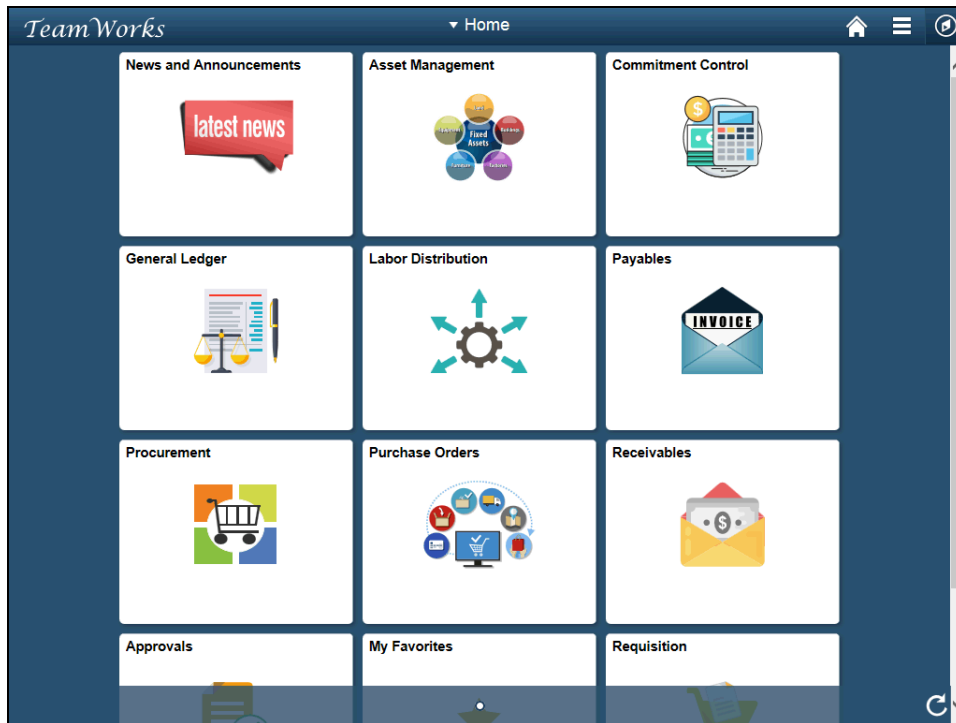

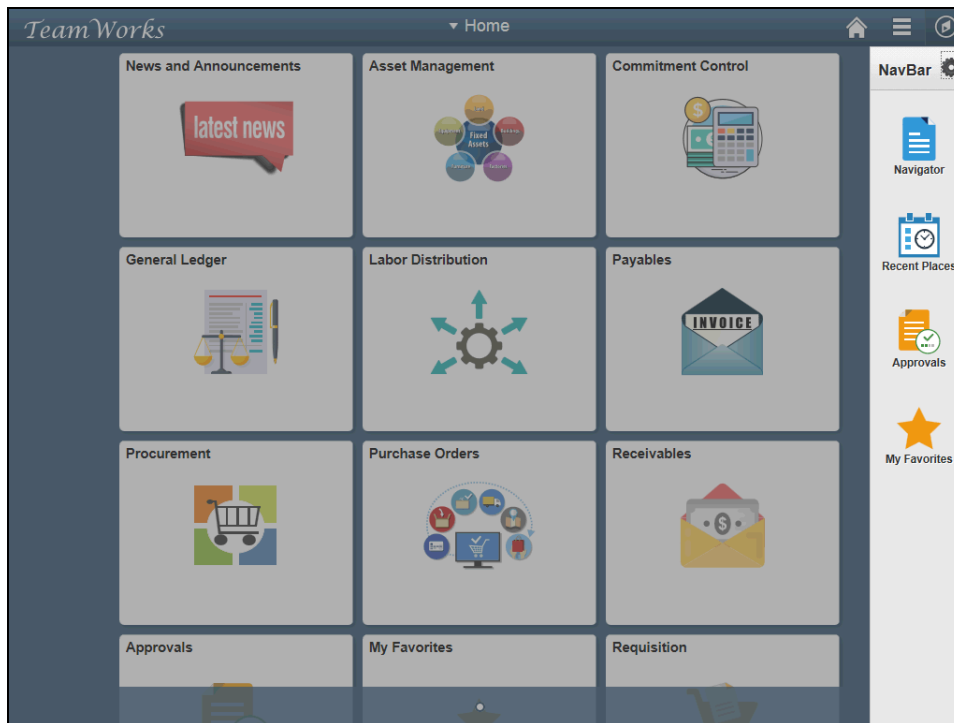



## Requesting a Deletion Security Request

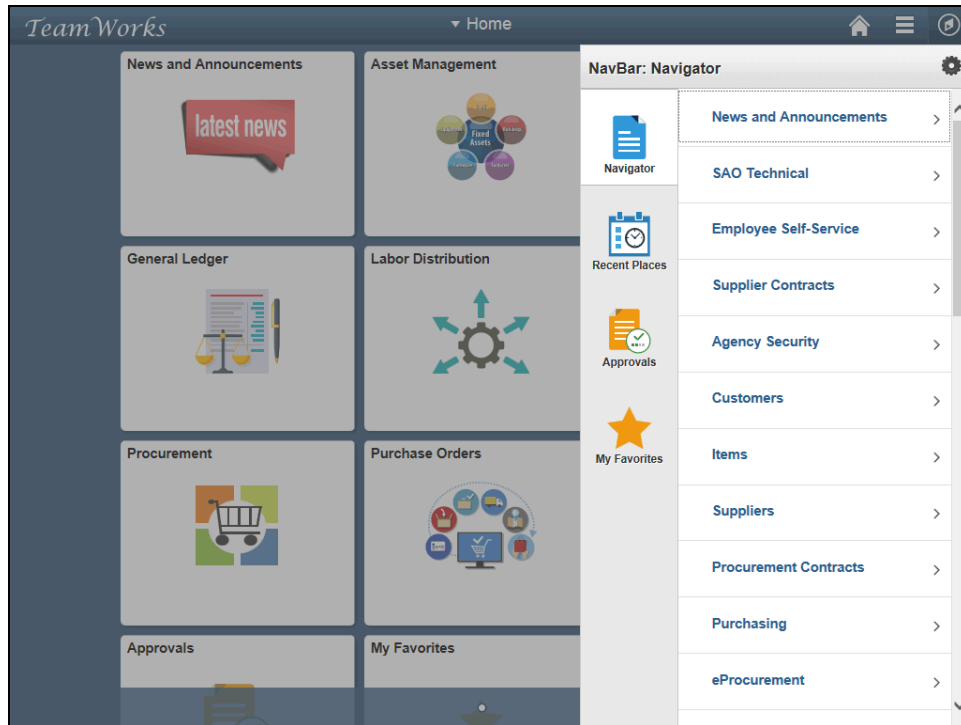
Below are the process steps to Requesting a Deletion Security Request. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



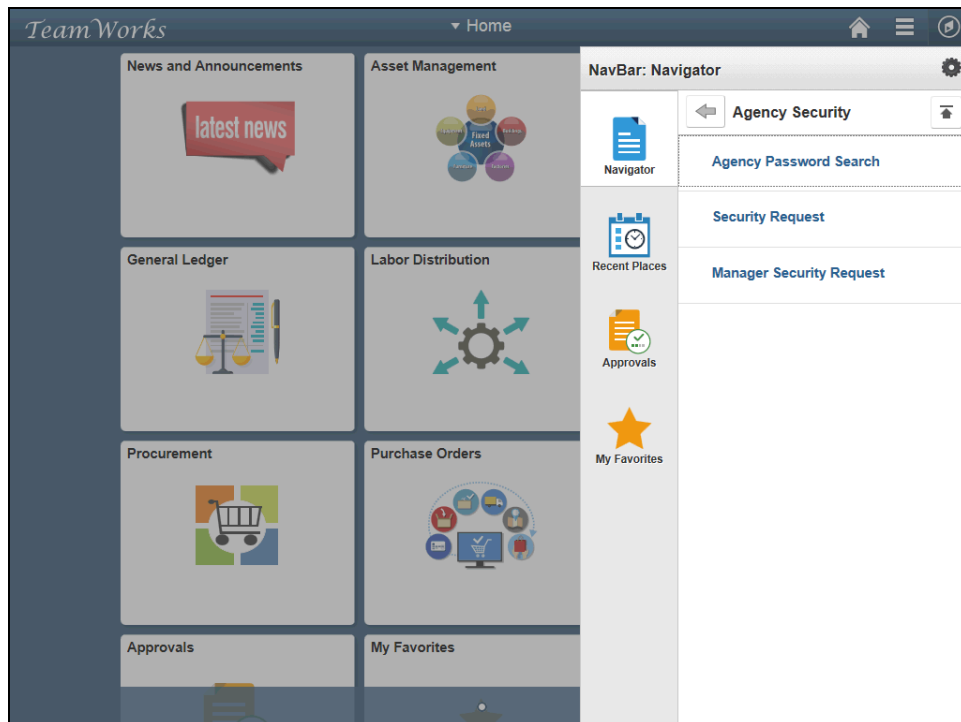
Step	Action
1.	<p>Begin by navigating to the <b>Manager Security Request</b> page.</p> <p><b>Note:</b> This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand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



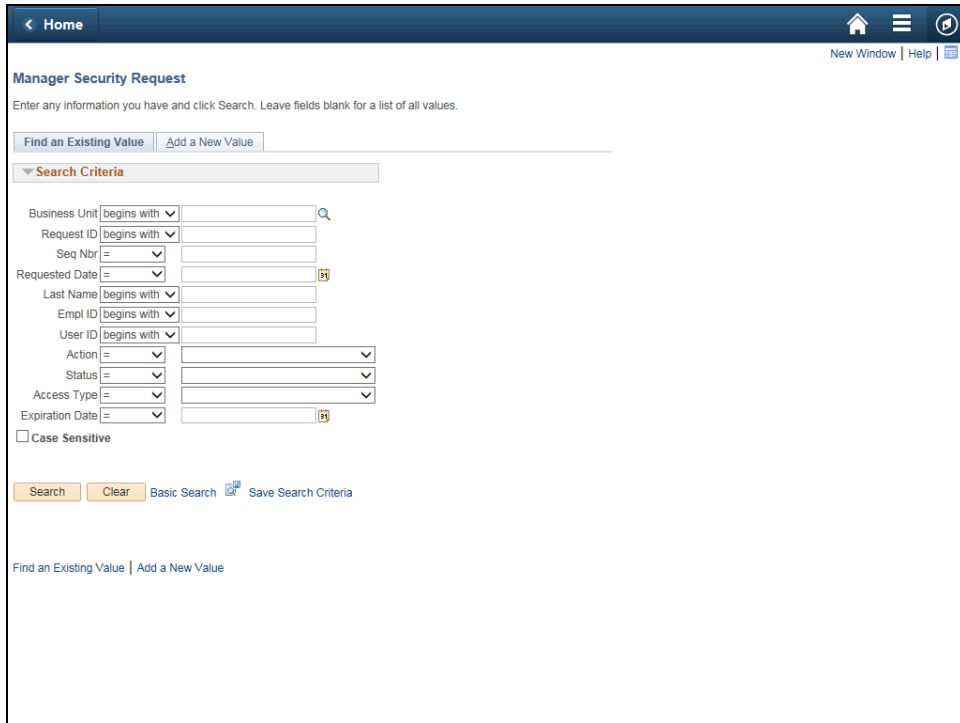
Step	Action
2.	Click the <b>Navigator</b> icon. <div data-bbox="354 1066 505 1234" style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p data-bbox="371 1184 485 1213"><b>Navigator</b></p> </div>



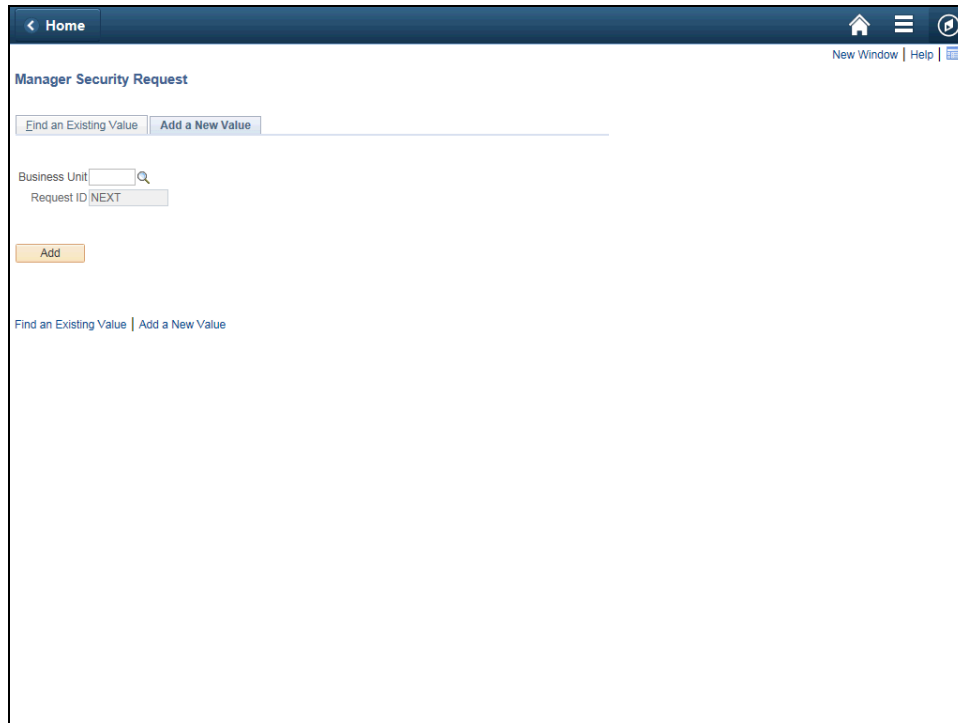
Step	Action
3.	Click the <b>Agency Security</b> link. <b>Agency Security</b>




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

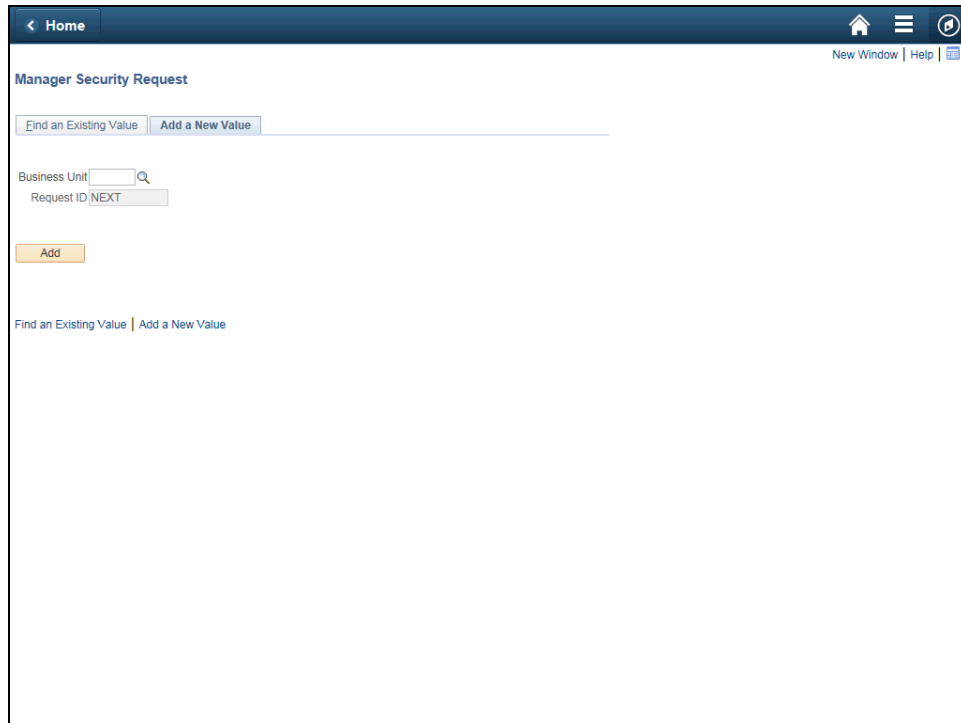


Step	Action
5.	A deletion request requires a new security request. A new value is needed.  Click the <b>Add a New Value</b> tab.  <b>Add a New Value</b>



The screenshot shows a web application interface for "Manager 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 title "Manager Security Request" is displayed. There are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons, there are two input fields: "Business Unit" with a search icon and "Request ID (NEXT)". An "Add" button is located below the input fields. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

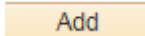
Step	Action
6.	<p>For this example, the Business Unit used is 40600.</p> <p>Click in the <b>Business Unit</b> field.</p> <p>Business Unit <input data-bbox="521 1140 613 1178" type="text"/> </p>



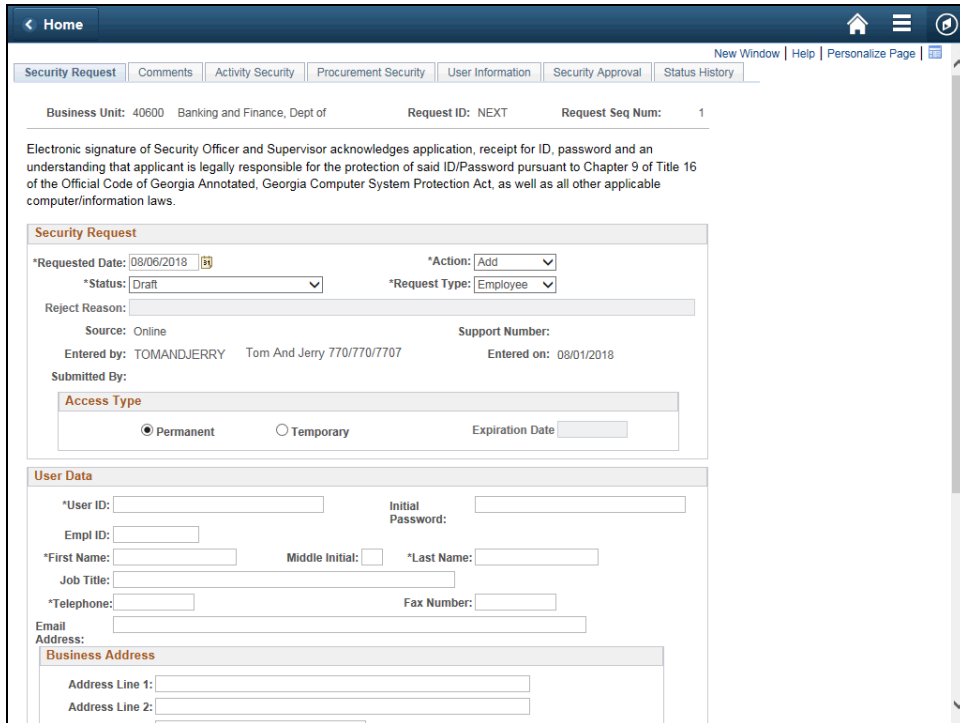
The screenshot shows a web application interface for "Manager Security Request". At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, the title "Manager Security Request" is displayed. There are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons, there are two input fields: "Business Unit" with a search icon and "Request ID (NEXT)". An "Add" button is located below the input fields. At the bottom of the form area, there are two links: "Find an Existing Value" and "Add a New Value".

Step	Action
7.	<p>For this example, the Business Unit used is 40600.</p> <p>Enter the appropriate information into the <b>Business Unit</b> field.</p> <p>For this example, type <b>40600</b>.</p>

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

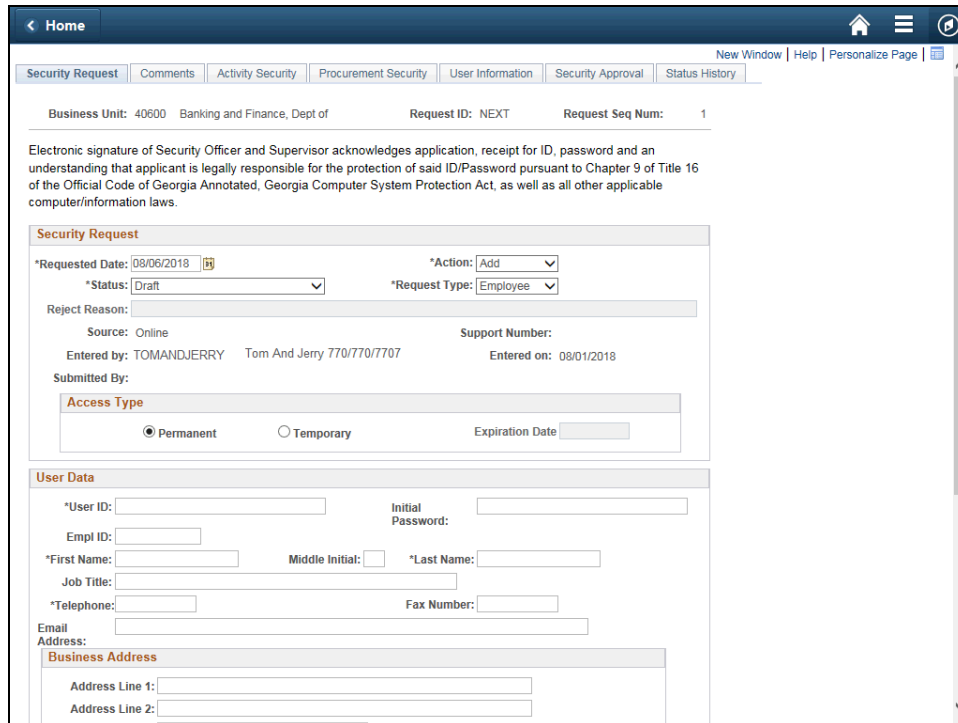


Step	Action
9.	<p>Here is the page where the Manager will input all relative information for the deletion request. Those items with a * are required.</p> <p>The first section includes items such as the <b>Request Date</b>, which is automatically 3 days later since SAO requires 3 days for completion. There is also <b>Action</b>, <b>Status</b>, and <b>Request Type</b> for items that can be changed by the user. The <b>Status</b> will be in Draft mode.</p> <p>The <b>Entered by</b> is automatically updated by the system.</p>



Step	Action
10.	<p>The next section is the <b>User Data</b> and includes areas that will need to be entered. Again, items with a * are required.</p> <p>Click in the <b>User ID</b> field.</p> <p>*User ID: <input style="border: 2px solid red;" type="text"/></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 | [B] \*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
11.	<p>Now, enter the User ID.</p> <p>The <b>User ID</b> is limited to 8-20 characters and the first character must be alpha.</p> <p>Enter the appropriate information into the <b>User ID</b> field.</p> <p>For this example, type <b>HHENDERSON</b>.</p>

[Home](#)
New Window | Help | Personalize Page

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

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 [B]      \*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: HHENDERSON      Initial Password: \_\_\_\_\_  
 Empl ID: \_\_\_\_\_

\*First Name: \_\_\_\_\_      Middle Initial: \_\_\_\_\_      \*Last Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_

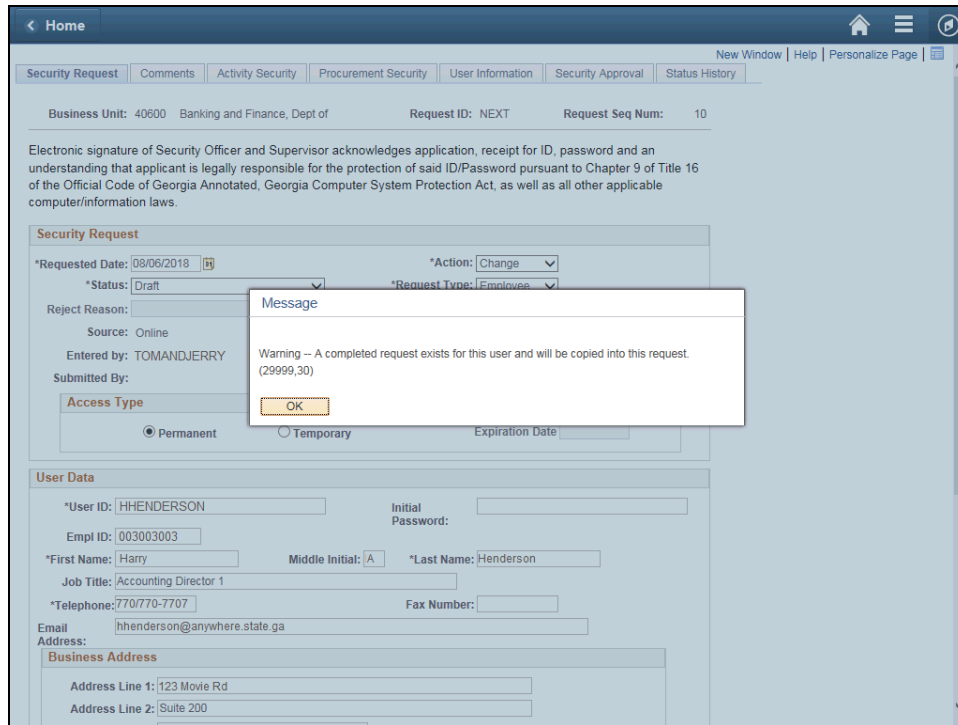
\*Telephone: \_\_\_\_\_      Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Business Address**

Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_

Step	Action
12.	<p>There is a function that will bring in the user's existing data if they are in the TeamWorks system. After entering the <b>User ID</b>:</p> <p><b>*NOTE:</b> If the user's data is not in the system, the information will not be updated and you will need to continue to input the user's data.</p> <p>Press <b>[Tab]</b>.</p>



Step	Action
13.	<p>Be sure to read the warning message.</p> <p>Click the <b>OK</b> button.</p> <div data-bbox="354 1136 1172 1360" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <hr/> <p>Warning -- A completed request exists for this user and will be copied into this request. (29999,30)</p> <p><b>OK</b></p> </div>

Home

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

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 10

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: 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: Harry Initial Password:

Empl ID: 003003003

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

Job Title: Accounting Director 1

\*Telephone: 770/770-7707 Fax Number:

Email Address: hhenderson@anywhereusa.ga.gov

**Business Address**

Address Line 1: 123 Movie Rd

Address Line 2: Suite 200

Step	Action
14.	<p>Notice that the <b>User Data</b> area is now populated with the required information.</p> <p><b>*NOTE:</b> If the user's data is not in the system, the information will not be updated and you will need to continue to input the user's data.</p>

Business Unit: 40600 Banking and Finance, Dept of Request ID: NEXT Request Seq Num: 10

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 | 15 \*Action: Change  
 \*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: \_\_\_\_\_

Step	Action
15.	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: Harry Initial Password: \_\_\_\_\_  
 Empl ID: 003003003  
 \*First Name: Harry Middle Initial: A \*Last Name: Henderson  
 Job Title: Accounting Director 1  
 \*Telephone: 770/770-7707 Fax Number: \_\_\_\_\_  
 Email Address: hhenderson@anywhereusa.ga.gov

**Business Address**

Address Line 1: 123 Movie Rd  
 Address Line 2: Suite 200  
 City: Atlanta  
 State: GA Postal Code: 30341

**Supervisor's Information**

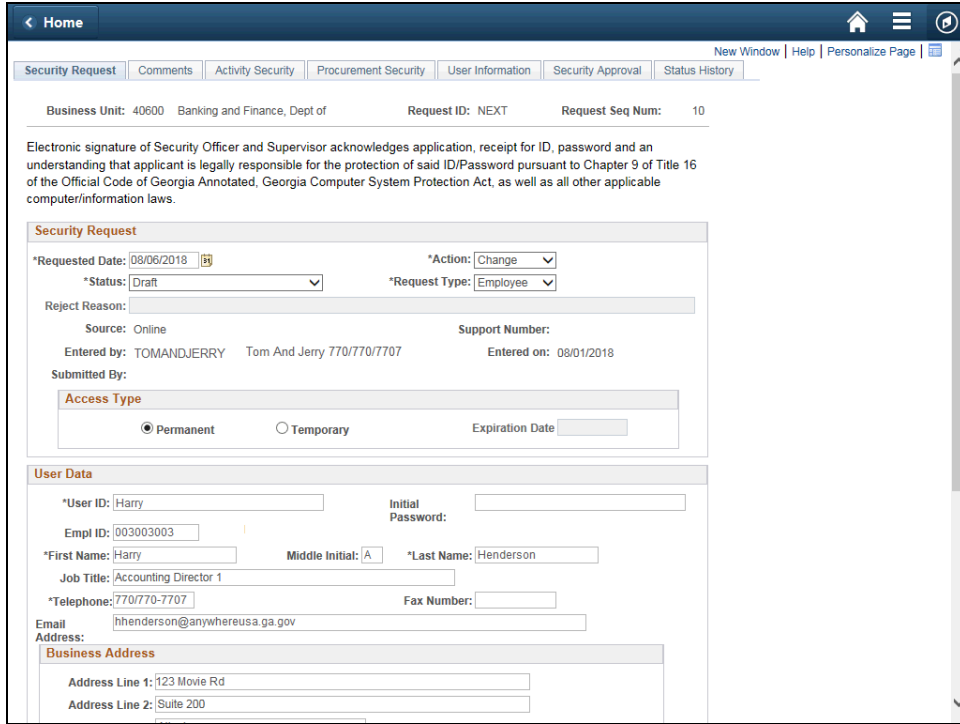
\*Name: Tom And Jerry  
 \*Telephone: 770/770-7707

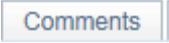
PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested PeopleSoft User ID is a duplicate or invalid, the SAO security administrator will change your ID and notify your Agency Security Officer of the change.

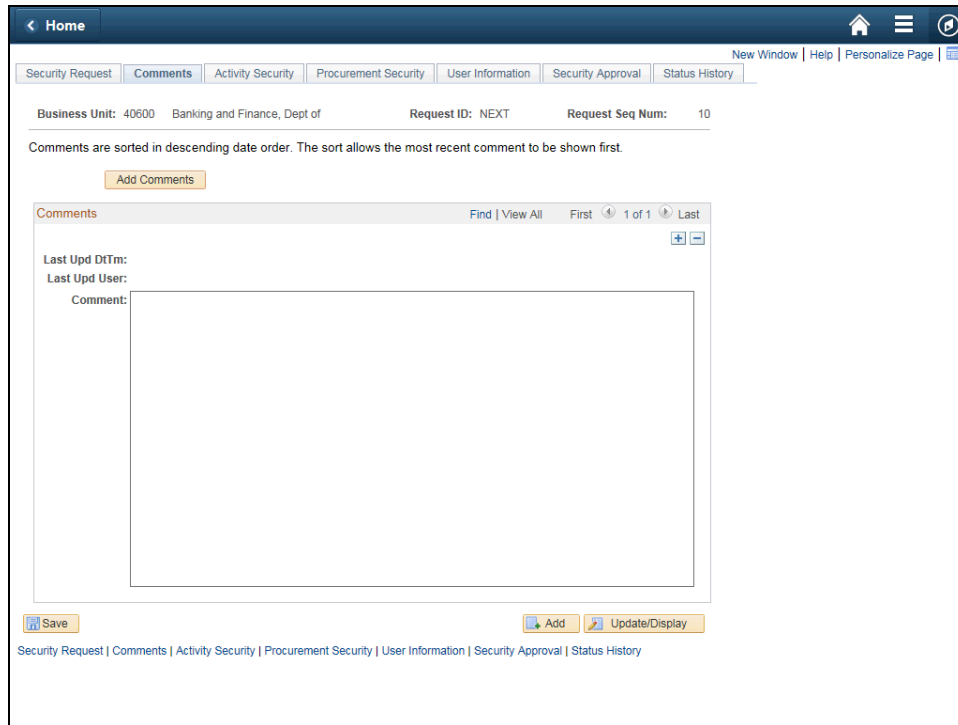
The initial password will be encrypted after saving. The password will be decrypted for security administrators only.


Save Add Update/Display

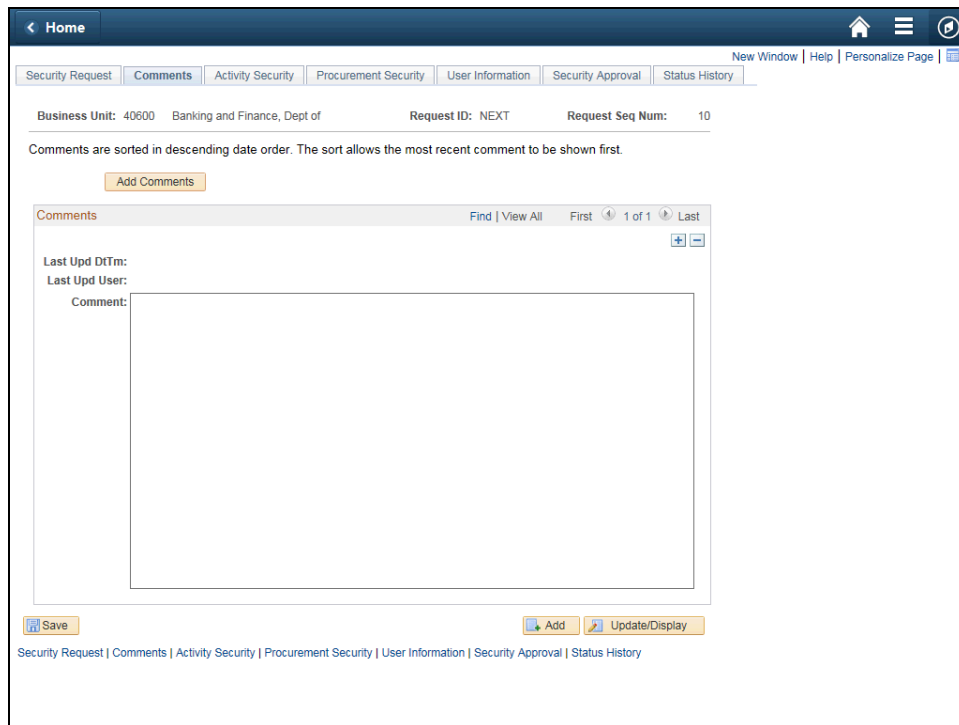
Step	Action
16.	<p>Notice the <b>Supervisor's Information</b> data has also been automatically updated.</p> <p>Click the <b>Vertical</b> scrollbar to return to the top of the page.</p>



Step	Action
17.	<p>Click the <b>Comments</b> tab.</p> 



Step	Action
18.	Click in the <b>Comment</b> field. 



The screenshot shows a web application interface for managing security requests. At the top, there is a navigation bar with a 'Home' button and a menu icon. Below the navigation bar, there are several tabs: 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. The 'Comments' tab is currently selected. The main content area displays the following information:

- Business Unit: 40600 Banking and Finance, Dept of
- Request ID: NEXT
- Request Seq Num: 10

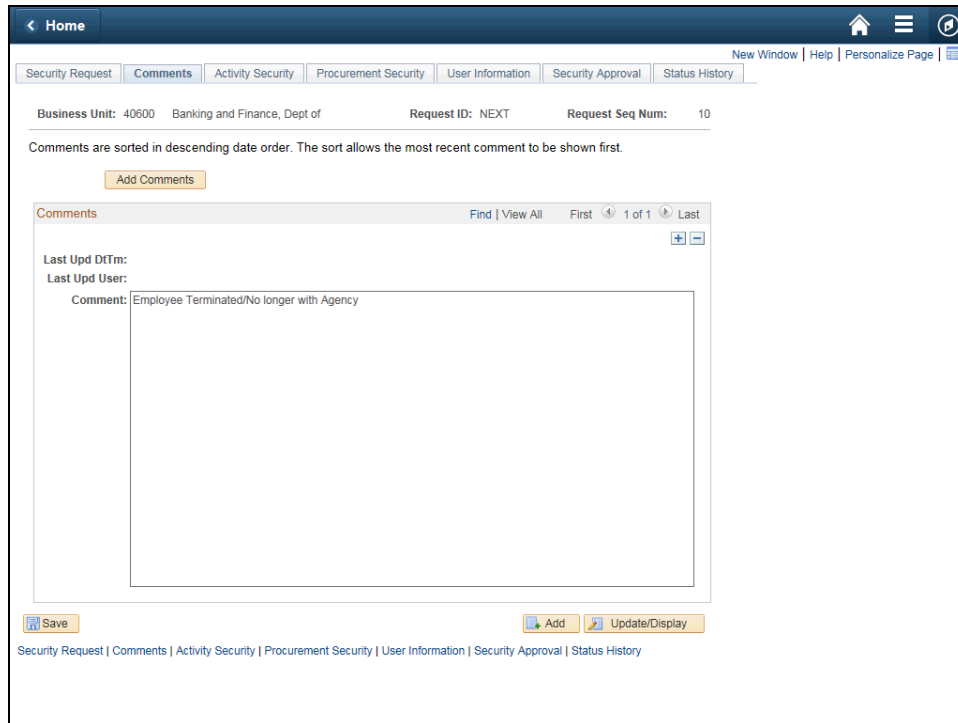
Below this information, there is a message: "Comments are sorted in descending date order. The sort allows the most recent comment to be shown first." There is an "Add Comments" button. The main area is titled "Comments" and contains a form with the following fields:


- Last Upd DTM:
- Last Upd User:
- Comment: (a large text area)

At the bottom of the form, there are three buttons: "Save", "Add", and "Update/Display". The bottom of the page features a breadcrumb trail: "Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History".

Step	Action
19.	<p>The manager can enter a short description regarding the deletion request.</p> <p>Enter the appropriate information into the <b>Comment</b> field.</p> <p>For this example, type <b>Employee Terminated/No longer with Agency</b>.</p>





Step	Action
20.	<p>Check that all of the inputted information is correct. Always be sure to save your work.</p> <p>Click the <b>Save</b> button.</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: 000000012 Request Seq Num: 11

Comments are sorted in descending date order. The sort allows the most recent comment to be shown first.

Add Comments

Comments Find | View All First 1 of 1 Last

Last Upd DTm: 08/01/2018 1:45:50PM  
 Last Upd User: TOMANDJERRY Tom And Jerry 770/770-7707

Comment: Employee Terminated/No longer with Agency

Save Add Update/Display

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

Step	Action
21.	Click the <b>Security Request</b> tab. 

Home

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

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000012 Request Seq Num: 11

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: 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: HHENDERSON Initial Password:  
 Empl ID: 003003003

\*First Name: Harry Middle Initial: A \*Last Name: Henderson  
 Job Title: Accounting Director 1  
 \*Telephone: 770/770-7707 Fax Number:

Email Address: hhenderson@anywhereusa.ga.gov

**Business Address**

Address Line 1: 123 Movie Rd  
 Address Line 2: Suite 200

Step	Action
22.	<p>At this point, the <b>*Action</b> field needs to be updated to reflect that this request is a deletion.</p> <p>Click the <b>Action</b> drop-down list.</p> <p><b>*Action:</b> <input type="text" value="Change"/> </p>

The screenshot shows a web browser window with a navigation bar at the top containing 'Home', 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. The main content area displays a 'Security Request' form with the following details:

- Business Unit: 40600 Banking and Finance, Dept of
- Request ID: 000000012 Request Seq Num: 11
- 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
  - \*Status: Draft
  - \*Action: **Change** (highlighted in blue)
  - \*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** section:
    - Permanent  Temporary
    - Expiration Date: (empty)
- User Data** section:
  - \*User ID: HHENDERSON Initial Password: (empty)
  - Empl ID: 003003003
  - \*First Name: Harry Middle Initial: A \*Last Name: Henderson
  - Job Title: Accounting Director 1
  - \*Telephone: 770/770-7707 Fax Number: (empty)
  - Email Address: hhenderson@anywhereusa.ga.gov
  - Business Address** section:
    - Address Line 1: 123 Movie Rd
    - Address Line 2: Suite 200

Step	Action
23.	<p>Click the <b>Delete</b> list item.</p>

[Home](#)
New Window | Help | Personalize Page

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

Business Unit: 40600 Banking and Finance, Dept of      Request ID: 000000012      Request Seq Num: 11

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 | [\[H\]](#)      \*Action: Delete ▾  
 \*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: HHENDERSON      Initial Password: \_\_\_\_\_  
 Empl ID: 003003003  
 \*First Name: Harry      Middle Initial: A      \*Last Name: Henderson  
 Job Title: Accounting Director 1  
 \*Telephone: 770/770-7707      Fax Number: \_\_\_\_\_  
 Email: hhenderson@anywhereusa.ga.gov  
 Address: \_\_\_\_\_

**Business Address**

Address Line 1: 123 Movie Rd  
 Address Line 2: Suite 200  
 City: Atlanta

Step	Action
24.	Now that you have completed the deletion request, the status will need to be updated. You need to change the <b>Status</b> field from Draft to Manager Submitted.  Click the <b>Status</b> list.  *Status: Draft <span style="border: 1px solid red; padding: 2px;">▾</span>

Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000012 Request Seq Num: 11

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 [B] \*Action: Delete

\*Status: Draft \*Request Type: Employee

Reject Reason: Manager Submit Rejected

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: 003003003

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

Job Title: Accounting Director 1

\*Telephone: 770/770-7707 Fax Number: [ ]

Email: hhenderson@anywhereusa.ga.gov

Address:

**Business Address**

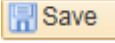
Address Line 1: 123 Movie Rd

Address Line 2: Suite 200

City: Atlanta

Step	Action
25.	Click the <b>Manager Submit</b> list item.

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

Step	Action
27.	<p>Always be sure to save your work.</p> <p>Click the <b>Save</b> button.</p> 

Submitted By:

**Access Type**

Permanent  Temporary Expiration Date

**User Data**

User ID: HHENDERSON Initial Password:

Empl ID: 003003003

First Name: Harry Middle Initial: A Last Name: Henderson

Job Title: Accounting Director 1

Telephone: 770/770-7707 Fax Number:

Email Address: hhenderson@anywhereusa.ga.gov

**Business Address**

Address Line 1: 123 Movie Rd

Address Line 2: Suite 200

City: Atlanta

State: GA Postal Code: 30341




**Supervisor's Information**

Name: Tom And 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.

 Save  Add  Update/Display

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

Step	Action
28.	<p>An email will now be sent to the Agency Security Officer to inform them that they have a Security Request needing approval. The Agency Security Officer will need to review and approve before the request is sent to SAO Security to process.</p>

< Home
🏠 ☰ 🔍

Submitted By:

**Access Type**

Permanent    
  Temporary    
 Expiration Date

---

**User Data**

User ID: HHENDERSON     Initial Password:  
 Empl ID: 003003003  
 First Name: Harry     Middle Initial: A     Last Name: Henderson  
 Job Title: Accounting Director 1  
 Telephone: 770/770-7707     Fax Number:  
 Email Address: hhenderson@anywhereusa.ga.gov

**Business Address**

Address Line 1: 123 Movie Rd  
 Address Line 2: Suite 200  
 City: Atlanta     State: GA     Postal Code: 30341

---

**Supervisor's Information**

Name: Tom And 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.

Save
Add
Update/Display

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

Step	Action
29.	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!