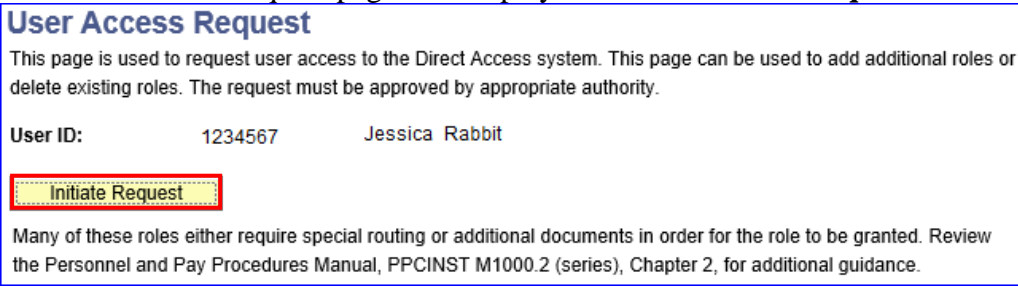


Removing User Roles

Introduction This guide provides the procedures for removing roles in Direct Access (DA). Please allow 24 hours after PPC approval to see the change in DA. NOTE: If termination of roles is desired prior to transfer or separation, notify PPC Customer Care. Include the employee ID number and the user role(s) to be revoked.

Procedures See below.

Step	Action
<p>1</p>	<p>From the Requests tab, click the User Access Request link 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' pagelet with a grid of links: 'Submit an Absence Request', 'Non Accrued Leave Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', 'PHS Submit Retirement Docs', 'Submit a Drill Request', 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 the Initiate Request button.</p>  <p>The screenshot shows the 'User Access Request' page header and introductory text. Below the text, the 'User ID:' is listed as '1234567' and the name as 'Jessica Rabbit'. The 'Initiate Request' button is highlighted with a red rectangular box. At the bottom, there is a note about special routing and documents.</p>

Continued on next page

Removing User Roles, Continued

Procedures,
continued

Step	Action																																
<p>3</p>	<p>The member's current roles and functions (if any) will display. Select the Role/Function that needs to be removed.</p> <div data-bbox="352 562 1350 1099" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Jessica Rabbit Request ID: Request Status:</p> <p>Current Roles Personalize Find View All First 1-3 of 5 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> <p>Current Functions Personalize Find View All First 1-2 of 2 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 type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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> </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 type="checkbox"/>	<input checked="" type="checkbox"/>	CG SPO Auditor	CG SPO Auditor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG SPO Technician	CG SPO Technician
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<p>4</p>	<p>New roles and functions can also be added at this time. Once all have been added and/or removed, enter the Justification for the request, enter the Approver ID or use the lookup, check the Acknowledgement box and click Submit for Approval.</p> <div data-bbox="352 1267 1382 1939" style="border: 1px solid black; padding: 5px;"> <p>Current Functions Personalize Find View All First 1-2 of 2 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 type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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> </tbody> </table> <p>Add Functions Personalize Find View All First 1-3 of 28 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Add Function</th> <th>Function Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>CG Admin Supervisor</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>CG Admin Technician</td> </tr> <tr> <td style="text-align: center;"><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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Role Name</th> <th>Role Description</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="text-align: right;">+ -</td> </tr> </tbody> </table> <p>Approver Selection</p> <p>*Justification: Justification for removal notes entered here.</p> <p>*Approver ID: 9876543 Roger Rabbit Position: 00022836 - SPO AUDITOR DUTY</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 style="text-align: center;">Submit for Approval</p> </div>	Keep Function	Remove Function	Function Name	Function Description	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CG SPO Auditor	CG SPO Auditor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG SPO Technician	CG SPO Technician	Add Function	Function Name	<input type="checkbox"/>	CG Admin Supervisor	<input type="checkbox"/>	CG Admin Technician	<input type="checkbox"/>	CG Assignment Officer (EPM)	Role Name	Role Description		+ -								
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Removing User Roles, Continued

Procedures,
continued

Step	Action
5	Once submitted, a notification email is sent to the approver. After the request is approved, it is forwarded to PPC for final approval. Once PPC approves the transaction, an email notification will be sent to the requester.
