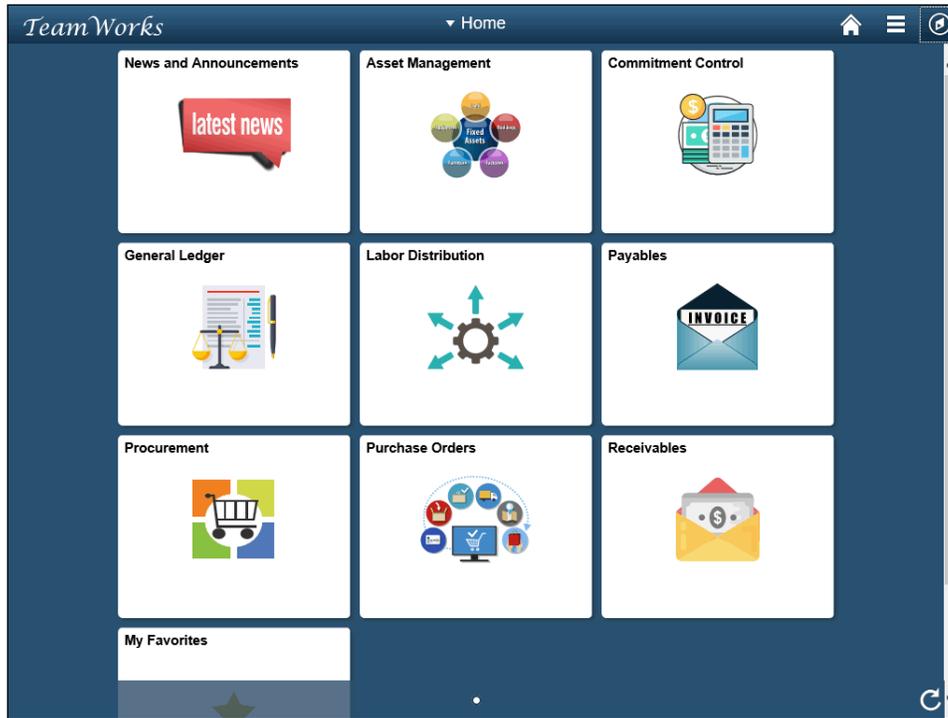
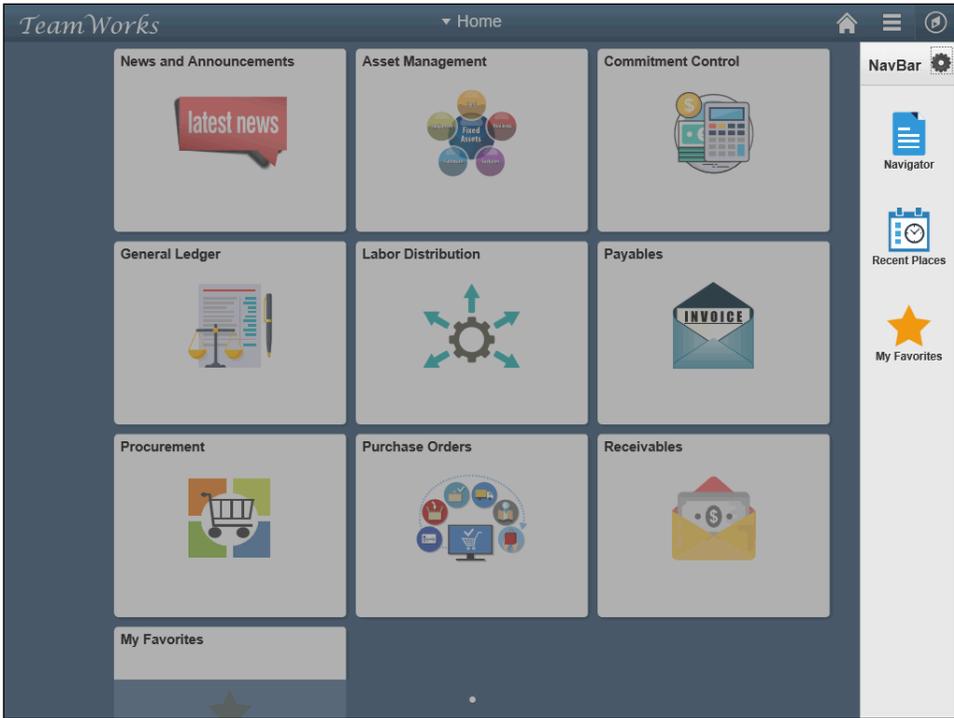


Generic Requester ID - Security Request FN

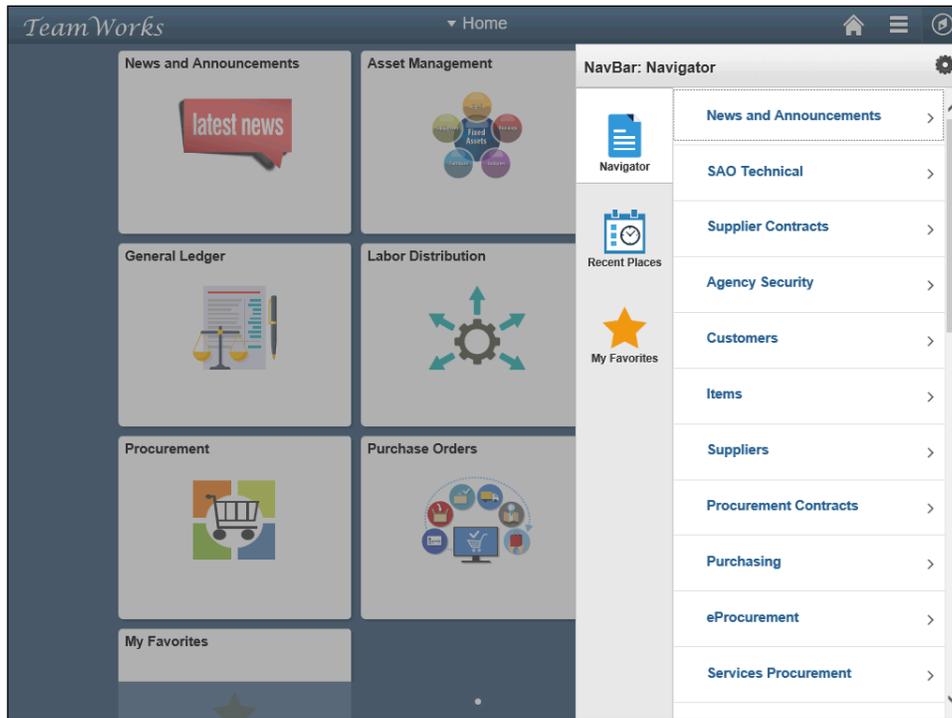
Below are the process steps to Change Procurement Security Access. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



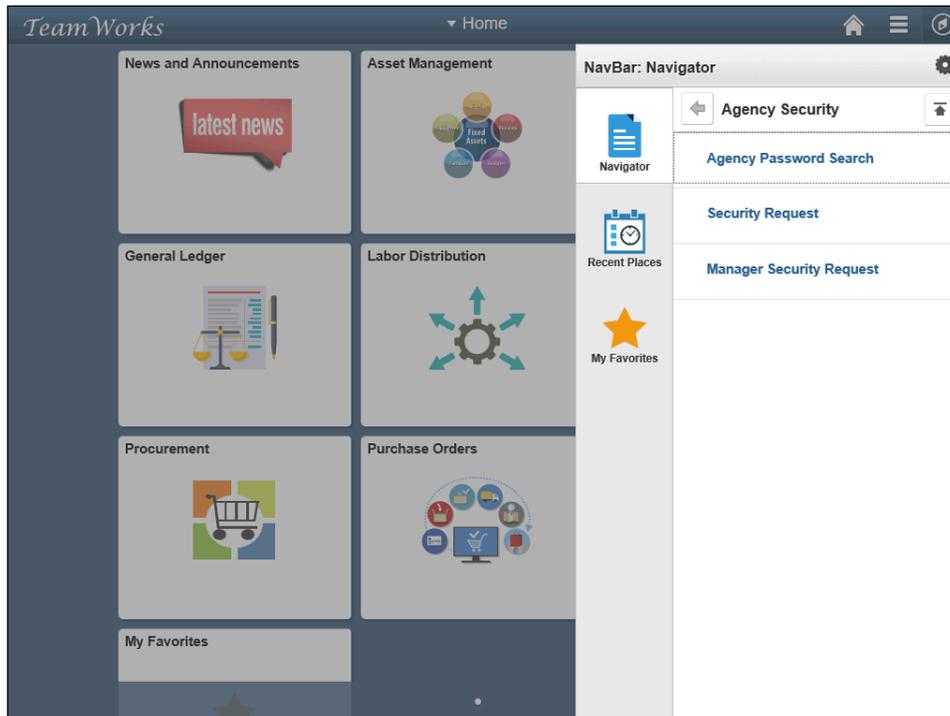
Step	Action
1.	<p>Begin by navigating to the Manager Security Request page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current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



Step	Action
2.	Click the Navigator icon.  Navigator



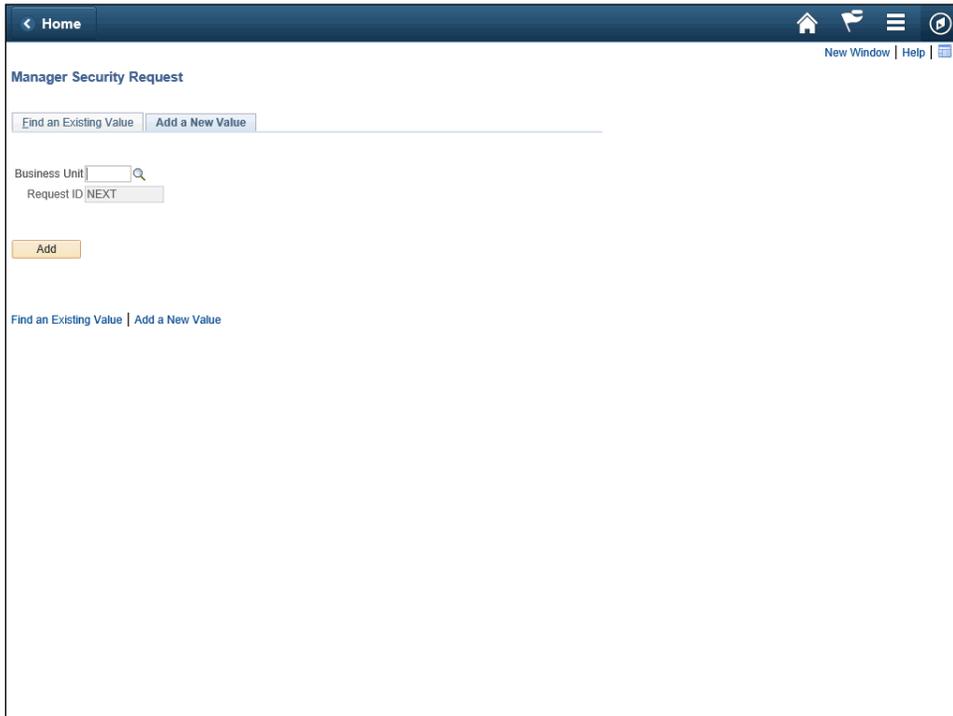
Step	Action
3.	Click the Agency Security link. <div data-bbox="363 1073 948 1194" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Agency Security </p> </div>



Step	Action
4.	Click the Manager Security Request link. Manager Security Request
5.	Save page to My Favorites (if applicable). For more information, please refer to: <i>Introduction to TeamWorks Financials 9.2; Working with TeamWorks Data 9.2: Adding Favorites 9.2.</i>

Step	Action
6.	Click the Add a New Value tab. 

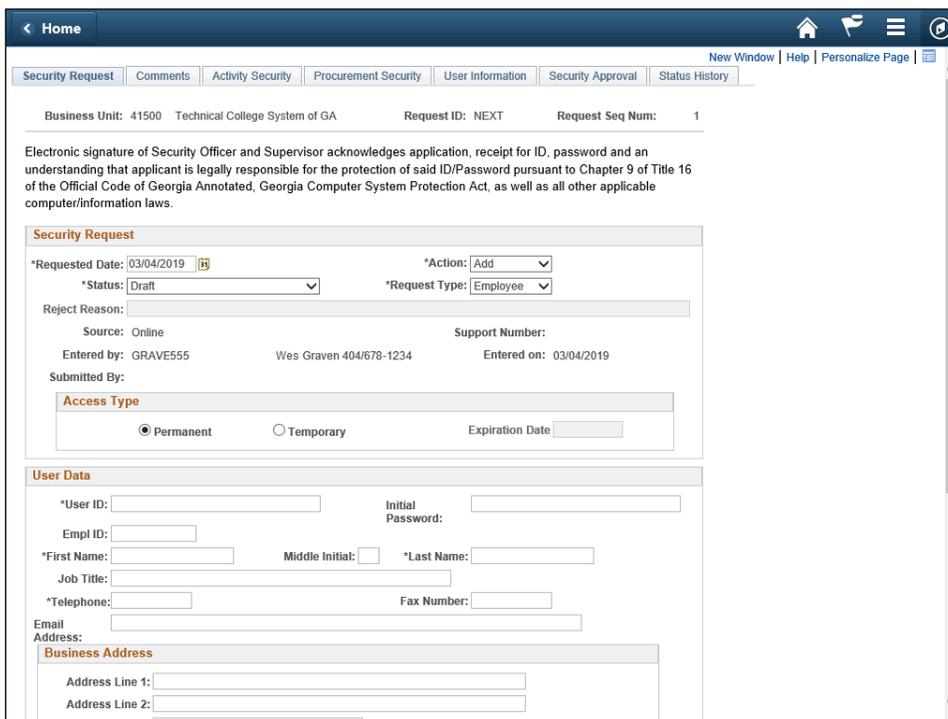
Step	Action
7.	Click in the Business Unit field. 



Step	Action
8.	Enter the appropriate information into the Business Unit field. For this example, type 41500 .

Step	Action
9.	Click the Add button.

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



Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019
 Submitted By:
Access Type
 Permanent Temporary Expiration Date:
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>Click the Request Type dropdown arrow.</p> <p>*Request Type: Employee <input checked="" type="checkbox"/></p>

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/04/2019 [DS] *Action: Add [v]
 *Status: Draft [v] *Request Type: Contractor [v]
 Employee [v]
 TGM Rqstr [v]

Reject Reason: []

Source: Online Support Number: []
 Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

Submitted By: []

Access Type

Permanent Temporary Expiration Date: []

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
12.	Click the TGM Rqstr list item. 

< Home
New Window | Help | Personalize Page

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

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/04/2019 DS *Action: Add

*Status: Draft *Request Type: TGM Rqstr

Reject Reason:

Source: Online Support Number:

Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

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

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/04/2019 *Action: Add

*Status: Draft *Request Type: TGM Rqstr

Reject Reason:

Source: Online Support Number:

Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

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:

Step	Action
14.	<p>Make the Expiration Date at least a couple of years out from the Requested Date.</p> <p>Click in the Expiration Date field.</p> <p>Expiration Date <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: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/04/2019 *Action: Add

*Status: Draft *Request Type: TGM Rqstr

Reject Reason:

Source: Online Support Number:

Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

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:

Step	Action
15.	For this example, type 03042024 .

Home

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

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/04/2019 *Action: Add

*Status: Draft *Request Type: TGM Rqstr

Reject Reason:

Source: Online Support Number:

Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 03042024

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:

Step	Action
16.	<p>The User ID is the valid origin code for your Business Unit.</p> <p>Click in the User ID field.</p> <p>*User ID: <input style="border: 2px solid red;" type="text"/></p>

Step	Action
17.	<p>For Generic Requester IDs, the User ID must be 9 characters in length:</p> <ul style="list-style-type: none"> • The first 5 characters must match the business unit. • The 6th character must be an underscore. • The last 3 characters must be a valid origin code. <p>For this example, type 41500_TRV.</p>
18.	<p>The Initial Password field is not required. For this example, it will be skipped.</p>

Home

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

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: TGM Rqstr

Reject Reason:

Source: Online Support Number:
 Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 03/04/2024

User Data

*User ID: 41500_TRV 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:

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

Home

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

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 1

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

*Requested Date: 03/04/2019 *Action: Add
 *Status: Draft *Request Type: TGM Rqstr

Reject Reason:

Source: Online Support Number:
 Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 03/04/2024

User Data

*User ID: 41500_TRV 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:

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

The screenshot shows a web application interface for a Security Request form. The form is titled "Security Request" and includes the following sections:

- Security Request:** Includes fields for Requested Date (03/04/2019), Status (Draft), Action (Add), Request Type (TGM Rqstr), and Source (Online). It also shows the Entered by (GRAVE555) and Entered on (03/04/2019).
- Access Type:** Includes radio buttons for Permanent and Temporary (selected), and an Expiration Date (03/04/2024).
- User Data:** Includes fields for User ID (41500_TRV), Initial Password, Empl ID, First Name (TRAVEL), Middle Initial, Last Name, Job Title, Telephone, and Fax Number.
- Business Address:** Includes fields for Address Line 1, Address Line 2, and City.

Step	Action
21.	Click in the Last Name field. *Last Name: <input style="border: 2px solid red; width: 150px; height: 20px;" type="text"/>

The screenshot shows a web application interface for a Security Request. The 'User Data' section contains the following fields:

- *User ID: 41500_TRV
- Initial Password: []
- Empl ID: []
- *First Name: TRAVEL
- Middle Initial: []
- *Last Name: []
- Job Title: []
- *Telephone: []
- Fax Number: []
- Email Address: []
- Business Address: []
- Address Line 1: []
- Address Line 2: []
- City: []

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

This screenshot is identical to the one above, but with the 'Last Name' field in the 'User Data' section populated with the text 'AUTOMATION'.

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

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

- Business Unit: 41500 Technical College System of GA
- Request ID: NEXT
- Request Seq Num: 1

A paragraph of text states: "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."

The **Security Request** section includes:

- *Requested Date: 03/04/2019
- *Action: Add
- *Status: Draft
- *Request Type: TGM Rqstr
- Reject Reason: (empty field)
- Source: Online
- Support Number: (empty field)
- Entered by: GRAVE555
- Wes Graven 404/678-1234
- Entered on: 03/04/2019
- Submitted By: (empty field)

The **Access Type** section includes:

- Permanent
- Temporary
- Expiration Date: 03/04/2024

The **User Data** section includes:

- *User ID: 41500_TRV
- Initial Password: (empty field)
- Empl ID: (empty field)
- *First Name: TRAVEL
- Middle Initial: (empty field)
- *Last Name: AUTOMATION
- Job Title: (empty field)
- *Telephone: (empty field)
- Fax Number: (empty field)
- Email Address: (empty field)

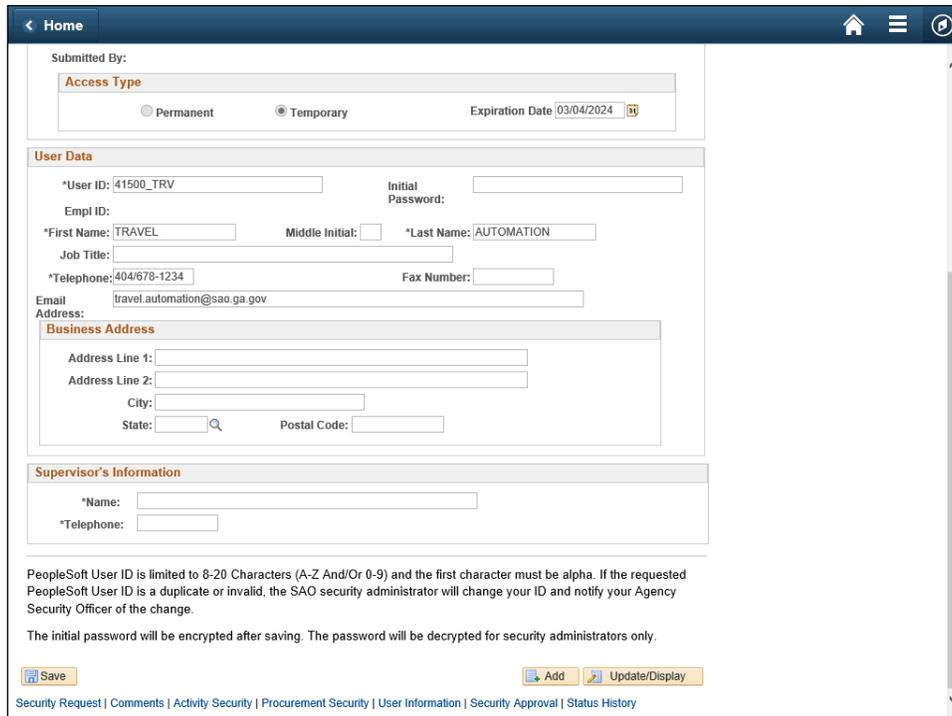
The **Business Address** section includes:

- Address Line 1: (empty field)
- Address Line 2: (empty field)
- City: (empty field)

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

Step	Action
25.	Click in the Email Address field. 

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



Submitted By:

Access Type

Permanent Temporary Expiration Date 03/04/2024

User Data

*User ID: 41500_TRV Initial Password:

Empl ID:

*First Name: TRAVEL Middle Initial: *Last Name: AUTOMATION

Job Title:

*Telephone: 404/678-1234 Fax Number:

Email Address: travel.automation@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.

Save Add Update/Display

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

Step	Action
28.	The <i>Supervisor's Information</i> should contain the information of the manager entering the Generic Requester ID. Click in the Name field. *Name: <input style="border: 2px solid red;" type="text"/>

Submitted By:

Access Type

Permanent Temporary Expiration Date: 03/04/2024

User Data

*User ID: 41500_TRV Initial Password:

Empl ID:

*First Name: TRAVEL Middle Initial: *Last Name: AUTOMATION

Job Title:

*Telephone: 404/678-1234 Fax Number:

Email Address: travel.automation@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
29.	For this example, type Travel Auto.

Submitted By:

Access Type

Permanent Temporary Expiration Date: 03/04/2024

User Data

*User ID: 41500_TRV Initial Password:

Empl ID:

*First Name: TRAVEL Middle Initial: *Last Name: AUTOMATION

Job Title:

*Telephone: 404/678-1234 Fax Number:

Email Address: travel.automation@sao.ga.gov

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

*Name: Travel Auto

*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
30.	Click in the Telephone field. *Telephone: <input style="border: 2px solid red; width: 100px; height: 20px;" type="text"/>

Submitted By:

Access Type
 Permanent Temporary Expiration Date 03/04/2024

User Data

*User ID: 41500_TRV Initial Password:

Empl ID:

*First Name: TRAVEL Middle Initial: *Last Name: AUTOMATION

Job Title:

*Telephone: 404/678-1234 Fax Number:

Email: travel.automation@sao.ga.gov

Address:

Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

*Name: Travel Auto

*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
31.	Enter the appropriate information into the Telephone field. For this example, type 6784041234 .

< Home

Submitted By:

Access Type

Permanent
 Temporary
 Expiration Date: 03/04/2024

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.

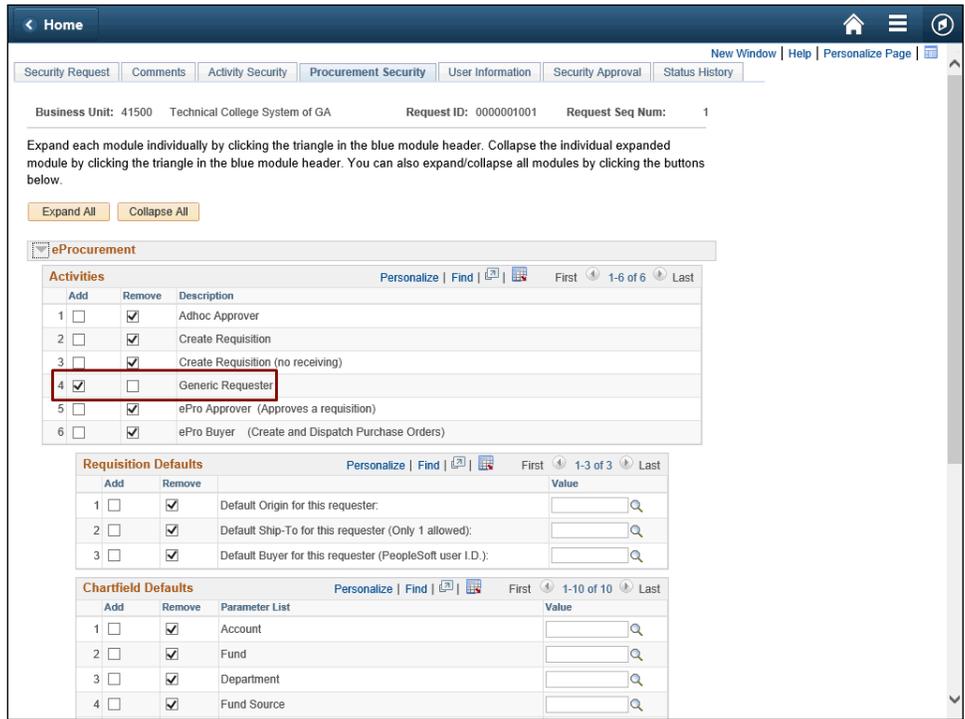
The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

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

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

Step	Action
34.	Click the Procurement Security tab. 

Step	Action
35.	Click the eProcurement arrow. 



Step	Action
36.	On the eProcurement tab, the <i>Generic Requester</i> add checkbox will already be checked.

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

eProcurement

Activities Personalize | Find | First 1-6 of 6 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Generic Requester
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester:	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed):	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):	<input type="text"/>

Chartfield Defaults Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	<input type="text"/>

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

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

eProcurement

Activities Personalize | Find | First 1-6 of 6 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Generic Requester
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester:	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed):	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):	<input type="text"/>

Chartfield Defaults Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	<input type="text"/>

Step	Action
38.	Click in the Value field.

Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester:	<input style="border: 2px solid red;" type="text"/>

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 0000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

eProcurement

Activities Personalize | Find | First 1-6 of 6 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Generic Requester
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester: <input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): <input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.): <input type="text"/>

Chartfield Defaults Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	<input type="text"/>

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

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 0000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

eProcurement

Activities Personalize | Find | First 1-6 of 6 Last

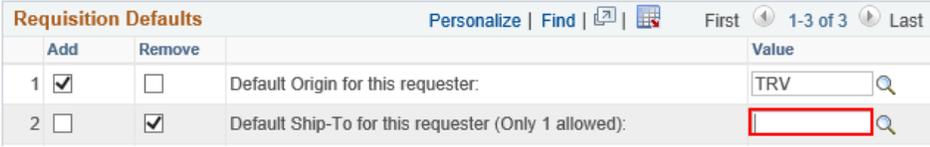
Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Generic Requester
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

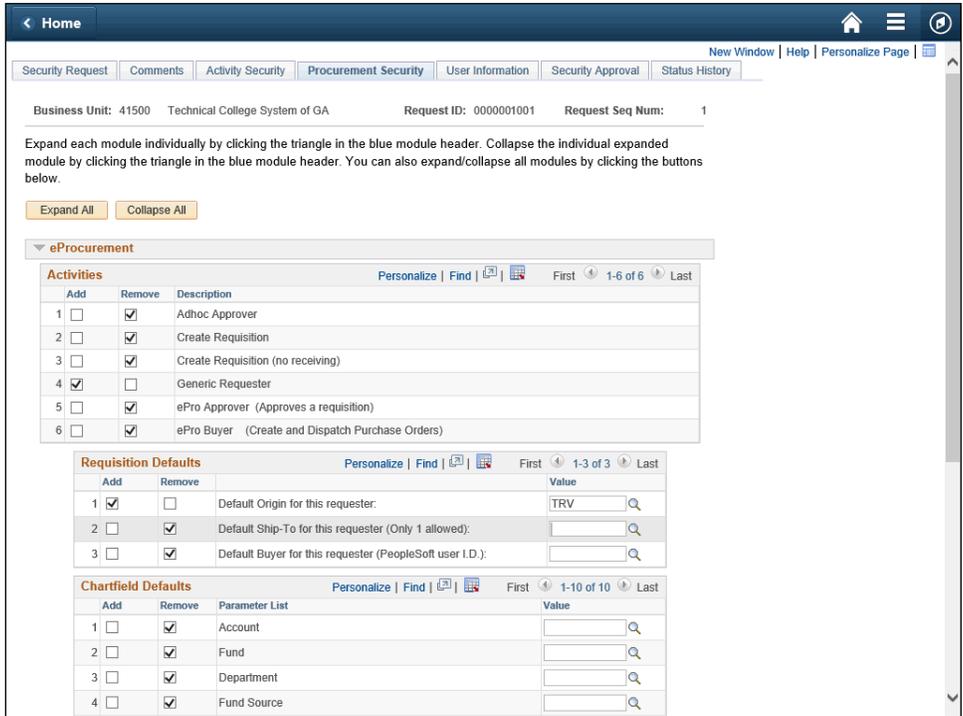
Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: <input type="text" value="TRV"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): <input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.): <input type="text"/>

Chartfield Defaults Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	<input type="text"/>

Step	Action
40.	Click in the Value field. 



The screenshot shows the eProcurement system interface. At the top, there are navigation tabs: Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. Below these, the Business Unit is 41500 (Technical College System of GA), Request ID is 000001001, and Request Seq Num is 1. A message instructs users to expand/collapse modules. Below this are 'Expand All' and 'Collapse All' buttons. The 'eProcurement' section is expanded, showing an 'Activities' table with 6 rows. Below that is a 'Requisition Defaults' table with 3 rows, and a 'Chartfield Defaults' table with 4 rows. Each table has 'Add' and 'Remove' checkboxes and a 'Value' field with a search icon.

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

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

eProcurement

Activities Personalize | Find | First 1-6 of 6 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Generic Requester
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001 X
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):

Chartfield Defaults Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	

Step	Action
42.	Click in the Value field.

Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001 X
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

eProcurement

Activities Personalize | Find | First 1-6 of 6 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Generic Requester
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):

Chartfield Defaults Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	

Step	Action
43.	Enter the appropriate information into the Value field. For this example, type GRAVE555 .

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

eProcurement

Activities Personalize | Find | First 1-6 of 6 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Generic Requester
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

Requisition Defaults Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.): GRAVE555

Chartfield Defaults Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	

Step	Action
44.	<p>More information is needed under the User Information tab.</p> <p>Click the User Information tab.</p> 

The screenshot shows the 'User Information' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. The 'User Information' tab is active. The page displays the following sections:

- Business Unit:** 41500 Technical College System of GA
- Request ID:** 000001001
- Request Seq Num:** 1
- Expand/Collapse:** Buttons for 'Expand All' and 'Collapse All'.
- Default Ship To Address:** A section with fields for 'Ship To SetID' (41500), 'Ship To', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'State', and 'Postal Code'.
- Default Location:** A section with fields for 'Location Set ID' (41500), 'Location Code', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'State', and 'Postal Code'.
- Default Origin:** A table with columns 'Add', 'Remove', and 'Value'. It contains one row with '1' in the 'Add' column, a checked box in the 'Remove' column, and 'Default Origin (Location) Code:' in the 'Value' column.
- Roles:** A section with columns 'Add', 'Remove', and 'Description'.

Step	Action
45.	<p>The <i>Default Ship To Address</i> and <i>Default Location</i> sections are required fields on this page.</p>

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

Purchasing

Default Ship To Address

ShipTo SetID: 41500 Ship To:

Address Line 1:
Address Line 2:
Address Line 3:
City: State: Postal Code:

Default Location

Location Set ID: 41500 Location Code:

Address Line 1:
Address Line 2:
Address Line 3:
City: State: Postal Code:

Default Origin Personalize | Find | First 1 of 1 Last

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

Roles

Add	Remove	Description
-----	--------	-------------

Step	Action
46.	Click in the Ship To field. Ship To: <input type="text"/>

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

Purchasing

Default Ship To Address

ShipTo SetID: 41500 Ship To:

Address Line 1:
Address Line 2:
Address Line 3:
City: State: Postal Code:

Default Location

Location Set ID: 41500 Location Code:

Address Line 1:
Address Line 2:
Address Line 3:
City: State: Postal Code:

Default Origin Personalize | Find | First 1 of 1 Last

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

Roles

Add	Remove	Description
-----	--------	-------------

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

The screenshot shows a web application interface for a Security Request. The top navigation bar includes 'Home', 'New Window', 'Help', and 'Personalize Page'. Below the navigation bar are tabs for 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. The main content area displays the following information:

- Business Unit: 41500 Technical College System of GA
- Request ID: 000001001
- Request Seq Num: 1

Instructions: Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Buttons: Expand All, Collapse All

Disclaimer: If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

Purchasing

Default Ship To Address

ShipTo SetID: 41500 Ship To: PO_011001 x

Address Line 1: Technical College System of Georgia - Facilities System
 Address Line 2: 1800 Century Place, Suite 550
 Address Line 3:
 City: Atlanta State: GA Postal Code: 30345

Default Location

Location Set ID: 41500 Location Code:

Address Line 1:
 Address Line 2:
 Address Line 3:
 City: State: Postal Code:

Default Origin

Personalize | Find | First 1 of 1 Last

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

Roles

Add	Remove	Description
-----	--------	-------------

Step	Action
48.	Click in the Location Code field. Location Code: <input type="text"/>

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

Purchasing

Default Ship To Address

ShipTo SetID: 41500 Ship To: PO_011001 x

Address Line 1: Technical College System of Georgia - Facilities System
 Address Line 2: 1800 Century Place, Suite 550
 Address Line 3:
 City: Atlanta State: GA Postal Code: 30345

Default Location

Location Set ID: 41500 Location Code:

Address Line 1:
 Address Line 2:
 Address Line 3:
 City: State: Postal Code:

Default Origin

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

Roles

Add	Remove	Description
-----	--------	-------------

Step	Action
49.	Enter the appropriate information into the Location Code field. For this example, type 001ADM507 .

Home

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

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

Purchasing

Default Ship To Address

ShipTo SetID: 41500 Ship To: PO_011001 x

Address Line 1: Technical College System of Georgia - Facilities System
 Address Line 2: 1800 Century Place, Suite 550
 Address Line 3:
 City: Atlanta State: GA Postal Code: 30345

Default Location

Location Set ID: 41500 Location Code: 001ADM507 x

Address Line 1: 1800 CENTURY PLACE, SUITE 550
 Address Line 2:
 Address Line 3:
 City: ATLANTA State: GA Postal Code: 30345

Default Origin

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

Roles

Add	Remove	Description
-----	--------	-------------

Step	Action
50.	Click in the Value field.

Default Origin			Personalize	Find	First	1 of 1	Last	
Add	Remove	Value						
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin (Location) Code:					<input type="text" value=""/>

Business Unit: 41500 Technical College System of GA Request ID: 000001001 Request Seq Num: 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

Purchasing

Default Ship To Address

ShipTo SetID: 41500 Ship To: PO_011001

Address Line 1: Technical College System of Georgia - Facilities System
 Address Line 2: 1800 Century Place, Suite 550
 Address Line 3:
 City: Atlanta State: GA Postal Code: 30345

Default Location

Location Set ID: 41500 Location Code: 001ADM507

Address Line 1: 1800 CENTURY PLACE, SUITE 550
 Address Line 2:
 Address Line 3:
 City: ATLANTA State: GA Postal Code: 30345

Default Origin

Add	Remove	Value
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Default Origin (Location) Code:

Roles

Add	Remove	Description
<input type="checkbox"/>	<input type="checkbox"/>	

Step	Action
51.	Enter the appropriate information into the Value field. For this example, type TRV .
52.	Click the Vertical scrollbar.

< Home

2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer".
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PO Requester: User may create state requisitions and their name appears as "requester".

PO Approval Type Personalize | Find | | First 1-4 of 4 Last

	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 1-Up to 4,999
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 2-Up to 9,999
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 3-Up to 999,999,999
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chartfield

Authorized Location (Origins) Personalize | Find | | First 1 of 1 Last

	Add	Remove	Route Control Profile
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>

Accounts Payable

Origin Personalize | Find | | First 1 of 1 Last

	Add	Remove	Value
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Origin (enter your site ID number or ONL for online): <input type="text" value=""/>

Functions Personalize | Find | | First 1-4 of 4 Last

	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allow Single Payment Voucher (enables the operator to enter and pay a voucher to a one-time vendor).
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Authority to Override Match (enables the operator to override a voucher with a match exception).
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Manually Schedule Payments (authorizes user to override the Scheduled Payment Date).
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record Payment (enables the operator to manually record a payment on the voucher payment page).

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All
Collapse All

Save
 Add Update/Display

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

Step	Action
53.	Review the information. Click the Save button. Save

Home

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

Purchasing

Default Ship To Address

ShipTo SetID: 41500 Ship To: PO_011001

Address Line 1: Technical College System of Georgia - Facilities System
 Address Line 2: 1800 Century Place, Suite 550
 Address Line 3:
 City: Atlanta State: GA Postal Code: 30345

Default Location

Location Set ID: 41500 Location Code: 001ADM507

Address Line 1: 1800 CENTURY PLACE, SUITE 550
 Address Line 2:
 Address Line 3:
 City: ATLANTA State: GA Postal Code: 30345

Default Origin Personalize | Find | First 1 of 1 Last

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

Roles Personalize | Find | First 1 of 4 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PO Approver: User generally does not create documents, but will approve requisitions or PO's.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer".
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PO Requester: User may create state requisitions and their name appears as "requester".

PO Approval Type Personalize | Find | First 1-4 of 4 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 1-Up to 4,999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 2-Up to 9,999

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

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

Thank you!