

Direct Access User Roles and Functions

Overview

Introduction

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

For procedures to **recertify** Roles, see the Recertifying DA User Roles and Functions user guide.

Allow 24 hours after PPC approval to see any requested changes to Roles.

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 Letter uploaded with the request. 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 Letter** that must be uploaded within the User Role request:

- CG Educational Services Officer
 - CG Passport Acceptance Agent
 - CG Recruiter in Charge (see “Recruiter in Charge” on next page)
 - CG Training Officer
 - CG Urinalysis Coordinator
-

Pending Requests

It is important to follow up with the Approver. If the User Access Request is not approved within 30 days, **DA will automatically terminate the request and email the submitter to submit a new request.**

Once the Approver approves the request, it will be sent to PPC for final approval.

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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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 User Roles 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.


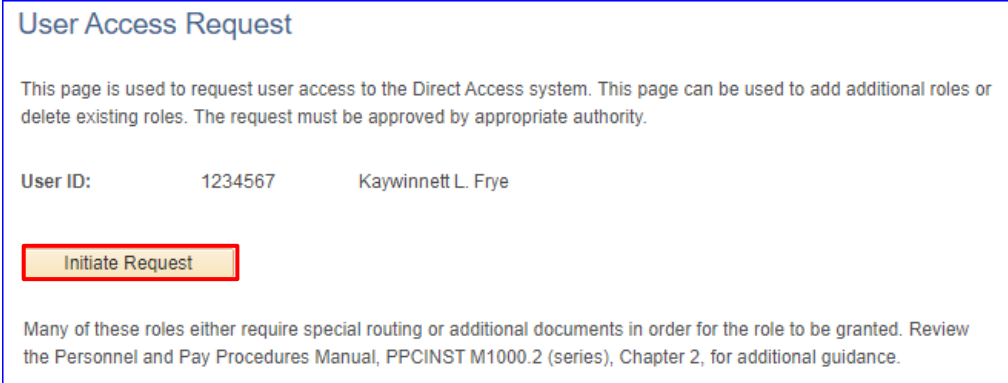
CG Mobilization View Only: Provides view only access to the Mobilization components.

Requesting New User Roles

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

Allow 24 hours after PPC approval to see any requested changes to Roles.

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 links: '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>
<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 paragraph explaining the page's purpose. Below this, the 'User ID' is listed as '1234567' and 'Kaywinnett L. Frye'. An 'Initiate Request' button is highlighted with a red rectangular box. At the bottom, there is a note about special routing and references to the Personnel and Pay Procedures Manual.</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 User Roles are reset to Self Service only.</p> <div data-bbox="357 551 1369 1070" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Kaywinnett L. Frye</p> <p>Request ID: Request Status:</p> <p>Current Roles Personalize Find View All First 1-3 of 3 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 type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGSSCIV</td> <td>CG Self Service Civilian</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG_SECURITY_ADMIN</td> <td>CG_SECURITY_ADMIN</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG_SS_MBR_RET2</td> <td>RET2 Member Self Service</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> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input type="checkbox"/>	<input type="checkbox"/>	CGSSCIV	CG Self Service Civilian	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG_SECURITY_ADMIN	CG_SECURITY_ADMIN	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG_SS_MBR_RET2	RET2 Member Self Service	Role Details	Function Name	Function Description		
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<p>4</p>	<p>Under the Add Functions section, click View All.</p> <div data-bbox="357 1133 1369 1341" style="border: 1px solid black; padding: 5px;"> <p>Add Functions Personalize Find View All First 1-3 of 40 Last</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> </div>	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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Requesting New User Roles, Continued

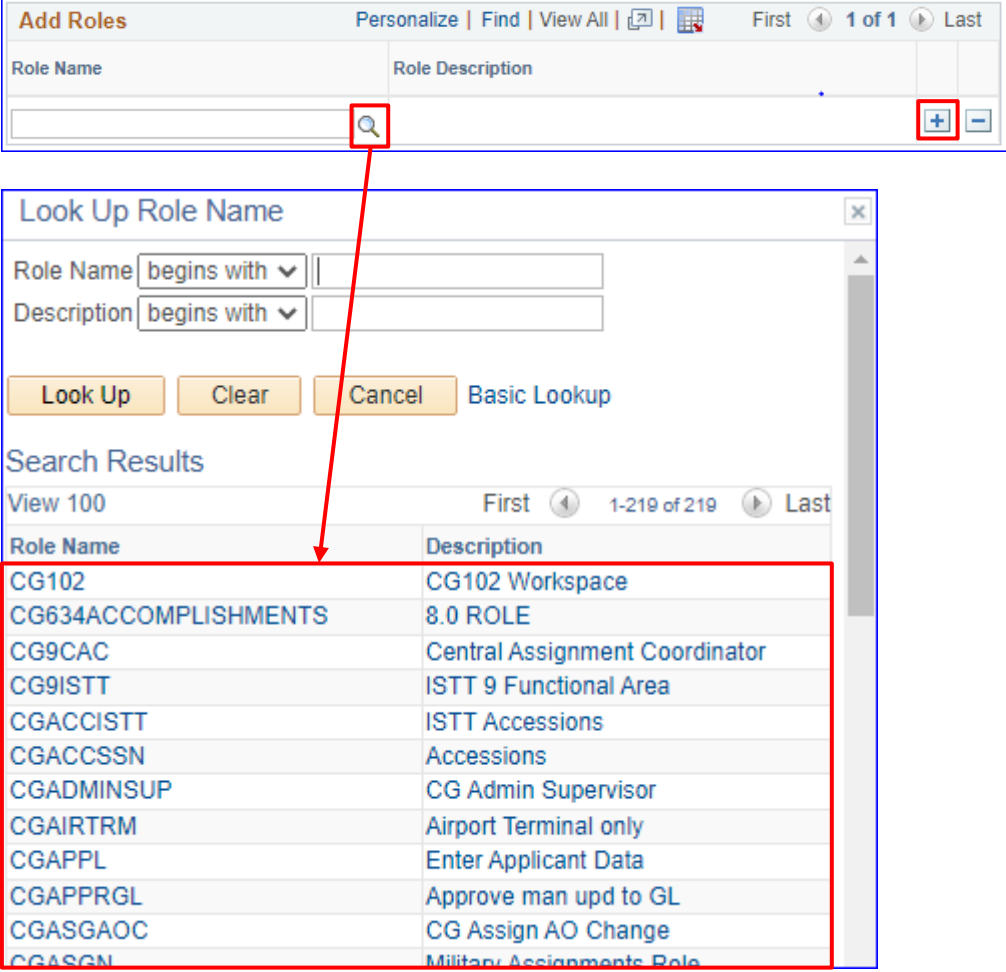

Procedures,
continued

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5	<p>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>  <table border="1" data-bbox="357 658 1359 1218"> <thead> <tr> <th data-bbox="360 712 536 739">Add Function</th> <th data-bbox="536 712 1356 739">Function Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 757 536 792"><input type="checkbox"/></td> <td data-bbox="536 757 1356 792">CG Recruiter</td> </tr> <tr> <td data-bbox="360 810 536 846"><input type="checkbox"/></td> <td data-bbox="536 810 1356 846">CG Recruiter in Charge</td> </tr> <tr> <td data-bbox="360 864 536 900"><input type="checkbox"/></td> <td data-bbox="536 864 1356 900">CG Reserve Manager</td> </tr> <tr> <td data-bbox="360 918 536 954"><input checked="" type="checkbox"/></td> <td data-bbox="536 918 1356 954">CG Reserve Order Funding Approver</td> </tr> <tr> <td data-bbox="360 972 536 1008"><input type="checkbox"/></td> <td data-bbox="536 972 1356 1008">CG Roles Recertification</td> </tr> <tr> <td data-bbox="360 1025 536 1061"><input type="checkbox"/></td> <td data-bbox="536 1025 1356 1061">CG SPO Auditor</td> </tr> <tr> <td data-bbox="360 1079 536 1115"><input type="checkbox"/></td> <td data-bbox="536 1079 1356 1115">CG SPO Auditor (CG Academy)</td> </tr> <tr> <td data-bbox="360 1133 536 1169"><input type="checkbox"/></td> <td data-bbox="536 1133 1356 1169">CG SPO Auditor (PSC (RPM-3))</td> </tr> <tr> <td data-bbox="360 1187 536 1223"><input type="checkbox"/></td> <td data-bbox="536 1187 1356 1223">CG SPO Technician</td> </tr> </tbody> </table>	Add Function	Function Name	<input type="checkbox"/>	CG Recruiter	<input type="checkbox"/>	CG Recruiter in Charge	<input type="checkbox"/>	CG Reserve Manager	<input checked="" 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
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Requesting New User Roles, Continued

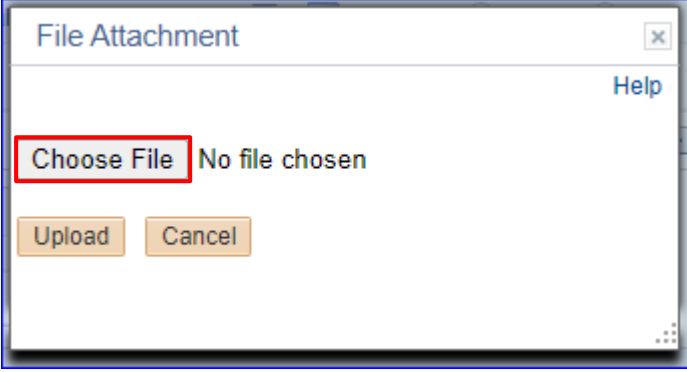
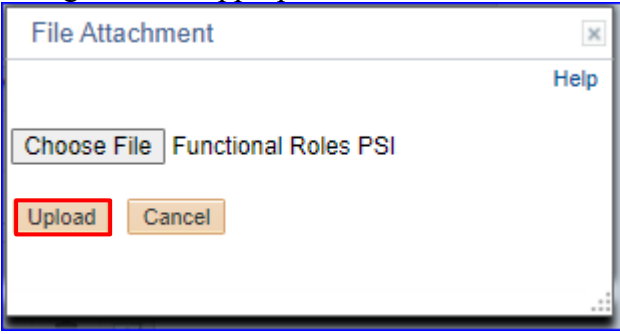

Procedures,
continued

Step	Action																										
6	<p>If a specific User Role or Function is not listed: under Add Roles, use the Lookup to locate the Role Name, then select the appropriate role.</p> <p>Click the (+) button to add additional Roles as appropriate.</p>  <p>The screenshot shows the 'Add Roles' interface with a search icon and a plus button highlighted. A red arrow points from the search icon to the 'Look Up Role Name' dialog box. The dialog box has fields for 'Role Name' and 'Description', both set to 'begins with'. Below the dialog is a table of search results with a red box around the first few rows.</p> <table border="1" data-bbox="357 1070 1193 1485"> <thead> <tr> <th>Role Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CG102</td> <td>CG102 Workspace</td> </tr> <tr> <td>CG634ACCOMPLISHMENTS</td> <td>8.0 ROLE</td> </tr> <tr> <td>CG9CAC</td> <td>Central Assignment Coordinator</td> </tr> <tr> <td>CG9ISTT</td> <td>ISTT 9 Functional Area</td> </tr> <tr> <td>CGACCI</td> <td>ISTT Accessions</td> </tr> <tr> <td>CGACCSN</td> <td>Accessions</td> </tr> <tr> <td>CGADMINSUP</td> <td>CG Admin Supervisor</td> </tr> <tr> <td>CGAIRTRM</td> <td>Airport Terminal only</td> </tr> <tr> <td>CGAPPL</td> <td>Enter Applicant Data</td> </tr> <tr> <td>CGAPPRGL</td> <td>Approve man upd to GL</td> </tr> <tr> <td>CGASGAOC</td> <td>CG Assign AO Change</td> </tr> <tr> <td>CGASGN</td> <td>Military Assignments Role</td> </tr> </tbody> </table>	Role Name	Description	CG102	CG102 Workspace	CG634ACCOMPLISHMENTS	8.0 ROLE	CG9CAC	Central Assignment Coordinator	CG9ISTT	ISTT 9 Functional Area	CGACCI	ISTT Accessions	CGACCSN	Accessions	CGADMINSUP	CG Admin Supervisor	CGAIRTRM	Airport Terminal only	CGAPPL	Enter Applicant Data	CGAPPRGL	Approve man upd to GL	CGASGAOC	CG Assign AO Change	CGASGN	Military Assignments Role
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7	<p>If a role requires a Designation Letter, you must add it to the request, otherwise you will get an error. Click the Add Attachment icon.</p>  <p>The screenshot shows the 'Designation Letters (400 KB Limit)' interface with an 'Add Attachment' icon highlighted with a red box.</p>																										

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Requesting New User Roles, Continued

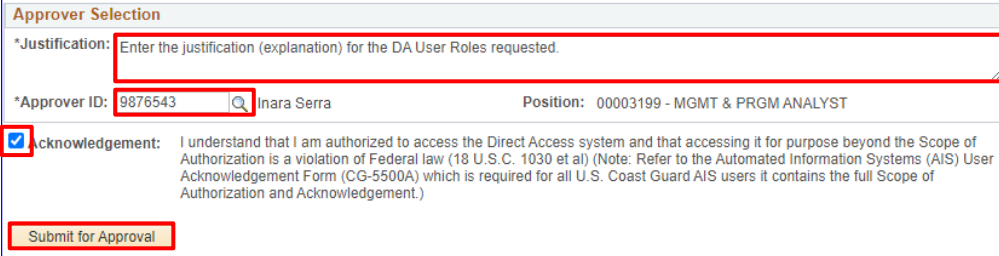
Procedures,
continued

Step	Action																								
<p>8</p>	<p>Click Choose File.</p> <p>NOTE: The document cannot be in Excel and it cannot exceed 400 KB.</p> 																								
<p>9</p>	<p>Navigate to the appropriate document/file and select it. Click Upload.</p> 																								
<p>10</p>	<p>The uploaded File Name will display. If more Designation Letters are required, click the Plus button and repeat Steps 7-9, otherwise continue to Step 11.</p>  <table border="1" data-bbox="357 1435 1366 1552"> <thead> <tr> <th colspan="3">Designation Letters (400 KB Limit)</th> <th>Personalize</th> <th>Find</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>File Name</th> <th>Uploaded By</th> <th>Uploaded On</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Functional Roles PSI.docx</td> <td>1234567</td> <td>03/02/2023 9:43AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Designation Letters (400 KB Limit)			Personalize	Find	First	1 of 1	Last	File Name	Uploaded By	Uploaded On						Functional Roles PSI.docx	1234567	03/02/2023 9:43AM					
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Requesting New User Roles, Continued

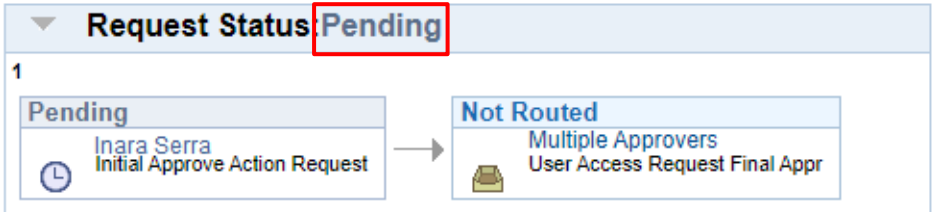
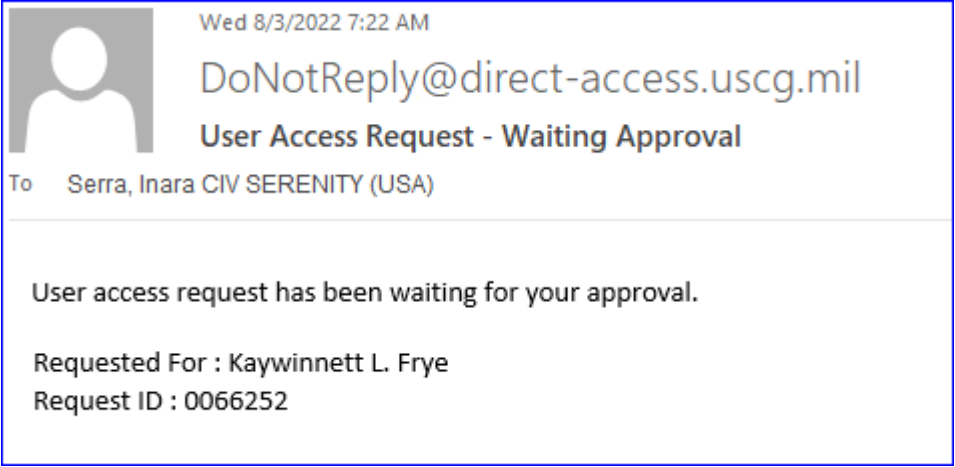
Procedures,
continued

Step	Action
11	<p>In the Approver Section, 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>  <p>Approver Selection</p> <p>*Justification: Enter the justification (explanation) for the DA User Roles requested.</p> <p>*Approver ID: 9876543 Inara Serra Position: 00003199 - MGMT & PRGM ANALYST</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>Submit for Approval</p>

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Requesting New User Roles, Continued

Procedures,
continued

Step	Action
12	<p>Once submitted, the request will be placed in a Pending status and 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, DA will automatically terminate the request and email the submitter to submit a new request.</p> <p>NOTE: Once the Approver approves the request, it will be sent to PPC for final approval. The submitter will receive email notification upon final approval or denial of the request.</p> <div data-bbox="357 689 1369 969" style="border: 1px solid blue; padding: 5px;"> <p>User Access Request</p>  </div> <div data-bbox="357 1008 1315 1473" style="border: 1px solid blue; padding: 5px; margin-top: 10px;">  </div>

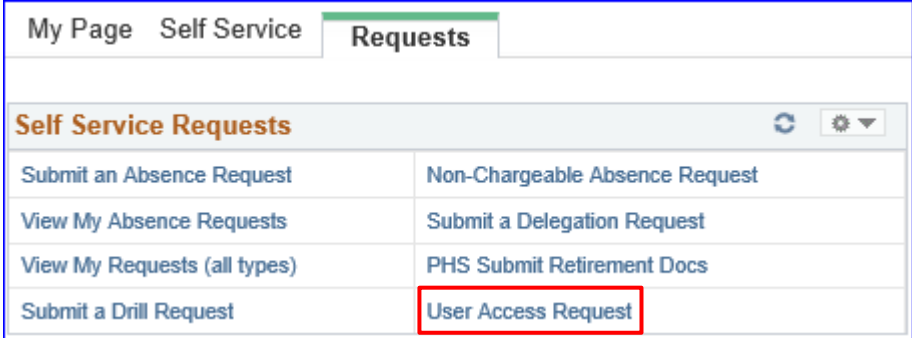
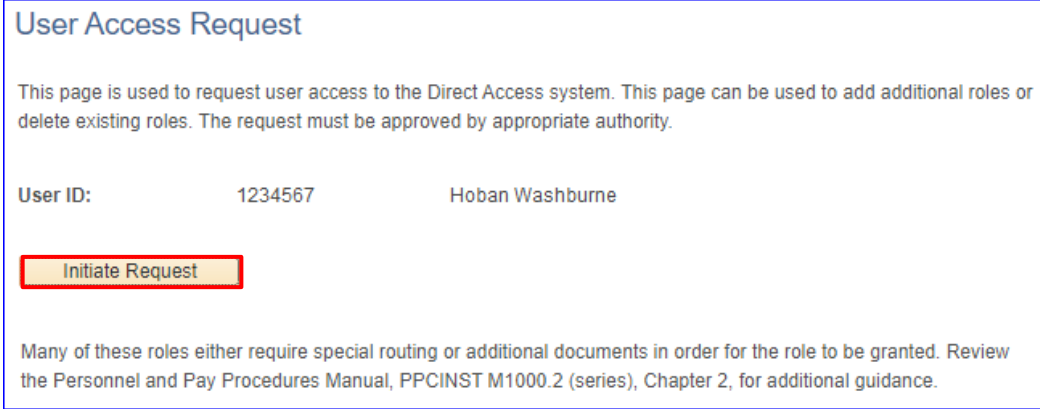
Removing User Roles

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

Allow 24 hours after PPC approval to see any requested changes to Roles.

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' option is highlighted with a red rectangular 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, it displays 'User ID: 1234567' and 'Hoban Washburne'. An '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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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="331 546 1377 1120" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Hoban Washburne</p> <p>Request ID: Request Status:</p> <p>Current Roles Personalize Find View All [Print] [Grid] First 1-3 of 6 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>CGFIELDADM</td> <td>Unit ADMIN access to limited HR</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGHRS</td> <td>Coast Guard HRS/PERSRU</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGHRSWW</td> <td>HRS/PERSRU Display Only</td> <td>Role Details</td> </tr> </tbody> </table> <p>Current Functions Personalize Find View All [Print] [Grid] First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Keep Function</th> <th>Remove Function</th> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG SPO Technician</td> <td>CG SPO Technician</td> </tr> </tbody> </table> <p>Add Functions Personalize Find View All [Print] [Grid] First 1-3 of 48 Last</p> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGFIELDADM	Unit ADMIN access to limited HR	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRS	Coast Guard HRS/PERSRU	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRSWW	HRS/PERSRU Display Only	Role Details	Keep Function	Remove Function	Function Name	Function Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG SPO Technician	CG SPO Technician
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Removing User Roles, Continued

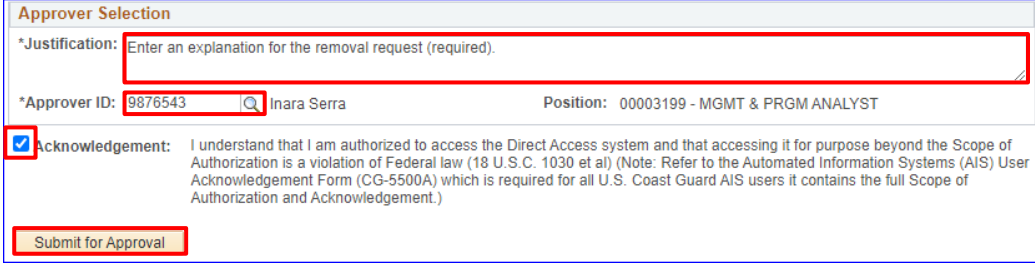
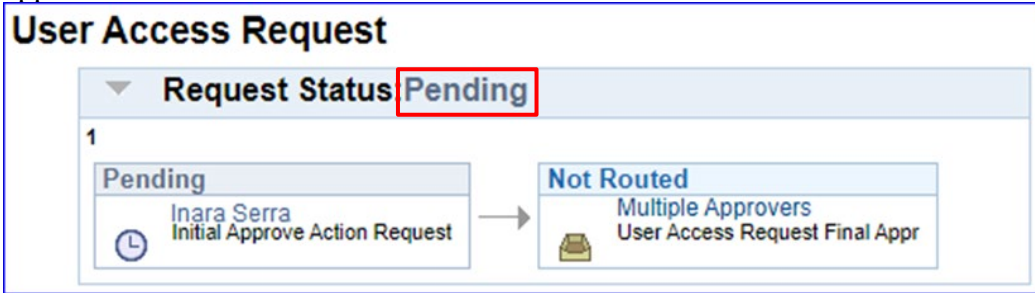
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continued

Step	Action																																											
4	<p>Check the Remove Role box for each Role and/or Function to be removed. DO NOT REMOVE THE CGROWSEC_CGAD ROLE.</p> <p>NOTE: For information on adding User Roles and Functions, see the Requesting New User Roles section.</p> <div data-bbox="331 618 1369 1361" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Hoban Washburne</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"> <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>CGFIELDADM</td> <td>Unit ADMIN access to limited HR</td> <td>Role Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>CGHRS</td> <td>Coast Guard HRS/PERSRU</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGHRVW</td> <td>HRS/PERSRU Display Only</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGROWSEC_CGAD</td> <td>CG Active Duty Row Security</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGSSCMD</td> <td>CG Self Service Command</td> <td>Role Details</td> </tr> <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> <hr/> <p>Current Functions Personalize Find View All [Print] [Refresh] First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Keep Function</th> <th>Remove Function</th> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>CG SPO Technician</td> <td>CG SPO Technician</td> </tr> </tbody> </table> <hr/> <p>Add Functions Personalize Find View All [Print] [Refresh] First 1-3 of 48 Last</p> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGFIELDADM	Unit ADMIN access to limited HR	Role Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CGHRS	Coast Guard HRS/PERSRU	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRVW	HRS/PERSRU Display Only	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	Keep Function	Remove Function	Function Name	Function Description	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CG SPO Technician	CG SPO Technician
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Removing User Roles, Continued

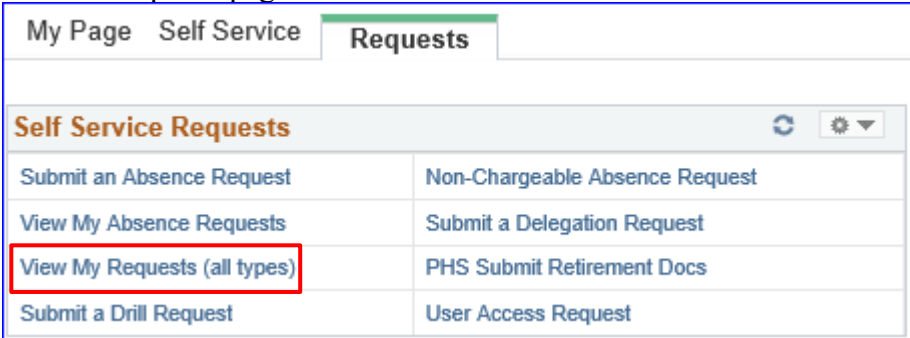
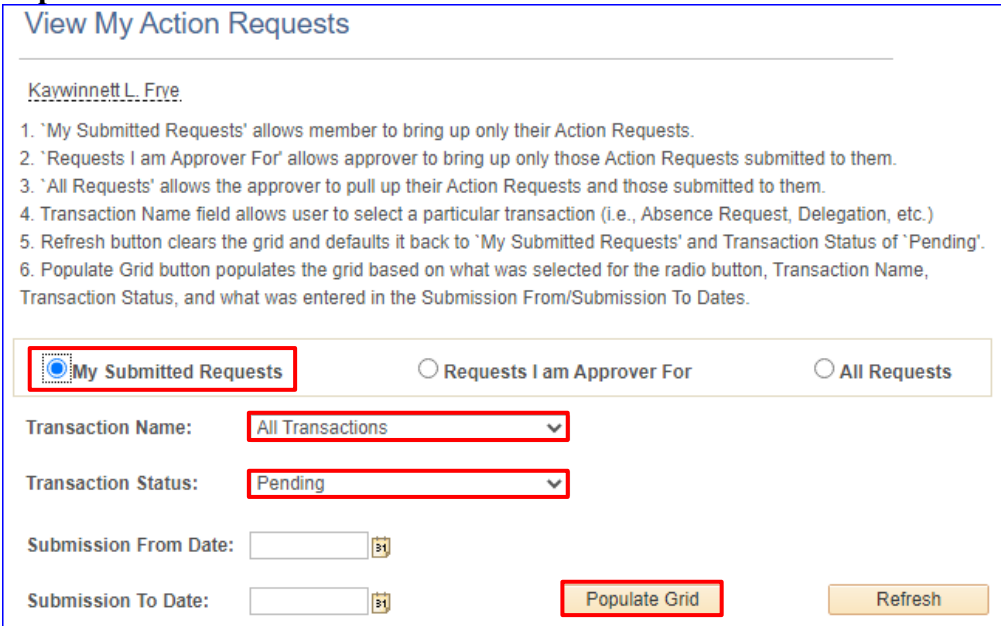
Procedures,
continued

Step	Action
5	<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> 
6	<p>Once submitted, the request will be placed in a Pending status and email notification will be sent to the Approver. It is important to follow up with the Approver. If the User Access Request is not approved within 30 days, DA will automatically terminate the request and email the submitted to submit a new request.</p> <p>NOTE: Once the Approver approves the request, it will be sent to PPC for final approval.</p> 

Withdrawing a User Roles Request

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

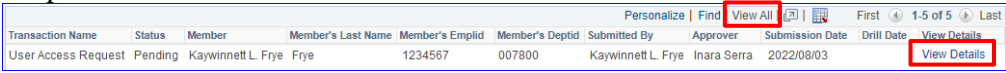
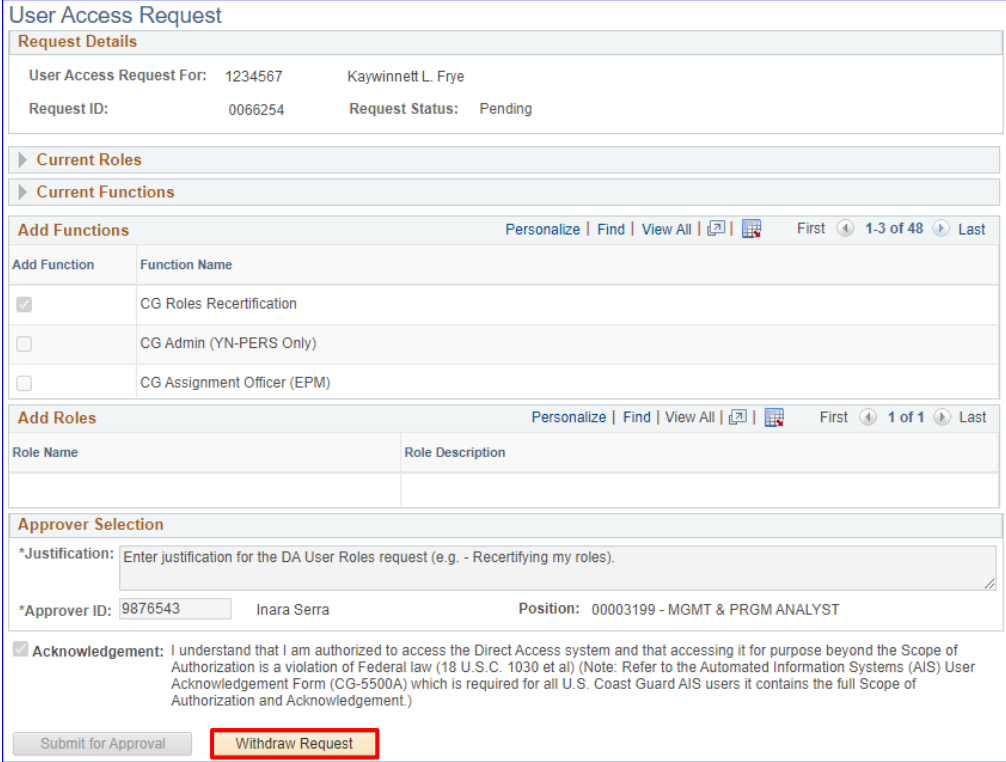
Procedures See below.

Step	Action
1	<p>From the Requests tab, select 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>All pending requests will be listed. It may be necessary to click View All to see all pending requests. Scroll through the list and locate the User Access Request. Click View Details.</p> 
4	<p>The User Access Request will open in a new tab. Click Withdraw Request.</p> 
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> 