Approving a Security Request Form

Once a Security Request Form has been submitted by the requestor, it must go through the appropriate approval process. Depending on who initiated the request, the form may need departmental approval, VP/Dean approval, and HR approval before any changes are made to the employee’s security.

Once a form has been routed to you, you must log into the system to approve it and send it to the next step (if any), recycle it to send it back to the originator for modification, or deny it.

Sign into myUCF with your NID and Password.

Go to the Staff Applications menu and select Human Capital Management to go into PeopleSoft.
Click on the Worklist hyperlink at the top of the page to see all pending approvals.

The Worklist page displays all activities waiting for action. Click on the HR Access hyperlink containing the desired employee name and pending action to proceed.

Once in the employee’s form, the request must be reviewed for accuracy and appropriateness.

Training should be validated as some access requires specific educational pre-requisites.
Verify that the appropriate department access has been requested.

Verify that the specific security access requested is appropriate for the employee and their role within the department.

Note: You will not be able to approve the request if the employee has not agreed to the HR Security policy. The employee who will be receiving the access will be sent a separate email with a link for them to acknowledge and agree to the policy.

User has agreed to HR security policy: ✅

Must be checked by employee to continue
If there are no changes that need to be made, approve the form for it to be forwarded to the next step in the approval chain (if any). To do this, enter any applicable comments and click on the Approve button.

A new popup message will appear verifying that you really intend to approve the request. Clicking Yes will send the form to the next approver (if any) in the workflow queue.

If there are changes that need to be made to the request prior to approving it, the request may be recycled. This will send the form back to the originator, allow them to make changes, and resubmit the request. It is necessary to include a comment so that the originator knows the changes that are required. Once a comment has been added, click the Recycle button.
A new popup message will appear verifying that you really intend to recycle the request. Clicking Yes will send the form back to the originator.

![Message]

A message will appear telling you that the form has been recycled and the name of the person to whom it was sent.

![Evaluate HR Security Request]

Once the originator has made the requested changes and resubmitted the request, it will be sent back to your Worklist.

If the request is denied, enter comments detailing why the request was denied and click the Deny button.

![Comments]
A new popup message will appear verifying that you really intend to deny the request. Clicking **Yes** permanently ends all processing and archives the form.

![Message](image)

*Note: Only people who have approved the form will be notified via email that the request has been denied. The requester will not be automatically notified.*