Request Revisions to Existing User ID - Role Assignments Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Authorized Agents** link. Authorized Agents
3.	Click the **Authorized Agent Request** link. Authorized Agent Request
4.	Use the Query by Example (QBE) line to narrow search for an existing User ID.
5.	To populate grid, click the **Find** button. Authorized Agent will only be able to view User IDs associated with Employees in their Agency of responsibility.
6.	Indicate the User ID to revise by clicking the radio button in one of the rows containing the User ID.
7.	Click the **Select** button.
8.	**User ID** and **Address Number** populate with User information. Grid populates with ALL roles associated with the User ID. Authorized Agent can request the following revisions from this screen: o Change an existing Security Role for a Security Type to a different Role; e.g. change an PT20 to a PT30 o Remove an existing Security Role for a Security Type o Request a new Security Role for which an end user does not currently have the Security Type
9.	***Note:*** A User ID can only be assigned one Role within a Security Type. For example, a User ID cannot have both a PT10 role and a PT30 role assigned.
10.	**Decision:** Revise Roles assigned to a User ID - Change Existing Role, Remove Existing Role, Add a new Role to a User ID • Change Existing Role Go to step 11 on page 2 • Remove Existing Role Go to step 23 on page 3 • Add new Role/Security Type Go to step 32 on page 3

Step	Action
11.	**Request to Change an existing Security Role for a Security Type to a Different Role**
12.	**REQUESTED ROLE** o Enter requested changes to the User ID; System allows only one Role per Security Type (SEC TY) o All roles are prefaced with "N000." o Changes to levels within a Security Type must be initiated within the ROW currently assigned to the Security Type Enter the desired information into the REQUESTED ROLE field.
13.	Press [Tab].
14.	**STATUS CODE** Automatically populates based on transaction: o A = Approved – if there is no requirement for approval by a Business Process Owner, then this request will automatically advance to an Approved Status; sends e-mail to NIS Security for NIS Security Change o P = Pending – A BPO must review the request and take action regarding the request (Approve, Deny); sends e-mail to Business Process Owner(s) for review & action
15.	**REQUEST ORIGIN** o Automatically populates with A = Authorized Agent Requested
16.	**COMMENTS** o Free text for sharing information throughout the Authorized Agent/BPO process ***Note:*** Take advantage of the Comments section. This information will be available through an Audit Table.
17.	Submit requested revisions to User ID and User Roles, click the **OK** button.
18.	**Decision:** Select the appropriate option: • Revisions Complete Go to step 19 on page 2 • Continue with Revisions Go to step 10 on page 1
19.	To review requested changes for specific User IDs, search the Work with Role Request grid by using the QBE.

Step	Action
20.	Click the **Find** button.
21.	Click the **Close** button.
22.	**End of Procedure.** Remaining steps apply to other paths.
23.	**Request to Remove an Existing Security Role for a Security Type**
24.	Click the radio button on the Grid Row containing the Security Role to be removed from the User ID. Click the option.
25.	Click the **Row** button.
26.	Click the **Remove Access** menu. Remove Access
27.	Authorized Agent Request - Remove window appears. Click the **OK** button. OK
28.	**REQUESTED ROLE** field on the Grid Row populates with the word "REMOVE". If the request to remove a specified Security Role is incorrect, delete the word "REMOVE" from the populated field.
29.	**STATUS CODE** o Automatically populates: as A = Approved o There is no requirement for approval by a Business Process Owner o Sends e-mail to NIS Security for NIS Security Change
30.	**REQUEST ORIGIN** o Automatically populates with A = Authorized Agent Requested
31.	**COMMENTS** Free text for sharing information throughout the Authorized Agent/BPO process Go to step 17 on page 2
32.	**Request a New Security Role/Security Type**

Step	Action
33.	As end user responsibilities change, they may require additional Security Types. If the end user does not already have a Security Role for a Specific Security Type, add a Requested Role to the grid.
34.	New requests are added to the first available blank Row in the grid.
35.	**REQUESTED ROLE** Enter requested roles; all roles are prefaced with "N000." You may use the lookup button if you need to find a role or you would prefer to autopopulate the Requested Role field instead of entering the role manually.
36.	Click the **REQUESTED ROLE** object.
37.	Enter the desired information into the **REQUESTED ROLE** field.
38.	Press **[Tab]**.
39.	**SEC TY** – Security Type Defaults to the Alpha Digits based on the REQUESTED ROLE
40.	**STATUS CODE** Automatically populates based on transaction: o A = Approved – if there is no requirement for approval by a Business Process Owner, then this request will automatically advance to an Approved Status; sends e-mail to NIS Security for NIS Security Change o P = Pending – A BPO must review the request and take action regarding the request (Approve, Deny); sends e-mail to Business Process Owner(s) for review & action
41.	**REQUEST ORIGIN** o Automatically populates with A = Authorized Agent Requested
42.	**COMMENTS** o Free text for sharing information throughout the Authorized Agent/BPO process ***Note:*** Take advantage of the Comments section. This information will be available through an Audit Table. Go to step 17 on page 2