

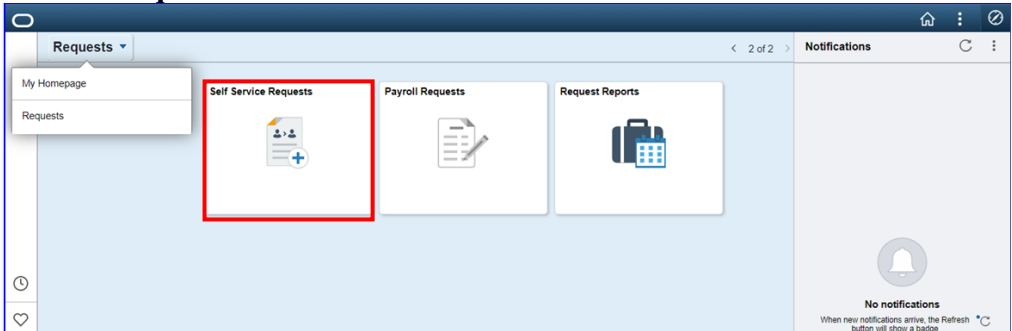
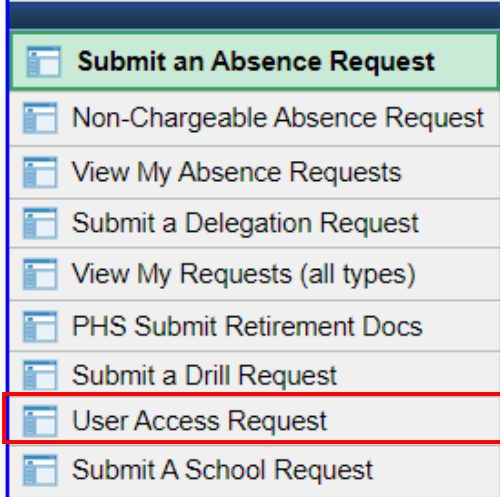
Recertifying DA User Roles and Functions

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.**

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>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
1.5	<p>Select the User Access Request option.</p> 

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Recertifying DA User Roles and Functions, Continued

Procedures,
continued

Step	Action																												
2	<p>The User Access Request page will display. Click Initiate Request.</p> <div data-bbox="327 443 1369 853" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>This page is used to request user access to the Direct Access system. This page can be used to add additional roles or delete existing roles. The request must be approved by appropriate authority.</p> <p>User ID: 1234567 Hoban Washburne</p> <p style="text-align: center;">Initiate Request</p> <p>Many of these roles either require special routing or additional documents in order for the role to be granted. Review the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), Chapter 2, for additional guidance.</p> </div>																												
3	<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 add Roles and Functions.</p> <div data-bbox="327 1149 1369 1704" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Hoban Washburne</p> <p>Request ID: Request Status:</p> <p>Current Roles Personalize Find View All [Print] [Refresh] First 1-3 of 8 Last</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>CGADMINSUP</td> <td>CG Admin Supervisor</td> <td>Role Details</td> </tr> <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>CGFIELDADM</td> <td>Unit ADMIN access to limited HR</td> <td>Role Details</td> </tr> </tbody> </table> <p>Current Functions Personalize Find View All [Print] [Refresh] First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Keep Function</th> <th>Remove Function</th> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)</td> <td>CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)</td> </tr> </tbody> </table> <p>Add Functions Personalize Find View All [Print] [Refresh] First 1-3 of 48 Last</p> <p>Add Function: Function Name:</p> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGADMINSUP	CG Admin Supervisor	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGDSCPWW	Disciplinary Actions View Only	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGFIELDADM	Unit ADMIN access to limited HR	Role Details	Keep Function	Remove Function	Function Name	Function Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)	CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only)
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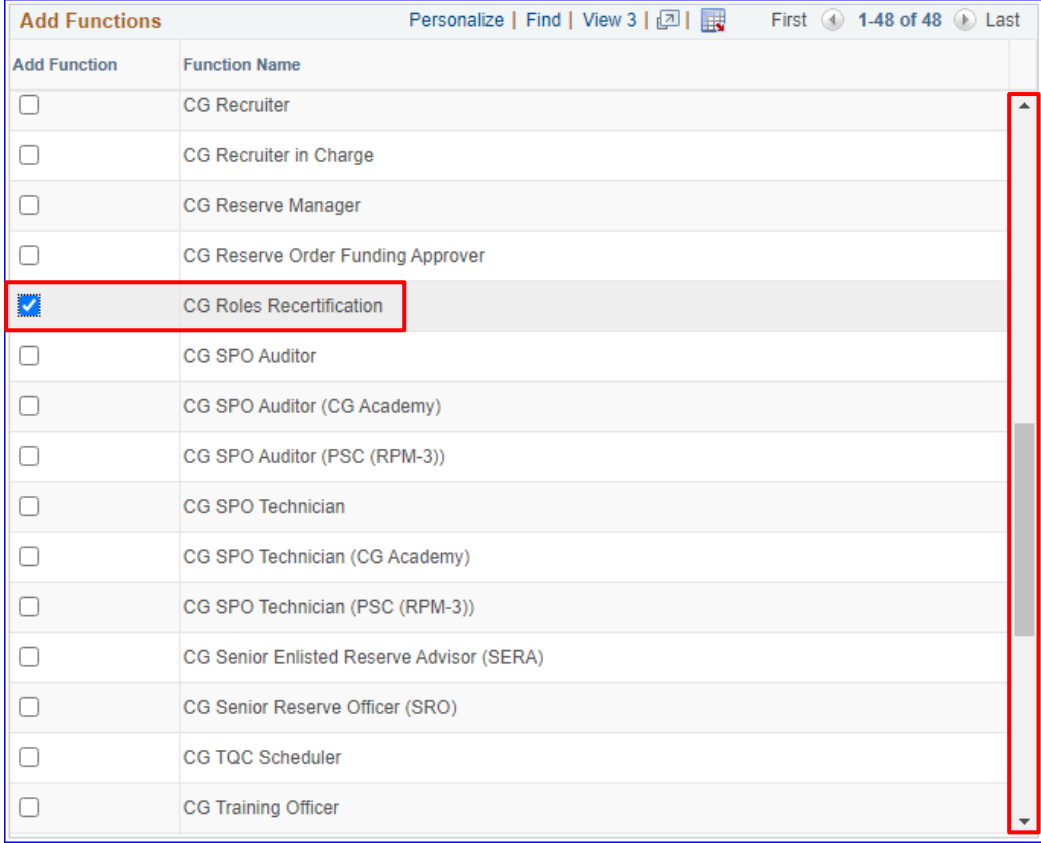

Procedures,
continued

Step	Action																																																					
4	<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> <div data-bbox="328 730 1366 1547" style="border: 1px solid black; padding: 5px;"> <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Hoban Washburne</p> <p>Request ID: Request Status:</p> <hr/> <p>Current Roles Personalize Find View 3 [Print] [Refresh] First 1-8 of 8 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>CGADMINSUP</td> <td>CG Admin Supervisor</td> <td>Role Details</td> </tr> <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>CGFIELDADM</td> <td>Unit ADMIN access to limited HR</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGHRS</td> <td>Coast Guard HRS/PERSRU</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGHRSWW</td> <td>HRS/PERSRU Display Only</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> </tbody> </table> <hr/> <p>Current Functions Personalize Find View All [Print] [Refresh] First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Keep Function</th> <th>Remove Function</th> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CG Admin (PSI Enhanced) (YN2-PERS w"/By Dir" Only)</td> <td>CG Admin (PSI Enhanced) (YN2-PERS w"/By Dir" Only)</td> </tr> </tbody> </table> </div>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGADMINSUP	CG Admin Supervisor	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGDSCPWW	Disciplinary Actions View Only	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGFIELDADM	Unit ADMIN access to limited HR	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRS	Coast Guard HRS/PERSRU	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRSWW	HRS/PERSRU Display Only	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	Keep Function	Remove Function	Function Name	Function Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CG Admin (PSI Enhanced) (YN2-PERS w"/By Dir" Only)	CG Admin (PSI Enhanced) (YN2-PERS w"/By Dir" Only)
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Recertifying DA User Roles and Functions, Continued




Procedures,
continued

Step	Action																																
6	<p>Scroll through the list of Functions and select CG Roles Recertification.</p>  <p>The screenshot shows a web interface titled "Add Functions" with a table of roles. The "CG Roles Recertification" row is selected. A vertical scrollbar on the right side of the table is highlighted with a red box, indicating the action of scrolling through the list.</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 Recruiter</td></tr> <tr><td><input type="checkbox"/></td><td>CG Recruiter in Charge</td></tr> <tr><td><input type="checkbox"/></td><td>CG Reserve Manager</td></tr> <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> <tr><td><input type="checkbox"/></td><td>CG SPO Technician (CG Academy)</td></tr> <tr><td><input type="checkbox"/></td><td>CG SPO Technician (PSC (RPM-3))</td></tr> <tr><td><input type="checkbox"/></td><td>CG Senior Enlisted Reserve Advisor (SERA)</td></tr> <tr><td><input type="checkbox"/></td><td>CG Senior Reserve Officer (SRO)</td></tr> <tr><td><input type="checkbox"/></td><td>CG TQC Scheduler</td></tr> <tr><td><input type="checkbox"/></td><td>CG Training Officer</td></tr> </tbody> </table>	Add Function	Function Name	<input type="checkbox"/>	CG Recruiter	<input type="checkbox"/>	CG Recruiter in Charge	<input type="checkbox"/>	CG Reserve Manager	<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	<input type="checkbox"/>	CG SPO Technician (CG Academy)	<input type="checkbox"/>	CG SPO Technician (PSC (RPM-3))	<input type="checkbox"/>	CG Senior Enlisted Reserve Advisor (SERA)	<input type="checkbox"/>	CG Senior Reserve Officer (SRO)	<input type="checkbox"/>	CG TQC Scheduler	<input type="checkbox"/>	CG Training Officer
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7	<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 "Approver Selection" form. The "Justification" field contains the text "Enter justification for the DA User Roles request (e.g. - Recertifying my roles)". The "Approver ID" field contains "9876543" and the name "Inara Serra". The "Acknowledgement" checkbox is checked. The "Submit for Approval" button is at the bottom.</p> <p>Approver Selection</p> <p>*Justification: Enter justification for the DA User Roles request (e.g. - Recertifying my roles).</p> <p>*Approver ID: 9876543 Inara Serra Position: 00003199 - MGMT & PRGM ANALYST</p> <p><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.)</p> <p>Submit for Approval</p>																																

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Recertifying DA User Roles and Functions, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>Once submitted, the request will be placed in a Pending status and email notification will be sent to the Approver. It is important to follow up with the Approver. If the User Access Request is not approved within 30 days, DA will automatically terminate the request and email the submitter to submit a new request.</p> <p>NOTE: Once the Approver approves the request, it will be sent to PPC for final approval.</p> <div data-bbox="328 719 1369 1010" 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>Pending</p> <p>Inara Serra Initial Approve Action Request</p>  </div> <div style="font-size: 24px;">→</div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Not Routed</p> <p>Multiple Approvers User Access Request Final Appr</p>  </div> </div> </div> <div data-bbox="328 1048 1230 1507" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: center;">  <div> <p>Wed 8/3/2022 7:22 AM</p> <p>DoNotReply@direct-access.uscg.mil</p> <p>User Access Request - Waiting Approval</p> </div> </div> <p>To: Serra, Inara CIV SERENITY (USA)</p> <hr/> <p>User access request has been waiting for your approval.</p> <p>Requested For : Hoban Washburne Request ID : 0066259</p> </div>