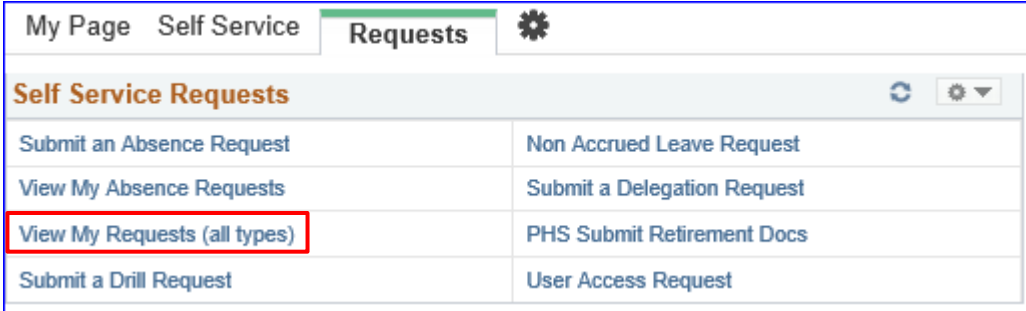
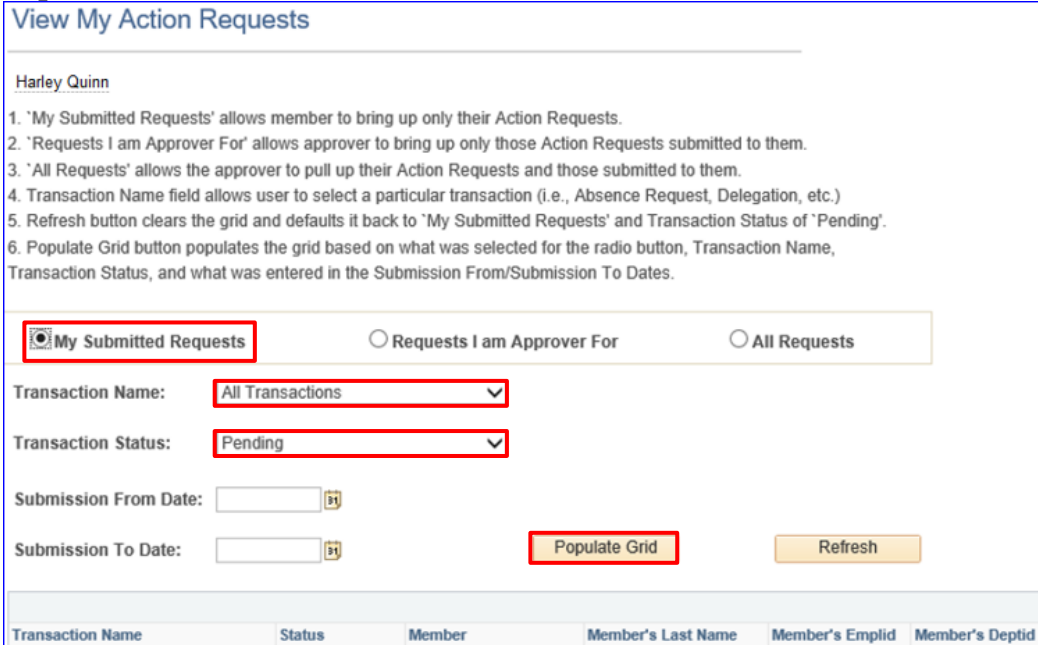


Withdrawing a User Roles Request

Introduction This guide provides the procedures for withdrawing a user role request in Direct Access in the event the approver becomes unavailable (transferred, separated, TDY, etc.).

Procedures See below.

Step	Action
1	<p>From the Requests tab, click the View My Requests (all types) link in the Self Service Requests pagelet.</p> 
2	<p>The View My Action Requests page will display. Ensure the My Submitted Requests button is selected. The Transaction Name will default to All Transactions and the Transaction Status will default to Pending. Click Populate Grid.</p> 

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Withdrawing a User Roles Request, Continued

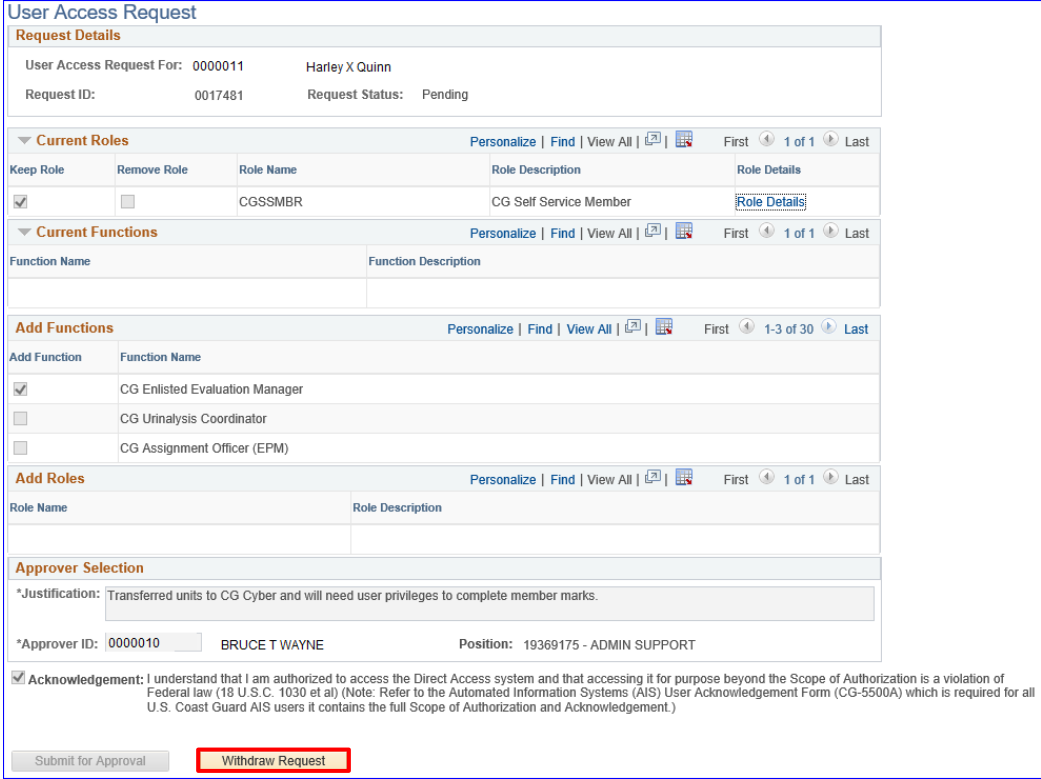
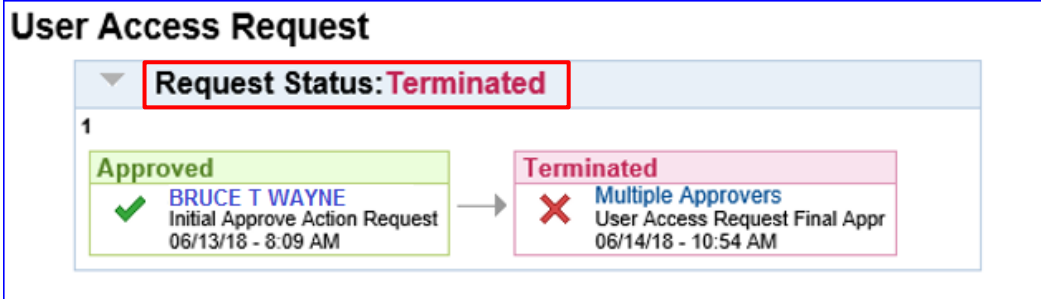
Procedures,
continued

Step	Action																																																																		
3	<p>Any Pending User Access Requests will be listed. Scroll to the right and click View All to ensure all records are shown. Locate the appropriate User Access Request and click View Details.</p> <div data-bbox="341 600 1382 835" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> </tr> </thead> <tbody> <tr> <td>User Access Request</td> <td>Pending</td> <td>Harley Quinn</td> <td>Quinn</td> <td>0000011</td> <td>010228</td> </tr> <tr> <td>User Access Request</td> <td>Pending</td> <td>Harley Quinn</td> <td>Quinn</td> <td>0000011</td> <td>010228</td> </tr> <tr> <td>User Access Request</td> <td>Pending</td> <td>Harley Quinn</td> <td>Quinn</td> <td>0000011</td> <td>010228</td> </tr> <tr> <td>User Access Request</td> <td>Pending</td> <td>Harley Quinn</td> <td>Quinn</td> <td>0000011</td> <td>010228</td> </tr> </tbody> </table> <p style="text-align: right;">Order Approvals Personalize</p> </div> <div data-bbox="341 871 1382 1140" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="6" style="text-align: right;">Personalize Find View All </th> </tr> <tr> <th>Reqid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td></td> <td>Harley Quinn</td> <td>Poison Ivy</td> <td>06/13/2018</td> <td></td> <td>View Details</td> </tr> <tr> <td></td> <td>Harley Quinn</td> <td>The Joker</td> <td>06/13/2018</td> <td></td> <td>View Details</td> </tr> <tr> <td></td> <td>Harley Quinn</td> <td>Deadshot</td> <td>06/13/2018</td> <td></td> <td>View Details</td> </tr> <tr style="background-color: yellow;"> <td></td> <td>Harley Quinn</td> <td>Enchantress</td> <td>06/13/2018</td> <td></td> <td style="border: 1px solid red;">View Details</td> </tr> </tbody> </table> <p style="text-align: right;">First 1-4 of 4 Last</p> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	User Access Request	Pending	Harley Quinn	Quinn	0000011	010228	User Access Request	Pending	Harley Quinn	Quinn	0000011	010228	User Access Request	Pending	Harley Quinn	Quinn	0000011	010228	User Access Request	Pending	Harley Quinn	Quinn	0000011	010228	Personalize Find View All						Reqid	Submitted By	Approver	Submission Date	Drill Date	View Details		Harley Quinn	Poison Ivy	06/13/2018		View Details		Harley Quinn	The Joker	06/13/2018		View Details		Harley Quinn	Deadshot	06/13/2018		View Details		Harley Quinn	Enchantress	06/13/2018		View Details
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Withdrawing a User Roles Request, Continued

Procedures,
continued

Step	Action																										
<p>4</p>	<p>The User Access Request will open in a new tab. Click the Withdraw Request button.</p>  <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 0000011 Harley X Quinn Request ID: 0017481 Request Status: Pending</p> <p>Current Roles</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>CGSSMBR</td> <td>CG Self Service Member</td> <td>Role Details</td> </tr> </tbody> </table> <p>Current Functions</p> <table border="1"> <thead> <tr> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Add Functions</p> <table border="1"> <thead> <tr> <th>Add Function</th> <th>Function Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CG Enlisted Evaluation Manager</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Urinalysis Coordinator</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Assignment Officer (EPM)</td> </tr> </tbody> </table> <p>Add Roles</p> <table border="1"> <thead> <tr> <th>Role Name</th> <th>Role Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Approver Selection</p> <p>*Justification: Transferred units to CG Cyber and will need user privileges to complete member marks.</p> <p>*Approver ID: 0000010 BRUCE T WAYNE Position: 19369175 - ADMIN SUPPORT</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 if it contains the full Scope of Authorization and Acknowledgement.)</p> <p>Submit for Approval Withdraw Request</p>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSMBR	CG Self Service Member	Role Details	Function Name	Function Description			Add Function	Function Name	<input checked="" type="checkbox"/>	CG Enlisted Evaluation Manager	<input type="checkbox"/>	CG Urinalysis Coordinator	<input type="checkbox"/>	CG Assignment Officer (EPM)	Role Name	Role Description		
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<p>5</p>	<p>The Request Status will update from Pending to Terminated. You will need to 'X' out of the tab to return to View My Requests (all types). A new User Access Request will need to be submitted (see Requesting New User Roles for assistance).</p>  <p>User Access Request</p> <p>Request Status: Terminated</p> <p>1</p> <p>Approved <input checked="" type="checkbox"/> BRUCE T WAYNE Initial Approve Action Request 06/13/18 - 8:09 AM</p> <p>→</p> <p>Terminated <input checked="" type="checkbox"/> Multiple Approvers User Access Request Final Appr 06/14/18 - 10:54 AM</p>																										