BPO: User ID - Role Request Review
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SYSTEM POLICIES
The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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BPO: User ID - Role Request Review

BPO: User ID - Role Request Review Overview

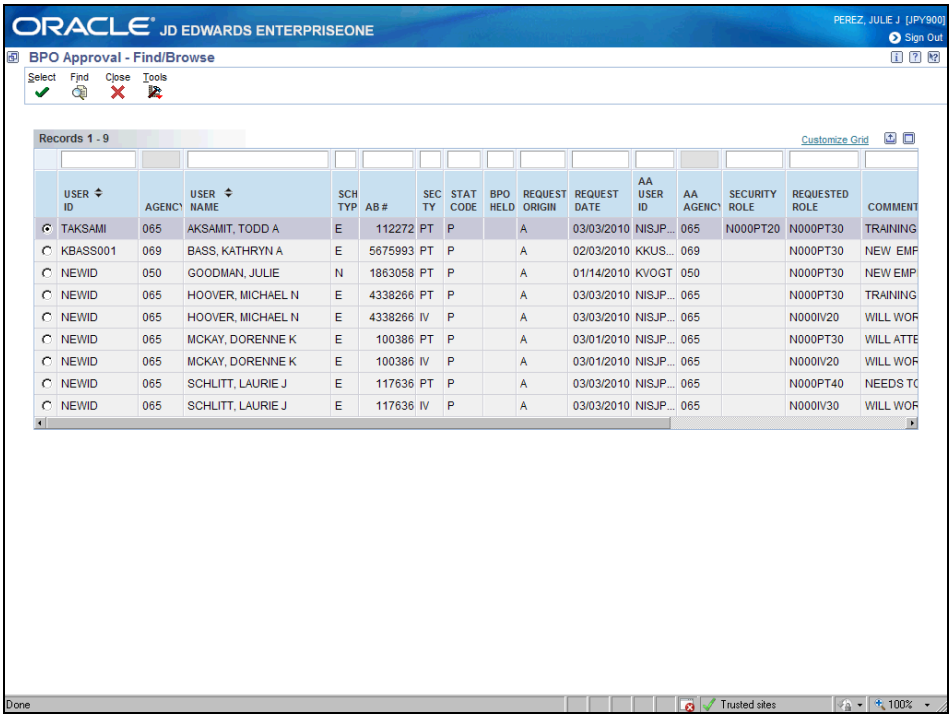
Business Process Owners (AA30) use this program to manage requests from Authorized Agents to assign Roles that fall within the BPO's area of responsibility. The BPO determines which Roles they must review and approve. In some cases, the Role is inquiry only and does not need review. The Role request is automatically approved and available to System Security for processing. In other cases, the Roles require review. In such cases, the BPO can approve, revise, or deny the request to assign a Role to a User ID.

BPOs will ONLY have access review to the User IDs based on the Roles for which they are BPOs. This access is driven by the Authorized Agent Master which is maintained by System Security.

BPO: User ID - Role Request Review Lesson

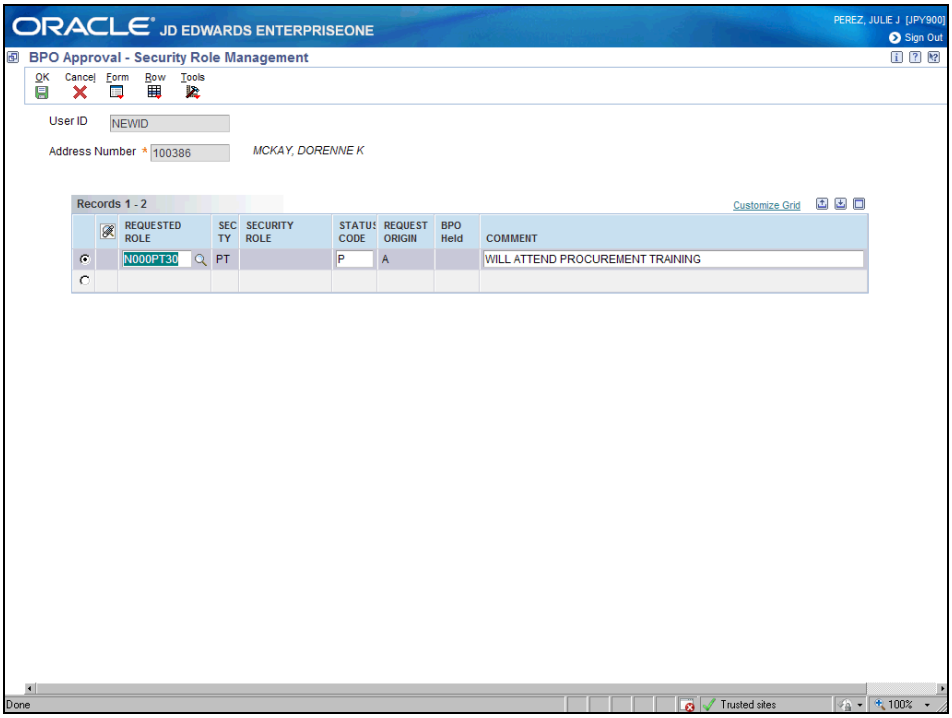
Procedure

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Authorized Agents** link. Authorized Agents
3.	Click the **BPO Approval** link. BPO Approval

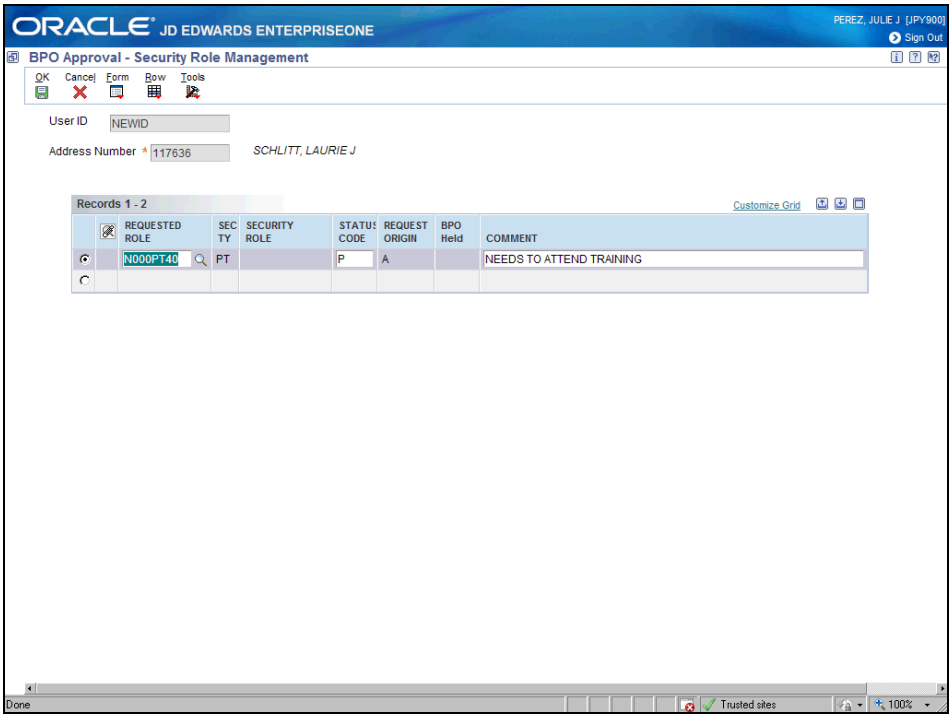


USER ID	AGENCY	USER NAME	SCH TYP	AB #	SEC TY	STAT CODE	BPO HELD	REQUEST ORIGIN	REQUEST DATE	AA USER ID	AA AGENCY	SECURITY ROLE	REQUESTED ROLE	COMMENT
TAKSAMI	065	AKSAMIT, TODD A	E	112272	PT	P		A	03/03/2010	NISJP...	065	N000PT20	N000PT30	TRAINING
KBASS001	069	BASS, KATHRYN A	E	5675993	PT	P		A	02/03/2010	KKUS...	069		N000PT30	NEW EMP
NEWID	050	GOODMAN, JULIE	N	1863058	PT	P		A	01/14/2010	KVOGT	050		N000PT30	NEW EMP
NEWID	065	HOOVER, MICHAEL N	E	4338266	PT	P		A	03/03/2010	NISJP...	065		N000PT30	TRAINING
NEWID	065	HOOVER, MICHAEL N	E	4338266	IV	P		A	03/03/2010	NISJP...	065		N000IV20	WILL WOR
NEWID	065	MCKAY, DORENNE K	E	100386	PT	P		A	03/01/2010	NISJP...	065		N000PT30	WILL ATTE
NEWID	065	MCKAY, DORENNE K	E	100386	IV	P		A	03/01/2010	NISJP...	065		N000IV20	WILL WOR
NEWID	065	SCHLITT, LAURIE J	E	117636	PT	P		A	03/03/2010	NISJP...	065		N000PT40	NEEDS TO
NEWID	065	SCHLITT, LAURIE J	E	117636	IV	P		A	03/03/2010	NISJP...	065		N000IV30	WILL WOR

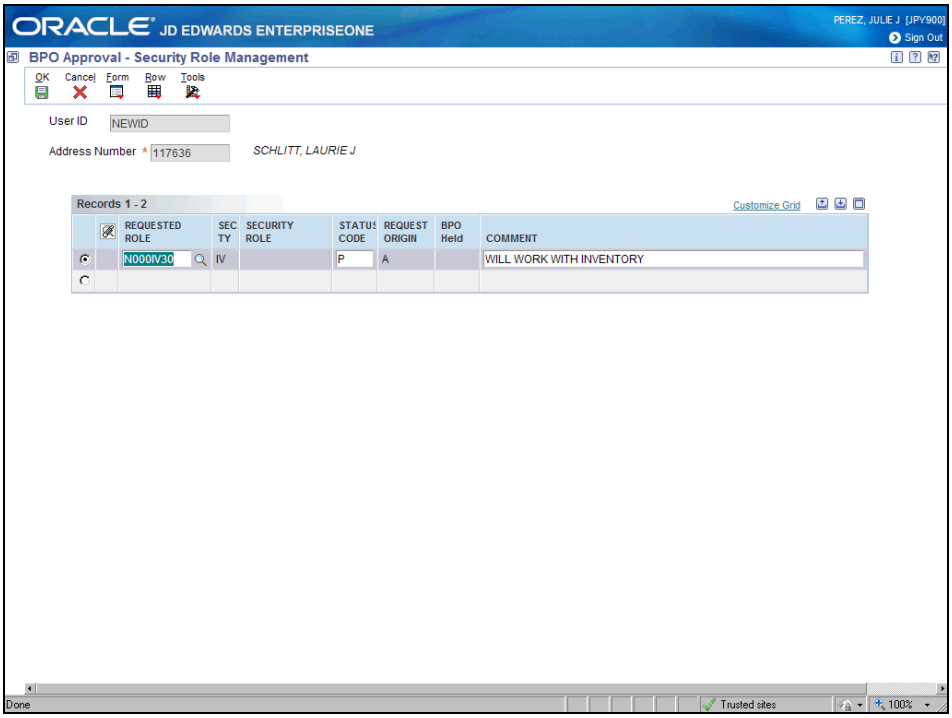
Step	Action
4.	Grid will populate with all records in a "P - Pending" status for the Business Process Owner. It is possible for a BPO to be responsible for multiple Security Types.
5.	Click on the radio button for the Row in the grid which contains the User ID to review.
6.	Click the **Select** button.
7.	**Decision:** After review, I want to: • Approve Requested Role Go to step 8 on page 3 • Revise Requested Role Go to step 17 on page 4 • Deny Requested Role Go to step 26 on page 5



Step	Action
8.	**Approve Requested Role**
9.	Approve **REQUESTED ROLE** by manually updating **STATUS CODE** to "A - Approved" status.
10.	Double-click in the **STATUS CODE** field. P
11.	Change the **STATUS CODE** from P = Pending to A = Approved.
12.	**COMMENT** is optional for approved roles. BPO can overwrite text with new information as desired.
13.	Click the **OK** button.
14.	**Decision:** BPO Review Process • Requested Role Review Complete Go to step 15 on page 3 • Continue Requested Role Review Go to step 7 on page 2
15.	Click the **Close** button.
16.	**End of Procedure.** Remaining steps apply to other paths.



Step	Action
17.	**Revise Requested Role**
18.	Revise **REQUESTED ROLE** if the end user should have a different role due to training requirements or incorrect role selection. ***NOTE*** - **STATUS CODE** is in a "P - Pending" status.
19.	Click in the **REQUESTED ROLE** field. N000PT40
20.	Enter the appropriate role within the same Security Type into the **REQUESTED ROLE** field.
21.	Press **[Tab]**.
22.	**STATUS CODE** automatically updates to an "A - Approved" status.
23.	Press **[Tab]**.
24.	**COMMENTS** field is required when a BPO revises a REQUESTED ROLE. The Authorized Agent (AA) will receive an e-mail notification of the "revised" Requested Role and the **"Comment"** field. Enter the desired information into the **COMMENT** field.
25.	Click the **OK** button. Go to step 14 on page 3



Step	Action
26.	**Deny Requested Role**
27.	Click in the **STATUS CODE** field. P
28.	Deny REQUESTED ROLE by manually updating STATUS CODE to "D - Denied" status.
29.	Change the **STATUS CODE** from P = Pending to D = Denied.
30.	Press **[Tab].**
31.	**COMMENT** field is required when a BPO denies a REQUESTED ROLE. 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 COMMENT field.
32.	Click the **OK** button. Go to step 14 on page 3