

Direct Access User Roles and Functions

Overview

Introduction This guide provides the procedures for requesting, recertifying, removing, and withdrawing User Roles and Functions in Direct Access (DA).

Please allow 24 hours after PPC approval to see the updated Roles in DA.

Direct Access Functional User Roles DA Functional User Roles are position based. It is important to **review the requirements** of each User Role and Function to ensure all criteria is met, such as appropriate Approval Authority and/or a Designation Memo provided to PPC. For a list of DA Functional User Roles and the requirements associated with each role, refer to PPC’s website at: <https://www.dcms.uscg.mil/ppc/da/functionalroles/>.

The below User Roles require a **Designation Memo** that must be submitted to PPC Customer Care prior to submitting a User Role request:

- CG Educational Services Officer
 - CG Passport Acceptance Agent
 - CG Training Officer
 - CG Urinalysis Coordinator
-

Pending Requests It is important that the member submitting the User Roles request **follow-up** with the Command Approver to ensure they are aware of the pending User Roles request that is awaiting command approval. If the User Roles request is **NOT** approved by the supervisor within 30 days of submission, the request will be considered invalid upon receipt at PPC and subsequently **DENIED**.

Termination of Roles If a Command requires termination of User Roles prior to transfer or separation, notify PPC Customer Care. Include the member’s Employee ID number and the User Role(s) and Function(s) to be revoked.

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Commonly Accessed DA User Guides

[Submitting an Electronic Training Request \(ETR\)](#)
[Enlisted Evaluation System \(EES\)](#)
[Airport Terminal](#)

For more Direct Access User Guides, see PPC's Procedures and Development webpage at: https://www.dcms.uscg.mil/ppc/pd/da/#ICG_ETH_3447

Recruiter In Charge

For those requesting the **CG Recruiter In Charge** role and the member's position data in Direct Access does **NOT** indicate Recruiter In Charge, a Designation Memo is required and **MUST** be submitted to PPC Customer Care prior to submitting a User Roles request (see the [Understanding Job Data](#) user guide for reviewing a member's position data in DA).

Mobilization Roles

CG Mobilization Administration: Provides access to Mobilization setup tables, components, reports, and the ability to approve and cancel Mobilization requirements. This role is intended only for DOL, AREA, PSC, and District personnel in charge of surge staffing and is approved on a case by case basis. This role **requires** the role request to be sent separately to PSC, with justification listed.

CG Mobilization Approver: Provides access to Mobilization components, reports, and the ability to approve and cancel Mobilization requirements.

CG Mobilization Processor: Provides access to Mobilization components, reports, and the ability to approve Mobilization requirements.

CG Mobilization Resume Endorser: Provides access to endorse Mobilization resumes.

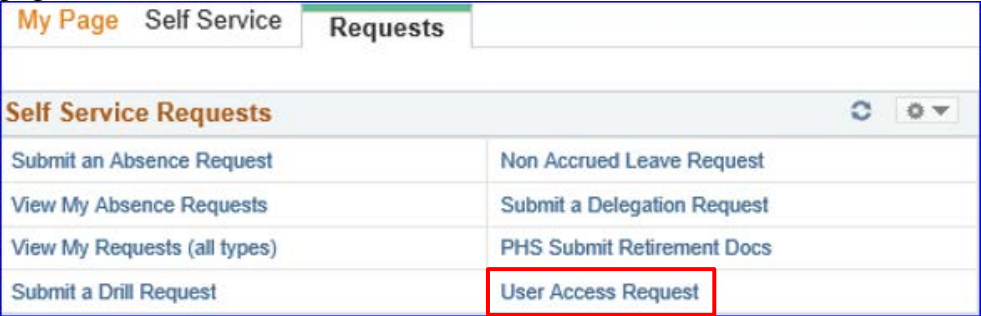
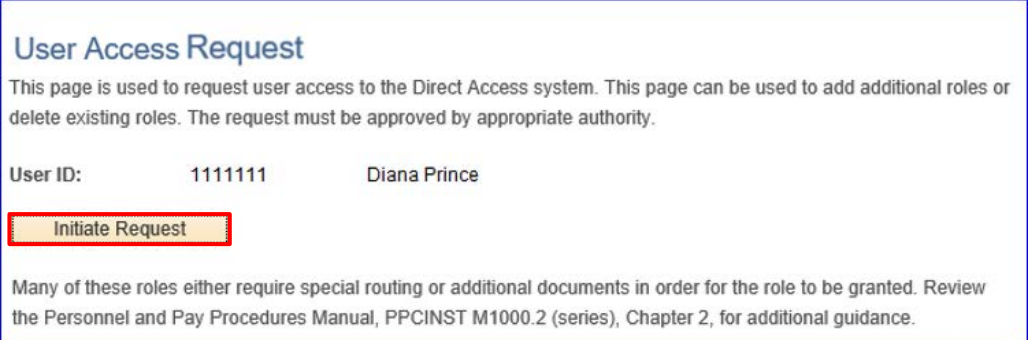
CG Mobilization View Only: Provides view only access to the Mobilization components.

Requesting New User Roles

Introduction This section provides the procedures for requesting new User Roles and Functions in Direct Access (DA).

Remember, please allow 24 hours after PPC approval to see the updated Roles in DA.

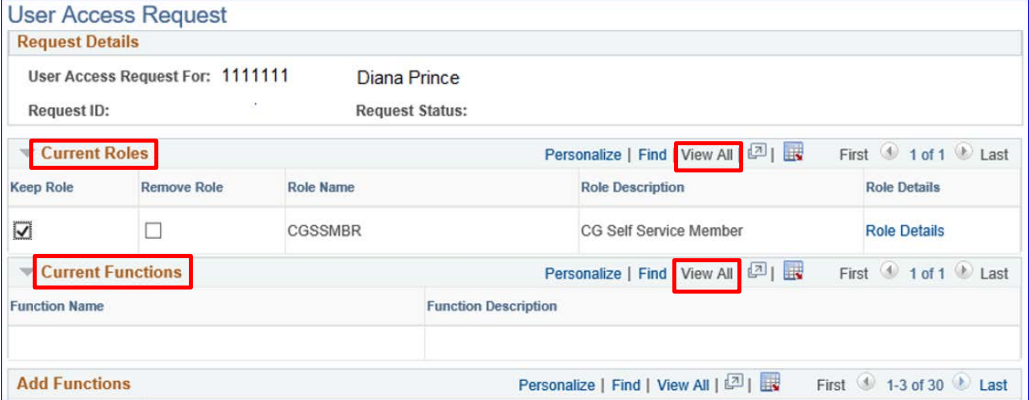
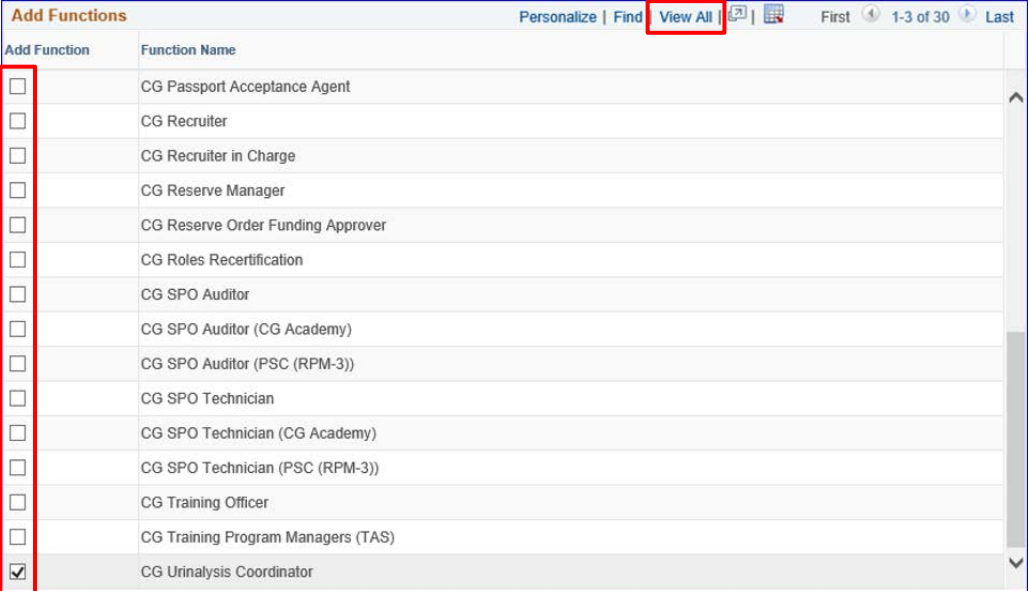
Procedures See below.

Step	Action
1	<p>From the Requests tab, click User Access Request in the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with a refresh icon and a dropdown menu. A grid of request options is displayed, with 'User Access Request' highlighted in a red box.</p>
2	<p>The User Access Request page will display. Click Initiate Request.</p>  <p>The screenshot shows the 'User Access Request' page header and a description: 'This page is used to request user access to the Direct Access system. This page can be used to add additional roles or delete existing roles. The request must be approved by appropriate authority.' Below this, the 'User ID' is listed as '1111111' and the name as 'Diana Prince'. The 'Initiate Request' button is highlighted in a red box.</p>

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Requesting New User Roles, Continued




Procedures,
continued

Step	Action																																
<p>3</p>	<p>Any Current Roles and Current Functions for the member will display. Click View All (if necessary) to view the entire list of Current Roles and Current Functions.</p> <p>NOTE: When members PCS, their Roles are reset to Self Service only.</p>  <p>The screenshot shows a 'User Access Request' for Diana Prince (ID: 1111111). It displays a table for 'Current Roles' with one role: CGSSMBR (CG Self Service Member). Below it is a section for 'Current Functions' which is currently empty. Both sections have a 'View All' button highlighted in red.</p>																																
<p>4</p>	<p>Under the Add Functions section, click View All. Scroll through and select the Functions the position requires.</p> <p>NOTE: It is important to review the requirements of each User Role and Function to ensure all criteria are met, such as appropriate Approval Authority and/or a Designation Memo provided to PPC. See the DA Functional Roles webpage for a list of requirements.</p>  <p>The screenshot shows the 'Add Functions' section with a list of 15 functions. The 'View All' button is highlighted in red. A vertical red box highlights the checkboxes for the first 15 items, with the last item, 'CG Urinalysis Coordinator', checked.</p> <table border="1" data-bbox="316 1234 1350 1823"> <thead> <tr> <th>Add Function</th> <th>Function Name</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>CG Passport Acceptance Agent</td></tr> <tr><td><input type="checkbox"/></td><td>CG Recruiter</td></tr> <tr><td><input type="checkbox"/></td><td>CG Recruiter in Charge</td></tr> <tr><td><input type="checkbox"/></td><td>CG Reserve Manager</td></tr> <tr><td><input type="checkbox"/></td><td>CG Reserve Order Funding Approver</td></tr> <tr><td><input type="checkbox"/></td><td>CG Roles Recertification</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Auditor</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Auditor (CG Academy)</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Auditor (PSC (RPM-3))</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician (CG Academy)</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician (PSC (RPM-3))</td></tr> <tr><td><input type="checkbox"/></td><td>CG Training Officer</td></tr> <tr><td><input type="checkbox"/></td><td>CG Training Program Managers (TAS)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>CG Urinalysis Coordinator</td></tr> </tbody> </table>	Add Function	Function Name	<input type="checkbox"/>	CG Passport Acceptance Agent	<input type="checkbox"/>	CG Recruiter	<input type="checkbox"/>	CG Recruiter in Charge	<input type="checkbox"/>	CG Reserve Manager	<input type="checkbox"/>	CG Reserve Order Funding Approver	<input type="checkbox"/>	CG Roles Recertification	<input type="checkbox"/>	CG SPO Auditor	<input type="checkbox"/>	CG SPO Auditor (CG Academy)	<input type="checkbox"/>	CG SPO Auditor (PSC (RPM-3))	<input type="checkbox"/>	CG SPO Technician	<input type="checkbox"/>	CG SPO Technician (CG Academy)	<input type="checkbox"/>	CG SPO Technician (PSC (RPM-3))	<input type="checkbox"/>	CG Training Officer	<input type="checkbox"/>	CG Training Program Managers (TAS)	<input checked="" type="checkbox"/>	CG Urinalysis Coordinator
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Requesting New User Roles, Continued

Procedures,
continued

Step	Action
5	<p>If a specific User Role or Function is not listed: under Add Roles, click the Lookup icon to find the Role Name. Select the appropriate role.</p> 
6	<p>Click the (+) button to add the Role to the request.</p> 
7	<p>Scroll to the bottom of the page and enter the Justification for requesting the User Role(s)/Function(s) (required). Enter the Approver ID (approver's Employee ID number) or use the lookup to locate the approver's Employee ID number.</p> <p>Review the statement and check the Acknowledgement box. Click Submit for Approval.</p> 

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Requesting New User Roles, Continued

Procedures,
continued

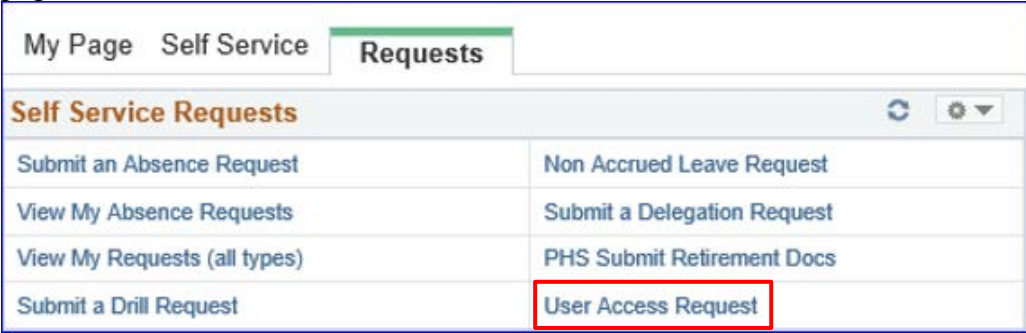
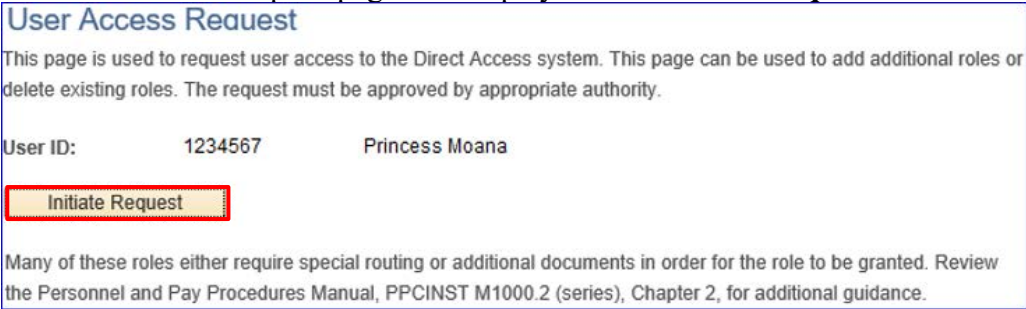
Step	Action
8	<p>Once submitted, email notification will be sent to the Approver. It is important to follow up with the Approver. If the User Roles request is not approved within 30 days of submission, PPC will automatically deny the request.</p> <p>NOTE: Once the Approver approves the request, it will be sent to PPC for final approval.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>From: DoNotReply@direct-access.us Sent: Tuesday, June 05, 2018 12:48 PM To: Wayne, Bruce Subject: [Non-DoD Source] User Access Request – Waiting Approval</p> <p>User access request has been waiting for your approval.</p> <p>Requested For: Diana Prince Request ID: 0000032</p> </div>
9	<p>Upon final approval, email notification will be sent to the requester:</p> <div style="border: 1px solid blue; padding: 5px;"> <p>From: DoNotReply@direct-access.us Sent: Tuesday, June 05, 2018 14:59 PM To: Prince, Diana Subject: [Non-DoD Source] User Access Request – Approved</p> <p>Your user access request has been approved.</p> <p>Requested For: Diana Prince Request ID: 0000025</p> </div>
10	<p>If the request is denied by either the first approver or PPC, this email notification will be sent to the requester:</p> <div style="border: 1px solid blue; padding: 5px;"> <p>From: DoNotReply@direct-access.us Sent: Tuesday, June 05, 2018 14:59 PM To: Prince, Diana Subject: [Non-DoD Source] User Access Request – Denied</p> <p>Your user access request has been denied.</p> <p>Requested For: Diana Prince Request ID: 0000029</p> </div>

Recertifying User Roles

Introduction This section provides the procedures for recertifying User Roles and Functions in Direct Access (DA).

Remember, please allow 24 hours after PPC approval to see the updated Roles in DA.


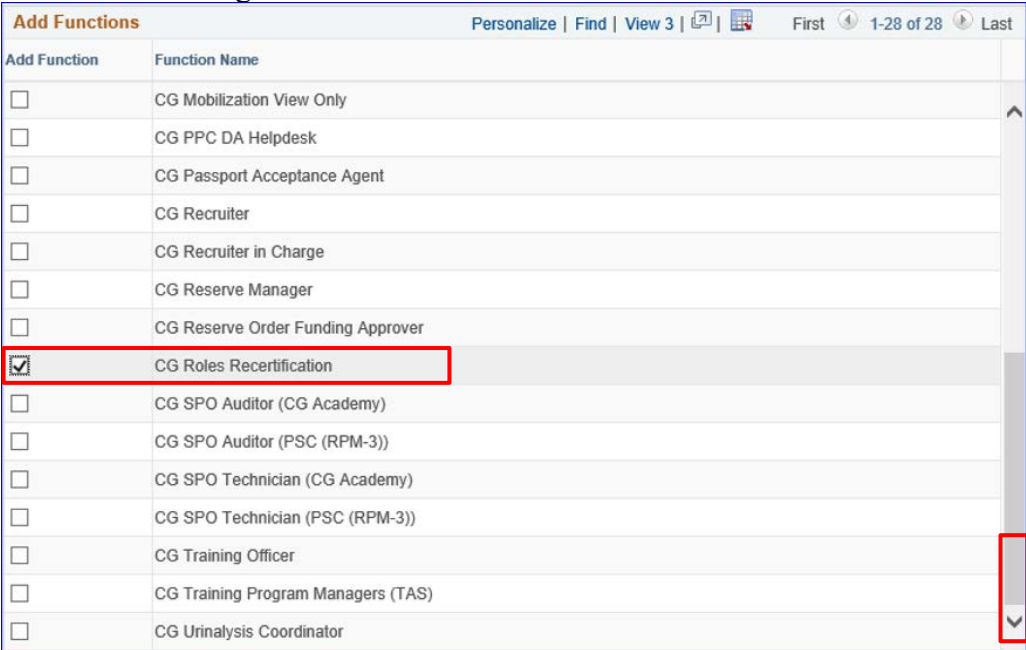
Procedures See below.

Step	Action
<p>1</p>	<p>From the Requests tab, select User Access Request in the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with a grid of options: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non Accrued Leave Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. The 'User Access Request' link is highlighted with a red rectangular box.</p>
<p>2</p>	<p>The User Access Request page will display. Click Initiate Request.</p>  <p>The screenshot shows the 'User Access Request' page header and a description: 'This page is used to request user access to the Direct Access system. This page can be used to add additional roles or delete existing roles. The request must be approved by appropriate authority.' Below this, it displays 'User ID: 1234567 Princess Moana'. The 'Initiate Request' button is highlighted with a red rectangular box. At the bottom, there is a note: 'Many of these roles either require special routing or additional documents in order for the role to be granted. Review the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), Chapter 2, for additional guidance.'</p>

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Recertifying User Roles, Continued

Procedures,
continued

Step	Action																																
5	<p>If everything is accurate, click View All in the Add Functions section.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Add Function</th> <th>Function Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>CG Admin Supervisor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Admin Technician</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Assignment Officer (EPM)</td> </tr> </tbody> </table>	Add Function	Function Name	<input type="checkbox"/>	CG Admin Supervisor	<input type="checkbox"/>	CG Admin Technician	<input type="checkbox"/>	CG Assignment Officer (EPM)																								
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6	<p>Scroll down through the list of Functions and select CG Roles Recertification.</p>  <p>The screenshot shows a list of functions with the following data:</p> <table border="1"> <thead> <tr> <th>Add Function</th> <th>Function Name</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>CG Mobilization View Only</td></tr> <tr><td><input type="checkbox"/></td><td>CG PPC DA Helpdesk</td></tr> <tr><td><input type="checkbox"/></td><td>CG Passport Acceptance Agent</td></tr> <tr><td><input type="checkbox"/></td><td>CG Recruiter</td></tr> <tr><td><input type="checkbox"/></td><td>CG Recruiter in Charge</td></tr> <tr><td><input type="checkbox"/></td><td>CG Reserve Manager</td></tr> <tr><td><input type="checkbox"/></td><td>CG Reserve Order Funding Approver</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>CG Roles Recertification</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Auditor (CG Academy)</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Auditor (PSC (RPM-3))</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician (CG Academy)</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician (PSC (RPM-3))</td></tr> <tr><td><input type="checkbox"/></td><td>CG Training Officer</td></tr> <tr><td><input type="checkbox"/></td><td>CG Training Program Managers (TAS)</td></tr> <tr><td><input type="checkbox"/></td><td>CG Urinalysis Coordinator</td></tr> </tbody> </table>	Add Function	Function Name	<input type="checkbox"/>	CG Mobilization View Only	<input type="checkbox"/>	CG PPC DA Helpdesk	<input type="checkbox"/>	CG Passport Acceptance Agent	<input type="checkbox"/>	CG Recruiter	<input type="checkbox"/>	CG Recruiter in Charge	<input type="checkbox"/>	CG Reserve Manager	<input type="checkbox"/>	CG Reserve Order Funding Approver	<input checked="" type="checkbox"/>	CG Roles Recertification	<input type="checkbox"/>	CG SPO Auditor (CG Academy)	<input type="checkbox"/>	CG SPO Auditor (PSC (RPM-3))	<input type="checkbox"/>	CG SPO Technician (CG Academy)	<input type="checkbox"/>	CG SPO Technician (PSC (RPM-3))	<input type="checkbox"/>	CG Training Officer	<input type="checkbox"/>	CG Training Program Managers (TAS)	<input type="checkbox"/>	CG Urinalysis Coordinator
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Recertifying User Roles, Continued

Procedures,
continued

Step	Action
7	<p>Scroll to the bottom of the page and enter the Justification for the User Access Request (required). Enter the Approver ID (approver's Employee ID number) or use the lookup to locate the approver's Employee ID number.</p> <p>Review the statement and check the Acknowledgement box. Click Submit for Approval.</p> <div data-bbox="316 589 1347 846" style="border: 1px solid black; padding: 5px;"> <p>Approver Selection</p> <p>*Justification: <input style="border: 1px solid red;" type="text" value="Recertifying my roles."/></p> <p>*Approver ID: <input style="border: 1px solid red;" type="text" value="1234567"/> <input type="button" value="🔍"/> Chief Tui Position: 00029211 - SPO DIV SUPERVISOR-BSS</p> <p><input checked="" style="border: 1px solid red;" type="checkbox"/> Acknowledgement: I understand that I am authorized to access the Direct Access system and that accessing it for purpose beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al) (Note: Refer to the Automated Information Systems (AIS) User Acknowledgement Form (CG-5500A) which is required for all U.S. Coast Guard AIS users it contains the full Scope of Authorization and Acknowledgement.)</p> <p><input style="border: 1px solid red;" type="button" value="Submit for Approval"/></p> </div>
8	<p>Once submitted, email notification will be sent to the Approver. It is important to follow up with the Approver. If the User Roles request is not approved within 30 days of submission, PPC will automatically deny the request.</p> <p>NOTE: Once the Approver approves the request, it will be sent to PPC for final approval.</p>

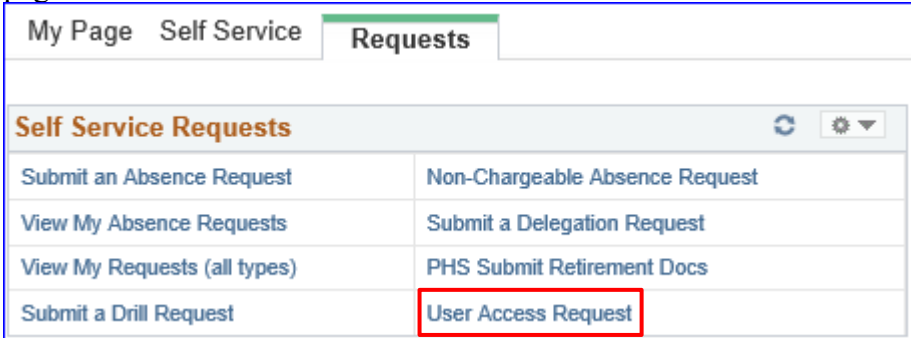
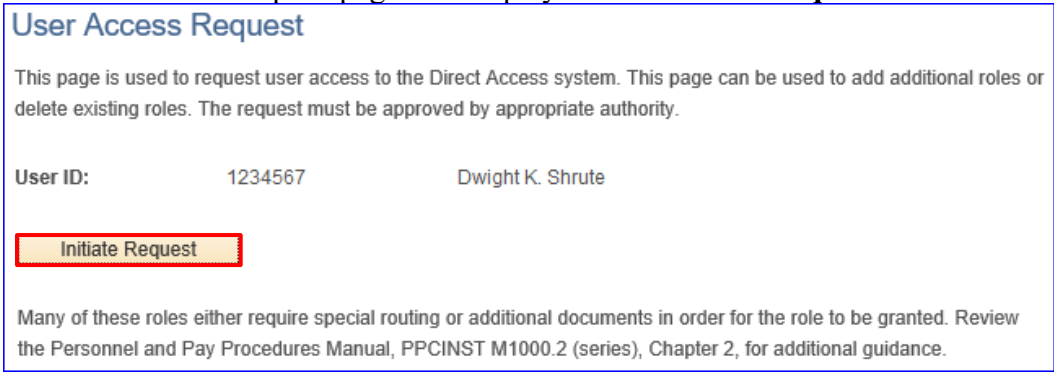
Removing User Roles

Introduction This section provides the procedures for removing User Roles and Functions in Direct Access (DA).

Please allow 24 hours after PPC approval to see the change in DA.

Termination of Roles If a Command requires termination of User Roles prior to transfer or separation, notify PPC Customer Care. Include the member’s Employee ID number and the User Role(s) and Function(s) to be revoked.





Procedures See below.

Step	Action
1	<p>From the Requests tab, select User Access Request from the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with a grid of options: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non-Chargeable Absence Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. The 'User Access Request' link is highlighted with a red rectangular box.</p>
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Removing User Roles, Continued

Procedures,
continued

Step	Action																																				
3	<p>Any Current Roles and Current Functions for the member will display. Click View All (if necessary) to view the entire list of Current Roles and Current Functions.</p> <div data-bbox="288 510 1347 1111" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Dwight K. Shrute</p> <p>Request ID: Request Status:</p> <hr/> <p>Current Roles Personalize Find View All   First 1-3 of 6 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Keep Role</th> <th>Remove Role</th> <th>Role Name</th> <th>Role Description</th> <th>Role Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGHRS</td> <td>Coast Guard HRS/PERSRU</td> <td>Role Details</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGHRSUP</td> <td>HRS Supervisor</td> <td>Role Details</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGROWSEC_CGAD</td> <td>CG Active Duty Row Security</td> <td>Role Details</td> </tr> </tbody> </table> <hr/> <p>Current Functions Personalize Find View All   First 1-3 of 3 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Keep Function</th> <th>Remove Function</th> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CG SPO Auditor</td> <td>CG SPO Auditor</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CG SPO Technician</td> <td>CG SPO Technician</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CG Urinalysis Coordinator</td> <td>CG Urinalysis Coordinator</td> </tr> </tbody> </table> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRS	Coast Guard HRS/PERSRU	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRSUP	HRS Supervisor	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGROWSEC_CGAD	CG Active Duty Row Security	Role Details	Keep Function	Remove Function	Function Name	Function Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG SPO Auditor	CG SPO Auditor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG SPO Technician	CG SPO Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG Urinalysis Coordinator	CG Urinalysis Coordinator
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Removing User Roles, Continued

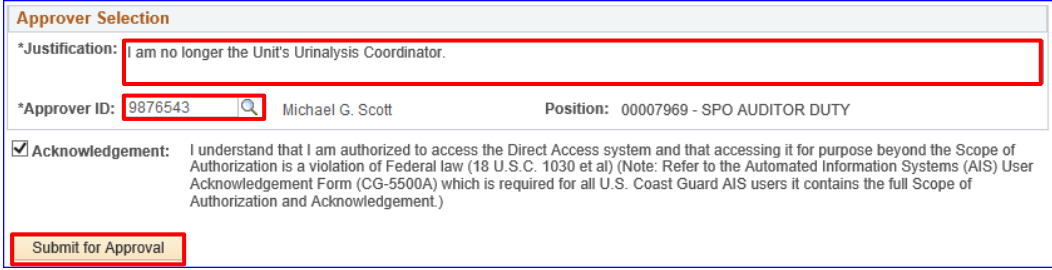
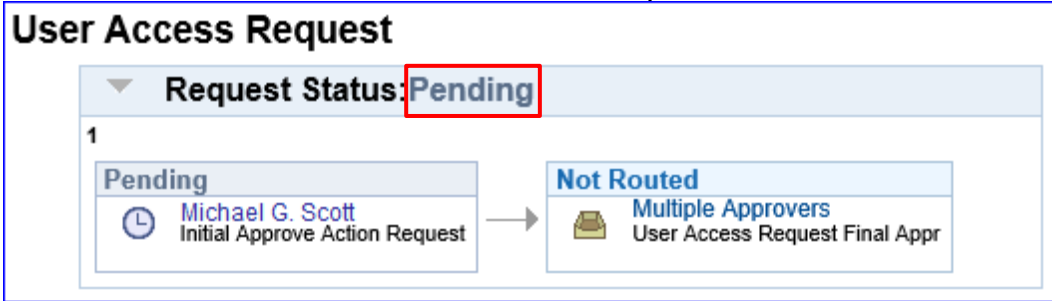
Procedures,
continued

Step	Action																																																			
4	<p>Check the Remove Role box for each Role and/or Function to be removed.</p> <p>NOTE 1: For information on adding User Roles and Functions, see the Requesting New User Roles section.</p> <p>NOTE 2: Do NOT remove the CGROWSEC_CGAD Role.</p> <div data-bbox="288 656 1347 1424" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Dwight K. Shrute</p> <p>Request ID: Request Status:</p> <hr/> <p>Current Roles Personalize Find View 3 [Print] [Refresh] First 1-6 of 6 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Keep Role</th> <th>Remove Role</th> <th>Role Name</th> <th>Role Description</th> <th>Role Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGHRS</td> <td>Coast Guard HRS/PERSRU</td> <td>Role Details</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGHRSUP</td> <td>HRS Supervisor</td> <td>Role Details</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGROWSEC_CGAD</td> <td>CG Active Duty Row Security</td> <td>Role Details</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGSSCMD</td> <td>CG Self Service Command</td> <td>Role Details</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CGSSMBR</td> <td>CG Self Service Member</td> <td>Role Details</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>CG_UA_COORDINATOR</td> <td>Urinalysis Coordinator</td> <td>Role Details</td> </tr> </tbody> </table> <hr/> <p>Current Functions Personalize Find View All [Print] [Refresh] First 1-3 of 3 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Keep Function</th> <th>Remove Function</th> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CG SPO Auditor</td> <td>CG SPO Auditor</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>CG SPO Technician</td> <td>CG SPO Technician</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>CG Urinalysis Coordinator</td> <td>CG Urinalysis Coordinator</td> </tr> </tbody> </table> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRS	Coast Guard HRS/PERSRU	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRSUP	HRS Supervisor	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGROWSEC_CGAD	CG Active Duty Row Security	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSCMD	CG Self Service Command	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSMBR	CG Self Service Member	Role Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CG_UA_COORDINATOR	Urinalysis Coordinator	Role Details	Keep Function	Remove Function	Function Name	Function Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG SPO Auditor	CG SPO Auditor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG SPO Technician	CG SPO Technician	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CG Urinalysis Coordinator	CG Urinalysis Coordinator
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Removing User Roles, Continued

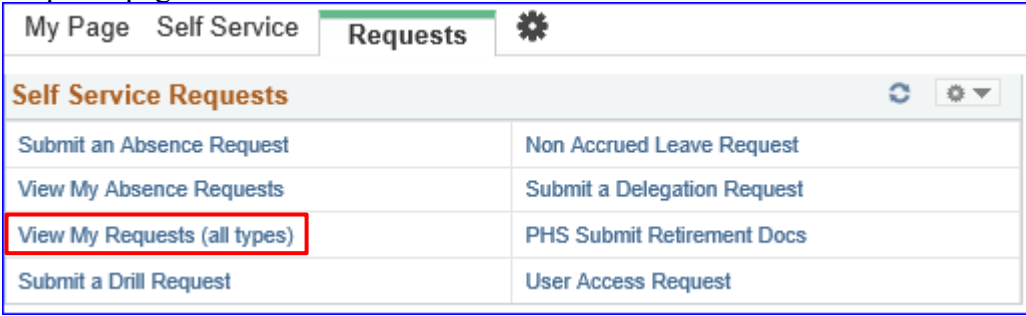
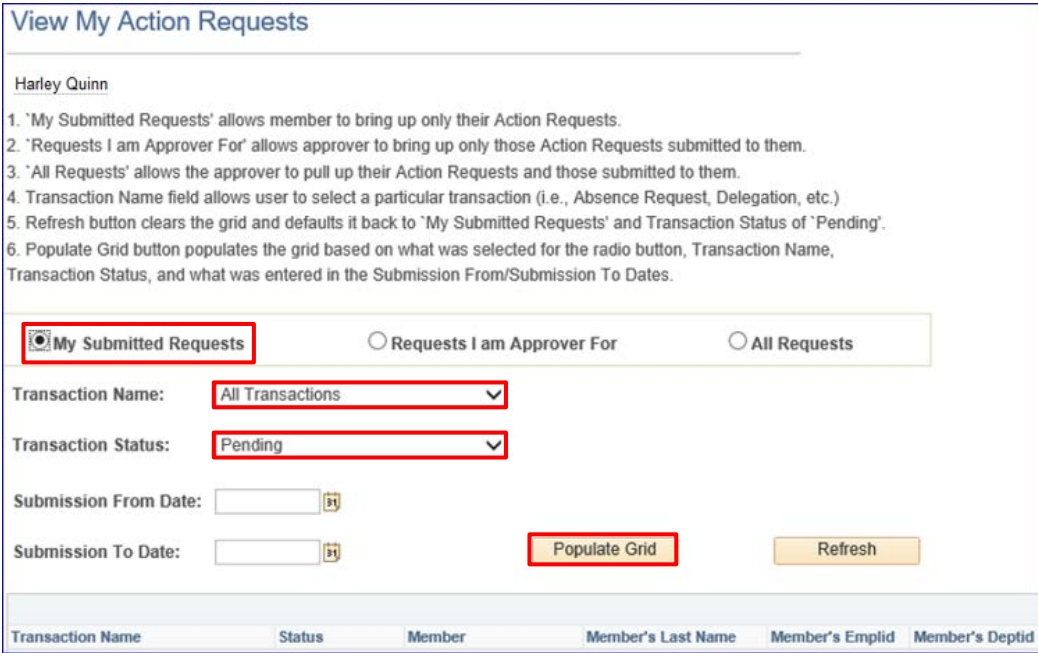
Procedures,
continued

Step	Action
<p>5</p>	<p>Scroll to the bottom of the page and enter the Justification for removing the User Role/Function (required). Enter the Approver ID (approver's Employee ID number) or use the lookup to locate the approver's Employee ID number.</p> <p>Review the statement and check the Acknowledgement box. Click Submit for Approval.</p> 
<p>6</p>	<p>The request is now in a Pending status and email notification has been sent to the Approver.</p> <p>Once the request is approved, it will be forwarded to PPC for action. Once PPC takes for action, email notification will be sent to the requester.</p> 

Withdrawing a User Roles Request

Introduction This section provides the procedures for withdrawing a User Role request in Direct Access (DA) in the event the approver becomes unavailable (transferred, separated, TDY, etc.).

Procedures See below.

Step	Action
1	<p>From the Requests tab, click View My Requests (all types) in the Self Service Requests pagelet.</p> 
2	<p>The View My Action Requests page will display. Ensure the My Submitted Requests button is selected. The Transaction Name will default to All Transactions and the Transaction Status will default to Pending. Click Populate Grid.</p> 

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Withdrawing a User Roles Request, Continued

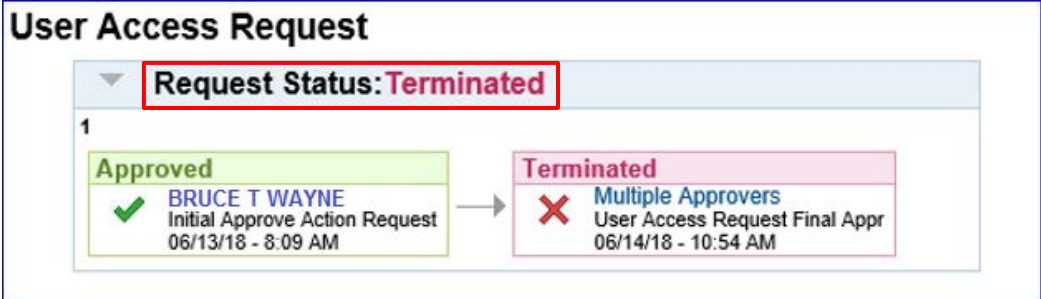
Procedures,
continued

Step	Action																																																																																				
3	<p>Any Pending User Access Requests will be listed. Scroll to the right and click View All to ensure all records are shown.</p> <p>Locate the appropriate User Access Request and click View Details.</p> <div data-bbox="316 551 1361 786"> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> </tr> </thead> <tbody> <tr> <td>User Access Request</td> <td>Pending</td> <td>Harley Quinn</td> <td>Quinn</td> <td>0000011</td> <td>010228</td> </tr> <tr> <td>User Access Request</td> <td>Pending</td> <td>Harley Quinn</td> <td>Quinn</td> <td>0000011</td> <td>010228</td> </tr> <tr> <td>User Access Request</td> <td>Pending</td> <td>Harley Quinn</td> <td>Quinn</td> <td>0000011</td> <td>010228</td> </tr> <tr> <td>User Access Request</td> <td>Pending</td> <td>Harley Quinn</td> <td>Quinn</td> <td>0000011</td> <td>010228</td> </tr> </tbody> </table> </div> <div data-bbox="316 824 1361 1093"> <table border="1"> <thead> <tr> <th colspan="6">Personalize Find View All [grid icon]</th> <th>First</th> <th>1-4 of 4</th> <th>Last</th> </tr> <tr> <th>id</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>View Details</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td></td> <td>Harley Quinn</td> <td>Poison Ivy</td> <td>06/13/2018</td> <td></td> <td>View Details</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Harley Quinn</td> <td>The Joker</td> <td>06/13/2018</td> <td></td> <td>View Details</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Harley Quinn</td> <td>Deadshot</td> <td>06/13/2018</td> <td></td> <td>View Details</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Harley Quinn</td> <td>Enchantress</td> <td>06/13/2018</td> <td></td> <td>View Details</td> <td colspan="3"></td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	User Access Request	Pending	Harley Quinn	Quinn	0000011	010228	User Access Request	Pending	Harley Quinn	Quinn	0000011	010228	User Access Request	Pending	Harley Quinn	Quinn	0000011	010228	User Access Request	Pending	Harley Quinn	Quinn	0000011	010228	Personalize Find View All [grid icon]						First	1-4 of 4	Last	id	Submitted By	Approver	Submission Date	Drill Date	View Details					Harley Quinn	Poison Ivy	06/13/2018		View Details					Harley Quinn	The Joker	06/13/2018		View Details					Harley Quinn	Deadshot	06/13/2018		View Details					Harley Quinn	Enchantress	06/13/2018		View Details			
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Withdrawing a User Roles Request, Continued

Procedures,
continued

Step	Action																										
4	<p>The User Access Request will open in a new tab. Click Withdraw Request.</p>  <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 0000011 Harley X Quinn Request ID: 0017481 Request Status: Pending</p> <p>Current Roles Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Keep Role</th> <th>Remove Role</th> <th>Role Name</th> <th>Role Description</th> <th>Role Details</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGSSMBR</td> <td>CG Self Service Member</td> <td>Role Details</td> </tr> </tbody> </table> <p>Current Functions Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Add Functions Personalize Find View All First 1-3 of 30 Last</p> <table border="1"> <thead> <tr> <th>Add Function</th> <th>Function Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CG Enlisted Evaluation Manager</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Urinalysis Coordinator</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Assignment Officer (EPM)</td> </tr> </tbody> </table> <p>Add Roles Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Role Name</th> <th>Role Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Approver Selection</p> <p>*Justification: Transferred units to CG Cyber and will need user privileges to complete member marks.</p> <p>*Approver ID: 0000010 BRUCE T WAYNE Position: 19369175 - ADMIN SUPPORT</p> <p><input checked="" type="checkbox"/> Acknowledgement: I understand that I am authorized to access the Direct Access system and that accessing it for purpose beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al) (Note: Refer to the Automated Information Systems (AIS) User Acknowledgement Form (CG-5500A) which is required for all U.S. Coast Guard AIS users it contains the full Scope of Authorization and Acknowledgement.)</p> <p><input type="button" value="Submit for Approval"/> <input checked="" type="button" value="Withdraw Request"/></p>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSMBR	CG Self Service Member	Role Details	Function Name	Function Description			Add Function	Function Name	<input checked="" type="checkbox"/>	CG Enlisted Evaluation Manager	<input type="checkbox"/>	CG Urinalysis Coordinator	<input type="checkbox"/>	CG Assignment Officer (EPM)	Role Name	Role Description		
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5	<p>The Request Status will update from Pending to Terminated. ‘X’ out of the tab to return to View My Requests (all types).</p> <p>A new User Access Request will need to be submitted (see the Requesting New User Roles section for assistance).</p>  <p>User Access Request</p> <p>Request Status: Terminated</p> <p>1</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Approvers</th> <th>Action</th> <th>Timestamp</th> </tr> </thead> <tbody> <tr> <td>Approved</td> <td>BRUCE T WAYNE</td> <td>Initial Approve Action Request</td> <td>06/13/18 - 8:09 AM</td> </tr> <tr> <td>Terminated</td> <td>Multiple Approvers</td> <td>User Access Request Final Appr</td> <td>06/14/18 - 10:54 AM</td> </tr> </tbody> </table>	Status	Approvers	Action	Timestamp	Approved	BRUCE T WAYNE	Initial Approve Action Request	06/13/18 - 8:09 AM	Terminated	Multiple Approvers	User Access Request Final Appr	06/14/18 - 10:54 AM														
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