

# Recertifying DA User Roles and Functions

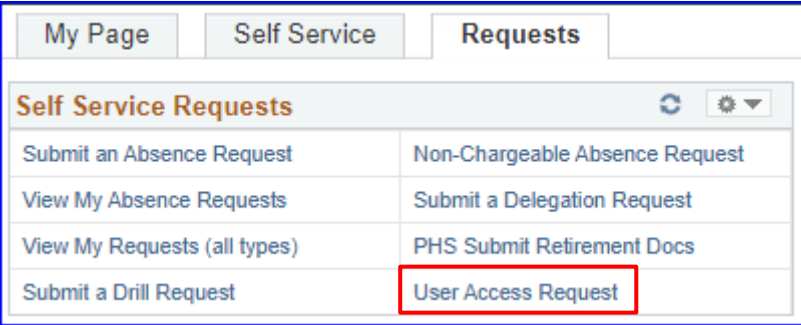
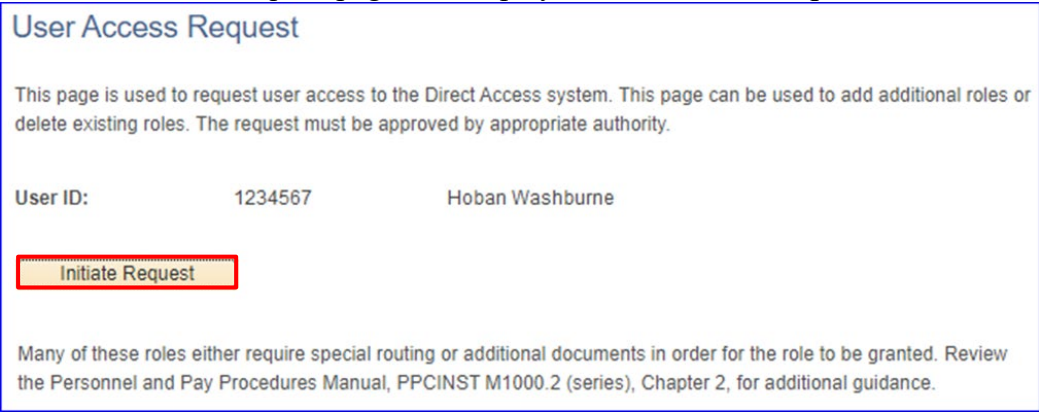
**Introduction** This guide provides the procedures for users to recertify their Direct Access (DA) user roles and functions in DA.

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

**IMPORTANT** **\*\* If a User Role or Function is no longer required or additional roles are needed, STOP. Adding or removing user roles means this is NO LONGER A RECERTIFICATION; a new request must be submitted to add and/or remove user roles.**

For more information on adding or removing user roles, see the [Direct Access User Roles and Functions](#) user guide.

**Procedures** See below.

Step	Action
1	<p>From the Requests tab, select <b>User Access Request</b> from the Self Service Requests pagelet.</p> 
2	<p>The User Access Request page will display. Click <b>Initiate Request</b>.</p> 

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# Recertifying DA User Roles and Functions, Continued

Procedures,  
continued

Step	Action																												
3	<p>Any <b>Current Roles</b> and <b>Current Functions</b> for the member will display. Click <b>View All</b> (if necessary) to view the entire list of Current Roles and Current Functions.</p> <p><b>NOTE:</b> When members PCS, their Roles are reset to Self-Service only. See the <a href="#">Direct Access User Roles and Functions</a> user guide for information on how to add Roles and Functions.</p> <div data-bbox="327 696 1369 1256" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p><b>Request Details</b></p> <p>User Access Request For: 1234567      Hoban Washburne</p> <p>Request ID:      Request Status:</p> <hr/> <p><b>Current Roles</b>      Personalize   Find   <b>View All</b>   [Print]   [Refresh]      First 1-3 of 8 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>CGADMINSUP</td> <td>CG Admin Supervisor</td> <td><a href="#">Role Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGDSCPWW</td> <td>Disciplinary Actions View Only</td> <td><a href="#">Role Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGFIELDADM</td> <td>Unit ADMIN access to limited HR</td> <td><a href="#">Role Details</a></td> </tr> </tbody> </table> <hr/> <p><b>Current Functions</b>      Personalize   Find   <b>View All</b>   [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 checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)</td> <td>CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)</td> </tr> </tbody> </table> <hr/> <p><b>Add Functions</b>      Personalize   Find   <b>View All</b>   [Print]   [Refresh]      First 1-3 of 48 Last</p> <p>Add Function:      Function Name:</p> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGADMINSUP	CG Admin Supervisor	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGDSCPWW	Disciplinary Actions View Only	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGFIELDADM	Unit ADMIN access to limited HR	<a href="#">Role Details</a>	Keep Function	Remove Function	Function Name	Function Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)	CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)
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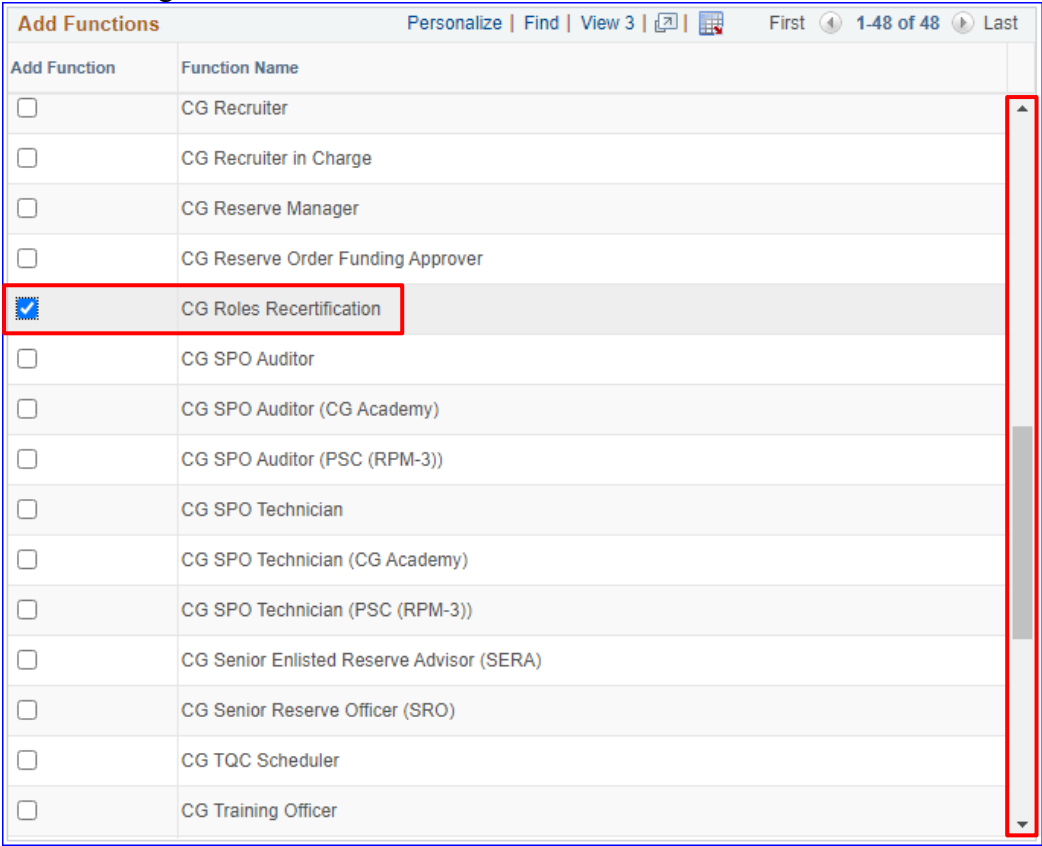

Procedures,  
continued

Step	Action																																																					
4	<p><b>Review each Role and Function to ensure they are still valid. <b>** If a Role or Function is no longer required or additional roles are needed, STOP. Adding or removing user roles means this is NO LONGER A RECERTIFICATION; a new request must be submitted to add and/or remove user roles.</b></b> See the <a href="#">Direct Access User Roles and Functions</a> user guide for procedures to add or remove User Roles and Functions.</p> <p><b>NOTE:</b> Do NOT remove the CGROWSEC_CGAD role.</p> <div data-bbox="328 730 1366 1547" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p><b>Request Details</b></p> <p>User Access Request For: 1234567      Hoban Washburne</p> <p>Request ID:      Request Status:</p> <hr/> <p><b>Current Roles</b> <span style="float: right;">Personalize   Find   View 3   [Print]   [Refresh]   First 1-8 of 8 Last</span></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><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGADMINSUP</td> <td>CG Admin Supervisor</td> <td><a href="#">Role Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGDSCPWW</td> <td>Disciplinary Actions View Only</td> <td><a href="#">Role Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGFIELDADM</td> <td>Unit ADMIN access to limited HR</td> <td><a href="#">Role Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGHRS</td> <td>Coast Guard HRS/PERSRU</td> <td><a href="#">Role Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGHRSWW</td> <td>HRS/PERSRU Display Only</td> <td><a href="#">Role Details</a></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><a href="#">Role Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGSSCMD</td> <td>CG Self Service Command</td> <td><a href="#">Role Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGSSMBR</td> <td>CG Self Service Member</td> <td><a href="#">Role Details</a></td> </tr> </tbody> </table> <hr/> <p><b>Current Functions</b> <span style="float: right;">Personalize   Find   View All   [Print]   [Refresh]   First 1 of 1 Last</span></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><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG Admin (PSI Enhanced) (YN2-PERS w/By Dir" Only)</td> <td>CG Admin (PSI Enhanced) (YN2-PERS w/By Dir" Only)</td> </tr> </tbody> </table> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGADMINSUP	CG Admin Supervisor	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGDSCPWW	Disciplinary Actions View Only	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGFIELDADM	Unit ADMIN access to limited HR	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRS	Coast Guard HRS/PERSRU	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRSWW	HRS/PERSRU Display Only	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGROWSEC_CGAD	CG Active Duty Row Security	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSCMD	CG Self Service Command	<a href="#">Role Details</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSMBR	CG Self Service Member	<a href="#">Role Details</a>	Keep Function	Remove Function	Function Name	Function Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG Admin (PSI Enhanced) (YN2-PERS w/By Dir" Only)	CG Admin (PSI Enhanced) (YN2-PERS w/By Dir" Only)
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5	<p>If everything is accurate, click <b>View All</b> in the <b>Add Functions</b> section.</p> <div data-bbox="328 1626 1366 1861" style="border: 1px solid black; padding: 5px;"> <p><b>Add Functions</b> <span style="float: right;">Personalize   Find   <b>View All</b>   [Print]   [Refresh]   First 1-3 of 48 Last</span></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><input type="checkbox"/></td> <td>CG Admin (PSI Enhanced) (YN3-YN2 Only)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Admin (YN-PERS Only)</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 (PSI Enhanced) (YN3-YN2 Only)	<input type="checkbox"/>	CG Admin (YN-PERS Only)	<input type="checkbox"/>	CG Assignment Officer (EPM)																																													
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# Recertifying DA User Roles and Functions, Continued




Procedures,  
continued

Step	Action																																
6	<p><b>Scroll through the list of Functions and select <b>CG Roles Recertification</b>.</b></p>  <p>The screenshot shows a web interface titled "Add Functions". At the top, there are navigation options: "Personalize   Find   View 3   [Print] [Refresh]". On the right, it says "First 1-48 of 48 Last". Below this is a table with two columns: "Add Function" (checkboxes) and "Function Name". The table lists 15 roles. The role "CG Roles Recertification" is selected, indicated by a blue square icon and a red box around the row. A vertical scrollbar on the right side of the table is also highlighted with a red box.</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 Recruiter</td></tr> <tr><td><input type="checkbox"/></td><td>CG Recruiter in Charge</td></tr> <tr><td><input type="checkbox"/></td><td>CG Reserve Manager</td></tr> <tr><td><input type="checkbox"/></td><td>CG Reserve Order Funding Approver</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>CG Roles Recertification</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Auditor</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Auditor (CG Academy)</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Auditor (PSC (RPM-3))</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician (CG Academy)</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician (PSC (RPM-3))</td></tr> <tr><td><input type="checkbox"/></td><td>CG Senior Enlisted Reserve Advisor (SERA)</td></tr> <tr><td><input type="checkbox"/></td><td>CG Senior Reserve Officer (SRO)</td></tr> <tr><td><input type="checkbox"/></td><td>CG TQC Scheduler</td></tr> <tr><td><input type="checkbox"/></td><td>CG Training Officer</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 type="checkbox"/>	CG Reserve Order Funding Approver	<input checked="" 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	<input type="checkbox"/>	CG SPO Technician (CG Academy)	<input type="checkbox"/>	CG SPO Technician (PSC (RPM-3))	<input type="checkbox"/>	CG Senior Enlisted Reserve Advisor (SERA)	<input type="checkbox"/>	CG Senior Reserve Officer (SRO)	<input type="checkbox"/>	CG TQC Scheduler	<input type="checkbox"/>	CG Training Officer
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7	<p>Scroll to the bottom of the page and enter the <b>Justification</b> for the User Access Request (required). Enter the <b>Approver ID</b> (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 <b>Acknowledgement</b> box. Click <b>Submit for Approval</b>.</p>  <p>The screenshot shows the "Approver Selection" section of the form. It contains a text box for "Justification" with the placeholder text "Enter justification for the DA User Roles request (e.g. - Recertifying my roles.)". Below this is the "Approver ID" field containing "9876543" and a search icon, followed by the name "Inara Serra" and the position "00003199 - MGMT &amp; PRGM ANALYST". There is a checked checkbox for "Acknowledgement" with the text: "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.)". At the bottom is a button labeled "Submit for Approval".</p>																																

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## Recertifying DA User Roles and Functions, Continued

Procedures,  
continued

Step	Action
8	<p>Once submitted, the request will be placed in a <b>Pending</b> 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 <b>not approved within 30 days, DA will automatically terminate the request</b> and email the submitter to submit a new request.</p> <p><b>NOTE:</b> Once the Approver approves the request, it will be sent to PPC for final approval.</p> <div data-bbox="328 719 1370 1010" style="border: 1px solid blue; padding: 5px;"> <p><b>User Access Request</b></p> <p>Request Status: <span style="border: 1px solid red; padding: 2px;">Pending</span></p> <p>1</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Pending</p> <p>Inara Serra Initial Approve Action Request</p>  </div> <div style="font-size: 24px;">→</div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Not Routed</p> <p>Multiple Approvers User Access Request Final Appr</p>  </div> </div> </div> <div data-bbox="328 1048 1232 1509" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: center;">  <div> <p>Wed 8/3/2022 7:22 AM</p> <p>DoNotReply@direct-access.uscg.mil</p> <p><b>User Access Request - Waiting Approval</b></p> </div> </div> <p>To: Serra, Inara CIV SERENITY (USA)</p> <hr/> <p>User access request has been waiting for your approval.</p> <p>Requested For : Hoban Washburne Request ID : 0066259</p> </div>