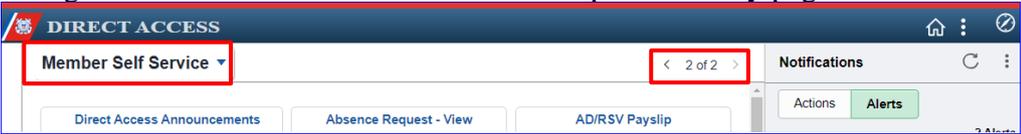
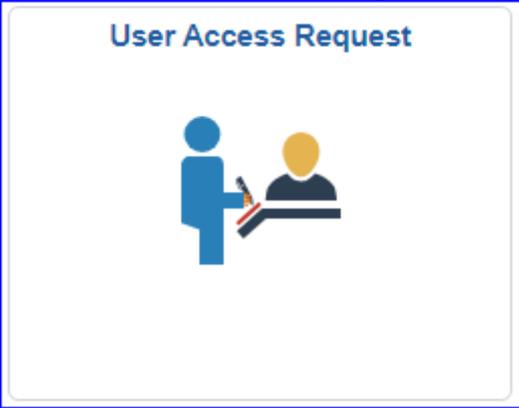
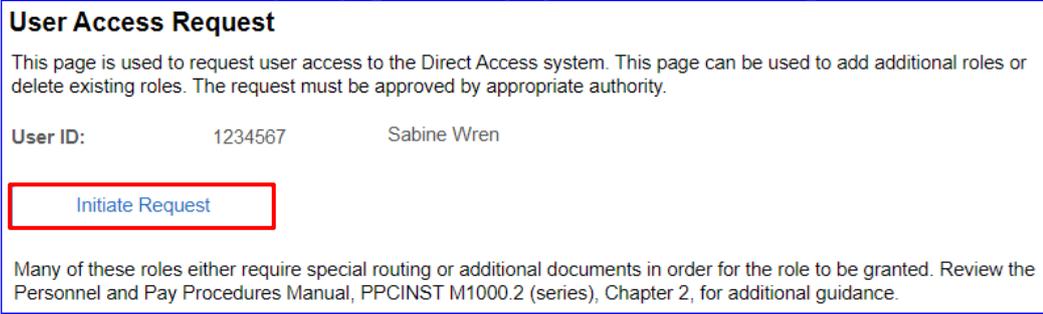


Recertifying DA User Roles and Functions

Introduction This guide provides the procedures for users to recertify their Direct Access (DA) user roles and functions in DA.

- IMPORTANT**
- If a User Role or Function is no longer required or additional roles are needed, STOP. Adding or removing user roles means this is NO LONGER A RECERTIFICATION; a new request must be submitted to add and/or remove user roles.
 - See the [DA Notifications Guide](#) for DA Alerts for Recertifications.
 - For more information on adding or removing user roles, see the [Direct Access User Roles and Functions](#) user guide.

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the User Access Request tile.</p> 
3	<p>The User Access Request page will display. Click Initiate Request.</p> 

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Recertifying DA User Roles and Functions, Continued

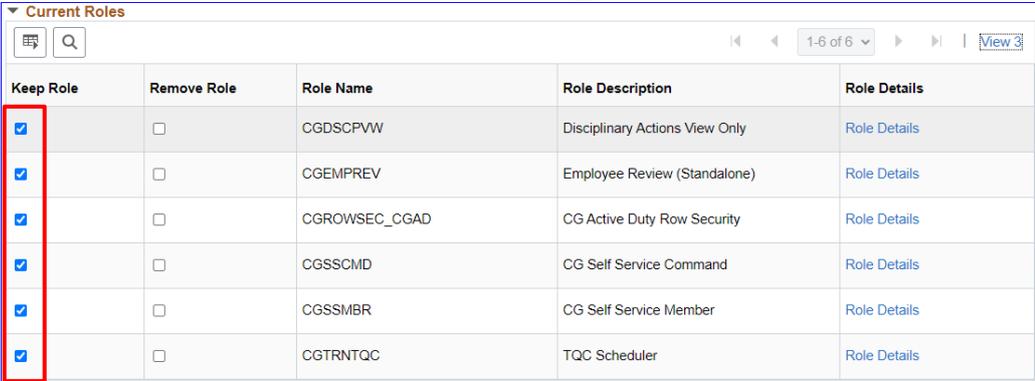
Procedures,
continued

Step	Action																								
4	<p>Any Current Roles and Current Functions for the member will display. Click View All (if necessary) to view the entire list of Current Roles and Current Functions.</p> <p>NOTE: When members PCS, their Roles are reset to Self-Service only. See the Direct Access User Roles and Functions user guide for information on how to request Roles and Functions.</p> <div data-bbox="327 696 1369 1249" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Sabine Wren Rank: LTJG</p> <p>Request ID: Request Status:</p> <p>▼ Current Roles</p> <p>⌵ 🔍 < < 1-3 of 6 > > 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>CGDSCPWW</td> <td>Disciplinary Actions View Only</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGEMPREV</td> <td>Employee Review (Standalone)</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGROWSEC_CGAD</td> <td>CG Active Duty Row Security</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> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGDSCPWW	Disciplinary Actions View Only	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGEMPREV	Employee Review (Standalone)	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGROWSEC_CGAD	CG Active Duty Row Security	Role Details	Function Name	Function Description		
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Recertifying DA User Roles and Functions, Continued

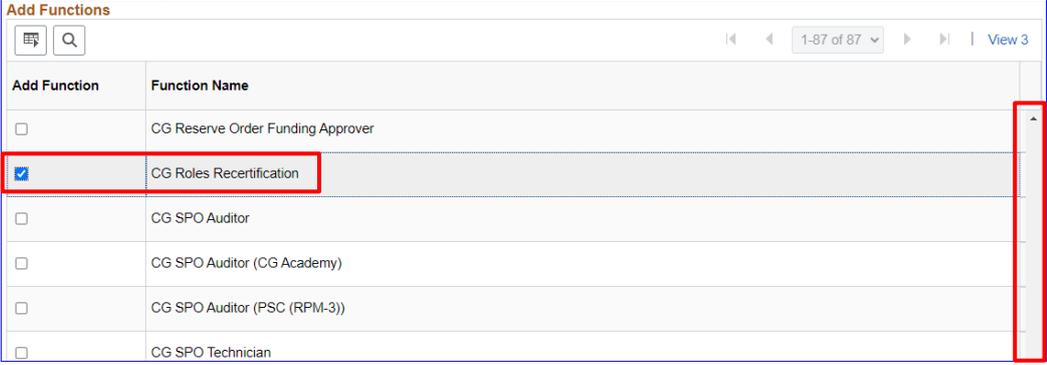
Procedures,
continued

Step	Action																																															
<p>5</p>	<p>Review each Role and Function to ensure they are still valid. If a Role or Function is no longer required or additional roles are needed, STOP. Adding or removing user roles means this is NO LONGER A RECERTIFICATION; a new request must be submitted to add and/or remove user roles. See the Direct Access User Roles and Functions user guide for procedures to add or remove User Roles and Functions.</p> <p>NOTE: Do NOT remove the CGROWSEC_CGAD role.</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>CGDSCPWW</td> <td>Disciplinary Actions View Only</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGEMPREV</td> <td>Employee Review (Standalone)</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGROWSEC_CGAD</td> <td>CG Active Duty Row Security</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGSSCMD</td> <td>CG Self Service Command</td> <td>Role Details</td> </tr> <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> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGTRNTQC</td> <td>TQC Scheduler</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 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>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGDSCPWW	Disciplinary Actions View Only	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGEMPREV	Employee Review (Standalone)	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGROWSEC_CGAD	CG Active Duty Row Security	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSCMD	CG Self Service Command	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGSSMBR	CG Self Service Member	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGTRNTQC	TQC Scheduler	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)
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<p>6</p>	<p>If everything is accurate, click View All in the Add Functions section.</p>  <p>Add Functions</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>	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)																																							
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Recertifying DA User Roles and Functions, Continued

Procedures,
continued

Step	Action														
7	<p>Scroll through the list of Functions and select CG Roles Recertification.</p>  <p>The screenshot shows a table with the following data:</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 Reserve Order Funding Approver</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>CG Roles Recertification</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG SPO Auditor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG SPO Auditor (CG Academy)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG SPO Auditor (PSC (RPM-3))</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG SPO Technician</td> </tr> </tbody> </table>	Add Function	Function Name	<input type="checkbox"/>	CG Reserve Order Funding Approver	<input checked="" type="checkbox"/>	CG Roles Recertification	<input type="checkbox"/>	CG SPO Auditor	<input type="checkbox"/>	CG SPO Auditor (CG Academy)	<input type="checkbox"/>	CG SPO Auditor (PSC (RPM-3))	<input type="checkbox"/>	CG SPO Technician
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8	<p>Scroll to the bottom of the page and enter the Justification for the User Access Request (required). Enter the Approver ID (approver's Employee ID number) or use the Lookup to locate the approver's Employee ID number.</p> <p>Review the statement and check the Acknowledgement box. Click Submit for Approval.</p>  <p>The screenshot shows the following form fields and content:</p> <ul style="list-style-type: none"> Approver Selection *Justification: Recertifying my user roles. *Approver ID: 9876543 (Ahsoka Tano) Position: 00012800 - SPO DIV SUPERVISOR Rank: YNCM <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 it contains the full Scope of Authorization and Acknowledgement.) Submit for Approval 														

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Recertifying DA User Roles and Functions, Continued

Procedures,
continued

Step	Action
9	<p>Once submitted, the request will be placed in a Pending status and email notification will be sent to the Approver.</p> <p>NOTE: Once the Approver approves the request, it will be sent to PPC for final approval.</p> <div data-bbox="328 611 1370 880" style="border: 1px solid blue; padding: 5px;"> <p>User Access Request</p> <p>Request Status: Pending</p> <p>1</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p style="background-color: #e0e0e0; padding: 2px;">Pending</p> <p>Ahsoka Tano Initial Approve Action Request</p> </div> <div style="font-size: 24px; margin: 0 10px;">→</div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p style="background-color: #e0e0e0; padding: 2px;">Not Routed</p> <p>Multiple Approvers User Access Request Final Appr</p> </div> </div> </div> <div data-bbox="328 920 1217 1361" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: center;"> <div> <p>DoNotReply@direct-access.uscg.mil</p> <p>User Access Request - Waiting Approval</p> </div> </div> <p>To Tano, Ahsoka CIV JEDI (USA)</p> <hr/> <p>User access request has been waiting for your approval.</p> <p>Requested For : Sabine Wren Request ID : 0066259</p> </div>
