How Do I Submit a Security Request for My Employee?

Navigation

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.