SFS Request Security Online Process

Overview:

The online security request form allows requests for changes to employee security access for SFS. It handles:

- All employees
- Most roles, selected one by one
- Both Adds and Removes
- Production and Test environments

There are 4 main form actions (Note that the || symbol on the left center links to the options):

1. Add Security Request Form
2. Update Security Request Form – Used by requestor to make changes before the form is finalized
3. Evaluate Security Request Form – Used by approvers to approve, deny, or recycle forms
4. View Security Request Form – Find the status of a form, view routing, and signature logs. Use the next button at the bottom of a select form to view the routing and log details.

Any requestor can fill out a form for either themselves or someone else.

Approval Workflow (depends on role(s) selected)
Requestor > User > Supervisor > BU Admin > UW System Controller > SFS Manager > SFS DoIT Director
All roles require approval of User, Supervisor, and Business Unit Administrator via workflow in sequential order. Some roles require additional approval by the UW System Controller, UW System SFS Financial Director, and SFS DoIT Technical Director.

The User must agree to the terms and confidentiality. Other approvers must certify the business need for the access.

A requestor can save, submit, resubmit, or withdraw a request.

An approver can authorize, deny, or recycle (send back to requestor) a request.

Add Security Request

Questions on roles and use of the form should be directed to the Business Unit Administrator at the Institution.

The form will automatically capture the date and requestor information.

Employee Search:
Locate the employee. The more information you can provide in the search screen, the faster the screen will respond. It is best to enter at least the BU and Last Name. Validate that you are selecting the correct person by business unit, name, and department.

Department:
The supervisor is the manager of the department. The department ID will default but can be modified.

Supervisor:

Some institutions maintain supervisor in the HRS system. Others do not. The system will default to the supervisor on file. If it is not correct, select the correct supervisor.
Hit the magnifying glass. It will be slow. Expand the search criteria by hitting >. Enter name, and optionally select "show operators" in upper right-hand corner. Select the correct supervisor by verifying name, business title, and email address.

<u>Environment:</u>
The default is production. Include Test if needed or select both.

<u>Business Need:</u>
Not required. This can be entered by requestor. It is stored with the form and is read-only for others. It is not used for provisioning (granting or removing access).

<u>Primary Permission List:</u>
Primary permission list defaults to the employee's current permission list which is most often their business unit. Change only if there is a business reason.

<u>Role Selection:</u>
There is a link to the current role catalog and current user roles. The Look-up user roles defaults to current employee id, and can be used to look up another employee by selecting return to search at bottom of page and selecting a different employee.
Select each of the roles one by one. For each role specify the add or remove action. Add additional roles by hitting the +. If you know the role name, you may enter it. Otherwise hit the magnifying glass for the role search page. Expand the search criteria by hitting the >. Enter a category (e.g. general user) and optionally a subcategory (e.g. module like AP). Select the desired role from the role results.

Use caution when selecting a high privilege role. Typically, that indicates additional approvals will be required.

The long role description will show in the role grid.

<u>Comments:</u>
The comments box exists on the form for use by anyone. It will <u>not</u> be used for provisioning. Approvers should enter a comment before Recycling a form to indicate to the requestor what needs to be fixed for the form to be approved.

<u>SUBMIT:</u>
Submit the form after accurately completing the required fields.
An alternative is to Save the form for submission later.

Saved/Submitted forms can be updated, resubmitted, or withdrawn.

Evaluate Security Role Request

A form must be approved for each of the required approval levels based on the selected roles.

Approvers will receive an email for form approval. The email contains a direct link to Evaluate Security Request. The email will indicate all role subcategories (modules).

In lieu of clicking on the email link, an approver can go to the Evaluate Security Role Request link on the landing page. Select a form for evaluate using any criteria. There are likely only a few forms pending in the approver's queue so hitting search without criteria is quick.

Select the form from the results list.

Review the requested roles in the detail grid. Pay special attention to the category, subcategory, warning about roles selected, and separation of duties. Approver MUST ensure that roles selected are appropriate for the requestor.

Take action to acknowledge the business need.

Hit APPROVE.

If approval is not appropriate, select DENY ending the form request or enter a COMMENT and select RECYCLE to send it back to the requestor to be updated. The comment can only be entered before hitting recycle.

Update Security Role Request

A form can be updated by the REQUESTOR at any point between initiation and final approval.

Select a form for update using any criteria. There are likely only a few forms pending in the requestor's queue so hitting search without criteria is quick.

Select the form from the results list.

Make changes, take action to acknowledge the terms, and resubmit. If desired, withdraw the request which will close the form request without provisioning.

View Security Role Request

The contents, status, routing, and form history can be viewed at any time.

Enter search criteria to find the desired form. There will be thousands of forms in the system, so it is important to enter criteria that limit the results. The more criteria entered, the quicker the response. Remember to hit SEARCH.

To find an active form in process, select form status = pending.

Form Status:

- Authorized - approved
- Denied – ended, not executed
- Executed - complete
- In Error – limited use
- On Hold – not used
- Pending – in process
- Recycled – sent back for change
- Resubmitted – changed and resent for approval

- Saved – saved, not submitted
- Signed – not used
- Withdrawn – retracted, not executed

Locate the desired form and click on the form for details. Hit NEXT at bottom of page to see routing and history logs.

Query

There are limited queries available for monitoring and audit. They can be found in a folder called SFS Security.