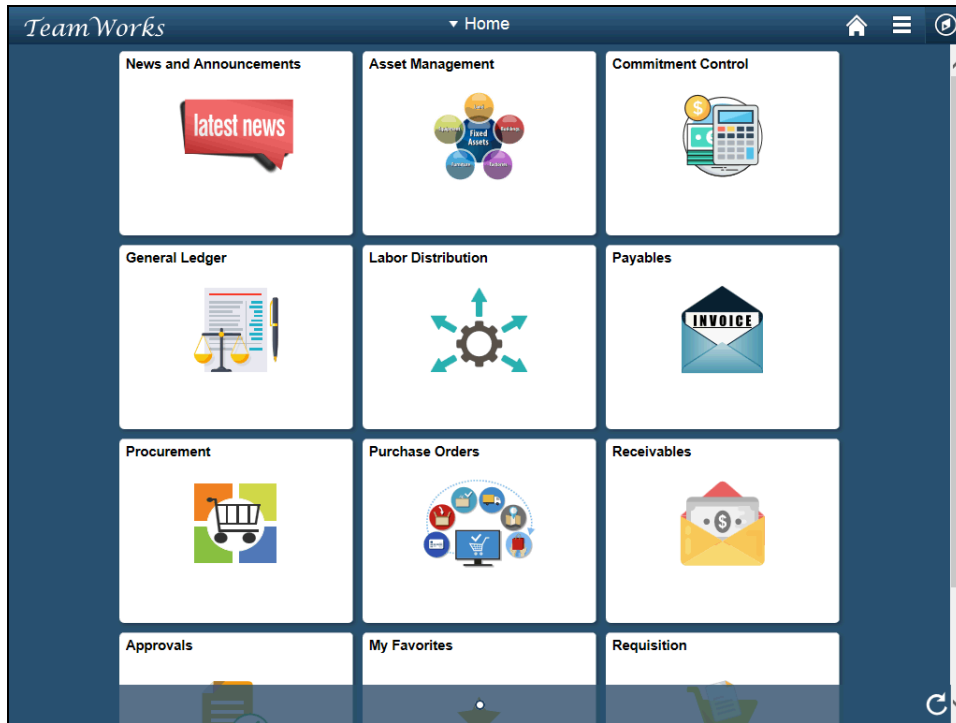

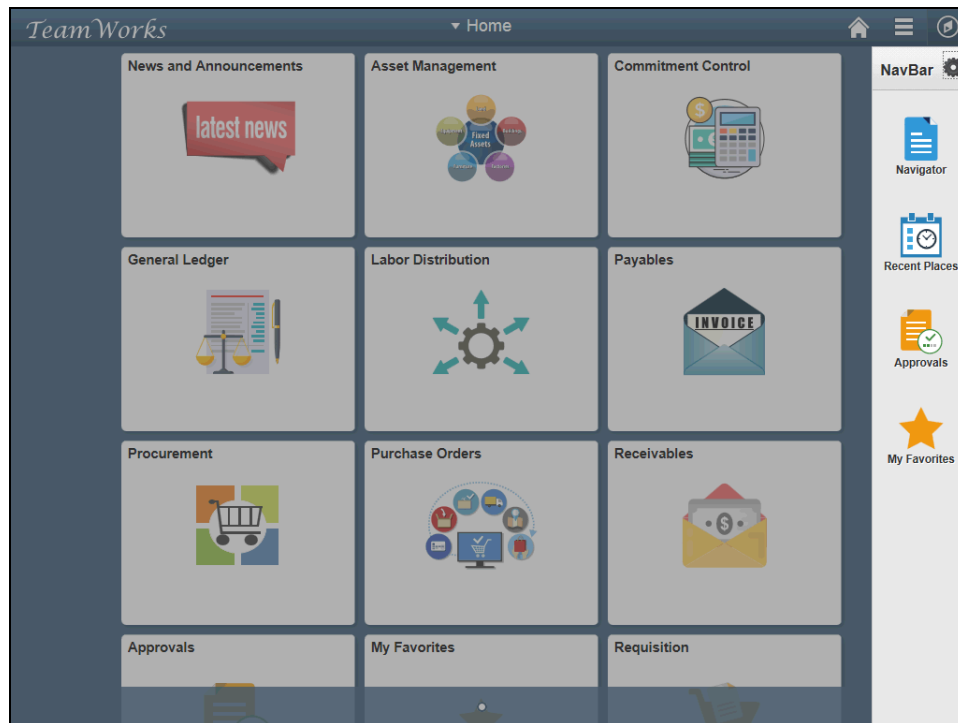



Requesting a New Security Request

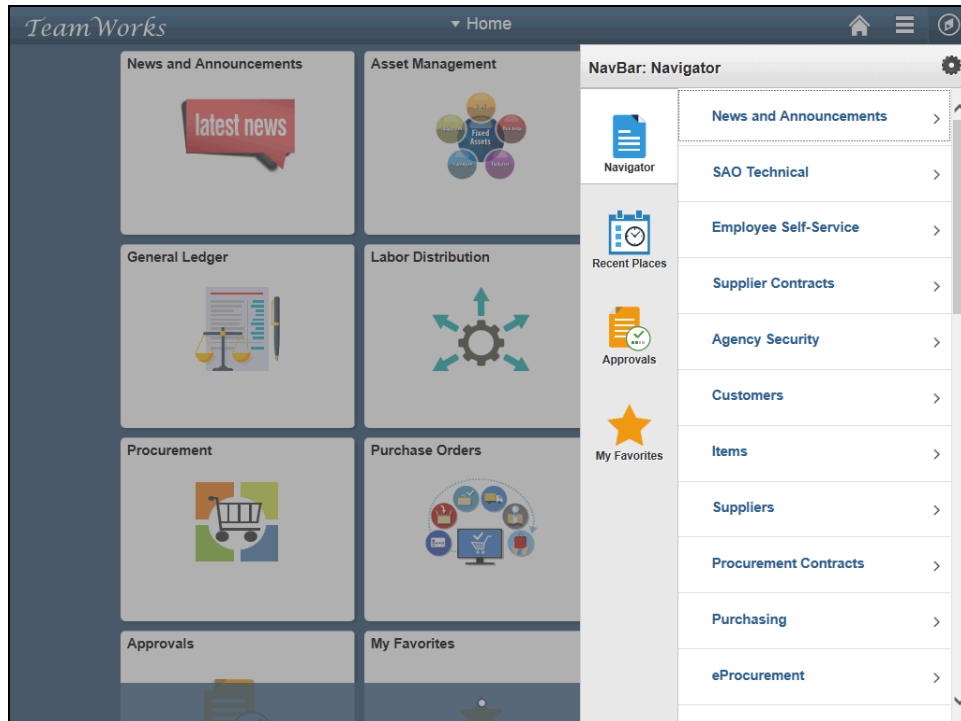
Below are the process steps to Requesting a New Security Request. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



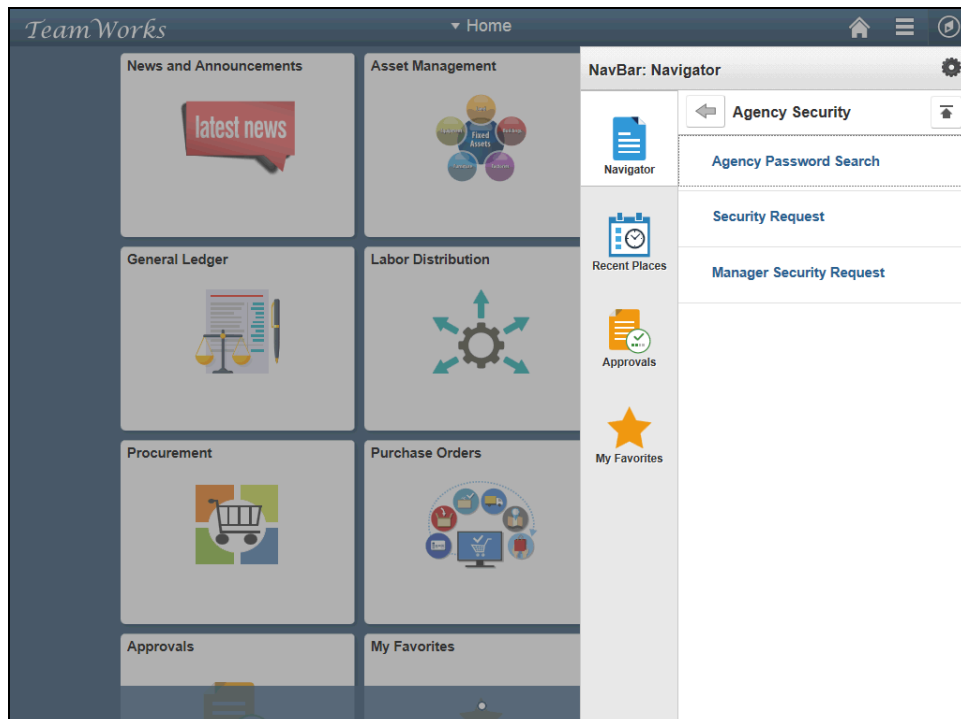
Step	Action
1.	<p>Begin by navigating to the Manager Security Request page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current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



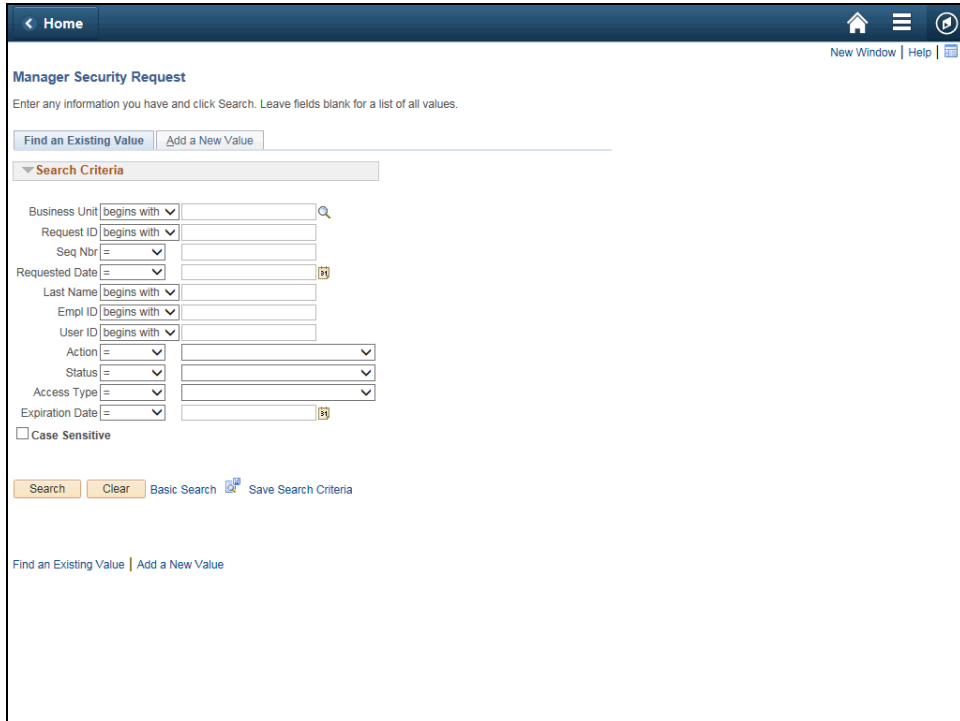
Step	Action
2.	Click the Navigator icon. <div data-bbox="354 1066 548 1224" style="text-align: center;">  <p>Navigator</p> </div>



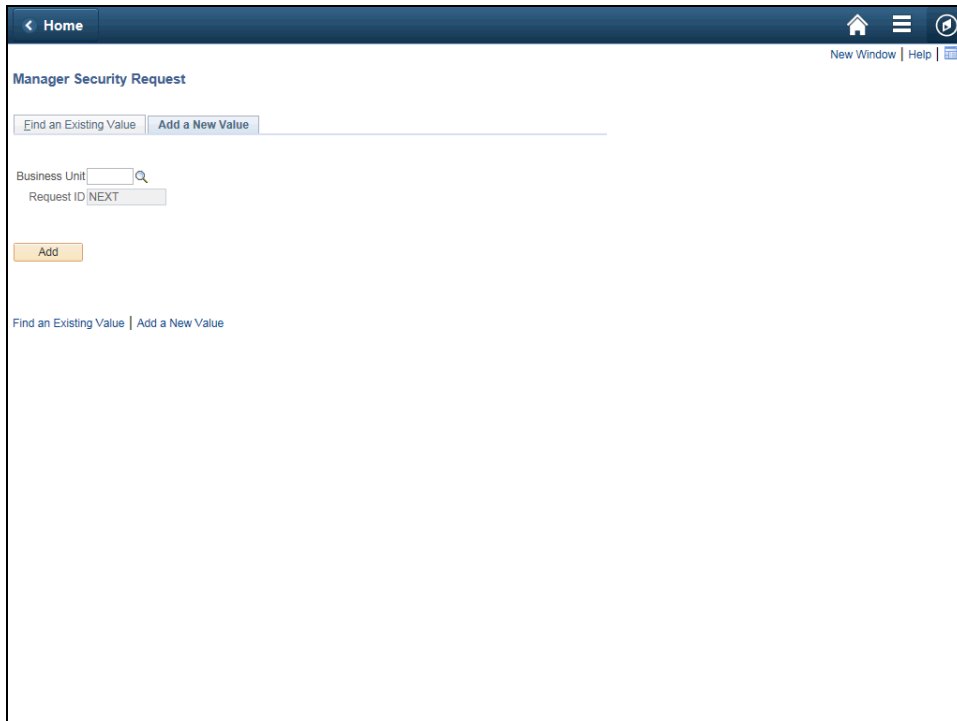
Step	Action
3.	Click the Agency Security link. Agency Security

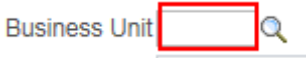


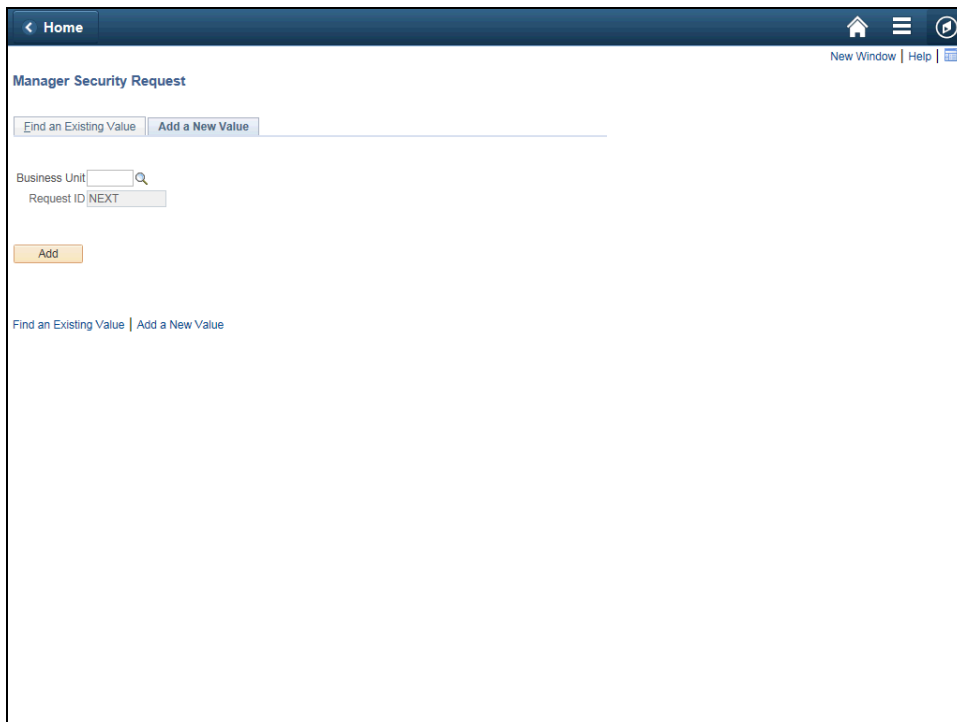
Step	Action
4.	Click the Manager Security Request link. Manager Security Request



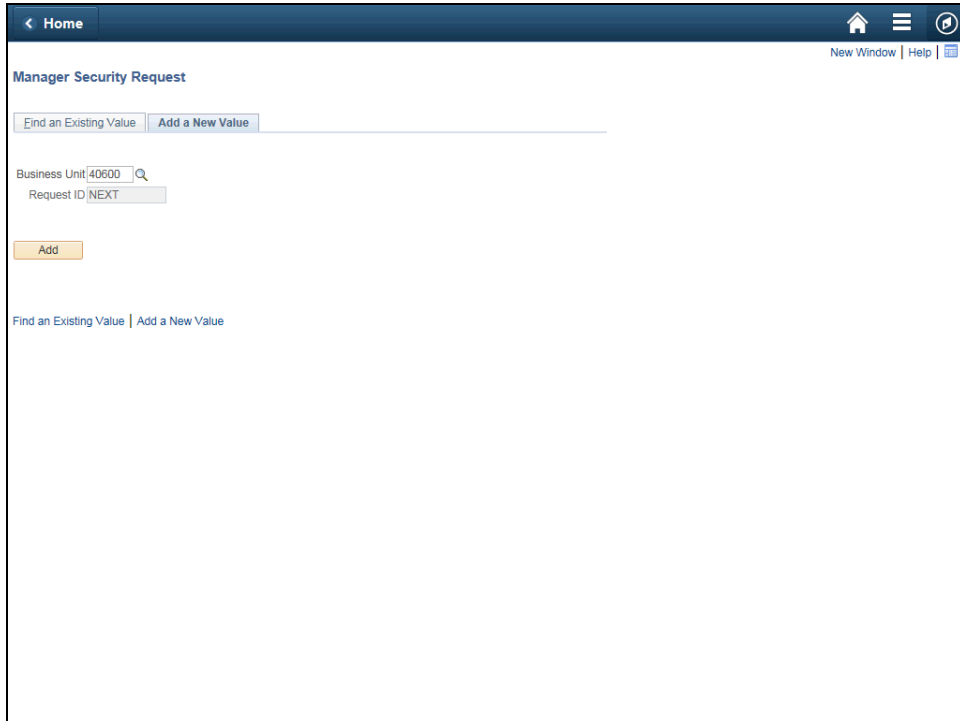
Step	Action
5.	To make addition to security access, a new security request will need to be created. Click the Add a New Value tab. Add a New Value

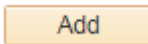


Step	Action
6.	Click in the Business Unit field. 



Step	Action
7.	<p>This is an example. Be sure to input the Business Unit specific to your Agency. For this example Business Unit 40600 will be used.</p> <p>Enter the appropriate information into the Business Unit field.</p> <p>For this example, type 40600.</p>



Step	Action
8.	<p>Click the Add button.</p> 

Business Unit: 40600 Banking and Finance, Dept of 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: 08/06/2018 *Action: Add
 *Status: Draft *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: Initial Password:
 Empl ID:
 *First Name: Middle Initial: *Last Name:
 Job Title:
 *Telephone: Fax Number:
 Email Address:

Business Address

Address Line 1:
 Address Line 2:

Step	Action
9.	<p>The Security Request page is the page where the Manager will input all relative information for the security addition. Those items with a * are required.</p> <p>The first section includes items such as the Request Date, which is automatically 3 days later as that SAO requires 3 days to process a request. Action, Status, and Request Type are also items that can be changed by the user.</p> <p>The Source, Entered by and Support Number are automatically updated by the system.</p> <p>Click the Vertical scrollbar.</p>

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Submitted By:

Access Type

Permanent
 Temporary
 Expiration Date:

User Data

*User ID: Initial Password:

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

Supervisor's Information

*Name:

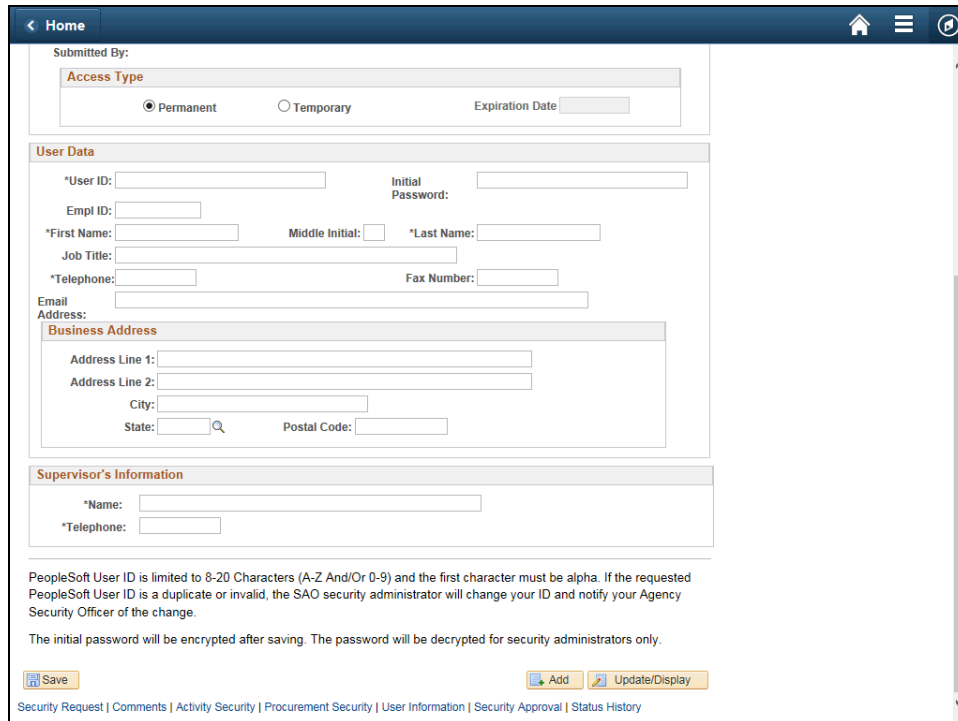
*Telephone:

PeopleSoft 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
10.	<p>The next section consists of user data that will need to be entered. Again, items with a * are required.</p> <p>Notice there is also a section for the Supervisor's Information.</p> <p>Click the Vertical scrollbar.</p>



Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Initial Password:

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

*Name:

*Telephone:

PeopleSoft 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.

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Step	Action
11.	<p>First, enter the User ID.</p> <p>User ID: This is the Employee ID. For a contractor, the User ID is limited to 8-20 characters and the first character must be alpha.</p> <p>Click in the User ID field.</p> <p>*User ID: <input style="border: 2px solid red;" type="text"/></p>

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: _____ Initial Password: _____

Empl ID: _____

*First Name: _____ Middle Initial: *Last Name: _____

Job Title: _____

*Telephone: _____ Fax Number: _____

Email Address: _____

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

*Telephone: _____

PeopleSoft 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
12.	Enter the appropriate information into the User ID field. For this example, type FBAGGINS .

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: _____

Empl ID: _____

*First Name: _____ Middle Initial: *Last Name: _____

Job Title: _____

*Telephone: _____ Fax Number: _____

Email Address: _____

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

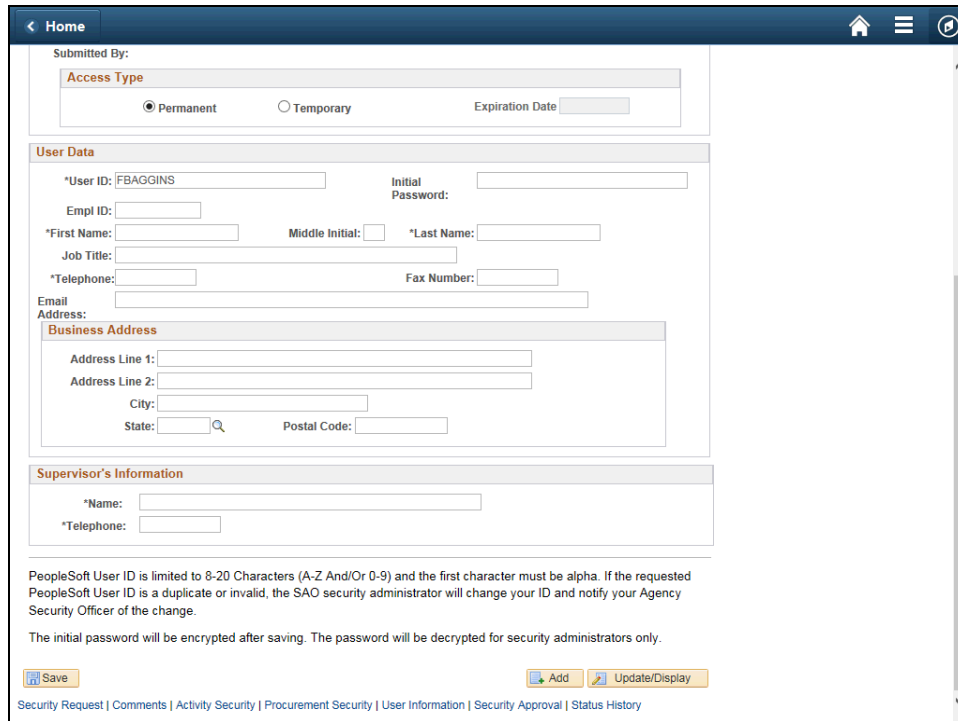
*Telephone: _____

PeopleSoft 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.

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Step	Action
13.	Click in the Empl ID field. Empl ID: <input style="border: 2px solid red; width: 100px; height: 20px;" type="text"/>



Step	Action
14.	The Employee ID consists of eight numeric values preceded by 00 or 01. A contractor would not have an Employee ID. Enter the appropriate information into the Empl ID field. For this example, type 007777777 .

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Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Initial Password:

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

*Name:

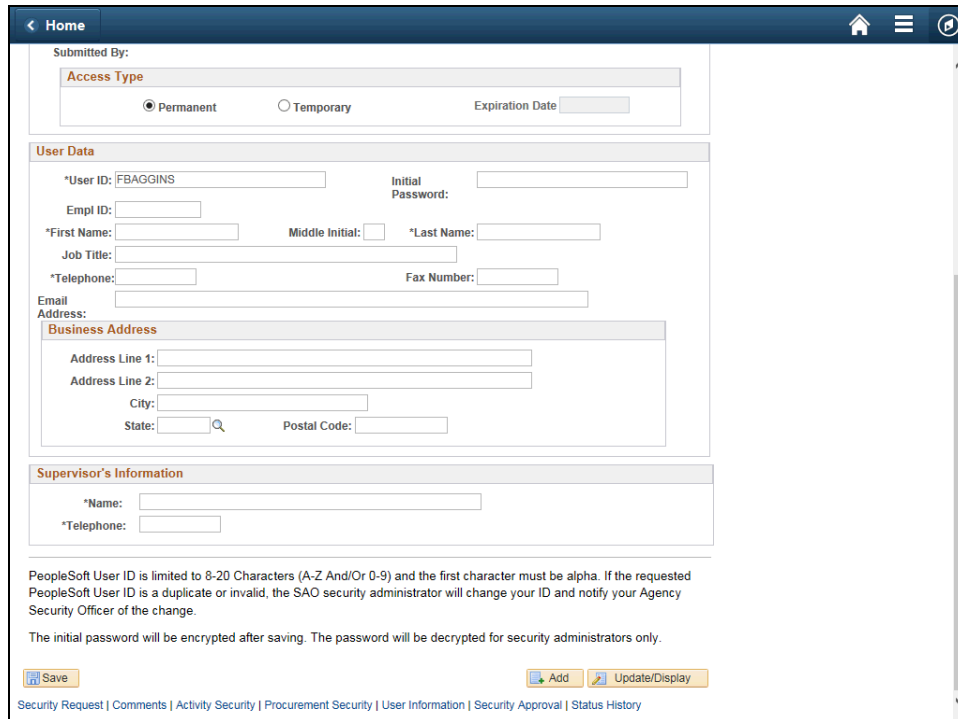
*Telephone:

PeopleSoft 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
15.	<p>The First Name of the user needs to be entered.</p> <p>Click in the First Name field.</p> <p>*First Name: </p>



Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: _____

Empl ID: _____

*First Name: _____ Middle Initial: *Last Name: _____

Job Title: _____

*Telephone: _____ Fax Number: _____

Email Address: _____

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

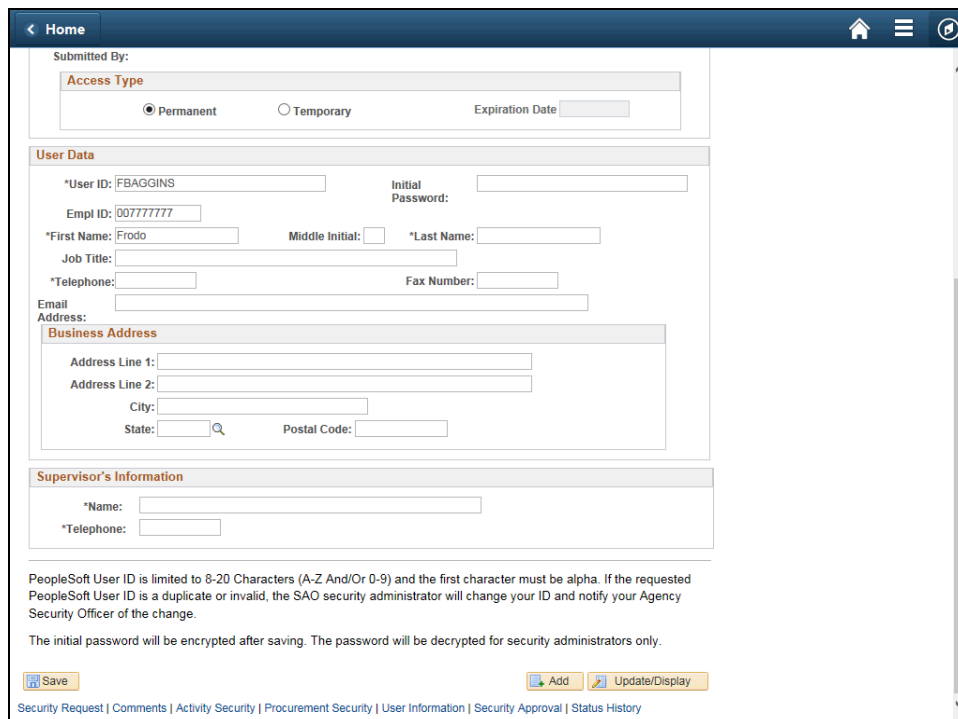
*Telephone: _____

PeopleSoft 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.

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Step	Action
16.	Enter the appropriate information into the First Name field. For this example, type Frodo .



Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: _____

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: _____

Job Title: _____

*Telephone: _____ Fax Number: _____

Email Address: _____

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

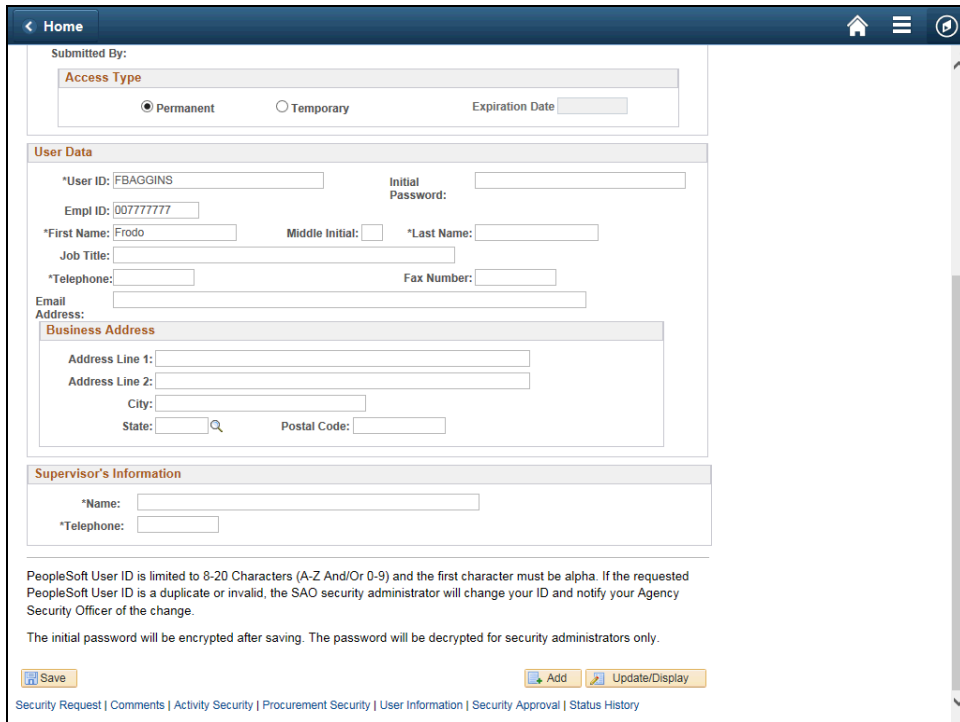
*Telephone: _____

PeopleSoft 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.

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Step	Action
17.	<p>The Last Name of the user also needs to be entered.</p> <p>Click in the Last Name field.</p> <p>*Last Name <input style="border: 2px solid red; width: 150px; height: 20px;" type="text"/></p>



Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: Initial Password:

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

*Name:

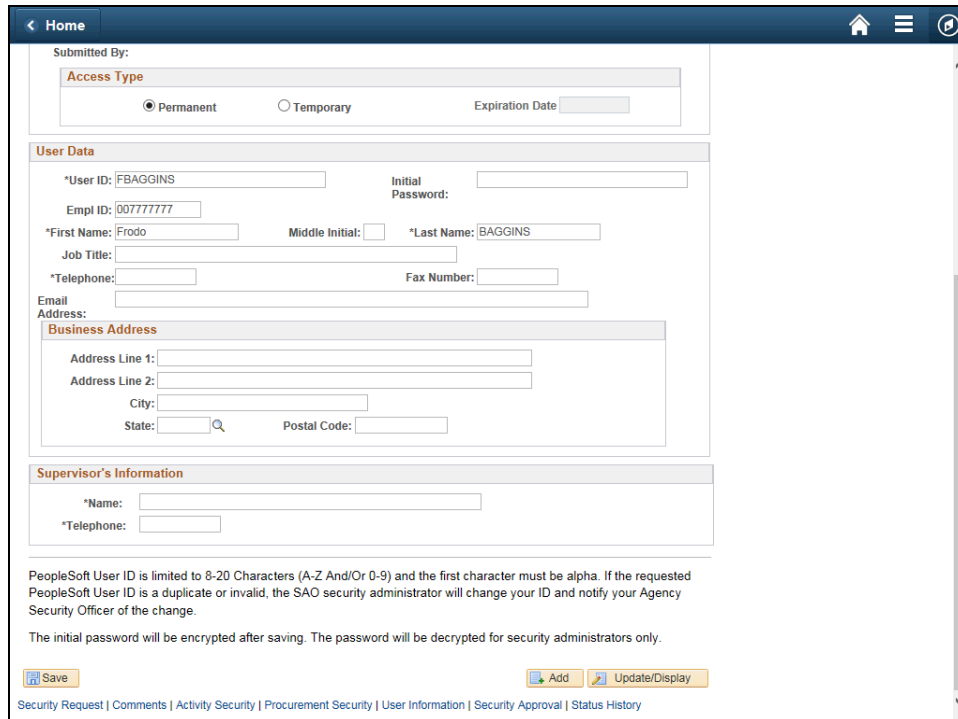
*Telephone:

PeopleSoft 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
18.	<p>Enter the appropriate information into the Last Name field.</p> <p>For this example, type Baggins.</p>



Step	Action
19.	<p>The telephone number is a required field. If the employee or contractor does not have a telephone number, please enter the Supervisor's telephone number.</p> <p>Click in the Telephone field.</p> <p>*Telephone: <input style="border: 2px solid red; width: 100px; height: 20px;" type="text"/></p>

Submitted By:

Access Type: Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: _____

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS

Job Title: _____

*Telephone: _____ Fax Number: _____

Email Address: _____

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

*Telephone: _____

PeopleSoft 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.

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Step	Action
20.	Enter the appropriate information into the Telephone field. For this example, type 4045555555 .

Submitted By:

Access Type: Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: _____

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS

Job Title: _____

*Telephone: 4045555555 Fax Number: _____

Email Address: _____

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

*Telephone: _____

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.

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Step	Action
21.	Click in the Email Address field. <div style="display: flex; align-items: center;"> Email Address: <div style="border: 1px solid red; width: 200px; height: 15px; margin-left: 20px;"></div> </div>

The screenshot shows a web form for user management. The 'Email Address' field is highlighted with a red border. The form contains the following sections:

- Submitted By:** Access Type (Permanent/Temporary), Expiration Date.
- User Data:** *User ID (FBAGGINS), Initial Password, Empl ID (00777777), *First Name (Frodo), Middle Initial, *Last Name (BAGGINS), Job Title, *Telephone (4045555555), Fax Number.
- Business Address:** Address Line 1, Address Line 2, City, State, Postal Code.
- Supervisor's Information:** *Name, *Telephone.

Buttons at the bottom include Save, Add, and Update/Display. A footer contains navigation links: Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History.

Step	Action
22.	The email address is a required field. If the employee or contractor does not have an email address, please enter the Supervisor's email address or a default email address of dummy1@sao.ga.gov . Enter the appropriate information into the Email Address field. For this example, type frodobaggins@sao.ga.gov .

< Home

Submitted By:

Access Type

Permanent
 Temporary
 Expiration Date:

User Data

*User ID: Initial Password:

Empl ID:

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email:

Address:

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

*Name:

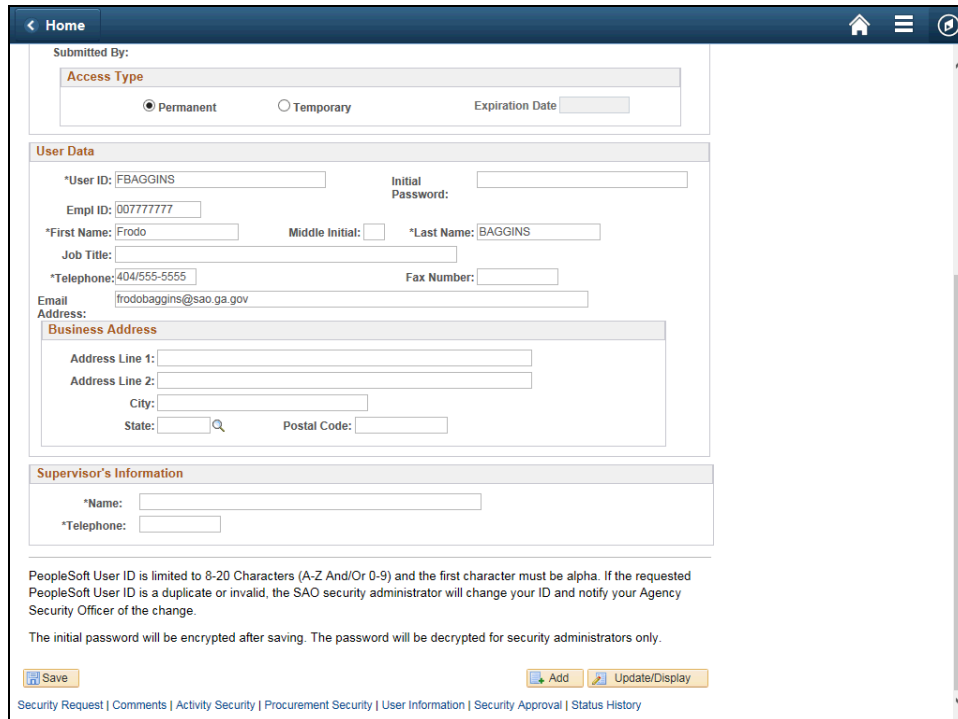
*Telephone:

PeopleSoft 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.

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



Submitted By:

Access Type: Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: _____

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS

Job Title: _____

*Telephone: 404/555-5555 Fax Number: _____

Email Address: frodobaggins@sao.ga.gov

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

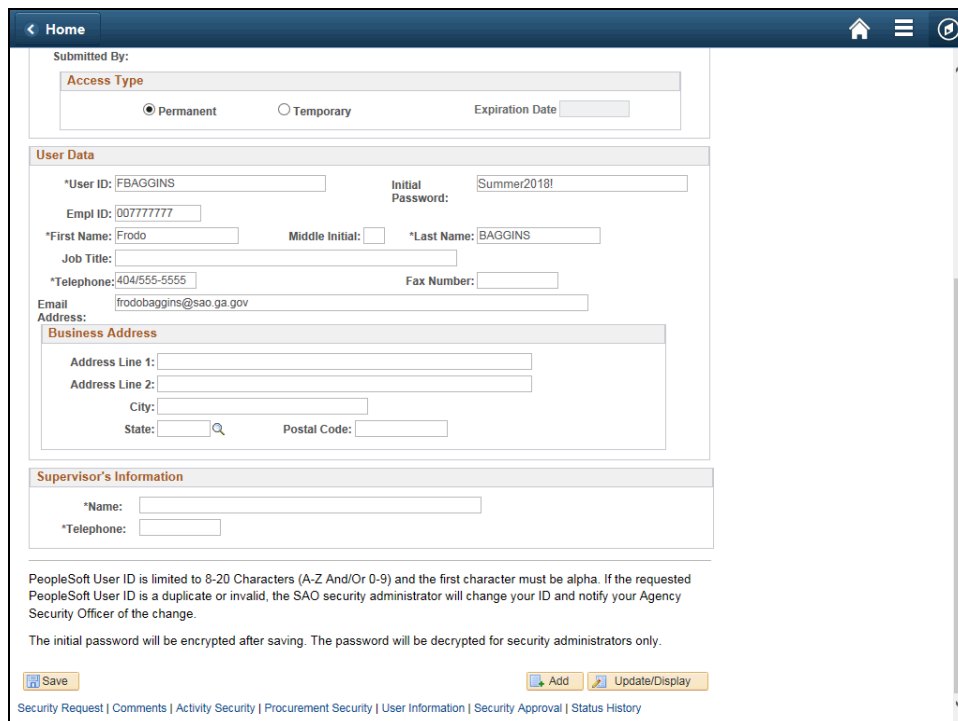
*Telephone: _____

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.

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Step	Action
24.	<p>Enter the appropriate information into the Initial Password field.</p> <p>For this example, type Summer2018!.</p>



Submitted By:

Access Type: Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: Summer2018!

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS

Job Title: _____

*Telephone: 404/555-5555 Fax Number: _____

Email Address: frodobaggins@sao.ga.gov

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: _____

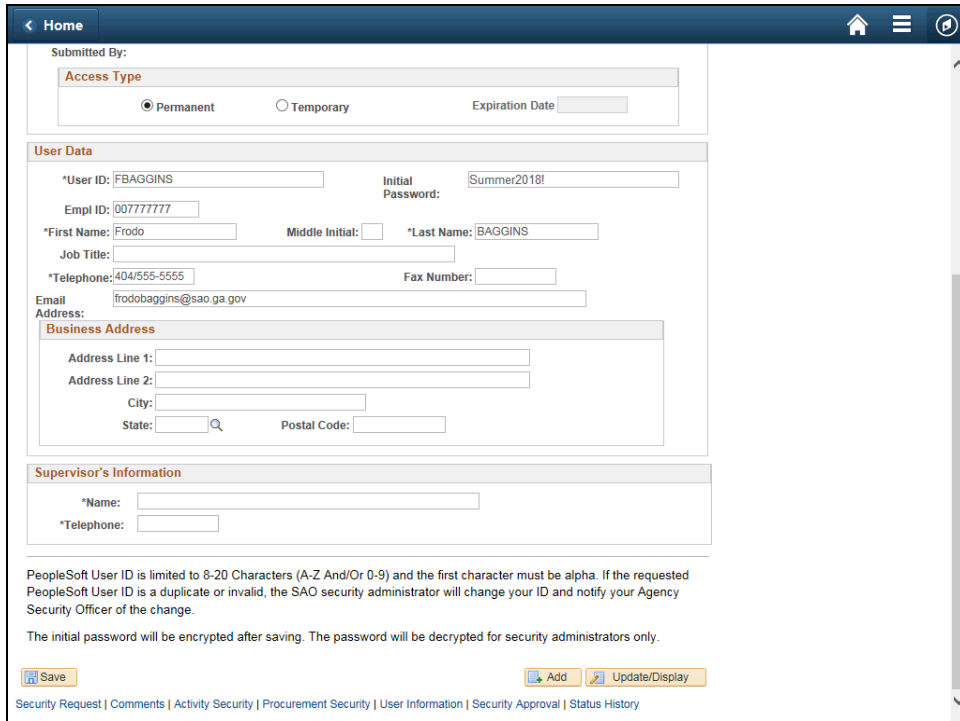
*Telephone: _____

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.

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Step	Action
25.	<p>The Business Address section is optional.</p> <p>The Supervisor's information is required. The name and phone number are needed.</p> <p>Click in the Name field.</p> <p>*Name: <input style="border: 2px solid red;" type="text"/></p>



Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: FBAGGINS Initial Password: Summer2018!

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS

Job Title:

*Telephone: 404/555-5555 Fax Number:

Email Address: frodobaggins@sao.ga.gov

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

*Name:

*Telephone:

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
26.	<p>Enter the appropriate information into the Name field.</p> <p>For this example, type Barney Fife.</p>

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: Summer2018!

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS

Job Title:

*Telephone: 404/555-5555 Fax Number:

Email Address: frodobaggins@sao.ga.gov

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: Barney Fife

*Telephone: _____

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
27.	Click in the Telephone field.

Submitted By:

Access Type

Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: Summer2018!

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS

Job Title:

*Telephone: 404/555-5555 Fax Number:

Email Address: frodobaggins@sao.ga.gov

Business Address

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Postal Code: _____

Supervisor's Information

*Name: Barney Fife

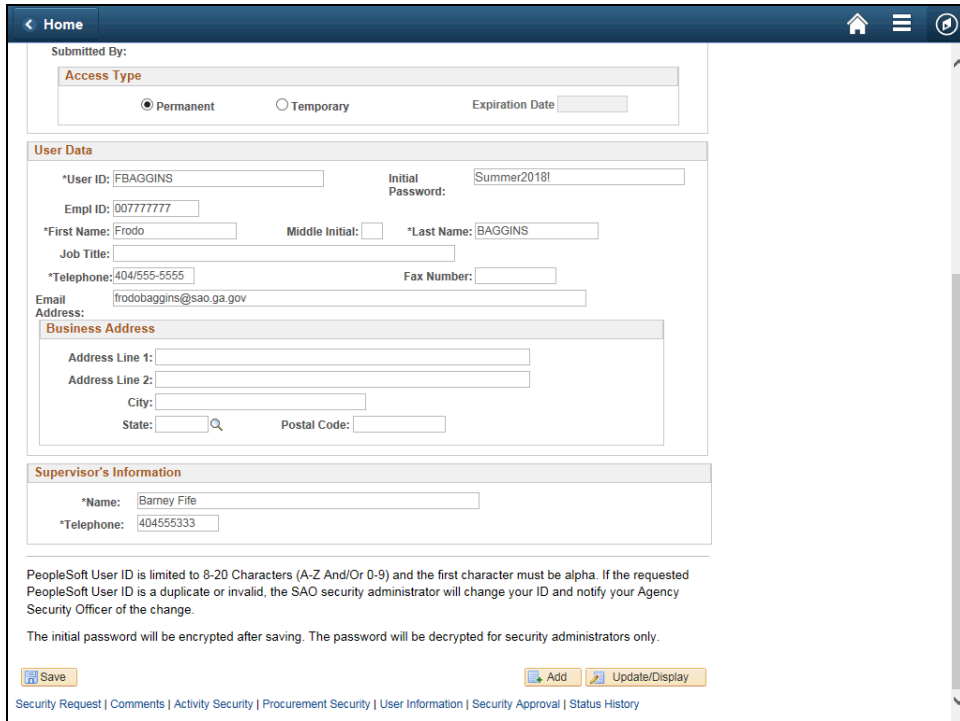
*Telephone: _____

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
28.	Enter the appropriate information into the Telephone field. For this example, type 404/555-3333 .



Submitted By:

Access Type
 Permanent Temporary Expiration Date: _____

User Data

*User ID: FBAGGINS Initial Password: Summer2018!

Empl ID: 00777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS

Job Title: _____

*Telephone: 404/555-5555 Fax Number: _____

Email Address: frodobaggins@sao.ga.gov

Business Address

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


Supervisor's Information

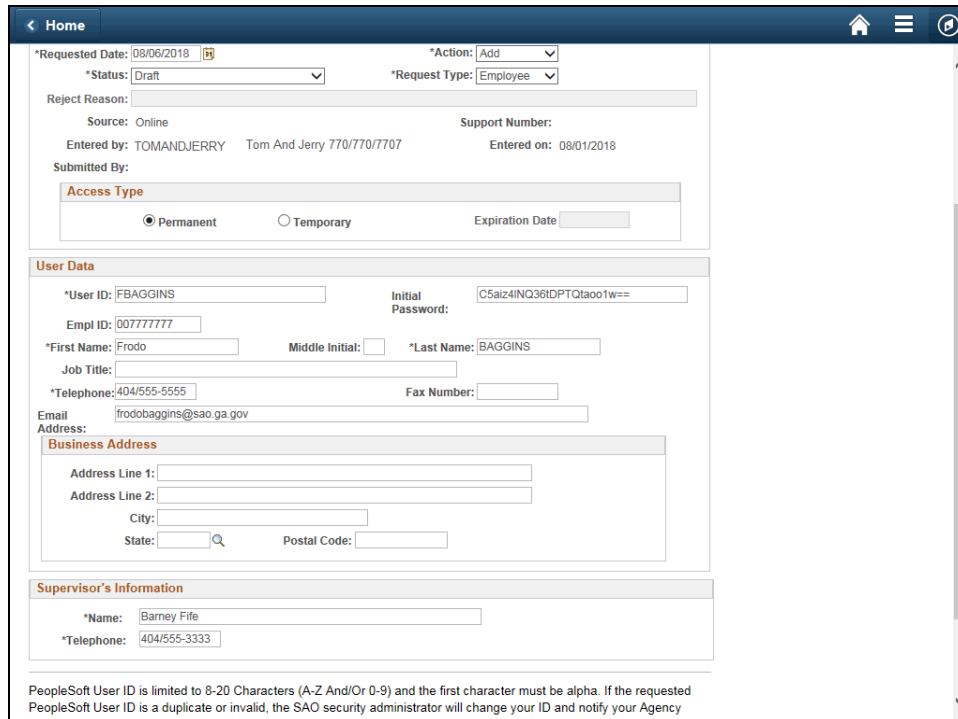
*Name: Barney Fife
 *Telephone: 404555333

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
29.	Check that all of the inputted information is correct. Always be sure to save your work. Click the Save button. 



Requested Date: 08/06/2018 | Action: Add | Status: Draft | Request Type: Employee

Reject Reason: [Empty]

Source: Online | Support Number: [Empty]

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

Submitted By: [Empty]

Access Type: Permanent Temporary | Expiration Date: [Empty]

User Data:

*User ID: FBAGGINS | Initial Password: C5aiz4INQ36iDPTQtao1w==

Empl ID: 00777777

*First Name: Frodo | Middle Initial: [Empty] | *Last Name: BAGGINS

Job Title: [Empty]

*Telephone: 404/555-5555 | Fax Number: [Empty]

Email: frodobaggins@sao.ga.gov

Address:

Business Address:

Address Line 1: [Empty]

Address Line 2: [Empty]

City: [Empty] | State: [Empty] | Postal Code: [Empty]

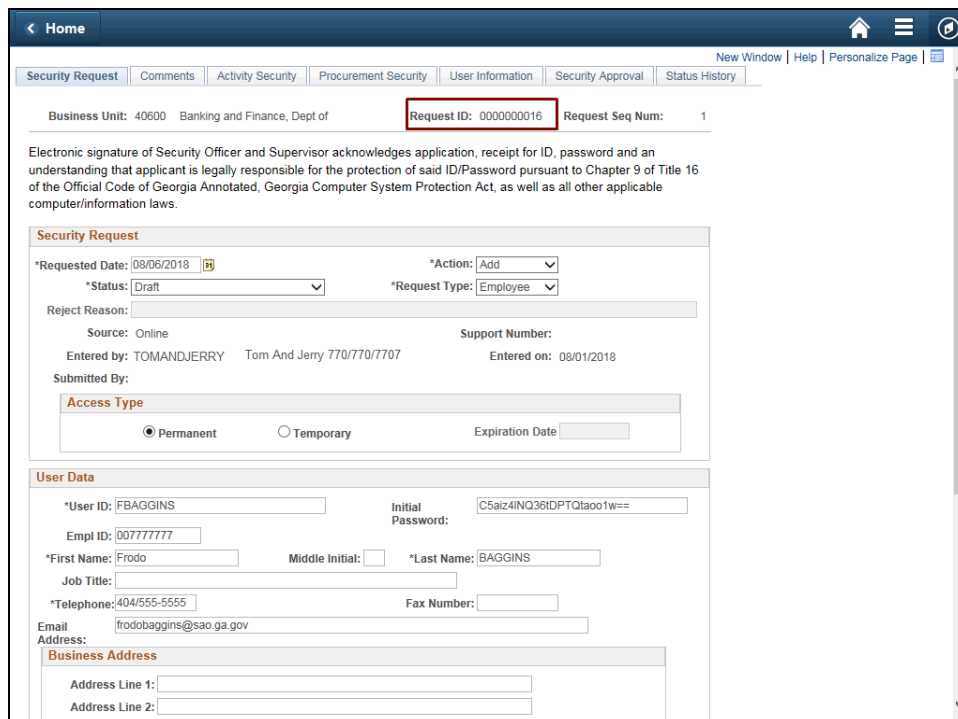
Supervisor's Information:

*Name: Barney File

*Telephone: 404/555-3333

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

Step	Action
30.	Click the Vertical scrollbar to return to the top of the page.



Business Unit: 40600 Banking and Finance, Dept of | Request ID: 000000016 | 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: 08/06/2018 | Action: Add | Status: Draft | Request Type: Employee

Reject Reason: [Empty]

Source: Online | Support Number: [Empty]

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

Submitted By: [Empty]

Access Type: Permanent Temporary | Expiration Date: [Empty]

User Data:

*User ID: FBAGGINS | Initial Password: C5aiz4INQ36iDPTQtao1w==

Empl ID: 00777777

*First Name: Frodo | Middle Initial: [Empty] | *Last Name: BAGGINS

Job Title: [Empty]

*Telephone: 404/555-5555 | Fax Number: [Empty]

Email: frodobaggins@sao.ga.gov

Address:

Business Address:

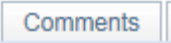
Address Line 1: [Empty]

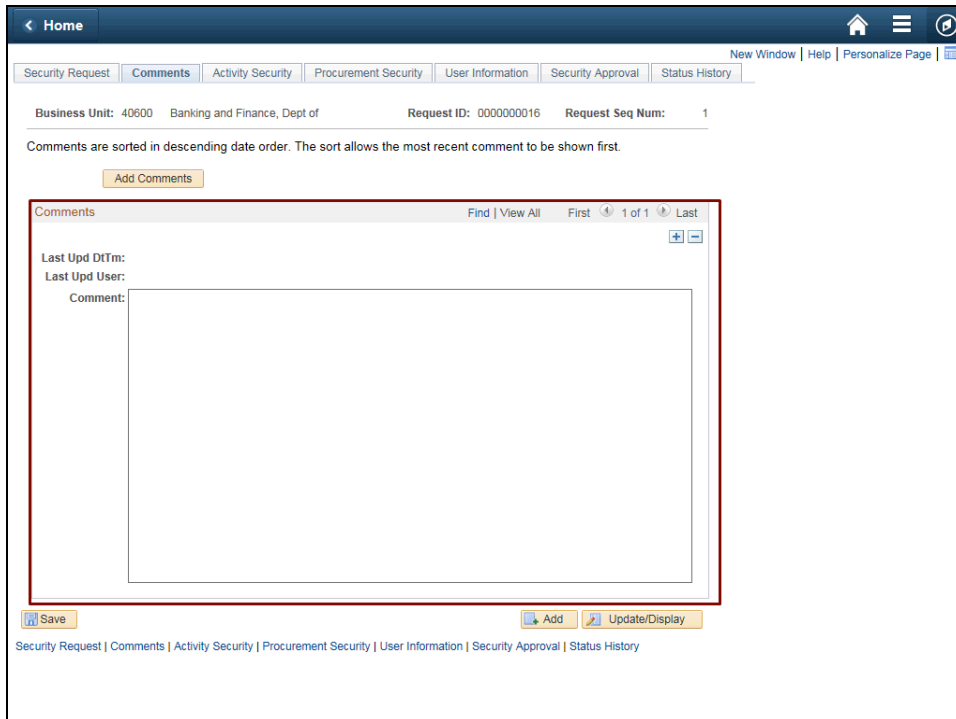
Address Line 2: [Empty]

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

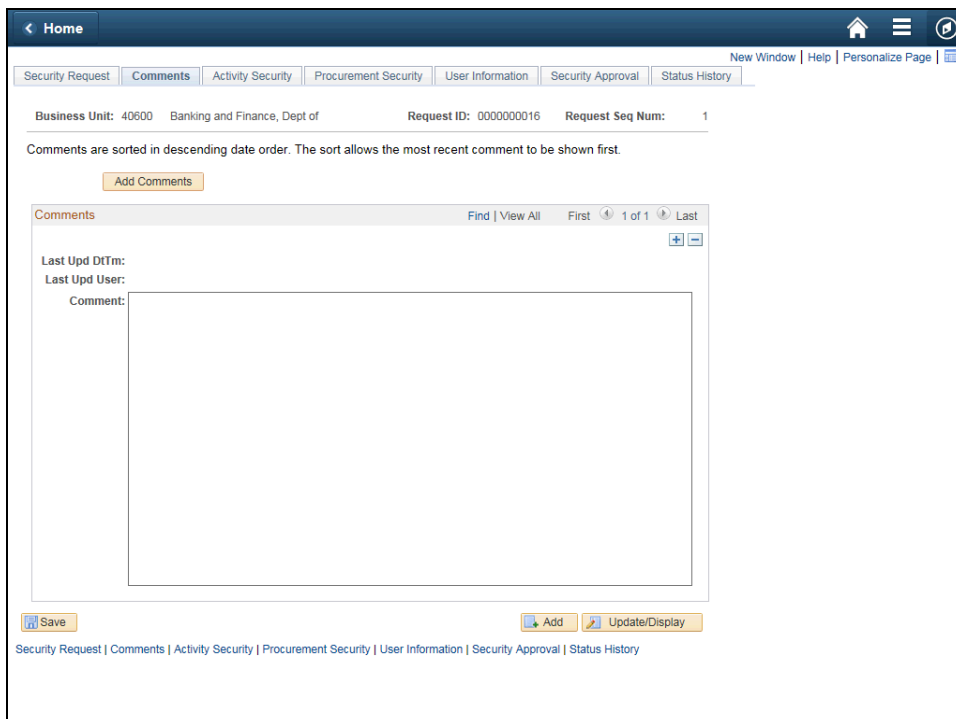
The screenshot shows a web browser window with the SAO Security Request form. The form includes the following sections and fields:

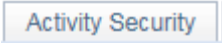
- Business Unit:** 40600 Banking and Finance, Dept of
- Request ID:** 000000016
- Request Seq Num:** 1
- Electronic signature disclaimer:** Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible 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 Section:**
 - *Requested Date: 08/06/2018
 - *Action: Add
 - *Status: Draft
 - *Request Type: Employee
 - Reject Reason: (empty)
 - Source: Online
 - Support Number: (empty)
 - Entered by: TOMANDJERRY Tom And Jerry 770/770/7707
 - Entered on: 08/01/2018
 - Submitted By: (empty)
 - Access Type:**
 - Permanent
 - Temporary
 - Expiration Date: (empty)
- User Data Section:**
 - *User ID: FBAGGINS
 - Initial Password: C5aiz4NQ38tDPTQtaoo1w==
 - Empl ID: 00777777
 - *First Name: Frodo
 - Middle Initial: (empty)
 - *Last Name: BAGGINS
 - Job Title: (empty)
 - *Telephone: 404/555-5555
 - Fax Number: (empty)
 - Email Address: frodobaggins@sao.ga.gov
 - Business Address:**
 - Address Line 1: (empty)
 - Address Line 2: (empty)

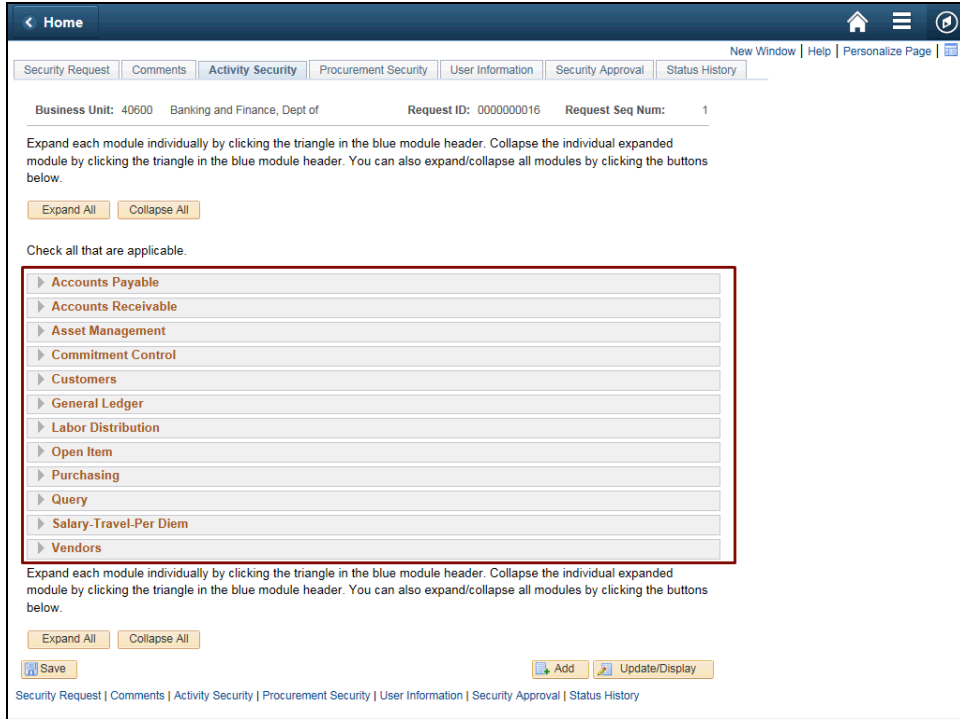
Step	Action
32.	<p>Now let's look at the other tabs.</p> <p>Click the Comments tab.</p> 



Step	Action
33.	On the Comments page, allows for additional information to be added to the request.



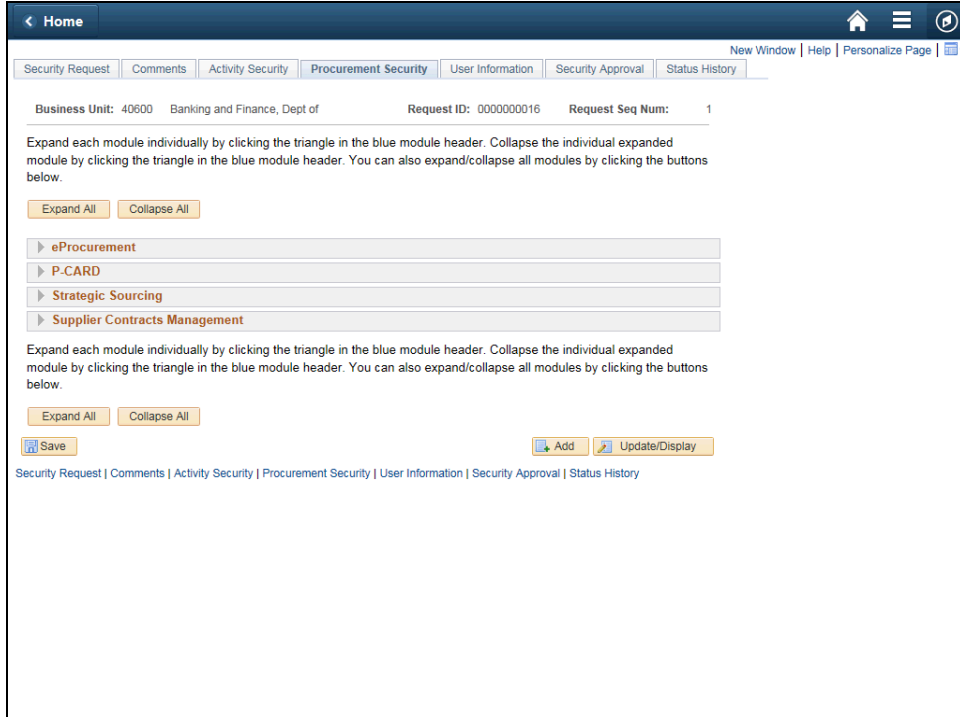
Step	Action
34.	Click the Activity Security tab. 

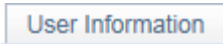


Step	Action
35.	The Activity Security tab gives the user the ability to have access within specific the modules.

Step	Action
36.	Click the Procurement Security tab. <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> Procurement Security </div>

Step	Action
37.	The Procurement Security tab allows managers and security officers to provide additional Team Georgia Marketplace access.



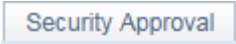
Step	Action
38.	Click the User Information tab. 

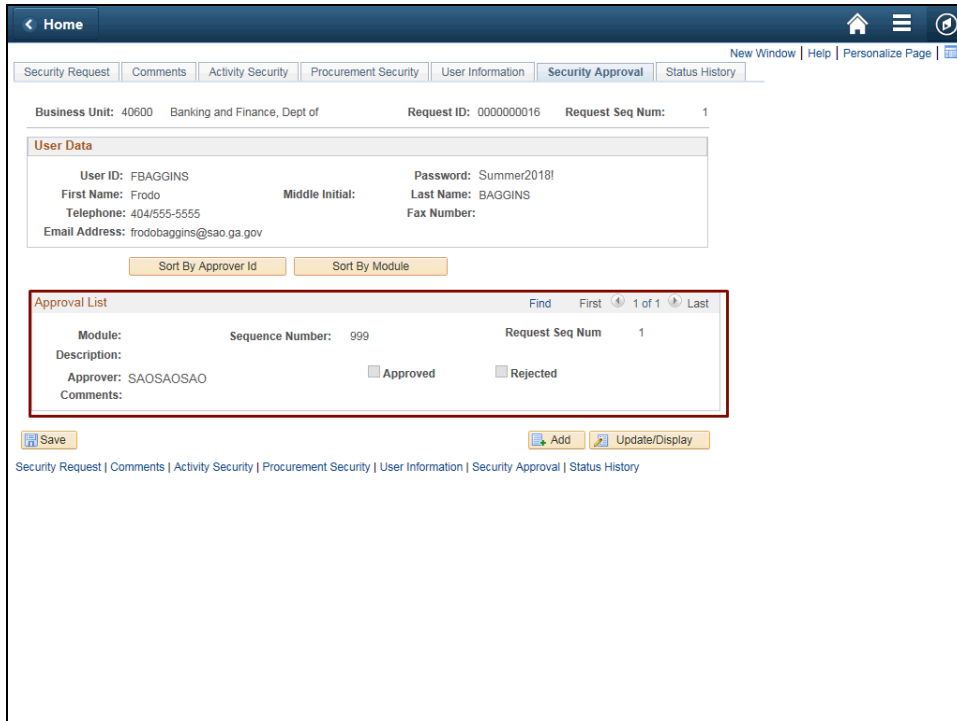
The screenshot shows the 'User Information' tab in the PeopleSoft Security Request application. The 'Purchasing' module is expanded, revealing three sub-sections: 'Default Ship To Address', 'Default Location', and 'Default Origin'. Each section contains input fields for various identifiers and addresses. The 'Default Origin' section includes a table with columns for 'Add', 'Remove', and 'Value'.

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin (Location) Code: <input type="text"/>

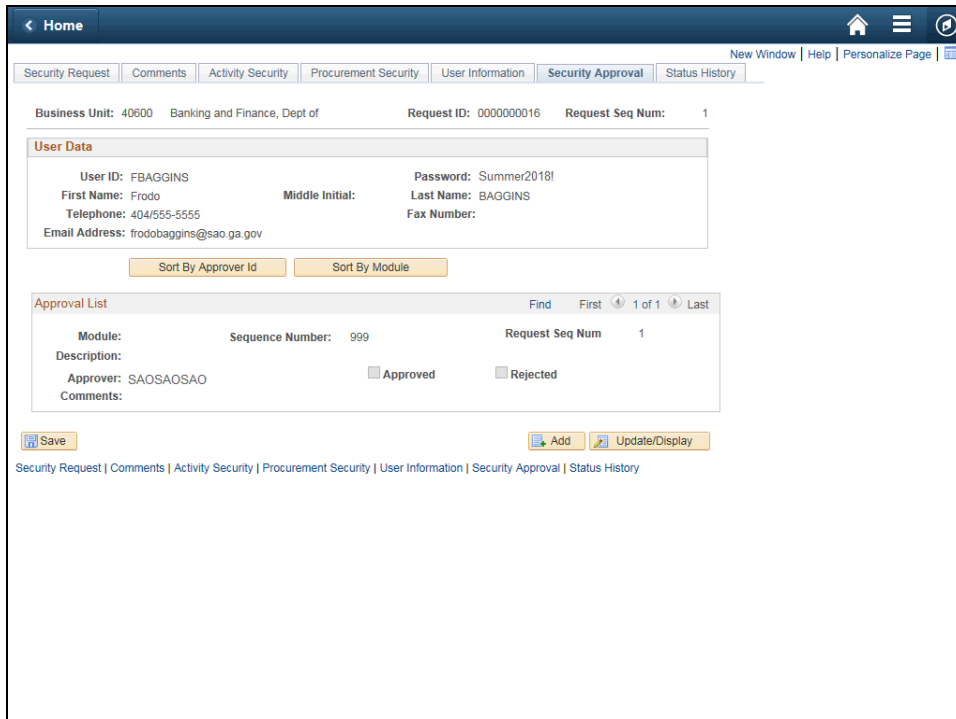
Step	Action
39.	The User Information tab allows managers and security officers to provide additional Purchasing and Account Payable access. Click the vertical scrollbar to view additional information on the page.

This screenshot is identical to the one above, but it includes a vertical scrollbar on the right side of the page, indicating that the content has been scrolled down to view additional information.

Step	Action
40.	Click the Security Approval tab. 



Step	Action
41.	The Security Approval page keeps a record of approvals with this particular request.



Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000016 Request Seq Num: 1

User Data

User ID: FBAGGINS Password: Summer2018!
 First Name: Frodo Middle Initial: Last Name: BAGGINS
 Telephone: 404/555-5555 Fax Number:
 Email Address: frodobaggins@sao.ga.gov

Sort By Approver Id Sort By Module

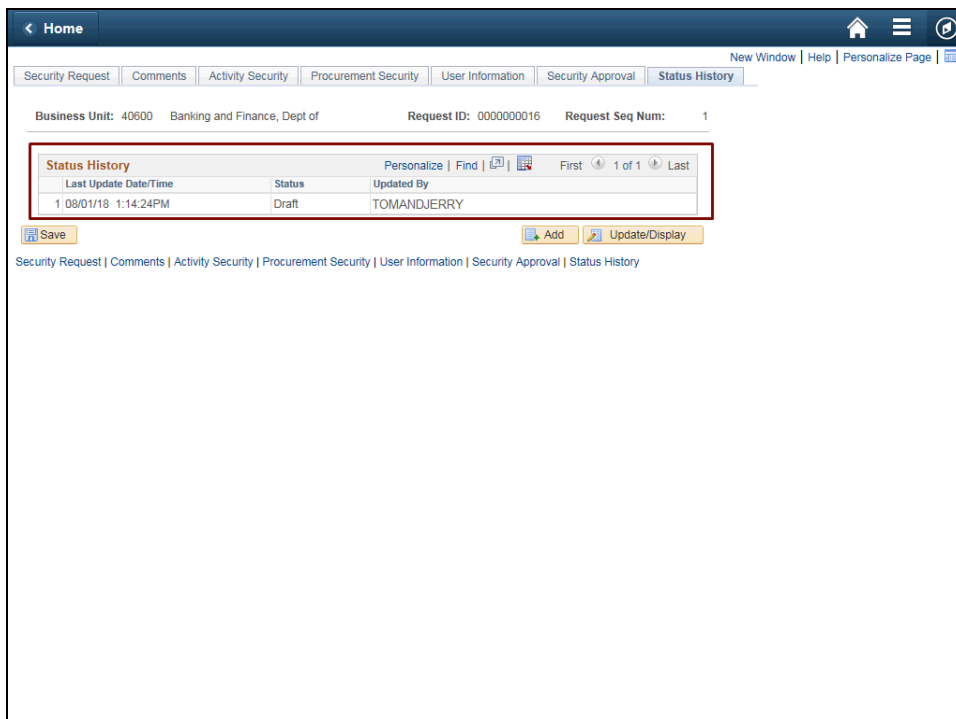
Approval List Find First 1 of 1 Last

Module:	Sequence Number: 999	Request Seq Num 1
Description:		
Approver: SAOSAOSAO	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Comments:		

Save Add Update/Display

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

Step	Action
42.	Click the Status History tab.



Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000016 Request Seq Num: 1

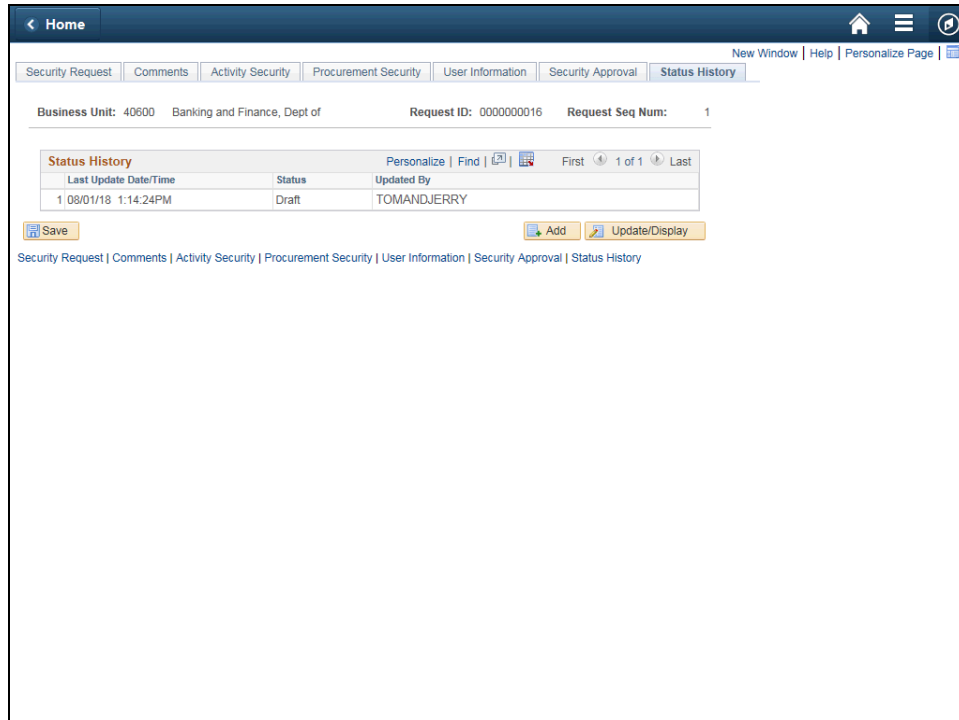
Status History Personalize Find First 1 of 1 Last

Last Update Date/Time	Status	Updated By
1 08/01/18 1:14:24PM	Draft	TOMANDJERRY

Save Add Update/Display

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

Step	Action
43.	The Status History page keeps a status history of the request.



Step	Action
44.	Click the Security Request tab.

Security Request

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000016 Request Seq Num: 1

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Security Request

*Requested Date: 08/06/2018 | *Action: Add ▾
 *Status: Draft ▾ *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:

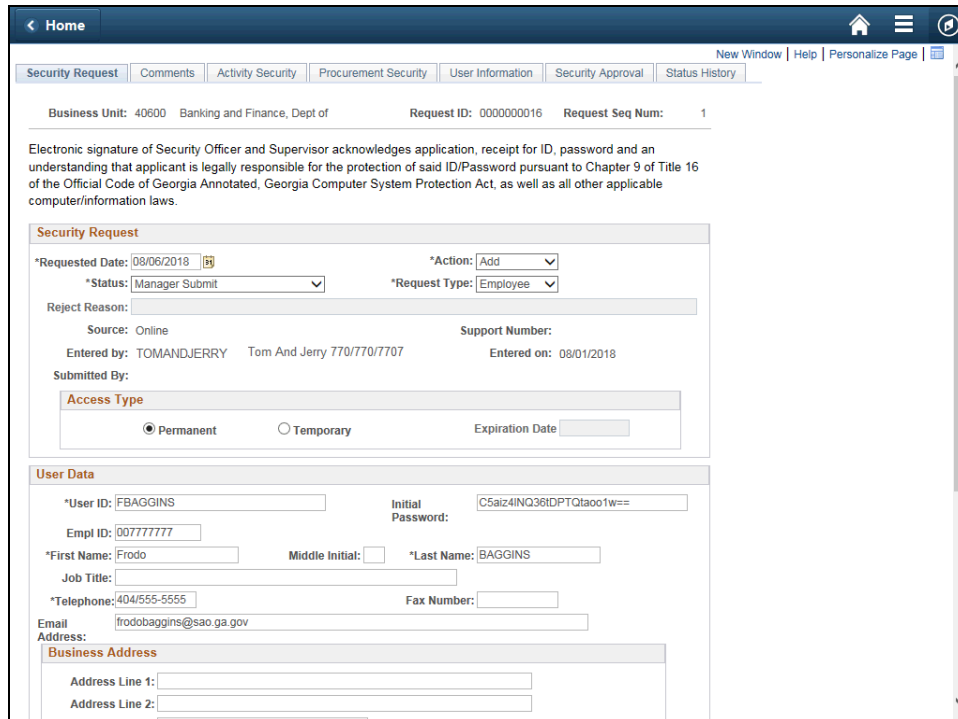
Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: FBAGGINS Initial Password: C5aiz4INQ36iDPTQao01w==
 Empl ID: 00777777
 *First Name: Frodo Middle Initial: *Last Name: BAGGINS
 Job Title:
 *Telephone: 404/555-5555 Fax Number:
 Email Address: frodobaggins@sao.ga.gov
Business Address
 Address Line 1:
 Address Line 2:

Step	Action
45.	<p>When the new request is completed by the manager, the manager will change the Status field from Draft to Manager Submitted.</p> <p>Click the Status drop-down list.</p> <p>*Status: <input type="text" value="Draft"/> ▾</p>



Business Unit: 40600 Banking and Finance, Dept of Request ID: 0000000016 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: 08/06/2018 *Action: Add
 *Status: Manager Submit *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: FBAGGINS Initial Password: C5aiz4INQ38iDPTQtao01w==
 Empl ID: 007777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS
 Job Title:

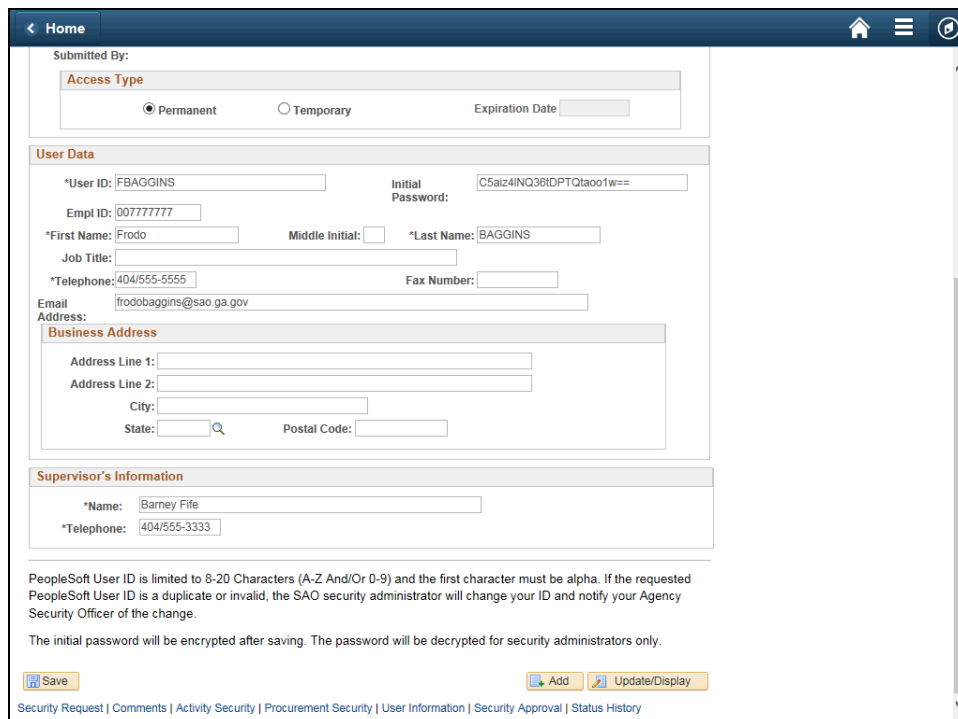
*Telephone: 404/555-5555 Fax Number:

Email Address: frodobaggins@sao.ga.gov

Business Address

Address Line 1:
 Address Line 2:

Step	Action
47.	Click the Vertical scrollbar to go to the bottom of the page.



Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: FBAGGINS Initial Password: C5aiz4INQ38iDPTQtao01w==
 Empl ID: 007777777

*First Name: Frodo Middle Initial: *Last Name: BAGGINS
 Job Title:

*Telephone: 404/555-5555 Fax Number:

Email Address: frodobaggins@sao.ga.gov

Business Address

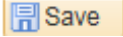
Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:

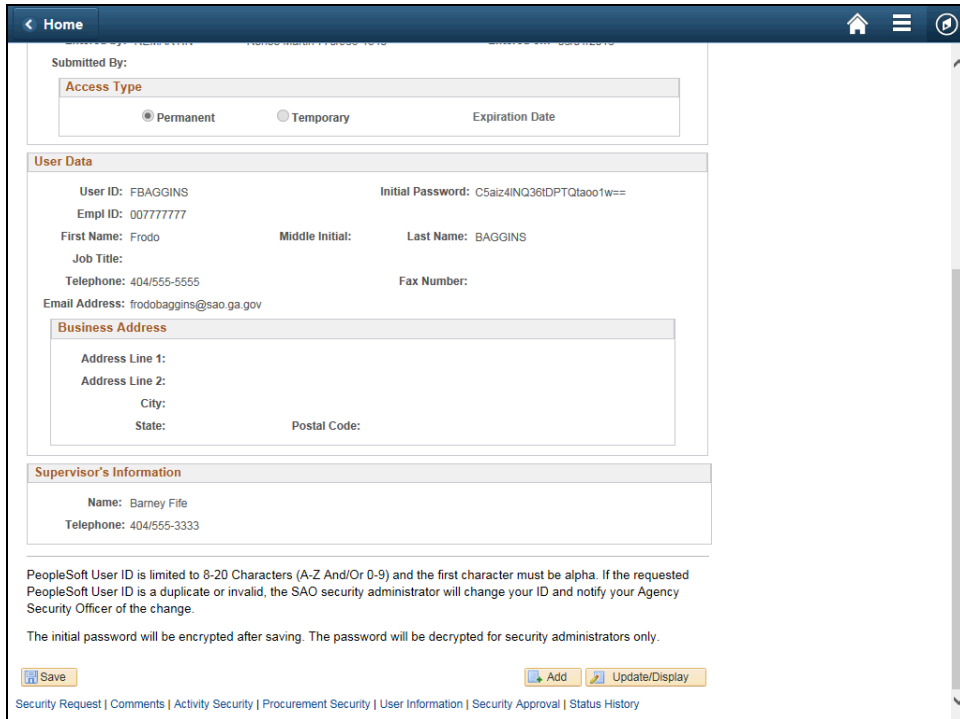
Supervisor's Information

*Name: Barney Fife
 *Telephone: 404/555-3333

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.

Step	Action
48.	Always be sure to save your work. Click the Save button. 



Submitted By:




Access Type
 Permanent Temporary Expiration Date

User Data
 User ID: FBAGGINS Initial Password: C5aiz4INQ36IDPTQtaoo1w==
 Empl ID: 00777777
 First Name: Frodo Middle Initial: Last Name: BAGGINS
 Job Title:
 Telephone: 404/555-5555 Fax Number:
 Email Address: frodobaggins@sao.ga.gov

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

Supervisor's Information
 Name: Barney Fife
 Telephone: 404/555-3333

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.

 Save  Add  Update/Display

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

Step	Action
49.	An email will now be sent to the Agency Security Officer to inform them that they have a Security Request. The Agency Security Officer will need to review and approve before it is sent to SAO Security to process.

< Home

Submitted By:

Access Type

Permanent
 Temporary
 Expiration Date

User Data

User ID: FBAGGINS Initial Password: C5aiz4INQ36IDPTQtaoo1w==

Empl ID: 007777777

First Name: Frodo Middle Initial: Last Name: BAGGINS

Job Title:

Telephone: 404/555-5555 Fax Number:

Email Address: frodobaggins@sao.ga.gov

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

Name: Barney Fife

Telephone: 404/555-3333

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.

Save

 Add
 Update/Display

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

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

Thank you!