

# SFS Security Request Approvals

1. The SFS security approval process begins when a user submits their role request form. If the user is requesting access for themselves, an email will be sent to their supervisor, asking for approval. If they are requesting access for someone else, the approval request will first go to that individual and then to their supervisor.

Shared Financial System(SFS) - User Request Authorization Form : Add Security Request Form ID 101576

**Add Security Role Request**

Request Details

Guidelines and requirements for requests can be found here: <https://www.wisconsin.edu/sfs/security>  
Questions can be sent to [uwsaproblemsolvers@uwsa.edu](mailto:uwsaproblemsolvers@uwsa.edu).  
If you have errors on the form, you will receive error messages. You must resolve the errors before you can successfully Save or Submit.  
Once you Save, you're done with this page and must navigate to Update Security Request to continue making changes and Save or Submit.

Form Type SEC\_SFS\_02  
Date Request Initiated 03/03/2021  
Requestor 00857570 ANDERSON,KIRK Requestor Email KANDERSON@UWSA.EDU  
Empl ID 00952004 BHATTARAI,KAVITA Employee Email KBHATTARAI@UWSA.EDU  
Business Unit UWSYS UW System Wide  
\*Dept ID 503700 Financial Operations  
\*Supervisor 00759797 BURTON,NICOLA J Supervisor Email NBURTON@UWSA.EDU  
Business Unit Admins LARSON,SCOTT C Email SLARSON@UWSA.EDU  
PEREZ-GOMEZ,JOSE Email JPerez@UWSA.EDU  
Environment Production  
Business Need/Additional Notes  
\*Primary Permission List UWALL

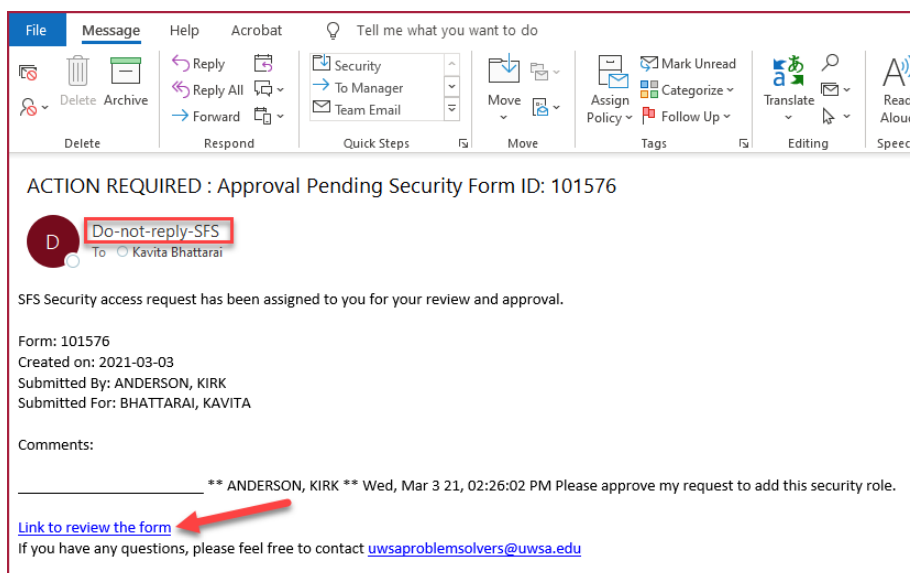
Roles To be Added/Removed

*Role Name	Category	SubCategory	Message Text	*Role Action	Description	Insert A Row	Delete A Row
1 UW_UW_GL_INQ	GENERAL USER	GL		Add	UW Custom Functional User Grants a user access to inquire on	+	-

Comments

Search Save **Submit**

2. Users will receive an email from [do-not-reply@sfs.uwsa.edu](mailto:do-not-reply@sfs.uwsa.edu), requesting them to take action on the form. Click on the **Link to review the form** hyperlink to be directed to SFS.



## SFS Security Request Approvals

- Evaluator will be brought to the Evaluate Security Role Request page, where they can Deny, Recycle or Approve the request\*. Deny will reject the request and close the form. Recycle will send the form back to the requestor for changes.

Carefully review the requested access, confirming that the requested roles are appropriate for the user. A warning message will show if the user has requested to change their Primary Permission List, as users rarely need to change this setting. After reviewing the form, change the acknowledgement button to **Yes**, agreeing to the terms of the form, and click the **Approve** button. The form will now be sent to the next user in the approval workflow.

Shared Financial System(SFS) - User Request Authorization Form : Evaluate Security Request Form ID 101576

**Request Details**

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Date Request Initiated 03/03/2021

Requestor 00657570 ANDERSON,KIRK  
Empl ID 00952004 BHATTARAJ,KAVITA  
Business Unit UWSYS UW System Wide  
Dept ID 503700 Financial Operations  
Supervisor 00759797 BURTON,NICOLA J

Requestor Email KANDERSON@UWSA.EDU  
Employee Email KBHATTARAJ@UWSA.EDU

Supervisor Email NBURTON@UWSA.EDU

Business Unit Admins  
LARSON,SCOTT C Email: SLARSON@UWSA.EDU  
PEREZ,GOMEZ,JOSE Email: JPerez@UWSA.EDU

Environment Production

Business Need/Additional Notes

Primary Permission List UWSYS >>>>>> ALERT: PPL changed from UWALL to UWSYS <<<<<<<<

**Roles To be Added/Removed**

Role Name	Category	SubCategory	Message Text	Role Action	Description	Insert A Row	Delete A Row
1 UW_UNV_GL_INQ	GENERAL USER	GL		Add	UW Custom Functional User Grants a user access to inquire on all GL pages.	+	-

**Action Items**

**Acknowledgement**

1  Yes I certify the authorized business need for access assigned and will hold the above accountable for the terms stated. I understand the internal control risks associated with the combination of access to roles, and accept the responsibility for implementing compensating controls if such access is authorized.

**Comments**

\*\* ANDERSON, KIRK  
\*\* Wed, Mar 3 21, 02:28:02 PM  
Please approve my request to add this security role.

Search Deny Recycle Approve

\* If the approval request had been sent to multiple users (e.g. multiple BU admins at a campus), only the first user will be able to access this page. Subsequent users will see a search page that says, "Search returned no results", when clicking on the email link. This means that another user took action and there's nothing they need to do.

## SFS Security Request Approvals

- After approving the form, a page will show confirming that it has been successfully approved. Click the **View Approval Route** button to see the remaining users that need to approve the form.

The screenshot displays the 'Shared Financial System(SFS) - User Request Authorization Form : Results' page. A confirmation message states: 'You have successfully approved your eForm. The eForm has been routed to the multiple approvers.' A red arrow points to the 'View Approval Route' button. Below this is a 'Transaction / Signature Log' table with 5 entries. A 'Refresh Log' button is also present. The 'Action Item Log' section shows one entry with 'Acknowledgement: Yes' and a description: 'Terms: You have s... are respon... immediate... damage o... and federa... (general...'. A modal window titled 'Review/Edit Approvers' is open, showing a 'Basic Stage' for 'G3FORM\_ID=101576' with a 'Pending' status. The modal lists five approvers in a grid:

Basic Path	
<input checked="" type="checkbox"/> <b>Approved</b> BHATTARAI, KAVITA Employee 03/03/21 3:20 PM	<input checked="" type="checkbox"/> <b>Approved</b> ANDERSON, KIRK Supervisor 03/03/21 3:40 PM
<input checked="" type="checkbox"/> <b>Approved</b> LARSON, SCOTT BU Admin 03/03/21 3:41 PM	<input type="checkbox"/> <b>Pending</b> BURTON, NICOLA Fin Dir
<input type="checkbox"/> <b>Not Routed</b> ISENSEE, EREK Security Team	

- Once all approvals have been completed, an email will be sent to the requestor and the individual receiving access, confirming that the access has been granted.