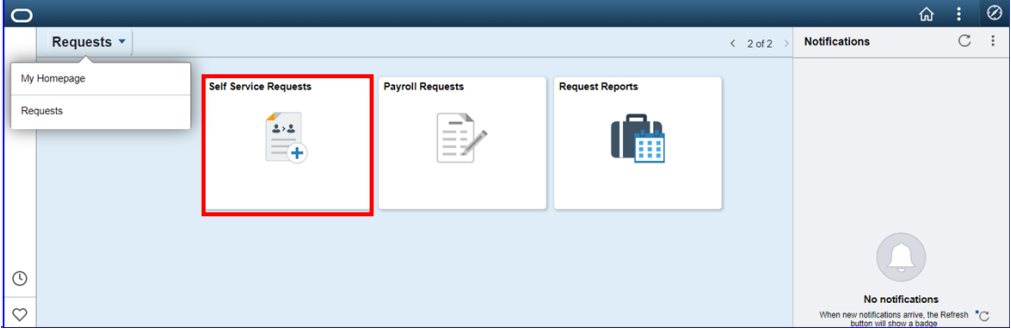
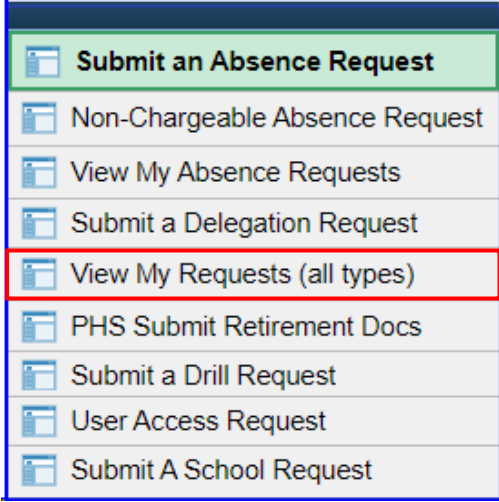


# Why Was My Role Request Denied

**Introduction** This guide provides the procedures for checking on why your request for Direct Access roles was denied by the final approvers at PPC.

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self Service Requests</b> tile.</p> 
<p><b>1.5</b></p>	<p>Select the <b>View My Requests(all types)</b> option.</p> 

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## Why Was My Role Request Denied, Continued


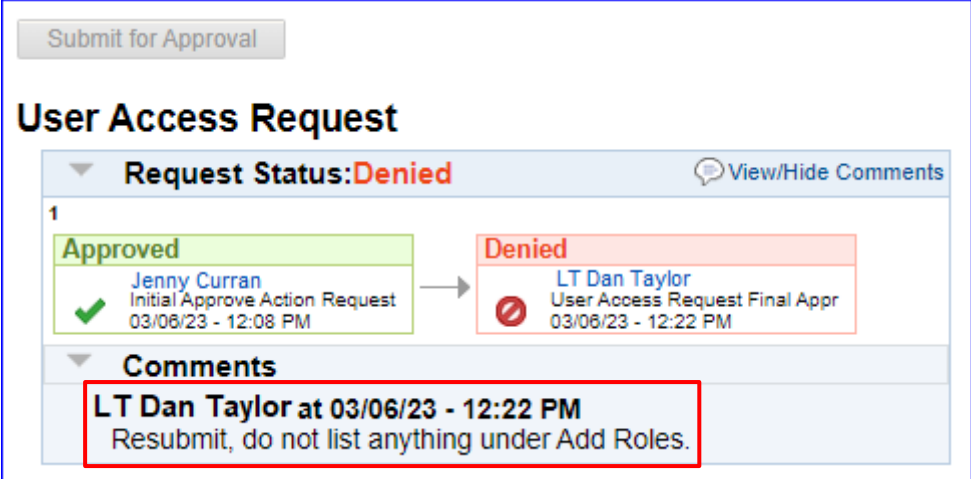
Procedures,  
continued

Step	Action
2	<p>Change the <b>Transaction Status</b> to Denied and click <b>Populate Grid</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><a href="#">View My Action Requests</a></p> <hr/> <p>Forrest Gump</p> <ol style="list-style-type: none"> <li>1. 'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>6. 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 checked="" type="radio"/> My Submitted Requests                          <input type="radio"/> Requests I am Approver For                          <input type="radio"/> All Requests                 </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input style="border: 2px solid red;" type="text" value="Denied"/></p> <p>Submission From Date: <input type="text"/> <input type="button" value="31"/></p> <p>Submission To Date: <input type="text"/> <input type="button" value="31"/> <input style="border: 2px solid red;" type="button" value="Populate Grid"/> <input type="button" value="Refresh"/></p> </div> </div>

*Continued on next page*

## Why Was My Role Request Denied, Continued

Procedures,  
continued

Step	Action
3	<p>Click <b>View Details</b> on the appropriate User Action Request.</p>  <p>The screenshot shows a table with columns: Transaction Name, Status, Member, Member's Last Name, Member's Emplid, Member's Deptid, Submitted By, Approver, Submission Date, and Drill Date. The 'View Details' link in the top right corner is highlighted with a red box.</p>
4	<p>Scroll down the page to the User Action Request Status and read the <b>Comments</b> left by the approver. Resubmit request with appropriate actions taken.</p>  <p>The screenshot shows a 'User Access Request' status page. At the top is a 'Submit for Approval' button. Below it, the status is 'Request Status: Denied'. A flow shows an 'Approved' status by Jenny Curran (Initial Approve Action Request) transitioning to a 'Denied' status by LT Dan Taylor (User Access Request Final Appr). Below this, a 'Comments' section contains a red-bordered box with the text: 'LT Dan Taylor at 03/06/23 - 12:22 PM Resubmit, do not list anything under Add Roles.'</p>