b>Vertical</b> scrollbar to view the bottom of the page.</p>

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

Step	Action
13.	<p>Before choosing a status, you can view information on the other tabs such as <b>Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History</b> for verification regarding the Security Request.</p> <p>Please view the topics <b>Reviewing the Activity Security Tab, Reviewing the Procurement Security Tab, and Reviewing the User Information</b> tab for further information on these tabs.</p>

Step	Action
14.	<p>We now need to choose the appropriate status for the Security Request. As the Security Officer, the request will be either <b>Approved</b> or <b>Rejected</b>.</p> <p>For this example, we will Reject the request.</p> <p>Click the <b>Status</b> list.</p> <p><b>*Status:</b> <input type="text" value="Manager Submitted"/> </p>

Home

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000014 Request Seq Num: 3

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: Agency Submitted  
 \*Status: **Manager Submitted**  
 Rejected

\*Action: Change  
 \*Request Type: Employee

Reject Reason:

Source: Online Support Number:  
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018

Submitted By:

**Access Type**


Permanent  Temporary Expiration Date: \_\_\_\_\_

**User Data**

\*User ID: HHENDERSON Initial Password:  
 Empl ID: 01040104  
 \*First Name: Harry Middle Initial: \*Last Name: Henderson  
 Job Title: IT Director  
 \*Telephone: 404/404-4044 Fax Number:  
 Email Address: hhenderson@anywhereus.ga.gov

**Business Address**

Address Line 1:  
 Address Line 2:  
 City:

Step	Action
15.	<p>Note: If you are approving the security request, select <b>Agency Submitted</b> from the <b>Status</b> drop-down list and be sure to <b>Save</b> your work.</p> <p>Click the <b>Rejected</b> list item.</p> 

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000014 Request Seq Num: 3

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: 08/06/2018  \*Action: Change

\*Status: Rejected \*Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018

Submitted By:

**Access Type**

Permanent  Temporary Expiration Date:

**User Data**

\*User ID: HHENDERSON Initial Password:

Empl ID: 01040104

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

Job Title: IT Director

\*Telephone: 404/404-4044 Fax Number:

Email Address: hhenderson@anywhereus.ga.gov

**Business Address**

Address Line 1:

Address Line 2:

City:

Step	Action
16.	<p>Notice that now the <b>Reject Reason</b> field is available for input. If <b>Rejected</b> is chosen, a reason must be entered into the <b>Reject Reason</b> field.</p> <p>Click in the <b>Reject Reason</b> field.</p> <p>Reject Reason: <input style="border: 2px solid red;" type="text"/></p>

Home

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000014 Request Seq Num: 3

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: 08/06/2018 \*Action: Change  
 \*Status: Rejected \*Request Type: Employee  
 Reject Reason:   
 Source: Online Support Number:   
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018  
 Submitted By:

**Access Type**

Permanent  Temporary Expiration Date:

**User Data**

\*User ID: HHENDERSON Initial Password:  
 Empl ID: 01040104  
 \*First Name: Harry Middle Initial: \*Last Name: Henderson  
 Job Title: IT Director  
 \*Telephone: 404/404-4044 Fax Number:  
 Email Address: hhenderson@anywhereus.ga.gov  
**Business Address**  
 Address Line 1:  
 Address Line 2:  
 City:

Step	Action
17.	Enter the appropriate information into the <b>Reject Reason</b> field.  For this example, type <b>employee needs more training</b> .

Home

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000014 Request Seq Num: 3

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: 08/06/2018 \*Action: Change  
 \*Status: Rejected \*Request Type: Employee  
 Reject Reason: employee needs more training  
 Source: Online Support Number:   
 Entered by: TOMANDJERRY Tom And Jerry 770/770/7707 Entered on: 08/01/2018  
 Submitted By:

**Access Type**

Permanent  Temporary Expiration Date:

**User Data**

\*User ID: HHENDERSON Initial Password:  
 Empl ID: 01040104  
 \*First Name: Harry Middle Initial: \*Last Name: Henderson  
 Job Title: IT Director  
 \*Telephone: 404/404-4044 Fax Number:  
 Email Address: hhenderson@anywhereus.ga.gov  
**Business Address**  
 Address Line 1:  
 Address Line 2:  
 City:

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

Submitted By:

**Access Type**

Permanent     Temporary    Expiration Date: \_\_\_\_\_

**User Data**

\*User ID: HHENDERSON    Initial Password: \_\_\_\_\_  
 Empl ID: 01040104

\*First Name: Harry    Middle Initial: \_\_\_\_\_    \*Last Name: Henderson  
 Job Title: IT Director

\*Telephone: 404/404-4044    Fax Number: \_\_\_\_\_

Email Address: hhenderson@anywhereus.ga.gov

**Business Address**

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

**Supervisor's Information**

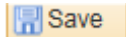
\*Name: Tom Jerry  
 \*Telephone: 770/770-7707

PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change.

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

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

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



< Home
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Requested Date: 08/06/2018      Action: Change  
 \*Status: Rejected      Request Type: Employee

Reject Reason: employee needs more training  
 Source: Online      Support Number:  
 Entered by: TOMANDJERRY    Tom And Jerry 770/770/7707      Entered on: 08/01/2018

Submitted By:

**Access Type**

Permanent       Temporary      Expiration Date

**User Data**

User ID: HHENDERSON      Initial Password:

Empl ID: 01040104

First Name: Harry      Middle Initial:      Last Name: Henderson

Job Title: IT Director

Telephone: 404/404-4044      Fax Number:

Email Address: hhenderson@anywhereus.ga.gov

**Business Address**

Address Line 1:

Address Line 2:

City:

State:      Postal Code:

**Supervisor's Information**

Name: Tom Jerry

Telephone: 770/770-7707

PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change.

Step	Action
20.	Click <b>here</b> ( <a href="https://www.surveymonkey.com/r/25KG2HH">https://www.surveymonkey.com/r/25KG2HH</a> ) to take a quick survey.

Thank you!