

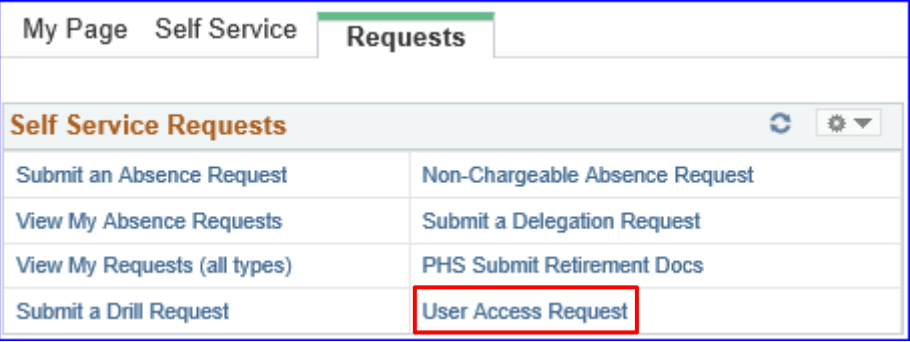
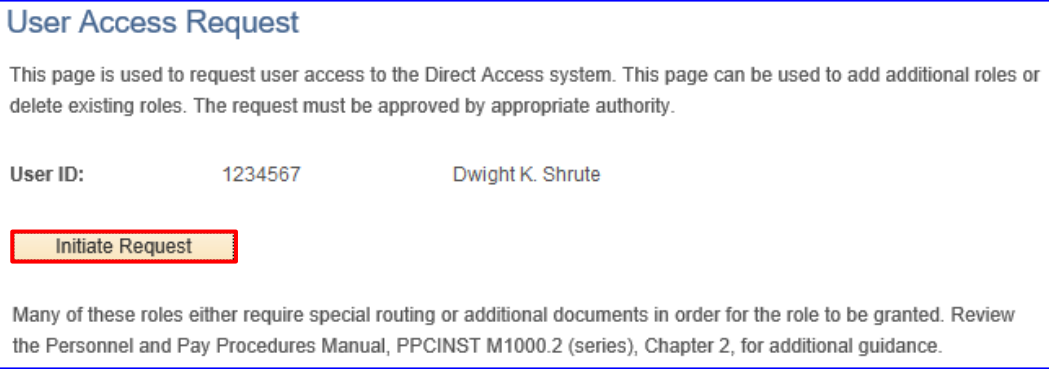
Removing User Roles

Introduction This guide 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>
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 paragraph explaining the page's purpose. Below this, the 'User ID:' is listed as '1234567' and the name as 'Dwight K. Shrute'. An 'Initiate Request' button is highlighted with a red rectangular box. At the bottom, there is a note about special routing and additional documents.</p>

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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="316 600 1364 1198" 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"> <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>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>CGHRSUP</td> <td>HRS Supervisor</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> </tbody> </table> <hr/> <p>Current Functions Personalize Find View All   First 1-3 of 3 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 Auditor</td> <td>CG SPO Auditor</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG SPO Technician</td> <td>CG SPO Technician</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><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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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 guide.</p> <p>NOTE 2: Do NOT remove the CGROWSEC_CGAD Role. This is necessary for access to DA.</p> <div 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 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 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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<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> <div data-bbox="316 707 1369 976" style="border: 1px solid blue; padding: 5px;"> <p>Approver Selection</p> <p>*Justification: <input type="text" value="I am no longer the Unit's Urinalysis Coordinator."/></p> <p>*Approver ID: <input type="text" value="9876543"/> <input type="button" value="🔍"/> Michael G. Scott Position: 00007969 - 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><input type="button" value="Submit for Approval"/></p> </div>
<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 forwarded to PPC for action. Once PPC takes for action, email notification will be sent to the requester.</p> <div data-bbox="316 1200 1369 1496" 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; gap: 20px;"> <div style="border: 1px solid gray; padding: 5px; width: 150px;"> <p>Pending</p> <p> Michael G. Scott Initial Approve Action Request</p> </div> <div style="font-size: 24px;">→</div> <div style="border: 1px solid gray; padding: 5px; width: 150px;"> <p>Not Routed</p> <p> Multiple Approvers User Access Request Final Appr</p> </div> </div> </div>