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. <mark>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.</mark> • 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	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click on the **User Access Request** tile.
3	The User Access Request page will display. Click **Initiate Request**.
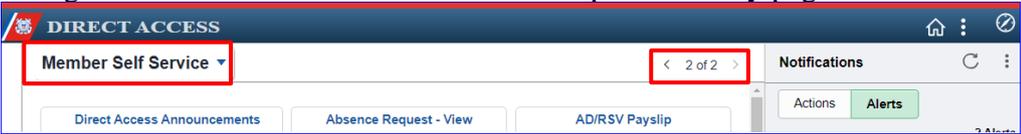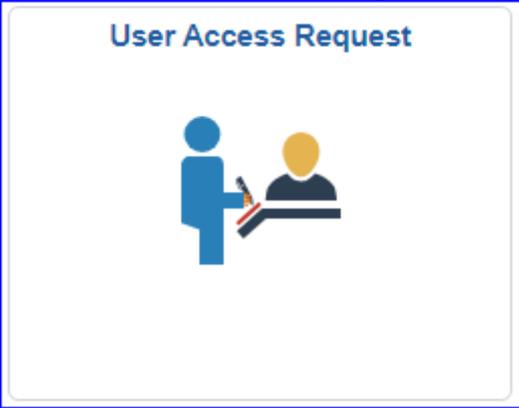
Recertifying DA User Roles and Functions, Continued

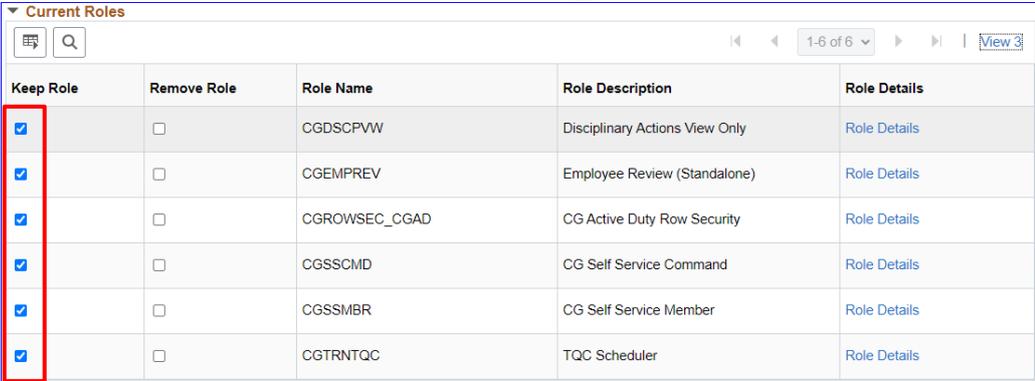**Procedures**, continued

Step	Action
4	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. **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. ![User Access Request screenshot showing Current Roles table with columns Keep Role, Remove Role, Role Name, Role Description, Role Details. Rows: CGDSCPVW Disciplinary Actions View Only; CGEMPREV Employee Review (Standalone); CGROWSEC_CGAD CG Active Duty Row Security. Also Current Functions section with Function Name and Function Description columns.]

Recertifying DA User Roles and Functions, Continued
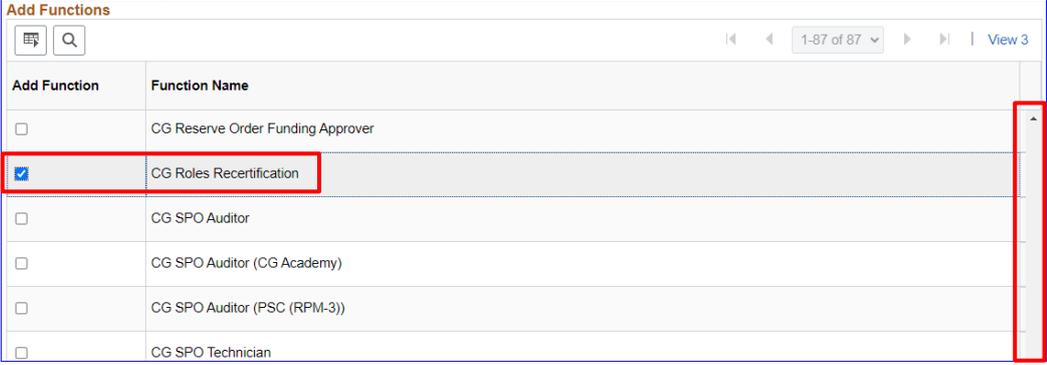
Procedures,
continued

Step	Action
5	**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. **NOTE:** Do **NOT** remove the CGROWSEC_CGAD role.
6	If everything is accurate, click **View All** in the **Add Functions** section.

Recertifying DA User Roles and Functions, Continued

Procedures, continued

Step	Action
7	**Scroll** through the list of Functions and select **CG Roles Recertification**.
8	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. Review the statement and check the **Acknowledgement** box. Click **Submit for Approval**.

Recertifying DA User Roles and Functions, Continued

Procedures,
continued

Step	Action
9	Once submitted, the request will be placed in a **Pending** status and email notification will be sent to the Approver. **NOTE:** Once the Approver approves the request, it will be sent to PPC for final approval.