Security Administration WorkCenter

A Security Administration WorkCenter has been created for use by local Security Administrators. This WorkCenter combines the pages and tools used by the Security Admins in their daily responsibilities to increase efficiency and knowledge of available resources.

PeopleSoft WorkCenters are designed to allow users to access their most commonly used reports, queries, pages and processes in a single location.

To access the new Security Administration WorkCenter:

- **Navigation**: PeopleTools > Security > Security WorkCenter Dashboard
- **WorkCenter Security**: No additional security role is required. All Security Administrators should have access to this WorkCenter
The Main tab contains:

**Approval Related Security Updates**
- Approver Assignment
- ChartField Values
- Department Approver

**External Links**
- Audit Information
- Security Training
- Security User Guide

**User Preference and User Specific Setup**
- Buyer Setup
- Commitment Control Security
- Define User Preferences
- Requesler Setup

**User Profile Administration**
- Copy User Profiles
- Delete User Profiles
- Distributed User Profiles
- iStrategy Department Security
The Queries tab contains:

- Query Manager
- My Queries
  - Segregation of duties query
  - GLC8572 - Commit Ctrl Security
  - HCM Terminated Users
  - User's Roles
  - Users assigned to Role

The Reports tab contains:

- My Reports
  - Security Report
  - User Preferences Report
Other WorkCenters available within GeorgiaFIRST include:

- Accounts Payable WorkCenter
- General Ledger WorkCenter
- Purchasing - Buyer WorkCenter
- Asset Management WorkCenter

For more information on these WorkCenters, refer to the 9.2 WorkCenters Job Aid on the GeorgiaFIRST Financials website [www.usg.edu/gafirst-fin/](http://www.usg.edu/gafirst-fin/) in the General Job Aids and Reference Documents.