

# Approving or Denying User Roles

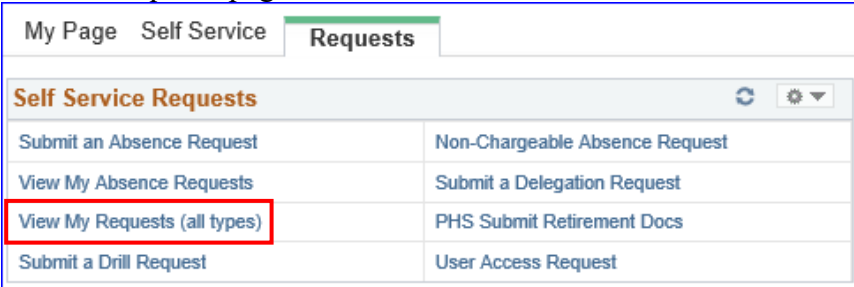
**Introduction** This guide provides the procedures for approving and denying a User Roles Request in Direct Access (DA).

**Allow 24 hours after PPC approval to see the requested changes to a member's Roles.**

**IMPORTANT** If a User Roles 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.

**Procedures** See below.

Step	Action
1	<p>From the Requests tab, select <b>View My Requests (all types)</b> 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 'View My Requests (all types)' link is highlighted with a red rectangular box.</p>

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## Approving or Denying User Roles, Continued

Procedures,  
continued

Step	Action																				
2	<p>The View My Action Requests page will display. Select the <b>Requests I am Approver For</b> radio button and ensure the <b>Transaction Status</b> indicates Pending. Click <b>Populate Grid</b>.</p> <p><b>NOTE:</b> To narrow the search results, change the <b>Transaction Name</b> to User Access Request Approval and/or enter a <b>Submission From Date</b> and <b>Submission To Date</b>.</p> <div data-bbox="352 741 1366 1375" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>Inara Serra</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests                 <input checked="" type="radio"/> <b>Requests I am Approver For</b> <input type="radio"/> All Requests             </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>																				
3	<p>Locate the User Access Request to be approved and select <b>Approve/Deny</b> to view the member's request.</p> <div data-bbox="352 1491 1366 1563" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <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> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>User Access Request</td> <td>Pending</td> <td>Kaywinnett L. Frye</td> <td>Frye</td> <td>1234567</td> <td>007800</td> <td>Kaywinnett L. Frye</td> <td>Inara Serra</td> <td>2022/08/03</td> <td style="text-align: center;"><input type="button" value="Approve/Deny"/></td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	User Access Request	Pending	Kaywinnett L. Frye	Frye	1234567	007800	Kaywinnett L. Frye	Inara Serra	2022/08/03	<input type="button" value="Approve/Deny"/>
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## Approving or Denying User Roles, Continued

Procedures,  
continued

Step	Action																																
4	<p>The member's User Access Request page will display. Review the <b>Current Roles</b>, <b>Current Functions</b>, <b>Add Functions</b>, and <b>Add Roles</b> sections to ensure they are correct. It may be necessary to click <b>View All</b> to expand each section (see Note).</p> <p>Once the User Access Request has been reviewed, select <b>Approve</b> or <b>Deny</b> as appropriate. If denying the request, <b>Comments</b> are required.</p> <p><b>NOTE:</b> Everyone <b>MUST</b> have the CGROWSEC_CGAD (CG Active Duty Row Security role), verify that it is listed before approving.</p> <div data-bbox="352 853 1366 1865" style="border: 1px solid black; padding: 5px;"> <p><b>User Access Request</b></p> <p><b>Request Details</b></p> <p>User Access Request For: 1234567 Kaywinnett L. Frye Request ID: 0066252 Request Status: Pending</p> <p><b>Current Roles</b> 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 checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGSSCIV</td> <td>CG Self Service Civilian</td> <td><a href="#">Role Details</a></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><a href="#">Role Details</a></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><a href="#">Role Details</a></td> </tr> </tbody> </table> <p><b>Current Functions</b></p> <p><b>Add Functions</b> Personalize   Find   View All   First 1-3 of 49 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 Reserve Order Funding Approver</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>CG Urinalysis Coordinator</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Admin (YN-PERS Only)</td> </tr> </tbody> </table> <p><b>Add Roles</b> 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><b>Approver Selection</b></p> <p>*Justification: <input type="text" value="Enter the justification (explanation) for the DA User Roles requested."/></p> <p>*Approver ID: <input type="text" value="9876543"/> Inara Serra Position: 00003199 - MGMT &amp; PRGM ANALYST</p> <p>Comments: <input type="text"/></p> <p>I certify that the access I have authorized is based on an official need. I am aware of the general functionality I have authorized and I am aware of what this will allow this member/employee to complete.</p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSCIV	CG Self Service Civilian	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG_SS_MBR_RET2	RET2 Member Self Service	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG_SECURITY_ADMIN	CG_SECURITY_ADMIN	<a href="#">Role Details</a>	Add Function	Function Name	<input checked="" type="checkbox"/>	CG Reserve Order Funding Approver	<input checked="" type="checkbox"/>	CG Urinalysis Coordinator	<input type="checkbox"/>	CG Admin (YN-PERS Only)	Role Name	Role Description		
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Procedures,  
continued

Step	Action
5	<p>If <b>Approved</b> – The User Access Request will be placed in a <b>Pending</b> status and forwarded to PPC for final approval. Upon PPC approval, an email will be sent to the member.</p> <div data-bbox="352 600 1342 891" style="border: 1px solid blue; padding: 5px;"> <p><b>User Access Request</b></p> <p>Request Status: <b>Pending</b></p> <p>1</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid green; padding: 2px; margin-right: 10px;"> <p style="background-color: #d9ead3; padding: 2px;">Approved</p> <p style="font-size: 0.8em;">Inara Serra Initial Approve Action Request 08/03/22 - 8:37 AM</p> </div> <div style="font-size: 1.2em; margin: 0 5px;">→</div> <div style="border: 1px solid gray; padding: 2px;"> <p style="background-color: #d9ead3; padding: 2px;">Pending</p> <p style="font-size: 0.8em;">Multiple Approvers User Access Request Final Appr</p> </div> </div> </div> <p>If <b>Denied</b> – The User Access Request will update to a <b>Denied</b> status and it will <b>NOT</b> be routed to PPC. An email will be sent to the member notifying them of the denial.</p> <div data-bbox="352 1043 1342 1335" style="border: 1px solid blue; padding: 5px;"> <p><b>User Access Request</b></p> <p>Request Status: <b>Denied</b></p> <p>1</p> <div style="border: 1px solid red; padding: 2px;"> <p style="background-color: #f2dede; padding: 2px;">Denied</p> <p style="font-size: 0.8em;">Inara Serra Initial Approve Action Request 08/03/22 - 8:37 AM</p> </div> </div>