Adjust Submitted Requests 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.	Narrow search for a User ID by using the Query by Example Line and searching on User ID or Address Book number. Click the **Find** button.
5.	Indicate the User ID to adjust by clicking the radio button in one of the rows containing the User ID with a Status Code of P or A. Click the option.
6.	Click the **Select** button.
7.	**Change Requested Security Role to a REQUESTED ROLE for a Security Type**
8.	Select the **REQUESTED ROLE** to be removed from the request. Press **[Delete]** OR to change the **Requested Role** to a different role, enter the new Requested Role and complete **COMMENT**
9.	Press **[Tab]**.
10.	**Remove the Remove Security Role/Security Type from a User ID**
11.	The word "REMOVE" is in the **REQUESTED ROLE** field to be removed from the User ID. Click the **REQUESTED ROLE** object. REMOVE
12.	Taking the word "REMOVE" out of the **REQUESTED ROLE** field will cancel the request. Press **[Delete]**.
13.	**Delete Newly Requested Security Role/Security Type for a User ID**
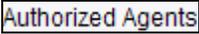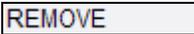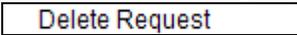
Step	Action
14.	Select the radio button for the Row containing the new Requested Role. *Note:* For Requested Role/New Security Type, there will not be a role in the Security Role field. Click the option.
15.	Click the **Row** button.
16.	Click the **Delete Request** menu. Delete Request
17.	Click the **OK** button. OK
18.	Click the **OK** button.
19.	Click the **Close** button.
20.	**End of Procedure.**