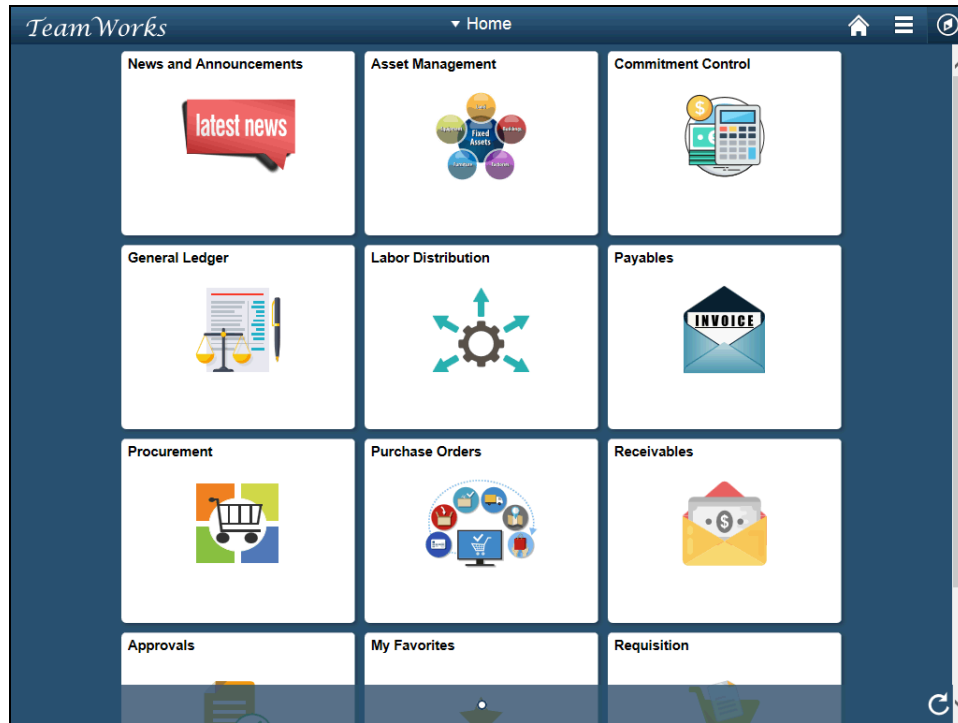

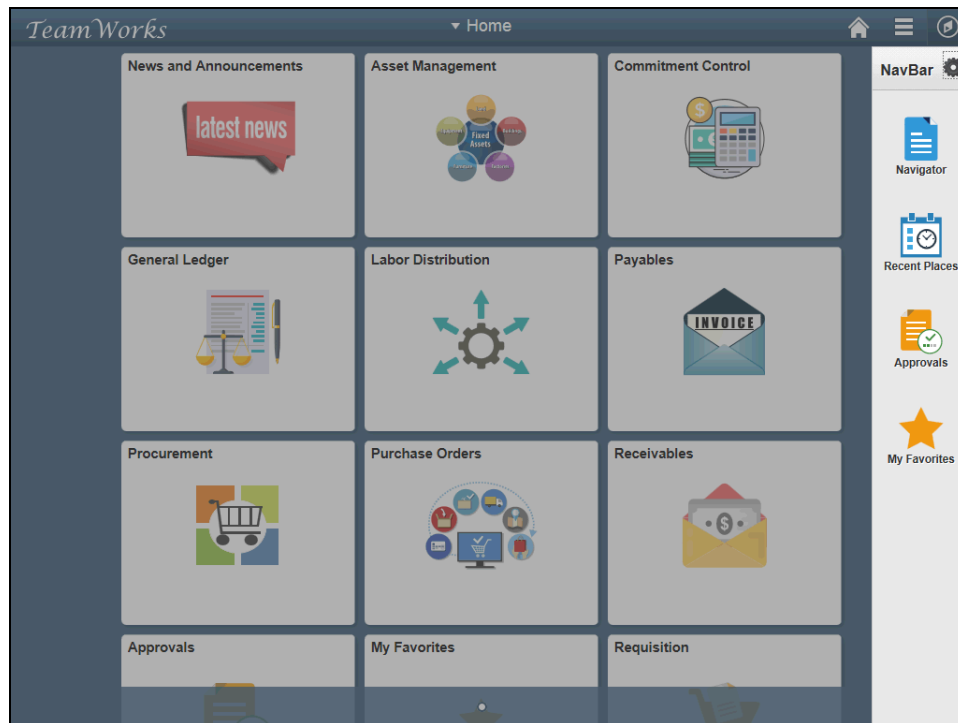



Sec Officer: Approving or Rejecting a Request

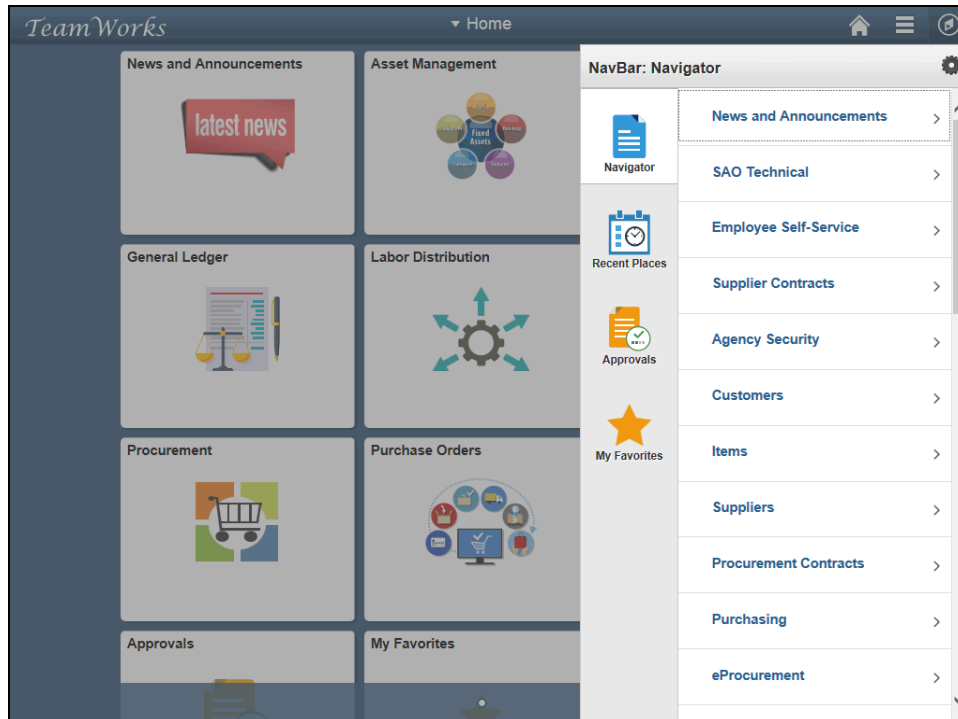
Below are the process steps to Approving or Rejecting a Request as a Security Officer. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



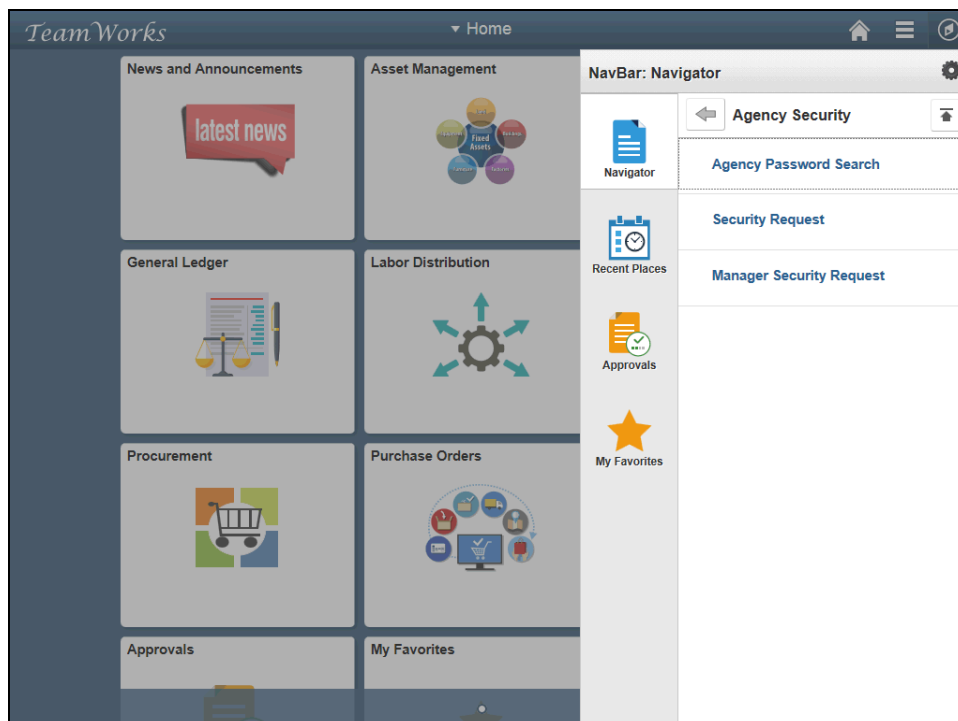
Step	Action
1.	<p>Begin by navigating to the Security Request page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.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



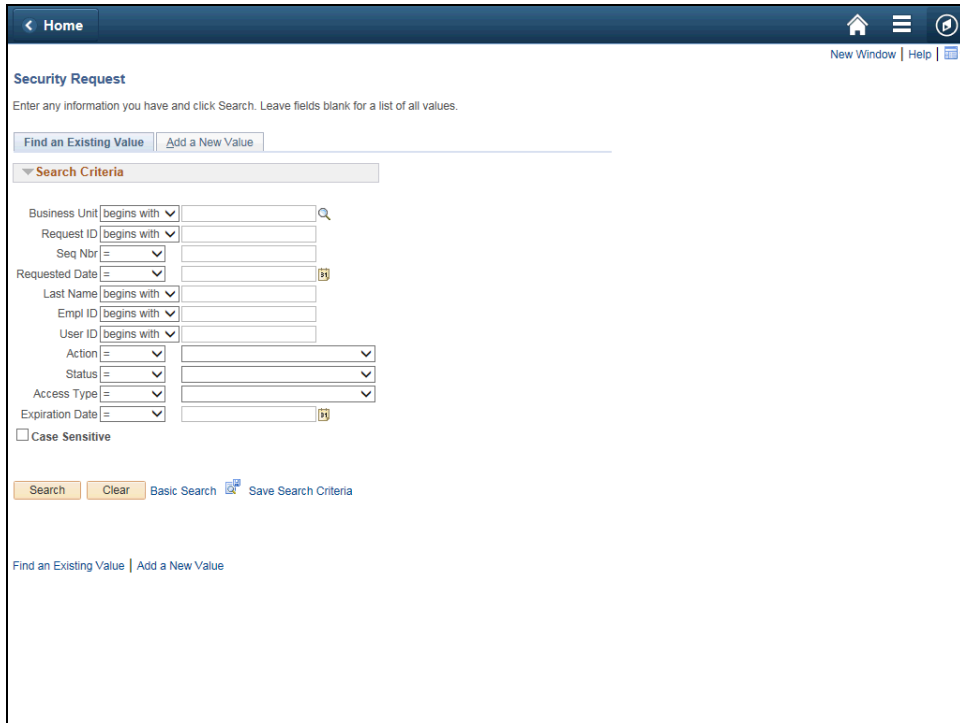
Step	Action
2.	Click the Navigator icon. <div style="text-align: center; margin-top: 10px;">  <p>Navigator</p> </div>



Step	Action
3.	Click the Agency Security link. Agency Security



Step	Action
4.	Click the Security Request link. Security Request



Home

Security Request

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit begins with []

Request ID begins with []

Seq Nbr = []

Requested Date = []

Last Name begins with []

Empl ID begins with []

User ID begins with []

Action = []

Status = []

Access Type = []

Expiration Date = []

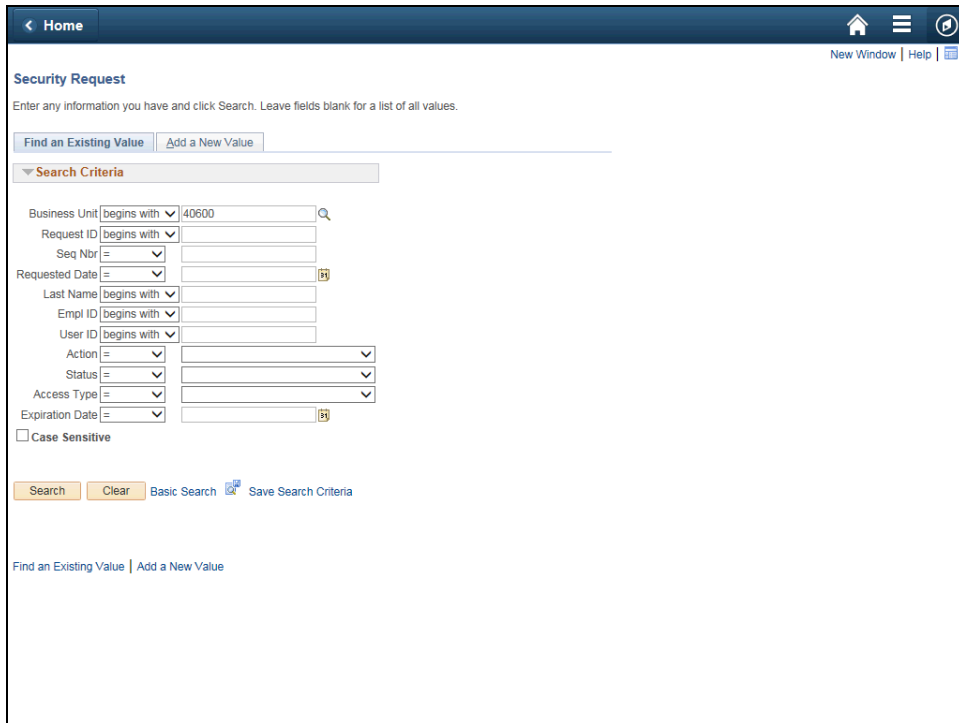
Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
5.	Click in the Business Unit field. Business Unit begins with []

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



Step	Action
7.	<p>The Request ID 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 Request ID field.</p> <p>Request ID begins with <input data-bbox="656 1171 938 1220" style="border: 2px solid red; width: 150px; height: 20px; vertical-align: middle;"/></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] **000000014**

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

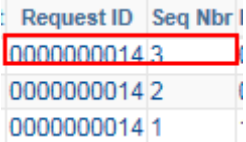
Search Clear Basic Search Save Search Criteria

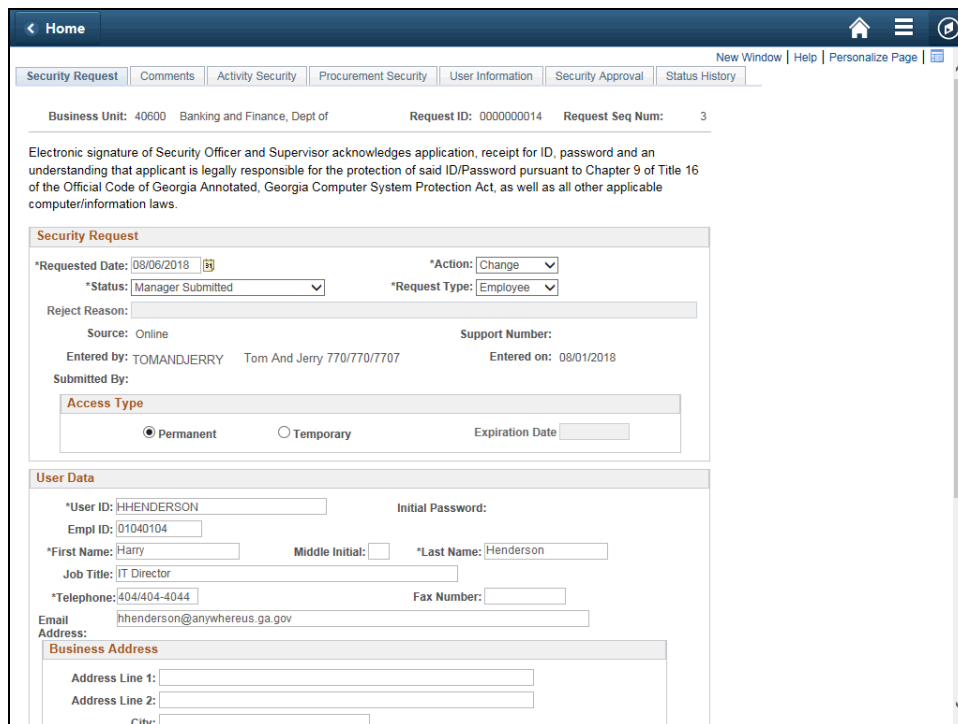
Search Results

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 0000000014 link for Seq Nbr 3.</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 Vertical scrollbar to view the bottom of the page.</p>

Step	Action
12.	Click the Vertical 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 Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History for verification regarding the Security Request.</p> <p>Please view the topics Reviewing the Activity Security Tab, Reviewing the Procurement Security Tab, and Reviewing the User Information 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 Approved or Rejected.</p> <p>For this example, we will Reject the request.</p> <p>Click the Status list.</p> <p>*Status: <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 *Action: Change
 Draft
 *Status: Manager Submitted *Request Type: Employee
 Rejected

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 Agency Submitted from the Status drop-down list and be sure to Save your work.</p> <p>Click the Rejected 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 Reject Reason field is available for input. If Rejected is chosen, a reason must be entered into the Reject Reason field.</p> <p>Click in the Reject Reason field.</p> <p>Reject Reason: <input style="border: 1px 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: 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: 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 Reject Reason field. For this example, type employee needs more training .

Home

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

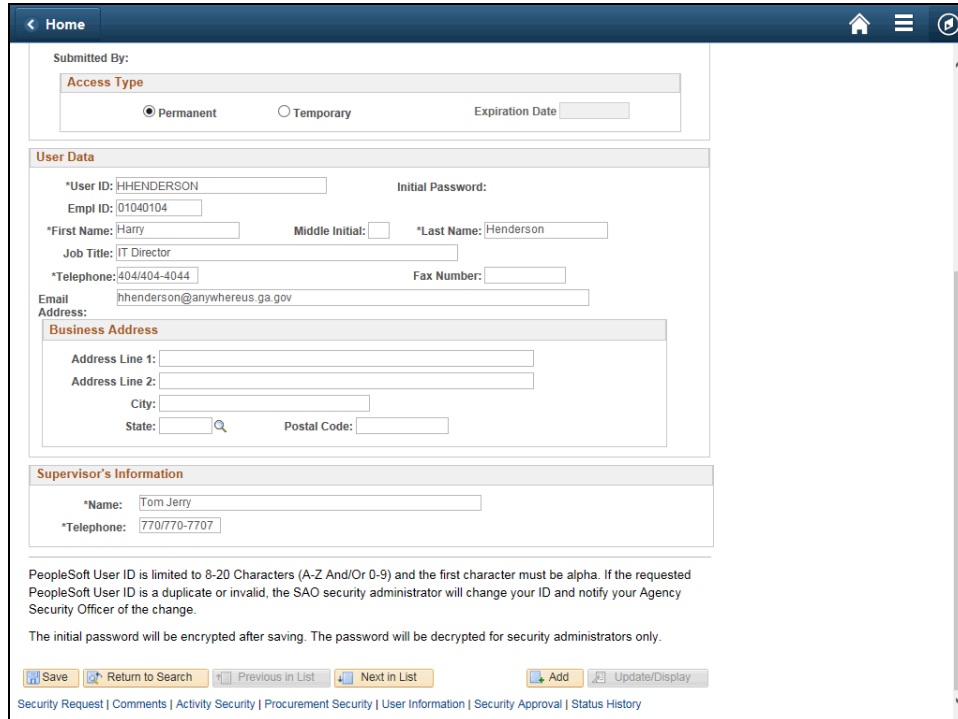
Business Unit: 40600 Banking and Finance, Dept of Request ID: 0000000014 Request Seq Num: 3

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: 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 Vertical 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

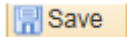
*Name: Tom Jerry
 *Telephone: 770/770-7707

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 Save button.



< Home

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 here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!