

Approving Security Requests

Information Technology Services Reference Sheet Approving Security Requests

Procedure

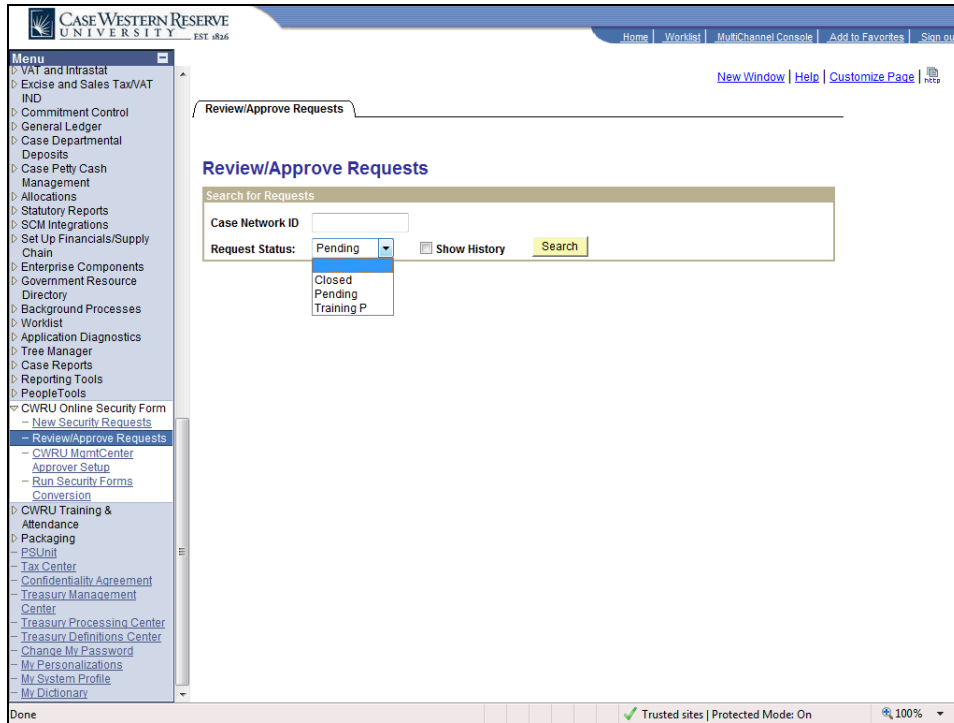
This guide explains the how to approve Security Requests.

First, log into PeopleSoft Financials to get started.



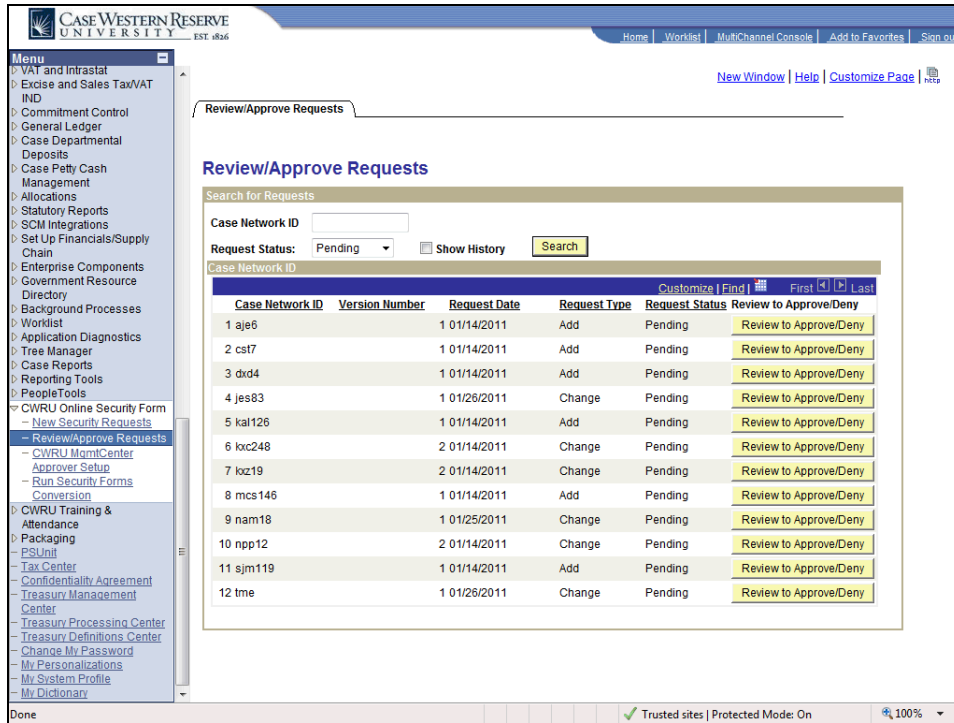
Step	Action
1.	Click the CWRU Online Security Form link. CWRU Online Security Form
2.	Click the Review/Approve Requests link. Review/Approve Requests

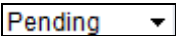

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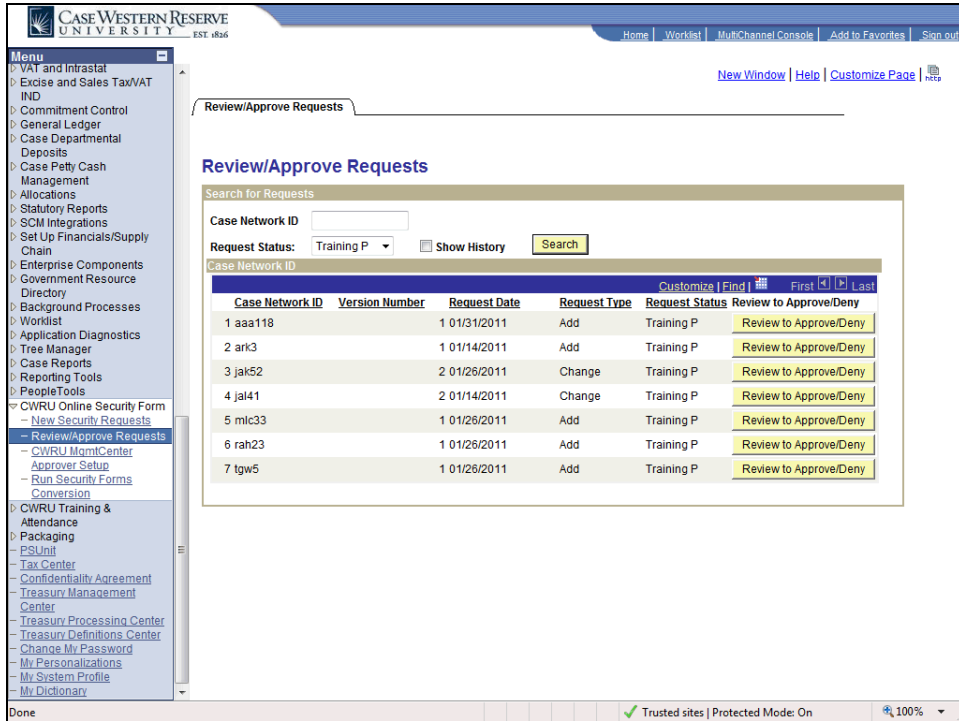
Step	Action
3.	<p>There are two options to search for requests that need approved.</p> <p>Enter the Case Network ID of the person who has requested access. This can be found in the email notification.</p> <p>Search by the Request Status, in this case, the status would be Pending.</p> <p>Pending Status - Request that have been submitted and are awaiting all levels of approvals.</p> <p>Closed Status - Requests that have been completed.</p> <p>Training P - Requests that have training pending that needs to be completed.</p> <p><input type="text" value="Pending"/></p>
4.	<p>Click the Search button.</p> <p><input type="button" value="Search"/></p>

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Step	Action
5.	When the Pending Request Status search is used, all requests that are in Pending status will appear. 
6.	Click the Review to Approve/Deny button for the ID you want to Approve or Deny. 

Approving Security Requests



Review/Approve Requests

Search for Requests

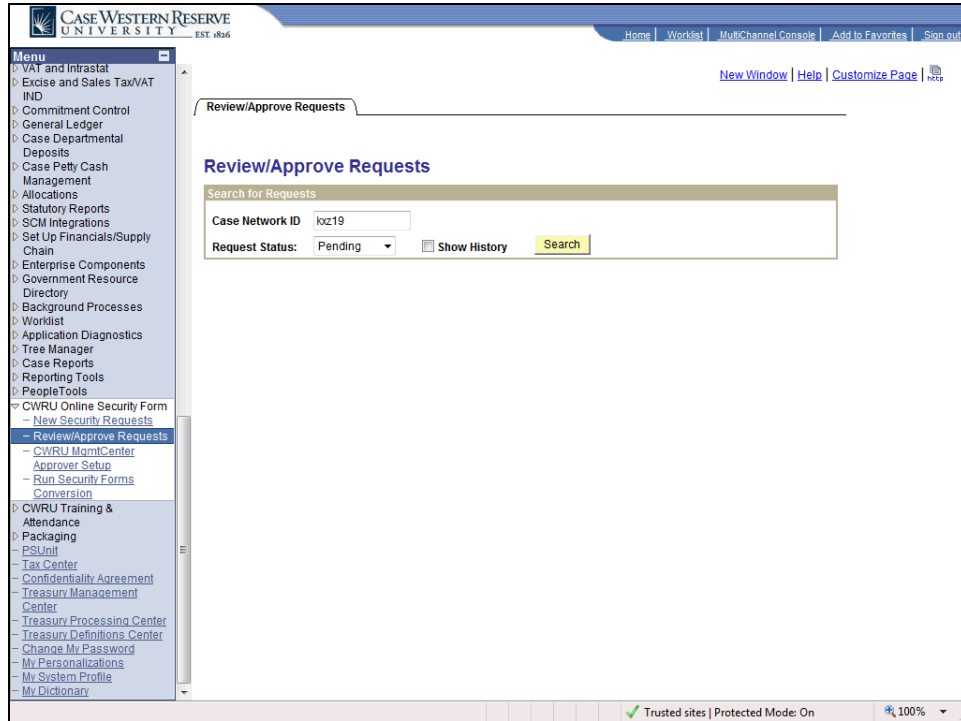
Case Network ID:

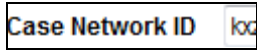
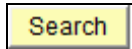
Request Status: Training P Show History

Case Network ID	Version Number	Request Date	Request Type	Request Status	Review to Approve/Deny
1 aaa118		1 01/31/2011	Add	Training P	Review to Approve/Deny
2 ark3		1 01/14/2011	Add	Training P	Review to Approve/Deny
3 jak52		2 01/26/2011	Change	Training P	Review to Approve/Deny
4 jal41		2 01/14/2011	Change	Training P	Review to Approve/Deny
5 mlc33		1 01/26/2011	Add	Training P	Review to Approve/Deny
6 rah23		1 01/26/2011	Add	Training P	Review to Approve/Deny
7 tgw5		1 01/26/2011	Add	Training P	Review to Approve/Deny

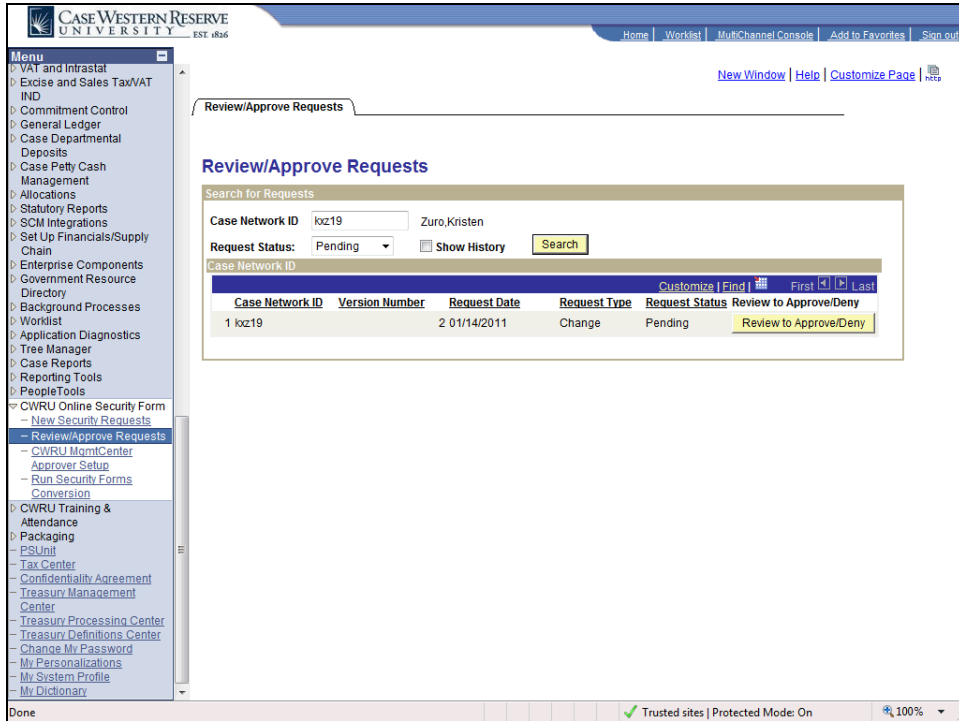
Step	Action
7.	<p>When the Training Pending (Training P) Request Status search is used, all requests that are in Training Pending status will appear.</p> <p>Note that until Training has been completed, access will not be granted for eProcurement, Accounts Payable or General Ledger.</p> <p><input type="text" value="Training P"/></p>

Approving Security Requests



Step	Action
8.	Enter the Case Network ID of the person who has a request. 
9.	Click the Search button. 

Approving Security Requests



Review/Approve Requests

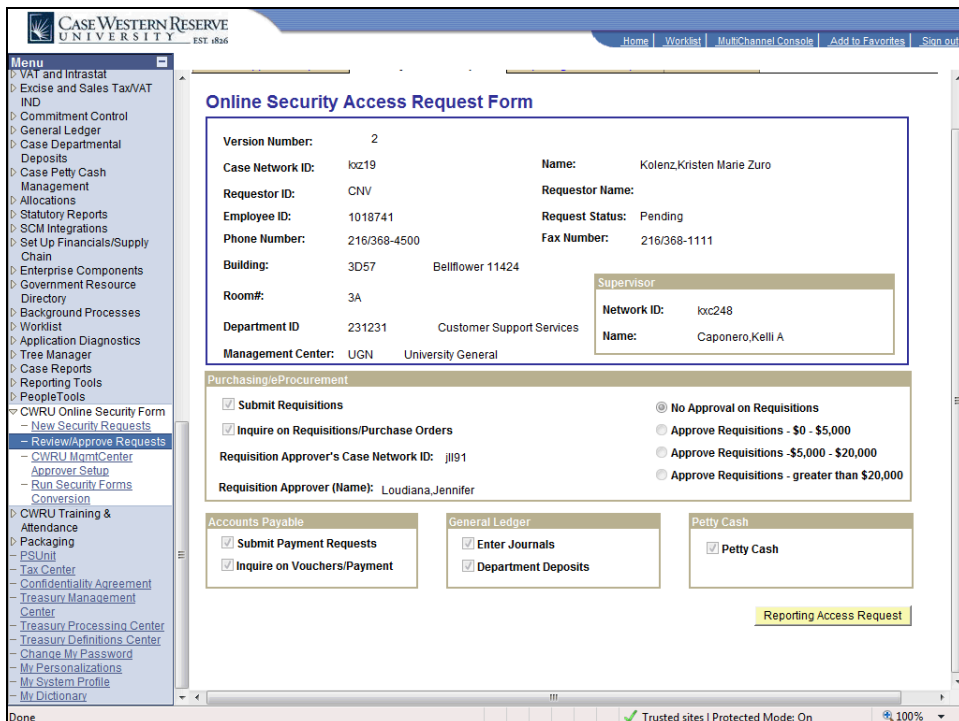
Search for Requests

Case Network ID: Zuro, Kristen

Request Status: Show History

Case Network ID	Version Number	Request Date	Request Type	Request Status	Review to Approve/Deny
1 kxz19	2	01/14/2011	Change	Pending	<input type="button" value="Review to Approve/Deny"/>

Step	Action
10.	The request summary appears. Click the Review to Approve/Deny button.



Online Security Access Request Form

Version Number: 2

Case Network ID: kxz19 Name: Kolenz, Kristen Marie Zuro

Requestor ID: CNV Requestor Name:

Employee ID: 1018741 Request Status: Pending

Phone Number: 216/368-4500 Fax Number: 216/368-1111

Building: 3D57 Bellflower 11424

Room#: 3A Supervisor

Department ID: 231231 Customer Support Services Network ID: kxz248

Management Center: UGN University General Name: Caponero, Kelli A

Purchasing/Procurement

Submit Requisitions No Approval on Requisitions

Inquire on Requisitions/Purchase Orders Approve Requisitions - \$0 - \$5,000

Requisition Approver's Case Network ID: jll91 Approve Requisitions - \$5,000 - \$20,000

Requisition Approver (Name): Loudiana, Jennifer Approve Requisitions - greater than \$20,000

Accounts Payable **General Ledger** **Petty Cash**

Submit Payment Requests Enter Journals Petty Cash

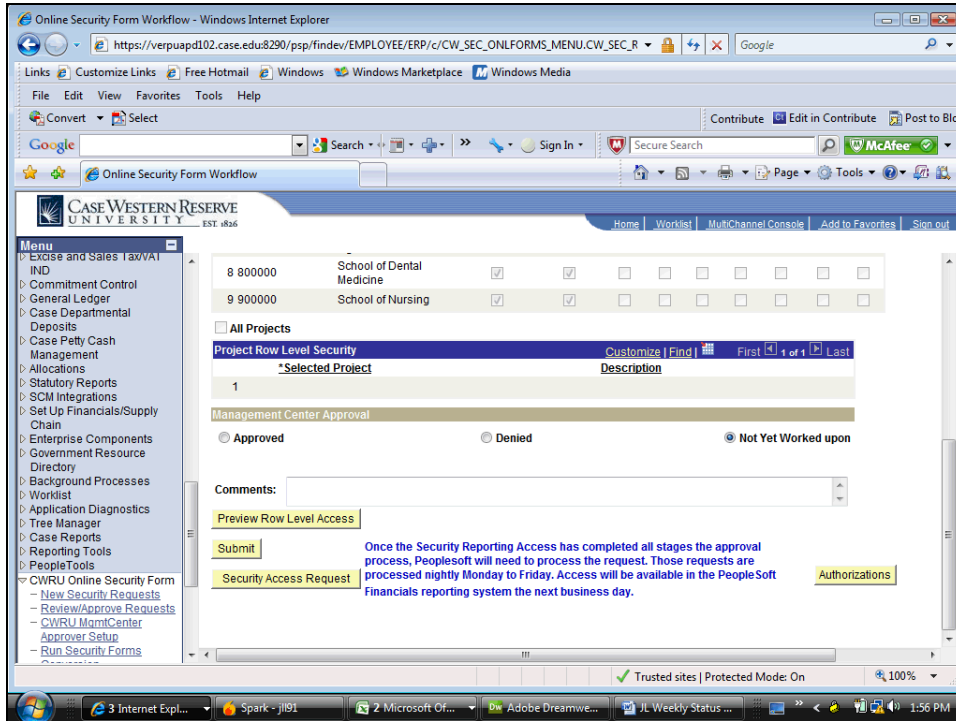
Inquire on Vouchers/Payment Department Deposits

Step	Action
11.	The Security Access Request form screen appears in view only. Review the information and then click the Reporting Access Request button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Reporting Access Request</div>



Step	Action
12.	The Reporting Access information appears in view only. Review the Department and Project information that is requested. The Supervisor Approval is where the approval status is located and can be changed. The Not Yet Worked button will be selected for requests that have not been seen. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Supervisor Approval</div>

Approving Security Requests



Step	Action
13.	<p>For those approving at the Management Center level, the Management Center Approval is where the approval status is located and can be changed.</p> <p>The Not Yet Worked button will be selected for requests that have not been seen.</p> <p>Management Center Approval</p>
14.	<p>To assist with the Department and Row Level security review, the Preview Row Level Access button can be clicked.</p> <p>Preview Row Level Access</p>
15.	<p>To Deny a request, select the button for Denied.</p> <p>Denied</p>



Step	Action
16.	The name of the person who denied the request and the date and time stamp will appear. If a request has been denied, the person denying must enter a reason for the denial. This will be in the email notification. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Reason for Supervisor's Denial</div>
17.	Click the Submit button to start the process and notification emails. <div style="border: 1px solid black; padding: 2px; width: fit-content; background-color: #f0f0f0;">Submit</div>
18.	To Approve a request, select the button for Approved . <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <input checked="" type="radio"/> Approved </div>

Approving Security Requests



Dean - Medicine
WESTERN RESERVE UNIVERSITY EST. 1826

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Review/Approve Requests | **Security Access Request** | Reporting Access Request | Authorizations

Online Security Reporting Access

Version Number 2
Case Network ID loz19 Zuro,Kristen

Department	Description	Dept Rollup	All Projects	RES	OSA	TRN	SPC	END	CIP	AGY
1 601200	Dean - Medicine		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 601000	Dean - Medicine		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All Projects

Project Row Level Security
*Selected Project Description

1	Description
1	

Supervisor Approval

Approved Denied Not Yet Worked upon

Caponeo,Kelli A 02/02/2011 11:06AM

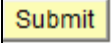
Preview Row Level Access

Submit

Security Access Request

Once the Security Reporting Access has completed all stages the approval process, Peoplesoft will need to process the request. Those requests are processed nightly Monday to Friday. Access will be available in the PeopleSoft Financials reporting system the next business day.

Authorizations

Step	Action
19.	The name of the person who Approved the request and the date and time stamp will appear. Click the Submit button to start the process and notification emails. 
20.	This completes how to approve or deny security requests. End of Procedure.