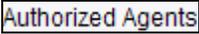
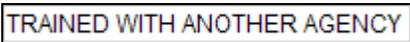


BPO: User ID - Role Request Review Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Authorized Agents link. 
3.	Click the BPO Approval 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 Select button. 
7.	As part of the approval process, review the Current Business Unit and/or Requested Business Role. The end user will have agency or statewide access based on the BU Role assigned.
8.	Decision: After review, I want to: <ul style="list-style-type: none"> • Approve Requested Role Go to step 9 on page 1 • Revise Requested Role Go to step 18 on page 2 • Deny Requested Role Go to step 27 on page 2
9.	Approve Requested Role
10.	Approve REQUESTED ROLE by manually updating STATUS CODE to "A - Approved" status.
11.	Double-click in the STATUS CODE field. 
12.	Change the STATUS CODE from P = Pending to A = Approved.
13.	COMMENT is optional for approved roles. BPO can overwrite text with new information as desired. 
14.	Click the OK button. 

Step	Action
15.	<p>Decision: BPO Review Process</p> <ul style="list-style-type: none"> Requested Role Review Complete Go to step 16 on page 2 Continue Requested Role Review Go to step 8 on page 1
16.	<p>Click the Close button.</p> 
17.	<p>End of Procedure. Remaining steps apply to other paths.</p>
18.	<p>Revise Requested Role</p>
19.	<p>Revise REQUESTED ROLE if the end user should have a different role due to training requirements or incorrect role selection.</p> <p>NOTE - STATUS CODE is in a "P - Pending" status.</p>
20.	<p>Click in the REQUESTED ROLE field.</p> 
21.	<p>Enter the appropriate role within the same Security Type into the REQUESTED ROLE field.</p>
22.	<p>Press [Tab].</p>
23.	<p>STATUS CODE automatically updates to an "A - Approved" status.</p>
24.	<p>Press [Tab].</p>
25.	<p>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.</p> <p>Enter the desired information into the COMMENT field.</p>
26.	<p>Click the OK button.</p>  <p>Go to step 15 on page 2</p>
27.	<p>Deny Requested Role</p>
28.	<p>Click in the STATUS CODE field.</p> 
29.	<p>Deny REQUESTED ROLE by manually updating STATUS CODE to "D - Denied" status.</p>
30.	<p>Change the STATUS CODE from P = Pending to D = Denied.</p>
31.	<p>Press [Tab].</p>

Step	Action
32.	<p>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.</p> <p>Enter the desired information into the COMMENT field.</p>
33.	<p>Click the OK button.</p>  <p>Go to step 15 on page 2</p>