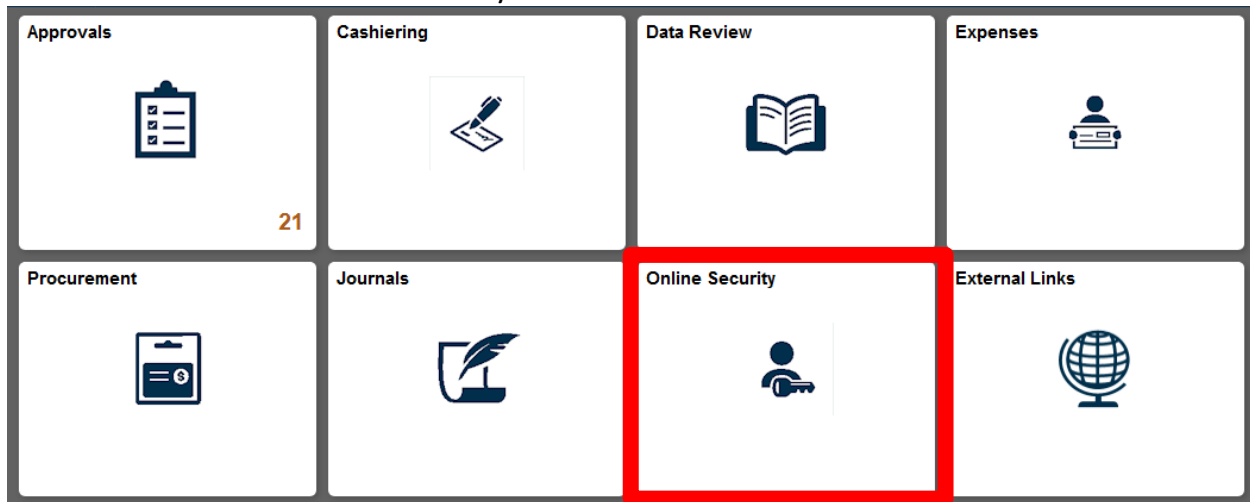
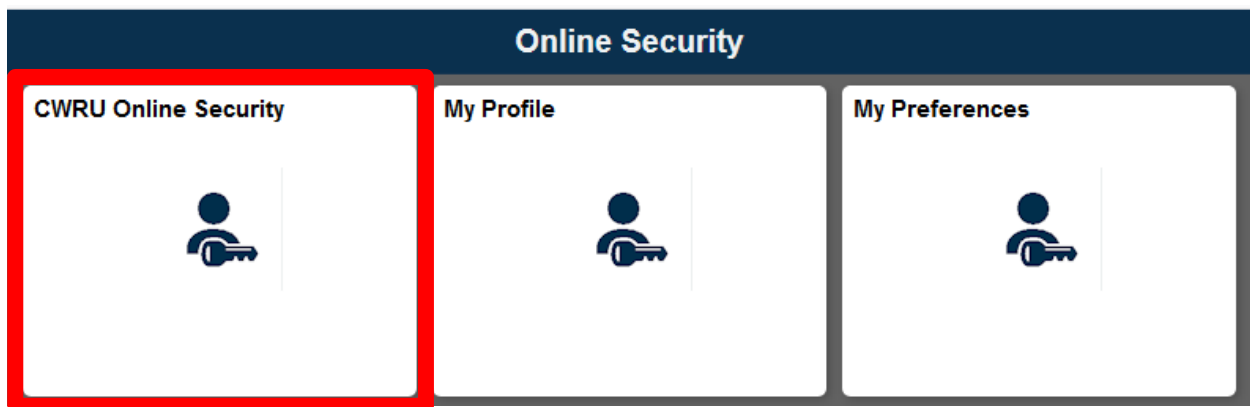


Procedure

- Log in to PeopleSoft Financials to get started.
- Select the Online Security Form tile



- Select the Online Security Form tile



- Select Review/Approve Requests

Review/Approve Requests

Search for Requests

Case Network ID

Request Status: Form Pend Show History

Case Network ID

Network ID	Version	Request Date	Request Type	Request Status	Supervisor Status	Mgmt Center Status	Review to Approve/Deny
cad3	1	02/14/2013	Add	Form Pend	Pending	Pending	<input type="button" value="Review to Approve/Deny"/>

- On the Review/Approve Requests screen, you will see a list of security requests as well as their status. To locate your specific approval request, enter one of the following:
 - Case Network ID: Enter the Case Network ID of the person who has requested access. This can be found in the email notification.
 - Request Status: Select “Pending” option in the dropdown menu.
 - There are three types of request status:
 - Pending Status: Request that have been submitted and are awaiting all levels of approvals.
 - Closed Status: Requests that have been completed.
 - Train P: Requests that have training pending that needs to be completed.

*** **Please Note** *** Until **Training** has been completed, access will not be granted for eProcurement, Accounts Payable or General Ledger.

Click the **Review to Approve/Deny** button for the ID you are looking to take action on.

Review/Approve Requests

Search for Requests

Case Network ID

Request Status: Train Pend Show History

- Enter the CWRU Network ID of the person who has a request in the Case Network ID field.
- Click Search

Review/Approve Requests

Search for Requests

Case Network ID: Moore,Deonna

Request Status: Show History

Case Network ID

Network ID	Version	Request Date	Request Type	Request Status	Supervisor Status	Mgmt Center Status	Review to Approve/Deny
dgm75	1	06/01/2015	Add	Form Pend	Pending	Pending	<input type="button" value="Review to Approve/Deny"/>

- On the **Request Summary Screen**, click Review to **Approve/Deny** button.

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

Online Security Access Request Form

Version Number: 1

Case Network ID: dgm75 Name: Moore,Deonna

Requestor ID: dgm75 Requestor Name: Moore,Deonna

Employee ID: Request Status: Form Pend

Phone Number: 216/368-4500 Fax Number: 216/368-0000

Building: 4B30 Crawford Hall

Room#: 409

Department ID: 231242 ITS Run

Management Center: UGN University General

Supervisor

Network ID: jx0666

Name: Li,Jing

Purchasing/eProcurement

Submit Requisitions No Approval on Requisitions

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

Requisition Approver's Case Network ID: ysd1 Approve Requisitions - \$5,000 - \$20,000

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

Accounts Payable

Submit Payment Requests

Inquire on Vouchers/Payment

General Ledger

Enter Journals

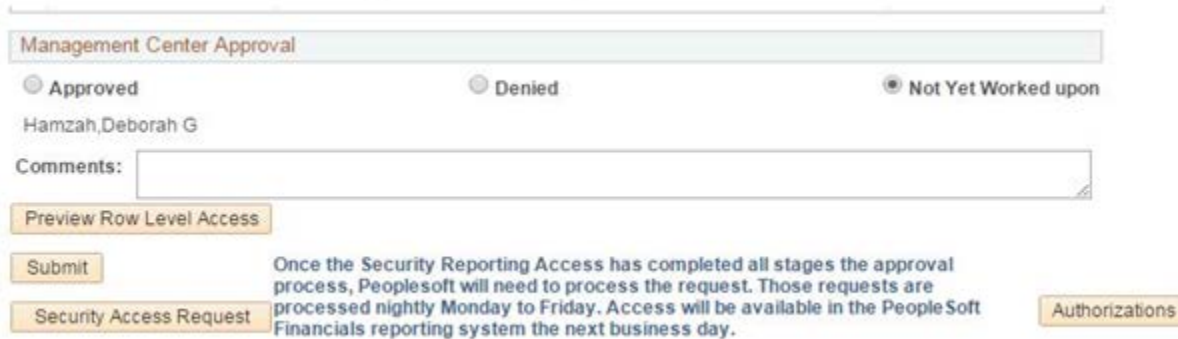
Department Deposits

Miscellaneous

Petty Cash

Travel & Expense

- The **Online Security Access Request Form** screen appears in view only. Review the information and then click the **Reporting Access Request** button.



Management Center Approval

Approved
 Denied
 Not Yet Worked upon

Hamzah, Deborah G

Comments:

Preview Row Level Access

Submit

Security Access Request

Authorizations

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.

- The **Online Security Reporting Access** screen is in view only status. **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.
- The Not Yet Worked button will be selected for requests that have not been seen.
- For those approving at the Management Center level, the Management Center 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.
- To assist with the Department and Row Level security review, the Preview Row Level Access button can be clicked.
- To **Deny** a request, select the button for Denied.
- 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.
- Click Submit button to start the process and notification emails.
- To Approve a request, select Approved button.
- The name of the person who Approved the request and the date and time stamp will appear.
- Click Submit button to start the process and notification emails.