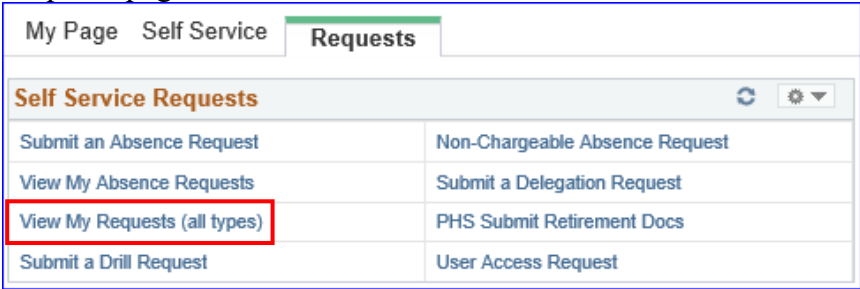
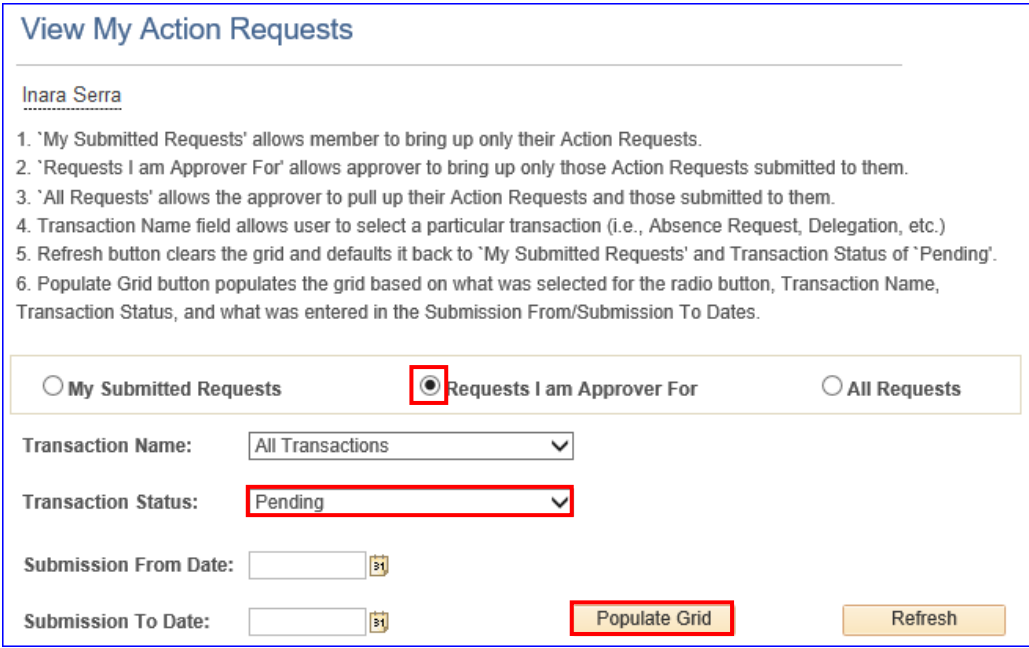


Approving or Denying User Roles

Introduction This guide provides the procedures for approving and denying a User Roles request in Direct Access (DA). Please allow 24 hours after PPC approval to see the updated Roles in DA.

IMPORTANT If a User Roles request is not approved within 30 days of submission to the approver, the User Roles request will be denied and the user will need to resubmit their request.

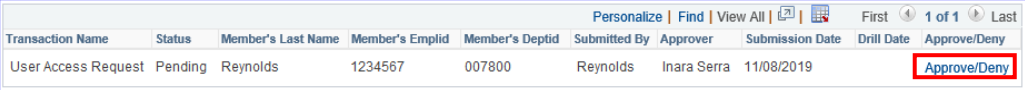
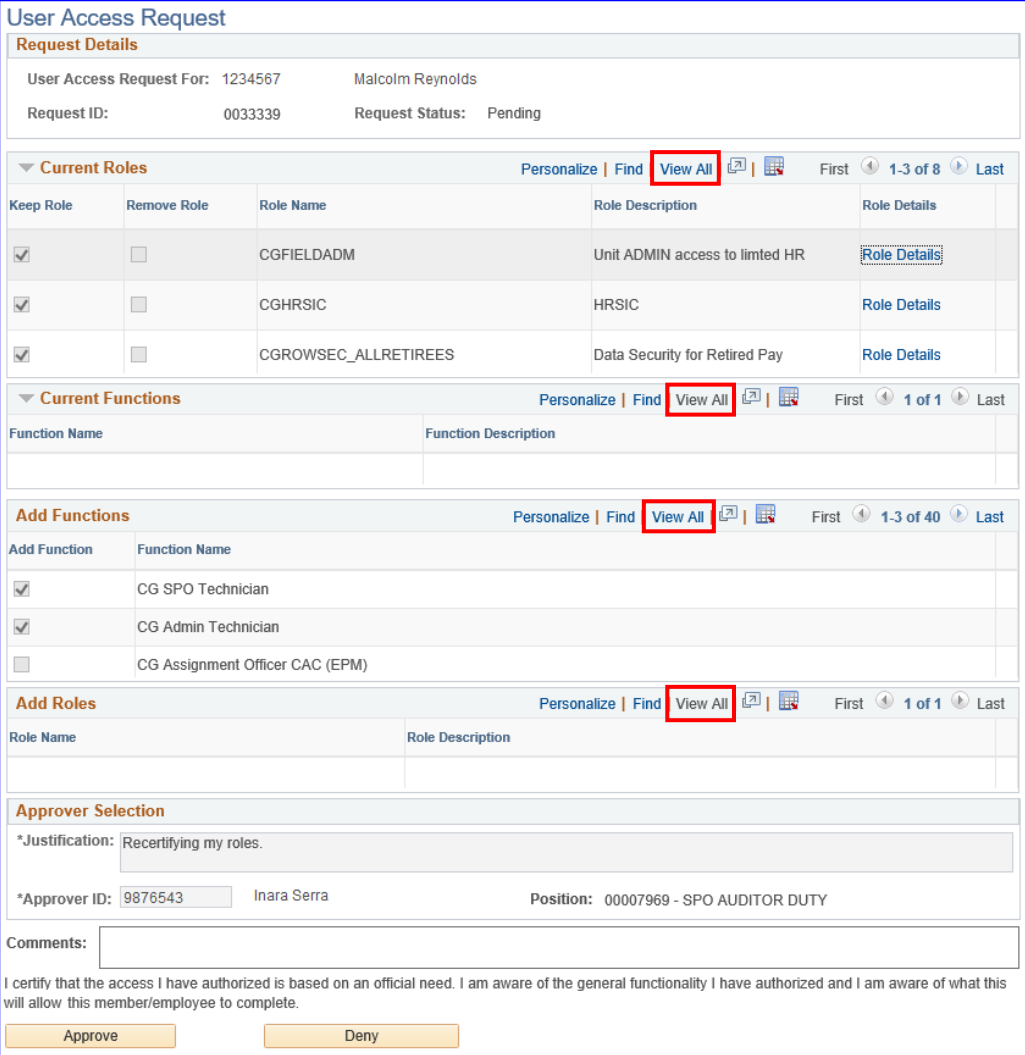
Procedures See below.

| 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. Select the Requests I am Approver For radio button and ensure the Transaction Status indicates Pending. Click Populate Grid.</p> <p>NOTE: To narrow the search results, change the Transaction Name to User Access Request Approval and/or enter a Submission From Date and Submission To Date.</p>  |

Continued on next page

Approving or Denying User Roles, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 3 | <p>Select Approve/Deny to view the member's request.</p>  |
| 4 | <p>The member's User Access Request page will display. Review the Current Roles, Current Functions, Add Functions, and Add Roles sections to ensure they are correct. It may be necessary to click View All to expand each section.</p>  |

Continued on next page

Approving or Denying User Roles, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 5 | <p>Once the User Access Request has been reviewed, select Approve or Deny as appropriate. If denying the request, Comments are required.</p> <div data-bbox="352 517 1385 857" style="border: 1px solid blue; padding: 5px;"> <p>Approver Selection</p> <p>*Justification: <input type="text" value="Recertifying my roles."/></p> <p>*Approver ID: <input type="text" value="9876543"/> Inara Serra Position: 00007969 - SPO AUDITOR DUTY</p> <p>Comments: <input style="border: 2px solid red;" type="text"/></p> <p><small>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.</small></p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/> </p> </div> |
| 6 | <p>If Approved – The User Access Request will be placed in a Pending status and forwarded to PPC for final approval. Upon PPC approval, an email will be sent to the member.</p> <div data-bbox="352 1010 1385 1305" style="border: 1px solid blue; padding: 5px;"> <p>User Access Request</p> <p>Request Status: Pending</p> <p>1</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid green; padding: 5px; margin-right: 10px;"> <p style="color: green; font-weight: bold;">Approved</p> <p style="font-size: 1.2em; color: green;">✓</p> <p>Inara Serra Initial Approve Action Request 11/08/19 - 9:17 AM</p> </div> <div style="font-size: 2em; margin: 0 10px;">→</div> <div style="border: 1px solid blue; padding: 5px;"> <p style="color: blue; font-weight: bold;">Pending</p> <p style="font-size: 1.5em; color: blue;">🕒</p> <p>Multiple Approvers User Access Request Final Appr</p> </div> </div> </div> <p>If Denied – The User Access Request will update to a Denied status and it will NOT be routed to PPC. An email will be sent to the member notifying them of the denial.</p> <div data-bbox="352 1451 1385 1742" style="border: 1px solid blue; padding: 5px;"> <p>User Access Request</p> <p>Request Status: Denied</p> <p>1</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p style="color: red; font-weight: bold;">Denied</p> <p style="font-size: 1.5em; color: red;">✗</p> <p>Inara Serra Initial Approve Action Request 11/08/19 - 9:17 AM</p> </div> </div> |