

# ELEVATED ACCESS REQUEST JOB AID

This Job Aid assists Members and Supervisors in executing an elevated access request through the Access Request tile. Elevated access requests set security parameters that define what a user can do with categories and subcategories within those unique roles.

Supervisors now have the ability to be an integral part of the access request process. This capability allows Supervisors to verify roles and access prior to a Validator's approval. Essentially allowing Supervisors transparency and oversight of their units' personnel access and roles.

Members will now be required to insert their Supervisor into the workflow. This allows for Supervisors to verify Enterprise Learning Management (ELM) and Segregation of Duties (SOD) prior to the request being processed by the Validator.

**NOTE:** See *IPPS-A User Manual* for more information.



## Adding Supervisor to an Access Request

1. Select the **Access Request** tile
2. Screen displays **Access Request Dashboard**; Select **New Access Request**
3. Select '+' to insert new row
4. Select **magnifying glass** to search for Category and Subcategory



**IPPS-A Access Request Dashboard** 2

**Instructions**  
Enter your search criteria in the Search Parameters fields. Then click the Retrieve button to view Access Requests. After searching by user, you may start a new Access Request by clicking the New Access Request link. Use the magnifying glass to expand search parameters if User ID/Oprid is unknown.

**Search Parameters**

User ID/Oprid: 0000000000.00 JANE JONES  
 UIC: [Search]  
 UIC Search Option:  One UIC  UIC and Hierarchy  
 Request Status: [Dropdown]  
 From Date: 07/03/2023  
 Thru Date: 07/17/2023  
 Submitted By: [Text]  
 Approver's ID: [Text]  
 Retrieve Clear  
 New Access Request

**New Requested Security Settings**

*Category	*Subcategory		
COMMANDER	COMMANDER	[Search]	[+/-]
FUNCTIONAL SYS-ADMI	PROVIDER GROUP ADMIN	[Search]	[+/-]
HR PROFESSIONAL	HR PROFESSIONAL	[Search]	[+/-]
HR PROFESSIONAL	HR SUPERVISOR	[Search]	[+/-]
HR PROFESSIONAL	PROMO DECENTRALIZED	[Search]	[+/-]
HR PROFESSIONAL	VALIDATOR	[Search]	[+/-]
HR PROFESSIONAL	VALIDATOR ADMIN	[Search]	[+/-]
MEMBER	PERSON OF INTEREST	[Search]	[+/-]

Show New Roles

**Look Up Category** 4

User Category begins with [Text]  
 Look Up Clear Cancel Basic Lookup

**Search Results**  
 View 100 First 1-7 of 7 Last  
 User Category  
 COMMANDER  
 DATA SECURITY  
 FUNCTIONAL SYS-ADMIN  
 HR PROFESSIONAL  
 MAINTENANCE SYS-ADM  
 MEMBER  
 PAYROLL PROFESSIONAL

**Look Up Subcategory** 4

User Category HR PROFESSIONAL  
 User Bundle begins with [Text]  
 Look Up Clear Cancel Basic Lookup

**Search Results**  
 View 100 First 1-16 of 16 Last  
 User Bundle  
 ARNG PROMO CREATE  
 ASSIGNMENT ACTIONS  
 CAREER SERVICES  
 CASUALTY MANAGEMENT  
 HR DATA USER  
 HR PRO LITE  
 HR PROFESSIONAL  
 HR SUPERVISOR  
 HR SYSTEM ADMIN  
 OFFBOARDING  
 ONBOARDING  
 PROMO DECENTRALIZED  
 RESTRICTIONS  
 SPECIAL POPULATION  
 VALIDATOR  
 VALIDATOR ADMIN

## Adding Supervisor to an Access Request CONTINUED

- Member selects or deselects optional roles using check boxes
- Select **magnifying glass** to search for Supervisor
- Search** using EMPLID or Last Name and First Name then select **Look Up**; Select Supervisor from list
- Member may enter **Notes/Comments** before selecting **Submit**

Disable New Roles

<input checked="" type="checkbox"/>	IP_COMPT_REPORT_MANAGER	Report Manager	
<input checked="" type="checkbox"/>	IP_CRMHR_AGENT	HR Agent	
<input checked="" type="checkbox"/>	IP_CRMHR_PROVIDER_GROUP_ADMIN	Provider Group Admin	
<input checked="" type="checkbox"/>	IP_CRMRC_BASE_ACCESS	IPPS-A CRM base Access	
<input checked="" type="checkbox"/>	IP_CRMRC_PROVIDER_GROUP_ADMIN	Provider Group Admin	
<input checked="" type="checkbox"/>	IP_CRMRC_SURVEY_ANALYST	Survey Responses	
<input type="checkbox"/>	IP_CRMSS_POI	CRM Self service for POI	

**ELM Verification**

Yes  No (Justification required) Verify

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**SOD Verification**

Yes  No Verify

Supervisor or Supervisor Representative:

Look Up Supervisor or Supervisor Representative

User ID

Empl ID

First Name

Last Name

UIC

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100

User ID	Empl ID	First Name	Last Name	Name
0000000000.00	0000000000	Jane	Jones	SFC Janes Jones

**ELM Verification**

Yes  No (Justification required) Verify

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**SOD Verification**

Yes  No Verify

Supervisor or Supervisor Representative:

**Notes/Comments:**

Access required to perform support tasks at BN S1

Submit

## SUPERVISOR ACCESS REQUEST VIEW

- Supervisor will receive notification once access request is submitted; Select **Access Request Notification**
- Screen displays **Member's Access Request**; Supervisor performs ELM and SOD verification
- Supervisor may enter **Notes/Comments** before submitting to S1 Pool

**Actions** Alerts 1 View All

Access Request for PFC John Smith submitted by Smith is awaiting your approval.

IPPS-A ACCESS REQUEST 2

**Instructions**

Information for the selected user is displayed below. Basic employee information is in the first section. User's current security setting is shown in the second section. In the section below that, user's new security setting will be entered.

**Employee Information**

Employee ID: \_\_\_\_\_ Rank: \_\_\_\_\_

User ID: \_\_\_\_\_

BI: ARACA

Department: 00254545 W1B0AA

Position: \_\_\_\_\_

Job Code: \_\_\_\_\_

Location: \_\_\_\_\_

Clearance: \_\_\_\_\_

**Transaction Information**

Effective Date: 07/13/2023

Contact Phone:

Request Status: Submitted

**Tracking Information**

**Current Security Settings**

Category: MEMBER Subcategory: MEMBER

Show Current Roles  
Row Security: IP\_BN\_ACCESS

Show Current Departments

**New Requested Security Settings**

*Category	*Subcategory
HR PROFESSIONAL	HR PRO LITE
MEMBER	PERSON OF INTEREST

Show New Roles  
Row Security:  Look Up

Show New Departments

**ELM Verification**

Yes  No (Justification required) Verify

Executing

**SOD Verification**

Yes  No Verify

**Supervisor Comments:**

Recently filed access task

**Notes/Comments:**

Request Access Test

Approve Deny Save for Later

**Stage 1**

IPPS-A Access Request: Pending View/Hide Comments

HR PRO LITE

Pending

SFC Jane Jones

**Comments**

Submit