

Requesting a Deletion Security Request

Below are the process steps to Requesting a Deletion Security Request. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.

TeamW	orks	✓ Home		Â	Ξ	۲
	News and Announcements	Asset Management	Commitment Control			Ŷ
	General Ledger	Labor Distribution	Payables			
	Procurement	Purchase Orders	Receivables			
	Approvals	My Favorites	Requisition			
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Step	Action	
1.	Begin by navigating to the Manager Security Request page.	
	Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation. Click the NavBar icon.	



TeamWorks	▼ Home		
News and Announce		Commitment Control	NavBar
General Ledger	Labor Distribution	Payables	Recent Places
Procurement	Purchase Orders	Receivables	My Favorites
Approvals	My Favorites	Requisition	

Step	Action
2.	Click the Navigator icon.
	Navigator





Step	Action
3.	Click the Agency Security link.
	Agency Security





Step	Action
4.	Click the Manager Security Request link.
	Manager Security Request

	New Window Help
anager Security Request	
ter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value Add a New Value	
Search Criteria	
-	
Business Unit begins with V	
Request ID begins with V	
Seq Nbr = V	
equested Date = 🗸 🕅	
Last Name begins with V	
Empl ID begins with V	
User ID begins with 🗸	
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Status = 🗸	
Access Type = 🗸	
Expiration Date =	
Case Sensitive	
Search Clear Basic Search 🖉 Save Search Criteria	
nd an Existing Value Add a New Value	

Step	Action
5.	A deletion request requires a new security request. A new value is needed. Click the Add a New Value tab.



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Manager Security Request	New Window Help 🥅 -
Eind an Existing Value Add a New Value	
Business Unit Q Request ID NEXT	
Add	
Find an Existing Value Add a New Value	

Step	Action
6.	For this example, the Business Unit used is 40600. Click in the Business Unit field. Business Unit



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Manager Security Request	New Window Help 🗐 -
Eind an Existing Value Add a New Value	
Business Unit Q. Request ID NEXT	
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Find an Existing Value Add a New Value	

Step	Action
7.	For this example, the Business Unit used is 40600.
	Enter the appropriate information into the Business Unit field.
	For this example, type 40600 .



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Manager Security Request	New Window Help 📰
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Business Unit 40600 Q Request ID NEXT	
Add	
Find an Existing Value Add a New Value	

Step	Action
8.	Click the Add button.
	Add

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curity Request	Comments Activity S	ecurity Procuremen	t Security User	Information S	Security Approval	Status H		and the p	- oroonalizo r	age m
Business Unit:	40600 Banking and Fina	ance, Dept of	Request ID:	NEXT	Request Seq Nu	im: 1	_			
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Security Reques	t									
Requested Date:	08/06/2018		*Action:	Add 🗸						
*Status:	Draft	\sim	*Request Type:	Employee V						
Reject Reason:										
Source:	Online		Su	pport Number:						
		n And Jerry 770/770/7		pport Number: Entered on: (08/01/2018					
		n And Jerry 770/770/7			08/01/2018					
Entered by:	TOMANDJERRY Tor	n And Jerry 770/770/7			08/01/2018					
Entered by: Submitted By:	TOMANDJERRY Tor	n And Jerry 770/770/7 O Temporary	7707		08/01/2018					
Entered by: Submitted By:	TOMANDJERRY Tor	-	7707	Entered on:	08/01/2018					
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Entered by: Submitted By: Access Ty Jser Data *User ID: Empl ID:	TOMANDJERRY Tor	O Temporary	Initial Password:	Entered on: (08/01/2018]			
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Entered by: Submitted By: Access Ty Jser Data *User ID: Empl ID: *First Name: Job Title:	TOMANDJERRY Tor	O Temporary	Initial Password: *Last Name:	Entered on: (D8/01/2018					
Entered by: Submitted By: Access Ty Jser Data *User ID: Empl ID: *First Name: *Telephone: Email	OMANDJERRY Tor	O Temporary	Initial Password: *Last Name:	Entered on: (D8/01/2018					



Step	Action
9.	Here is the page where the Manager will input all relative information for the deletion request. Those items with a * are required.
	The first section includes items such as the Request Date , which is automatically 3 days later since SAO requires 3 days for completion. There is also Action , Status , and Request Type for items that can be changed by the user. The Status will be in Draft mode.
	The Entered by is automatically updated by the system.

Home								/		
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ecurity Request	Comments Activ	vity Security Procuremen	t Security User In	formation S	ecurity Approval	Status H		Loren Loren		1
Business Unit:	40600 Banking an	d Finance, Dept of	Request ID: N	EXT	Request Seq Num	: 1				
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Security Reques	st									
*Requested Date:	08/06/2018		*Action: A	dd 🗸						
*Status:	Draft	\sim	*Request Type: E	mployee 🗸						
Reject Reason:										
Source:	Online		Supp	ort Number:						
Entered by:	TOMANDJERRY	Tom And Jerry 770/770/	7707	Entered on: ()8/01/2018					
Submitted By:										
Access Ty	pe									
	Permanent	○ Temporary	Ex	piration Date						
User Data										
*User ID:			Initial							
Empl ID:			Password:							
*First Name:		Middle Initial:	*Last Name:							
Job Title:										
*Telephone:			Fax Number:							
Email Address:										
Business Add	ress									
Address Lir	ne 1:									

Step	Action
10.	The next section is the User Data and includes areas that will need to be entered. Again, items with a * are required. Click in the User ID field. *User ID:



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curity Request C	Comments Activ	vity Security	Procurement	Security	User Informatio	n Security	Approval	Status H	istory				
Business Unit: 40	600 Banking and	d Finance, Dept	of	Reque	est ID: NEXT	Reques	t Seq Num	: 1					
ectronic signature o derstanding that ap								Title 16					
the Official Code of mputer/information		ted, Georgia (computer Sy	stem Prote	ection Act, as w	ell as all other	applicable	9					
Security Request													
Requested Date: 08	/06/2018 関			*A	Action: Add	\sim							
*Status: Dr	aft	×	·	*Request	Type: Employee	\sim							
Reject Reason:													
Source: Or	nline				Support Nun	iber:							
Entered by: TO	MANDJERRY	Tom And Jerr	y 770/770/77	707	Entere	i on: 08/01/20	18						
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User Data *User ID: Empl ID: *First Name:	Permanent			Password *Last	d:	Date							
User Data *User ID: Empi ID: *First Name: Job Title: *Telephone: Email	Permanent			Password *Last	d:	Date							
User Data User ID: Empi ID: First Name: Job Title: Telephone: Email Address:				Password *Last	d:	Date							
User Data *User ID: Empl ID: *First Name: Job Title: *Telephone: Email Address: Business Addres	55			Password *Last	d:	Date							
User Data User ID: Empi ID: First Name: Job Title: Telephone: Email Address:	SS 1:			Password *Last	d:	Date							

Step	Action
11.	Now, enter the User ID.
	The User ID is limited to 8-20 characters and the first charachter must be alpha.
	Enter the appropriate information into the User ID field.
	For this example, type HHENDERSON .



Home							<u>í</u>	
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ecurity Request Commer	ts Activity Security	Procurement Security	User Information	Security Approval	Status History	r		
Business Unit: 40600	Janking and Finance, Dep	ot of Re	quest ID: NEXT	Request Seq Num	: 1			
lectronic signature of Secunderstanding that applicant f the Official Code of Georgeon puter/information laws.	is legally responsible	for the protection of s	aid ID/Password pure	suant to Chapter 9 of				
Security Request								
Requested Date: 08/06/201	3 3		*Action: Add	~				
*Status: Draft		✓ *Requ	est Type: Employee	~				
Reject Reason:								
Source: Online			Support Numbe	er:				
Entered by: TOMAND	JERRY Tom And Je	rry 770/770/7707	Entered o	n: 08/01/2018				
Submitted By:								
Access Type								
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User Data								
User Data *User ID: HHENDERS	ON	Initial	wardt					
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Empl ID: *First Name: Job Title:		Passw dle Initial: *La	ast Name:					
*User ID: HHENDERS Empl ID:		Passw dle Initial: *La	ast Name:					
*User ID: HHENDERS Empl ID: *First Name: Job Title: *Telephone: Email Address:		Passw dle Initial: *La	ast Name:					

Step	Action
12.	There is a function that will bring in the user's existing data if they are in the TeamWorks system. After entering the User ID :
	*NOTE: If the user's data is not in the system, the information will not be updated and you will need to continue to input the user's data.
	Press [Tab].



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Security Request Comments Activi	New Window He security User Information Security Approval Status History	elp Personalize Page 🗐 🔨
Business Unit: 40600 Banking and	I Finance, Dept of Request ID: NEXT Request Seq Num: 10	
understanding that applicant is legally r	and Supervisor acknowledges application, receipt for ID, password and an responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 ted, Georgia Computer System Protection Act, as well as all other applicable	
Security Request		
*Requested Date: 08/06/2018	*Action: Change 🗸	
*Status: Draft	*Request Type: Employee	
Reject Reason:	Message	
Source: Online		
Entered by: TOMANDJERRY Submitted By:	Warning A completed request exists for this user and will be copied into this request. (29999,30)	
Access Type	OK	
Permanent	O Temporary Expiration Date	
User Data		
*User ID: HHENDERSON	Initial	
Empl ID: 003003003	Password:	
*First Name: Harry	Middle Initial: A *Last Name: Henderson	
Job Title: Accounting Director 1		
*Telephone: 770/770-7707	Fax Number:	
Email hhenderson@anywhere. Address:	state.ga	
Business Address		
Address Line 1: 123 Movie Rd		
Address Line 2: Suite 200		~

Step	Action
13.	Be sure to read the warning message.
	Click the OK button.
	Message
	Warning A completed request exists for this user and will be copied into this request. (29999,30)



Home						
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curity Request Comments	Activity Security Procurement	Security User Information	on Security Approval	Status History		
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Security Request						
Requested Date: 08/06/2018		*Action: Change	~			
*Status: Draft	~	*Request Type: Employe	e 🗸			
Reject Reason:						
Source: Online		Support Nur	nber:			
Entered by: TOMANDJERRY	(Tom And Jerry 770/770/7	707 Entere	d on: 08/01/2018			
Submitted By:	· · · · · ·					
Access Type						
Permanent		Expiratio	n Date			
User Data						
*User ID: Harry		Initial				
Empl ID: 003003003		Password:				
*First Name: Harry	Middle Initial: A	*Last Name: Henders	on			
Job Title: Accounting Director		,				
*Telephone: 770/770-7707		Fax Number:				
Email hhenderson@anywl	nereusa.ga.gov					
Address:				_		
Business Address				_		
Address Line 1: 123 Movie R	d					

Step	Action
14.	Notice that the User Data area is now populated with the required information.
	*NOTE: If the user's data is not in the system, the information will not be updated and you will need to continue to input the user's data.



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curity Reques	t Comments Activ	ity Security Proc	curement Security	User Information	Security Approval	Status His	story		
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Security Req	uest								
Requested Da	te: 08/06/2018 関		*/	Action: Change	~				
*State	IS: Draft	~	*Request	Type: Employee	~				
Reject Reaso	on:								
Sour	ce: Online			Support Numbe	r:				
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Submitted E	-								
Access	Туре								
	Permanent	OTempora	iry	Expiration D	ate				
User Data									
*User ID:	Harry		Initial						
Empl ID:	003003003		Passwor	d:					
*First Name:		Middle Ini	itial: A *Last	Name: Henderson					
	Accounting Director 1								
*Telephone:	770/770-7707		Fax N	umber:					
Email	hhenderson@anywhere	usa.ga.gov							
Address: Business A	ddraee								
	Line 1: 123 Movie Rd								
	Line 2: Suite 200								

Step	Action
15.	Click the Vertical scrollbar to view the bottom of the page.

"User ID: Harry Initial Password: Empt ID: 003003003 Password: First Name: Harry Middle Initial: A *Last Name: Henderson Job Title: Accounting Director 1		:			
er Data "User ID: HarryInitialPassword: Empl ID: 003003003 First Name: HarryMiddle Initial: A "Last Name: Henderson Job Title: Accounting Director 1 Telephone: 770770-7707 Fax Number: all hhenderson@anywhereusa.ga.gov dress: Businees Address Address Line 1: 123 Movie Rd Address Line 2: Suite 200 City: Alianta State: GA Q Postal Code: 30341 Pervisor's Information Name: Tom And Jerry "Telephone: 770770-7707	Access T	уре			
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Empl ID: 003003003 "First Name: Harry Middle Initial: A "Last Name: Henderson Job Title: Accounting Director 1 "Telephone: 770/770-7707 Fax Number: "Telephone: 770/770-7707 Address Line 1: f123 Movie Rd Address Line 1: f123 Movie Rd Address Line 2: Suite 200 City: Atlanta State: 0A Postal Code: 30341 upervisor's Information "Name: Tom And Jerry "Telephone: 770/770-7707	*User ID: H	larry			
Job Title: Accounting Director 1 *Telephone: 770770-7707 Fax Number: mail hhenderson@anywhereusa.ga.gov ddress: Business Address Address Line 1: f123 Movie Rd Address Line 2: Sulte 200 City: Atlanta State: GA Q Postal Code: 30341 upervisor's Information *Name: Tom And Jerry *Telephone: 770770-7707	Empl ID: 0	03003003	Pass	ssword:	
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State: GA Q Postal Code: 30341	Address L	ine 2: Suite 200			
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Name: Tom And Jerry *Telephone: 770/770-7707		State: GA	Postal Code: 30341		
Name: Tom And Jerry *Telephone: 770/770-7707					
*Telephone: 770/770-7707	upervisor's In	formation			
	*Name:	Tom And Jerry			
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onleSoft Liser ID is limited to 8-20 Characters (A-Z And/Or D-9) and the first character must be alpha. If the requested					
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	curity Officer o	f the change.			
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initial password will be encrypted after saving. The password will be decrypted for security administrators only.		ord will be encrypted an	0		



Step	Action
16.	Notice the Supervisor's Information data has also been automatically updated.
	Click the Vertical scrollbar to return to the top of the page.

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curity Request	Comments	Activity Security	Procurement	Socurity Lles	er Information	Security Approval	Statu	New \ s History	Vindow H	elp Perso	nalize Page	8
curry nequest	Commenta	Activity Security	Trocurement	Obcurity 036	a mornadon	Security Approval	Otatu	5 T HOLOT Y				
Business Uni	it: 40600 Banking	and Finance, De	pt of	Request ID	: NEXT	Request Seq Nu	im:	10				
nderstanding th	nat applicant is leg ode of Georgia An	ally responsible	for the protect	ion of said ID/F	assword purs	D, password and a uant to Chapter 9 o is all other applicat	of Title 16	6				
Security Requ	iest											
Requested Dat	e: 08/06/2018 🛐			*Action	Change	~						
*Statu	s: Draft		\checkmark	*Request Type	Employee	~						
Reject Reaso	n:											
Sourc	e: Online			s	upport Number	:						
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Step	Action
17.	Click the Comments tab.
	Comments



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				New Window	Help Personalize Page
Security Request Commen	ts Activity Security Procure	ment Security User Information	Security Approval	Status History	
Business Unit: 40600 B	apking and Finance. Dept of	Request ID: NEXT	Request Seq Nu	m: 10	
Comments are sorted in de	scending date order. The sort al	lows the most recent comment t	o be shown first.		
Add Commer	its				
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Step	Action
18.	Click in the Comment field.
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Comments				Find View Al	First 🕚 1 of 1	Last			
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any request to	on and the first of the first	ity coounty [1100010	intern observery observeries	nation proceeding repo	oral potato motory				

Step	Action
19.	The manager can enter a short description regarding the deletion request.
	Enter the appropriate information into the Comment field.
	For this example, type Employee Terminated/No longer with Agency .



Home	A 1	Ξ
curity Request Comments Activity Secu	rity Procurement Security User Information Security Approval Status History	ialize Page
Business Unit: 40600 Banking and Finance		
	er. The sort allows the most recent comment to be shown first.	
Add Comments		
Comments	Find View All First 🚯 1 of 1 🛞 Last	
Last Upd DtTm:		
Last Upd User:		
Comment: Employee Terminated/No Ion	ger with Agency	
Save	💽 Add 🖉 Update/Display	
	ocurement Security User Information Security Approval Status History	
my request comments Activity Security Fit	warement devanty power minimation powerty Approval potatus mistory	

Step	Action
20.	Check that all of the inputted information is correct. Always be sure to save your work. Click the Save button.



omments are sorted in descending date order. The sort allows the most recent comment to be shown first. Add Comments Find View All First ① 1 of 1 ② Last Last Upd DTm: 08/01/2018 1145:50PM Last Upd User: Tom And Jerry 770/770-7707 Comment: Employee Terminated/No longer with Agency	K Home	♠ ≡ ⊘
Business Unit: 40600 Banking and Finance, Dept of Request ID: 000000012 Request Seq Num: 11 omments are sorted in descending date order. The sort allows the most recent comment to be shown first. Add Comments Comments Find View All First I of 1 I Last I I I I I I I I I I I I I I I I I I I		
omments are sorted in descending date order. The sort allows the most recent comment to be shown first. Add Comments Find View All First ① 1 of 1 ② Last Last Upd DTm: 08/01/2018 1145:50PM Last Upd User: Tom And Jerry 770/770-7707 Comment: Employee Terminated/No longer with Agency	Security Request Comments Activity Security Procurement Security	y User Information Security Approval Status History
Add Comments Find View All First I of 1 C Last Last Upd DrTm: 0801/2018 1:45:50PM Last Upd Use: TOMANDJERRY Comment: Employee Terminated/No longer with Agency	Business Unit: 40600 Banking and Finance, Dept of Req	equest ID: 0000000012 Request Seq Num: 11
Comments Find View All First I of 1 I Last Last Upd DITm: 08001/2018 1:45:50PM Last Upd User: TOMANDJERRY Tom And Jerry 770/70-7707 Comment: Employee Terminated/No longer with Agency	Comments are sorted in descending date order. The sort allows the most	ost recent comment to be shown first.
Last Upd DTm: 0801/2018 1:45:50PM Last Upd User: TOMANDJERRY Tom And Jerry 770/770-7707 Comment: Employee Terminated/No longer with Agency	Add Comments	
Last Upd DTm: 08/01/2018 1:45:50PM Last Upd User: TOMANDJERRY Tom And Jerry 770/770-7707 Comment: Employee Terminated/No longer with Agency	Comments	Find View All First ④ 1 of 1 ④ Last
Last Upd User: TOMANDJERRY Tom And Jerry 770/770-7707 Comment: Employee Terminated/No longer with Agency		
Comment: Employee Terminated/No longer with Agency		
Save Add / Update/Display	Rave	🕞 Add 🕖 Update/Display
urity Request Comments Activity Security Procurement Security User Information Security Approval Status History	curity Request Comments Activity Security Procurement Security User Infor	ormation Security Approval Status History

Step	Action
21.	Click the Security Request tab.
	Security Request

< Home										A ≡	Ø
								New Windo	w Help Pe	ersonalize Page	
Security Request	Comments Act	ivity Security	Procurement Se	curity Use	er Information	Security Approval	Status I	listory			í
Business Unit: 4	40600 Banking ar	id Finance, Dept	of	Request ID	: 0000000012	Request Seq Nu	m: 11				
Electronic signature understanding that a of the Official Code computer/informatio	applicant is legally of Georgia Annot	responsible fo	r the protection	n of said ID/F	assword purs	uant to Chapter 9 d	f Title 16				
Security Request	t										
*Requested Date: 0	08/06/2018 🛐			*Action	1: Change	~					
*Status: [Draft	~	· *	Request Type	Employee	~					
Reject Reason:											
Source: (Online			s	upport Numbe						
Entered by:]	TOMANDJERRY	Tom And Jerr	v 770/770/770	7	Entered or	: 08/01/2018					
Submitted By:											
Access Type	e										
	Permanent	○ Tem	oorary		Expiration Da	te					
User Data								1			
*User ID: HHE	ENDERSON			nitial assword:							
Empl ID: 003	003003		P	assword:							
*First Name: Harr	ry	Middl	e Initial: A	*Last Name	e: Henderson						
Job Title: Acco	ounting Director 1										
*Telephone: 770	/770-7707			Fax Numbe	r:						
Email hhe	nderson@anywher	eusa.ga.gov									
Business Addre	ess										
Address Line	e 1: 123 Movie Rd										
	e 2: Suite 200										
diodo Entr											



Step	Action
22.	At this point, the *Action field needs to be updated to reflect that this request is a deletion.
	Click the Action drop-down list.
	*Action: Change

							Now Mrs	ndow L U	olo Dere	onalize Pag	. 1
Security Reques	t Comments Activ	ity Security Procuremen	t Security	r Information	Security Approval	Status Hi		100W H	eip Pers	onalize Pagi	e
recurry reques	Commento / Auto	inty occurry intocurrenter		1 momuton	occurry reprovar	Oluluo III	otory				
Business Ur	it: 40600 Banking and	f Finance, Dept of	Request ID:	: 0000000012	Request Seq Num	i: 11					
		and Supervisor acknowl				T 40					
		responsible for the protect ted, Georgia Computer S									
computer/inforn		ted, Georgia Computer o	ystern rotection	Pict, as well as	an other applicable						
Security Requ	weat										
				Add	1						
*Requested Da				Change Delete							
*Statu	us: Draft	\sim	*Request Type	Employee	-						
Reject Reaso	on:										
Source	ce: Online		Su	upport Number:							
Entered h	DV: TOMANDJERRY	Tom And Jerry 770/770/7	7707	Entered on:	09/01/2019						
Submitted E	By:				00/01/2010						
	·				0001/2010						
Submitted E	Туре	0-									
Submitted E	·	○ Temporary		Expiration Date							
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Submitted E Access	Permanent	O Temporary	Initial								
Submitted E Access User Data *User ID:	Permanent	C Temporary	Initial Password:								
Submitted E Access User Data *User ID: Empl ID:	Permanent HHENDERSON 003003003	· ·	Password:	Expiration Date							
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Submitted E Access User Data "User ID: Empl ID: "First Name: Job Title:	Type Permanent HHENDERSON 003003003 Harry Accounting Director 1	· ·	Password:	Expiration Date							
Submitted E Access User Data "User ID: Empl ID: "First Name: Job Title: "Telephone:	Permanent Permanent Permanent Permanent Accounting Director 1 770/770-7707	Middle Initial: A	Password:	Expiration Date							
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Submitted E Access User Data *User ID: Empl ID: *First Name: Job Title: *Telephone:	HHENDERSON (03003003) Harry Accounting Director 1 770/770-7707 hhenderson@anywhere	Middle Initial: A	Password: *Last Name	Expiration Date							
Submitted E Access User Data "User ID: Empi ID: "First Name: Job Title: "Telephone: Email Address: Business A	HHENDERSON (03003003) Harry Accounting Director 1 770/770-7707 hhenderson@anywhere	Middle Initial: A	Password: *Last Name	Expiration Date							

Step	Action
23.	Click the Delete list item.
	Add Change Delete Employee



										New Wi	ndow H	lelp Pers	onalize Pa	ge 🔲
curity Request	Comments Activi	ty Security	Procurement	Security	User Inform	nation	Security Approv	al S	tatus Hi	story				
Business Unit: 40	0600 Banking and	Finance, Dept	of	Req	uest ID: 0000	000012	Request Seq	Num:	11					
ectronic signature of iderstanding that a the Official Code o imputer/information	pplicant is legally r f Georgia Annotat	esponsible fo	the protect	ion of sa	id ID/Passwo	rd pursua	ant to Chapter	9 of Titl	e 16					
Security Request														
Requested Date: 08	/06/2018 🛐				Action: Delet	e 🗸	•]							
*Status: Dr	raft	×]	*Reques	st Type: Empl	oyee 🗸	·							
Reject Reason:														
Source: O	nline				Support	Number:								
		Tom And Jen	y 770/770/7	707			08/01/2018							
		Tom And Jen	y 770/770/7	707			08/01/2018							
Entered by: To	OMANDJERRY	Tom And Jen	y 770/770/7	707			08/01/2018							
Entered by: To Submitted By: Access Type	OMANDJERRY	Tom And Jen		707	Ent									
Entered by: To Submitted By: Access Type	OMANDJERRY			707	Ent	tered on:								
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Entered by: T(Submitted By: Access Type () Jser Data *User ID: HHE!	Permanent DERSON 03003	⊖ Tem		Initial F	Enf	tered on: ation Date								
Entered by: Tr Submitted By: Access Type User Data	Permanent NDERSON 03003 /	⊖ Tem	borary	Initial F	Expira Password:	tered on: ation Date								
Entered by: To Submitted By: Access Type Jser Data *User ID: HHEI Empl ID: 00300 *First Name: Harry	OMANDJERRY Permanent NDERSON 03003 r unting Director 1	⊖ Tem	borary	Initial I *Las	Expira Password:	tered on: ation Date								
Entered by: Tr Submitted By: Access Type User Data "User ID: [HHE] Empl ID: [00300 "First Name: [Harry Job Title [Accot	OMANDJERRY Permanent NDERSON 03003 r unting Director 1	○ Tem	borary	Initial I *Las	Expira Expira Password:	tered on: ation Date								
Entered by: T(Submitted By: Access Type (See Data *User ID: HHEF Empi ID: 00300 *First Name: Harry Job Title: Access Telephone: 77707 Email Inhen	Permanent VDERSON Jogo 1 Jogo 2 Jo	○ Tem	borary	Initial I *Las	Expira Expira Password:	tered on: ation Date								

Step	Action
24.	Now that you have completed the deletion request, the status will need to be updated. You need to change the Status field from Draft to Manager Submitted. Click the Status list. *Status: Draft



									New Windov	v Help	Personalize	e Page	
curity Request	Comments Act	ivity Security	Procurement S	Security	User Information	Security Appr	oval St	atus His	tory				
Business Unit: 4	0600 Banking ar	nd Finance, Dep	tof	Reque	est ID: 00000001	2 Request Se	eq Num:	11					
ectronic signature	of Security Office	er and Supervi	sor acknowled	ges appli	cation, receipt fo	r ID, password a	ind an						
derstanding that a								e 16					
the Official Code of mputer/information		ated, Georgia	Computer Sys	tem Prote	ection Act, as we	ll as all other app	plicable						
Security Request													
Requested Date: 08					ction: Delete	~							
N)raft 1anager Submit			*Request	Type: Employee	~							
Reject Reason: R	Rejected												
Source: C	Online				Support Num								
Source: C		Tom And Je	ry 770/770/77	07		on: 08/01/2018							
Source: C Entered by: T Submitted By:	Online OMANDJERRY	Tom And Je	rry 770/770/770	07									
Source: C	Online OMANDJERRY	Tom And Je	ry 770/770/770	07									
Source: C Entered by: T Submitted By: Access Type	Online OMANDJERRY		ту 770/770/770	07		on: 08/01/2018							
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Source: C Entered by: T Submitted By: Access Type	OMANDJERRY OMANDJERRY OPermanent ONDERSON				Entered	on: 08/01/2018							
Source: C Entered by: T Submitted By: Access Type Jser Data *User ID: HHE	Inline OMANDJERRY Permanent INDERSON 103003	O Ter		Initial Pa	Entered	on: 08/01/2018							
Source: C Entered by: T Submitted By: Access Type Jser Data *User ID: HHE Empl ID: 0030 *First Name: Harr	Inline OMANDJERRY Permanent INDERSON 103003	O Ter		Initial Pa	Expiration	on: 08/01/2018							
Source: C Entered by: T Submitted By: Access Type Jser Data *User ID: HHE Empl ID: 0030 *First Name: Harr	OMANDJERRY OMANDJERRY OPermanent ENDERSON 003003 y y uniting Director 1	O Ter		Initial Pa	Entered Expiration assword: Name: Henderso	on: 08/01/2018							
Source: C Entered by: T Submitted By: Access Type 'User Data 'User ID: HHE Empl ID: 0030 'First Name: Harr Job Title: Acco 'Telephone: 7707	OMANDJERRY OMANDJERRY OPermanent ENDERSON 003003 y y uniting Director 1	O Ten		Initial Pa *Last	Entered Expiration assword: Name: Henderso	on: 08/01/2018							
Source: C Entered by: T Submitted By: Access Type Jser Data "User ID: HHE Empl ID: 0030 "First Name: Harr Job Title: Acco "Telephone: 7707 Email hher	online OMANDJERRY Permanent ENDERSON 003003 y punting Director 1 770-7707 Idderson@anywhe	O Ten		Initial Pa *Last	Entered Expiration assword: Name: Henderso	on: 08/01/2018							
Source: C Entered by: T Submitted By: Access Type Jser Data "User ID: [HHE Empl ID: 0030 "First Name: Harr Job Title: Acco "Telephone: 7707 Email hher Address: Business Addre	online OMANDJERRY Permanent ENDERSON 003003 y punting Director 1 770-7707 Idderson@anywhe	O Ten		Initial Pa *Last	Entered Expiration assword: Name: Henderso	on: 08/01/2018							

Step	Action
25.	Click the Manager Submit list item.
	Draft Manager Submit Rejected



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ecurity Request	Comments Activit	y Security Procureme	nt Security User In	nformation	Security Approval	Status His		ow I Help I	Personalize P	age 📖
		,,				0.0.000				
Business Unit:	40600 Banking and	Finance, Dept of	Request ID: (000000012	Request Seq Nun	n: 11				
Electronic signatu	re of Security Officer	and Supervisor acknow	ledges application	receint for ID	nassword and an					
inderstanding tha	t applicant is legally r	esponsible for the prote	ction of said ID/Pas	sword pursua	ant to Chapter 9 of	Title 16				
		ed, Georgia Computer S	System Protection A	ct, as well as	all other applicabl	e				
omputer/information	tion laws.									
Security Reque	st									
*Requested Date:	08/06/2018		*Action:	Delete 🗸	7					
	Manager Submit	~	*Request Type:	Employee 🗸]					
Reject Reason:			L		-					
Source:	Online		Sup	port Number:						
Entered by:	TOMANDJERRY	Tom And Jerry 770/770/	7707	Entered on:	08/01/2018					
Submitted By:										
Access Ty	/pe									
	Permanent	○ Temporary	E	xpiration Date	•					
User Data										
*User ID: H	HENDERSON		Initial Password	:						
Empl ID: 00	03003003									
*First Name: H	arry	Middle Initial: A	*Last Name:	Henderson						
Job Title: A	ccounting Director 1									
*Telephone: 77	70/770-7707		Fax Number:]					
Email hi Address:	henderson@anywhereu	sa.ga.gov								
Business Ad	dress									
Address L	ine 1: 123 Movie Rd									
	ine 2: Suite 200									
	City: Atlanta									

Step	Action	
26.	Click the Vertical scrollbar to view the bottom of the page.	

Submitted By:						
Access Ty	ре					
	Permanent	○ Temporary	Expiration Date			
User Data						
*User ID: H	HENDERSON		Initial Password:			
Empl ID: 0	03003003					
*First Name: H	arry	Middle Initial: A	*Last Name: Henderson			
Job Title: A	ccounting Director 1					
*Telephone: 7	70/770-7707		Fax Number:			
Email h Address:	henderson@anywhereus	sa.ga.gov				
Business Ad	fress					
Address L	ine 1: 123 Movie Rd					
Address L	ine 2: Suite 200					
	City: Atlanta					
:	State: GA	Postal Code: 30341				
Supervisor's In	formation					
*Name:	Tom And Jerry					
*Telephone:	770/770-7707					
eopleSoft User I ecurity Officer of	D is a duplicate or inva the change.	lid, the SAO security admin	nd the first character must be alpha. If the requ istrator will change your ID and notify your Age ill be decrypted for security administrators only	ency		



Step	Action				
27.	Always be sure to save your work.				
	Click the Save button.				
	R Save				

Submitted By:						
Access Type						
Permanent	Temporary	Ex	piration Date			
ser Data						
User ID: HHENDERSON	In	itial Password:				
Empl ID: 003003003						
First Name: Harry	Middle Initial: A	Last Name: H	enderson			
Job Title: Accounting Director 1						
Telephone: 770/770-7707		Fax Number:				
Email Address: hhenderson@anywhereu	isa.ga.gov					
Business Address						
Address Line 1: 123 Movie Rd						
Address Line 2: Suite 200						
City: Atlanta						
State: GA	Postal Code: 3034	¥1				
upervisor's Information						
Name: Tom And Jerry						
Telephone: 770/770-7707						
ppleSoft User ID is limited to 8-20 Char ppleSoft User ID is a duplicate or invali urity Officer of the change.					d	
e initial password will be encrypted afte	r saving. The password	will be decrypted	for security adminis	trators only.		
ave			📑 Add	Update/Display	v	

Step	Action
28.	An email will now be sent to the Agency Security Officer to inform them that they have a Security Request needing approval. The Agency Security Officer will need to review and approve before the request it is sent to SAO Security to process.



Submitted By:				
Access Type				
Permanent	Temporary		Expiration Date	
er Data				
User ID: HHENDERSON	Ir	nitial Password	:	
Empl ID: 003003003				
First Name: Harry	Middle Initial: A	Last Name:	Henderson	
Job Title: Accounting Director 1				
Telephone: 770/770-7707		Fax Number:		
mail Address: hhenderson@anywhere	usa.ga.gov			
Business Address				
Address Line 1: 123 Movie Rd				
Address Line 2: Suite 200				
City: Atlanta				
State: GA	Postal Code: 303	41		
pervisor's Information				1
Name: Tom And Jerry				
Telephone: 770/770-7707				
pleSoft User ID is a duplicate or inval urity Officer of the change.	lid, the SAO security adn	ninistrator will o	haracter must be alpha. If the request change your ID and notify your Agency	
initial password will be encrypted after	er saving. The password	will be decryp	ted for security administrators only.	

Step	Action
29.	Click here (<u>https://www.surveymonkey.com/r/25KG2HH</u>) to take a quick survey.

Thank you!