How Do I Submit a Security Request for My Employee?

Follow this procedure if you wish to request security changes/access for an employee for OneUSG Connect.

1. Log into OneUSG Connect.
2. From Manager Self Service, click the My Team tile.
3. Locate the employee you wish to request a security change for and click the green action button (located next to their name).
4. Click Forms.
5. Click Submit Security Request.
6. On the Security Request page, verify the employee you wish to request the security for is listed.
7. Select or enter the Effective Date of this security request.
8. Enter the Reason. Note that this field is limited to 30 characters.
9. In the Specific Role section, click the look up icon for the first field. Search for and select the security role.
   a. To request additional security roles, click the Add a Row (+) icon.
   b. Search for and select another security role.
10. If selecting Query Level access, select one of the following:
    a. Create
    b. Public (can create public queries)
    c. Private (can only create private queries)
    d. Review (can only review queries)
11. Indicate if you are requesting the employee be able to Query Sensitive Data.
12. Indicate if you are requesting the employee have PII Data Access (Personal Identifying Information).
13. Indicate if you are requesting the employee be granted Correction Mode.

14. Answer Yes if you are requesting the employee to be a Security Administrator.

15. Answer Yes if you are requesting the employee to be a Workflow Administrator.

16. Indicate the HR Business Unit for this employee.

17. Using the From Department/To Department dropdowns, you can request a specific department range the employee will have access to.

18. Click Next in the upper right corner.

19. In the Comments field, enter comments to support the security request.

20. To add supporting documentation, click the Add Attachment button.
   a. Click My Device.
   b. Locate and select the attachment(s).
   c. Click Upload.
   d. Click Done.

21. Click the Submit button.

22. On the confirmation page, you will see your pending request as well as the next approver in the chain.