Initiating a Security Request Form

You may request security for employees with an online form. This form allows you to initiate the request with the level of desired access and then it will be routed through the appropriate chain of command for approval. Once it reaches Human Resources or CS&T Security, the employee will be assigned access. This electronic form eliminates the need for paper forms. To use the electronic security request form:

Sign into myUCF with your NID and Password.

Go to the Staff Applications menu and select Human Capital Management to go into PeopleSoft.
The security request form is located under Main Menu - UCF IT Custom - HR eForms - HR Security Request.

This will take you to the online security request form. Enter the Employee ID of the person for whom you are requesting access or click on the magnifying glass icon next to the Employee ID field to search for the employee.
If you clicked on the magnifying glass icon, a new popup window will open. Click on the **Look Up** button to pull up a list of employees. Click on the Empl ID of the appropriate employee.

![Look Up Empl ID window]

This will populate the top of the eForm with the details of the employee.

![Submit HR Security Request]

**Submit HR Security Request**

**Step 1 of 2: Enter HR Security Request Detail**

- **eForm ID:** 481439
- **Empl ID:** 3717306
- **FirstName:** John
- **MiddleName:**
- **LastName:** Popelis

**Email Address:** EADTest@ucf.edu

**Date:** 04/28/15 8:21AM

**Telephone:** 407-823-5117

**Requester ID:** pfan
Fill out the rest of the form with all of the data pertinent to the request:

Enter the appropriate status. You will not be able to submit the request without selecting one.

PeopleSoft Basic Navigation (PSC001) course is a pre-requisite for both ePAF and/or Payroll training.

You can enter comments OR enter a list of departments that person needs access to.

Enter the department(s) for which access is being requested. To enter multiple departments, click on the plus button to add a new row.

**Access to department(s) is contingent on the department structure**

In the following section you will indicate the specific access that the employee will need by clicking on the appropriate radio button. The employee does not need to have access requested in all four sections; inapplicable areas may be left at “None.”

Please note that you cannot have entries in BOTH ePAF Access Request Type (1st section) and ePAF Workflow Approver (2nd section).

*NOTE: Some levels of access require additional justification or are contingent on the department structure. All requested access is contingent on an approval process.*
At the bottom of the page are the **Submit** button and a comment box. Comments are not required, but are highly recommended as they provide additional details to the people in the workflow who are approving the requested access.

You may spell check your comments by clicking on the spell check button at the top, right-hand corner of the comment box. This will run the text through the spell checker and make recommendations to misspelled words. Click Ignore or Change to skip the recommendations or accept them.

Once all corrections have been made (if any) click **OK** to be taken back to the eForm.
Click the **Submit** button to save the changes and electronically transfer the security form to the first approver.

A new popup message will appear verifying that you really intend to submit the request. Clicking **Yes** will send the form to the first approver in the workflow queue.

Submitting the form will also send an email to the employee for whom access is being requested. This email contains a link to the HR Access Security Policy consent page.
The employee must consent to the security policy before the first approver will be able to approve the request and route the form to the next level. To consent, they must check the checkbox and click Submit.

The employee must verify their identity (after clicking on Submit above) by entering their NID password in the pop-up box and click Continue.

You will receive an email notifying you of every approval or recycle step in the approval process. If the form is approved, it will automatically move to the next person in the approval process.
If a form is recycled, there is a change that someone in the approval chain would like made. There should be comments entered that indicate what should be changed. Make the requested changes, enter new comments, and click Resubmit. This will send the form back through the approval chain.