

Approving or Denying User Roles

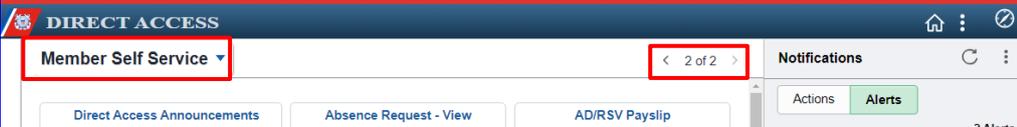
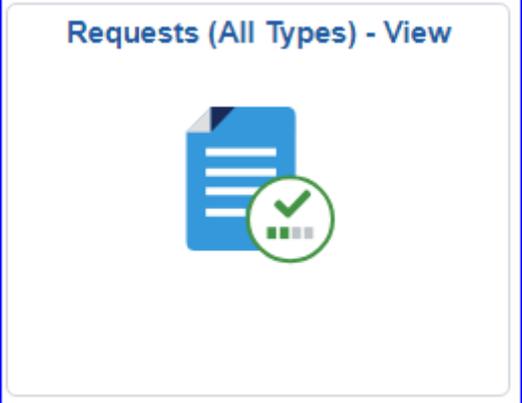
Introduction This guide provides the procedures for approving and denying a User Roles Request in Direct Access (DA).

IMPORTANT **Allow 24 hours after PPC approval to see the requested changes to a member's Roles.**

If a User Roles Request is **not approved within 30 days, DA will automatically terminate the request** and email the submitter to submit a new request.

Once the Approver approves the request, it will be sent to PPC for final approval.

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows . 
2	Click on the Requests (all types) - View tile. 

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Procedures,
continued

Step	Action																						
3	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button.</p> <ul style="list-style-type: none"> • Transaction Name – Choose User Access Request Approval form the drop-down. • Transaction Status – Verify it indicates Pending. <p>Click Populate Grid.</p> <p>NOTE: To narrow the search results, change the Transaction Name to User Access Request Approval and/or enter a Submission From Date and Submission To Date.</p> <div data-bbox="352 860 1367 1303" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <p>Inara Serra</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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.</p> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="User Access Request Approval"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>																						
4	<p>Locate the User Access Request to be approved and select Approve/Deny to view the member's request.</p> <div data-bbox="352 1420 1367 1496" 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> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>User Access Request</td> <td>Pending</td> <td>Kaywinnett L. Frye</td> <td>Frye</td> <td>1234567</td> <td>007800</td> <td>Kaywinnett L. Frye</td> <td>Inara Serra</td> <td>2023/10/26</td> <td></td> <td style="text-align: center;"><input type="button" value="Approve/Deny"/></td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	User Access Request	Pending	Kaywinnett L. Frye	Frye	1234567	007800	Kaywinnett L. Frye	Inara Serra	2023/10/26		<input type="button" value="Approve/Deny"/>
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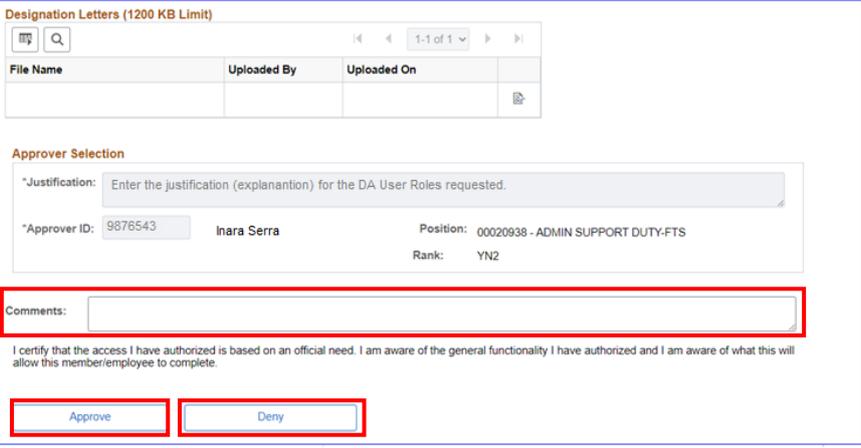
Procedures,
continued

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5a	<p>The member’s User Access Request page will display. Review the Current Roles, Current Functions, Add Functions, and Add Roles sections to ensure they are correct. It may be necessary to click View All to expand each section (see Note in 5b).</p> <div data-bbox="352 611 1366 1563" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 KAYWINNETT L. FRYE Request ID: 0101766 Request Status: Pending</p> <hr/> <p>Current Roles</p> <p>1-2 of 2 View All</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>CG_SECURITY_ADMIN</td> <td>CG_SECURITY_ADMIN</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGSSCIV</td> <td>CG Self Service Civilian</td> <td>Role Details</td> </tr> </tbody> </table> <p>Current Functions</p> <p>1-1 of 1 View All</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> <p>1-3 of 86 View All</p> <table border="1"> <thead> <tr> <th>Add Function</th> <th>Function Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>CG Admin (PSI Enhanced) (YN2-PERS w"By Dir" Only)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Admin (PSI Enhanced) (YN3-YN2 Only)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG Admin (YN-PERS Only)</td> </tr> </tbody> </table> <p>Add Roles</p> <p>1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>Role Name</th> <th>Role Description</th> </tr> </thead> <tbody> <tr> <td>CGCRMGBD</td> <td>Career Management Boards</td> </tr> </tbody> </table> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG_SECURITY_ADMIN	CG_SECURITY_ADMIN	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSCIV	CG Self Service Civilian	Role Details	Function Name	Function Description			Add Function	Function Name	<input type="checkbox"/>	CG Admin (PSI Enhanced) (YN2-PERS w"By Dir" Only)	<input type="checkbox"/>	CG Admin (PSI Enhanced) (YN3-YN2 Only)	<input type="checkbox"/>	CG Admin (YN-PERS Only)	Role Name	Role Description	CGCRMGBD	Career Management Boards
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Procedures,
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<p>5b</p>	<p>Once the User Access Request has been reviewed, select Approve or Deny as appropriate. If denying the request, Comments are required.</p> <p>NOTE: Everyone MUST have the CGROWSEC_CGAD (CG Active Duty Row Security role), verify that it is listed before approving.</p> 
<p>6</p>	<p>If Approved – The User Access Request will be placed in a Pending status and forwarded to PPC for final approval. Upon PPC approval, an email will be sent to the member.</p>  <p>If Denied – The User Access Request will update to a Denied status and it will NOT be routed to PPC. An email will be sent to the member notifying them of the denial.</p> 