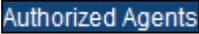


## BPO: User ID - Role Request Review Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Authorized Agents</b> link. 
3.	Click the <b>BPO Approval</b> link. 
4.	Grid will populate with all records in a "P - Pending" status for the Business Process Owner. It is possible for a BPO to be responsible for multiple Security Types.
5.	Click on the radio button for the Row in the grid which contains the User ID to review. 
6.	Click the <b>Select</b> button. 
7.	<b>Decision:</b> After review, I want to: <ul style="list-style-type: none"> <li>• Approve Requested Role Go to step 8 on page 1</li> <li>• Revise Requested Role Go to step 17 on page 2</li> <li>• Deny Requested Role Go to step 26 on page 2</li> </ul>
8.	<b>Approve Requested Role</b>
9.	Approve <b>REQUESTED ROLE</b> by manually updating <b>STATUS CODE</b> to "A - Approved" status.
10.	Double-click in the <b>STATUS CODE</b> field. 
11.	Change the <b>STATUS CODE</b> from P = Pending to A = Approved.
12.	<b>COMMENT</b> is optional for approved roles. BPO can overwrite text with new information as desired.
13.	Click the <b>OK</b> button. 
14.	<b>Decision:</b> BPO Review Process <ul style="list-style-type: none"> <li>• Requested Role Review Complete Go to step 15 on page 2</li> <li>• Continue Requested Role Review Go to step 7 on page 1</li> </ul>

Step	Action
15.	Click the <b>Close</b> button. 
16.	<b>End of Procedure.</b> Remaining steps apply to other paths.
17.	<b>Revise Requested Role</b>
18.	Revise <b>REQUESTED ROLE</b> if the end user should have a different role due to training requirements or incorrect role selection.  <i>NOTE</i> - <b>STATUS CODE</b> is in a "P - Pending" status.
19.	Click in the <b>REQUESTED ROLE</b> field. 
20.	Enter the appropriate role within the same Security Type into the <b>REQUESTED ROLE</b> field.
21.	Press <b>[Tab]</b> .
22.	<b>STATUS CODE</b> automatically updates to an "A - Approved" status.
23.	Press <b>[Tab]</b> .
24.	<b>COMMENTS</b> field is required when a BPO revises a <b>REQUESTED ROLE</b> . The Authorized Agent (AA) will receive an e-mail notification of the "revised" Requested Role and the " <b>Comment</b> " field.  Enter the desired information into the <b>COMMENT</b> field.
25.	Click the <b>OK</b> button.  Go to step 14 on page 1
26.	<b>Deny Requested Role</b>
27.	Click in the <b>STATUS CODE</b> field. 
28.	Deny <b>REQUESTED ROLE</b> by manually updating <b>STATUS CODE</b> to "D - Denied" status.
29.	Change the <b>STATUS CODE</b> from P = Pending to D = Denied.
30.	Press <b>[Tab]</b> .
31.	<b>COMMENT</b> field is required when a BPO denies a <b>REQUESTED ROLE</b> . The Authorized Agent (AA) will receive an e-mail notification of the "denied" Requested Role and the "Comments" field.  Enter the desired information into the <b>COMMENT</b> field.
32.	Click the <b>OK</b> button.  Go to step 14 on page 1