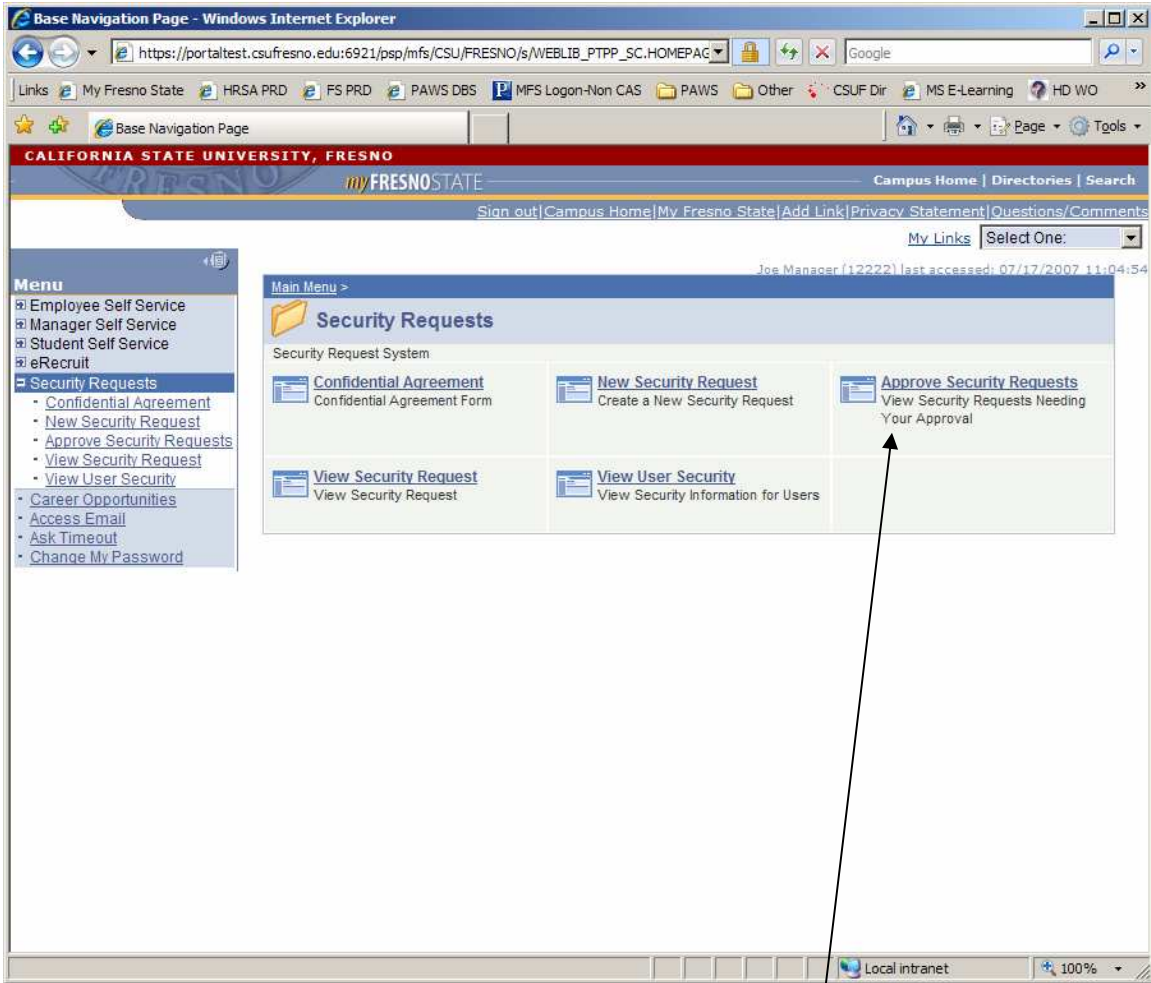




The PAWS Security Request system is a mechanism to request security for new users, additional security for users, removal of security for users and extend after hour access for users limited to core hours. The PAWS Security Request System is a part of the My Fresno State portal. This system will allow users, supervisors and administrators to request these security changes online. The system will route the request to the appropriate supervisor and/or manager for the employee for approval, as well as, CIS security staff for appropriate action. The form will also be routed to for users requiring confidentiality verification and approval from the Vice President of Administration. Notification emails will be sent through the various stages of the request.

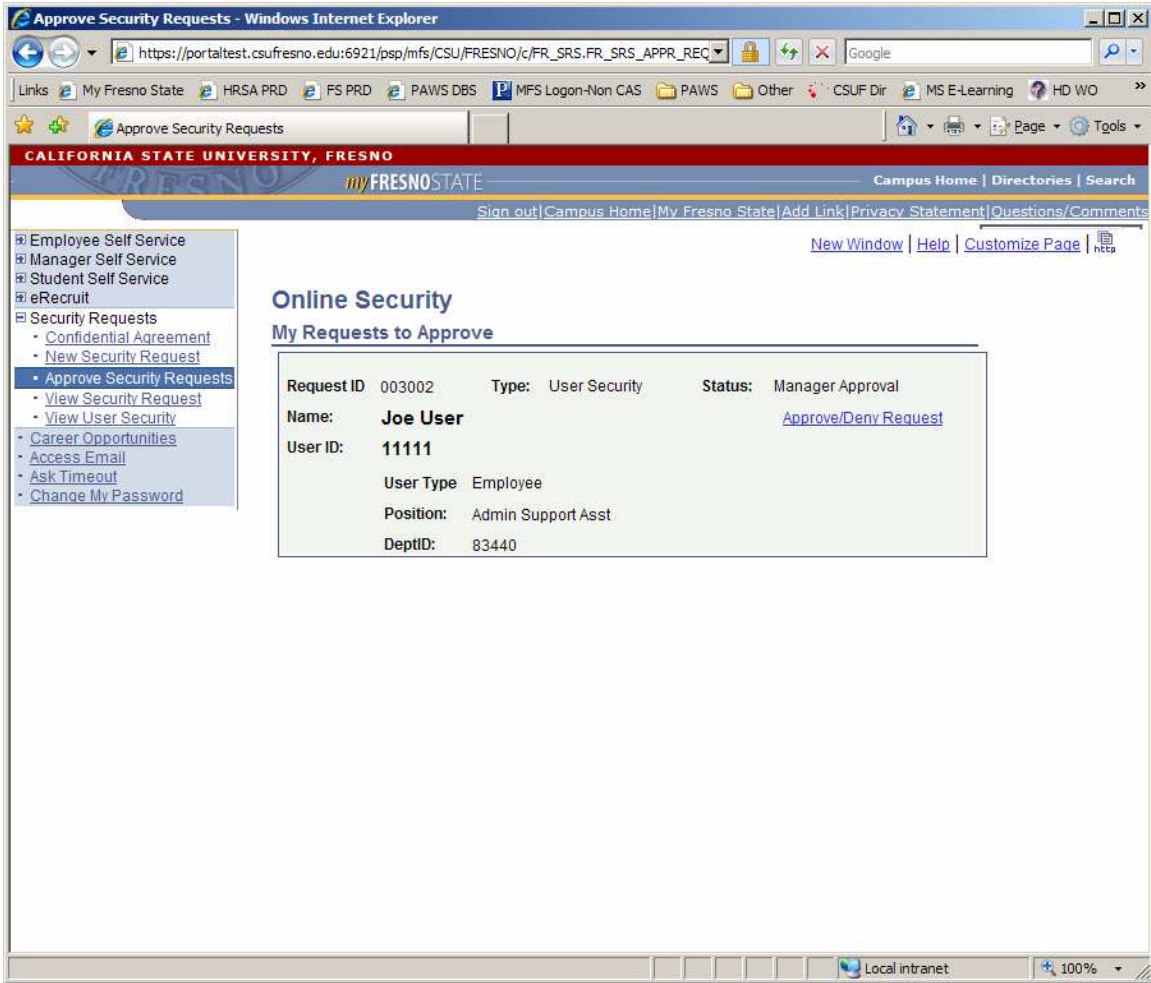
The goal of the system is to create a centralized and easy to use user security request for Student Administration, Financials and Human Resources. This will allow a more efficient method of requesting and tracking security changes both for CIS as well as the managers and end users. Using this system will eliminate the delay caused by routing security request through mail or fax, provide a consistent method for requesting changes, reduce the confusion regarding information required for different types of requests, and verify requests through the use of email notification.

Requests Needing Approval - Managers



Managers have access to the link, **Approve Security Requests**, which allows them to view their employee requests that needs their approval.

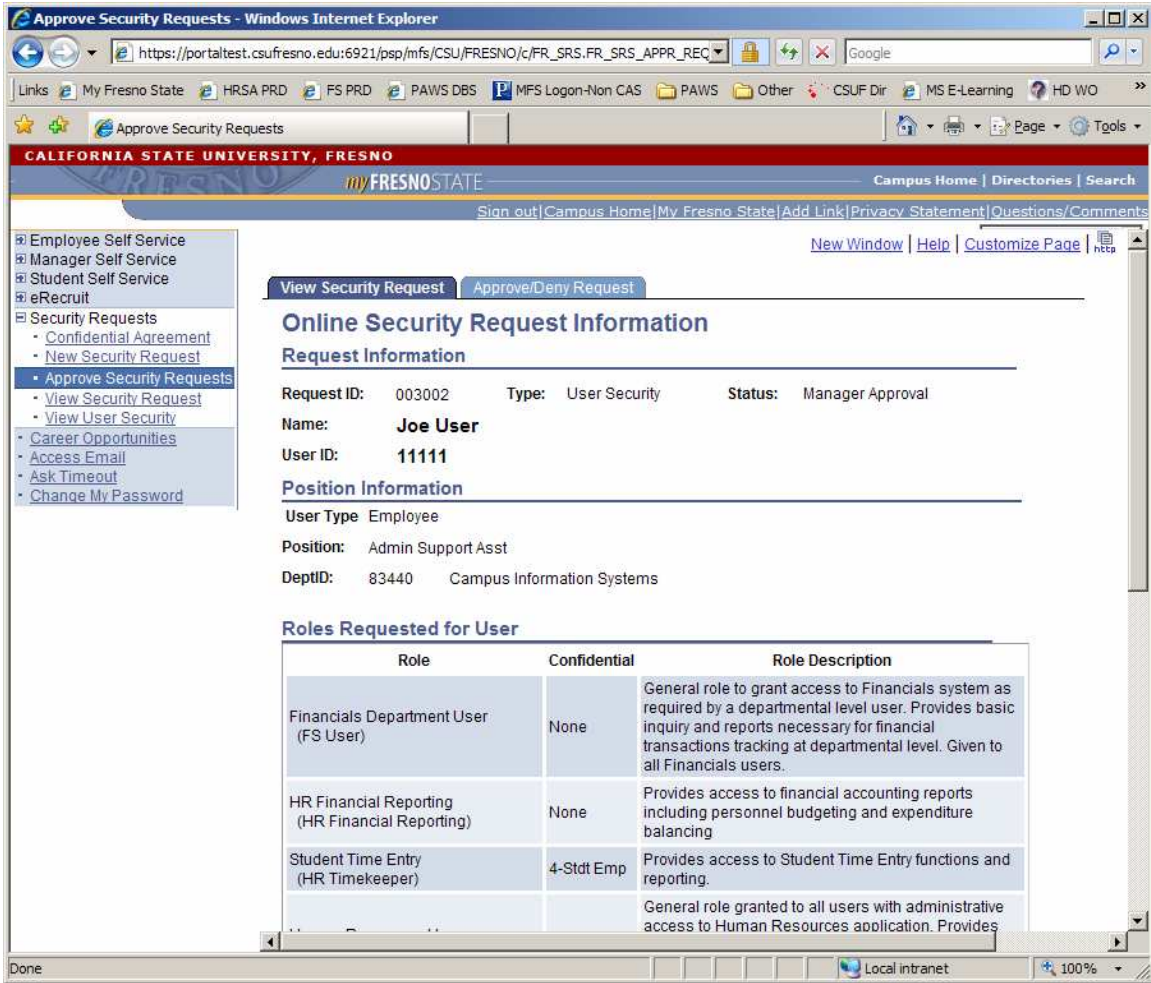
My Requests to Approve - Managers



The page will display the requests that are currently needing a manager approval. It will only show requests that need that manager approval at that time.

To approve or deny the request the manager clicks on the **Approve/Deny Request** link.

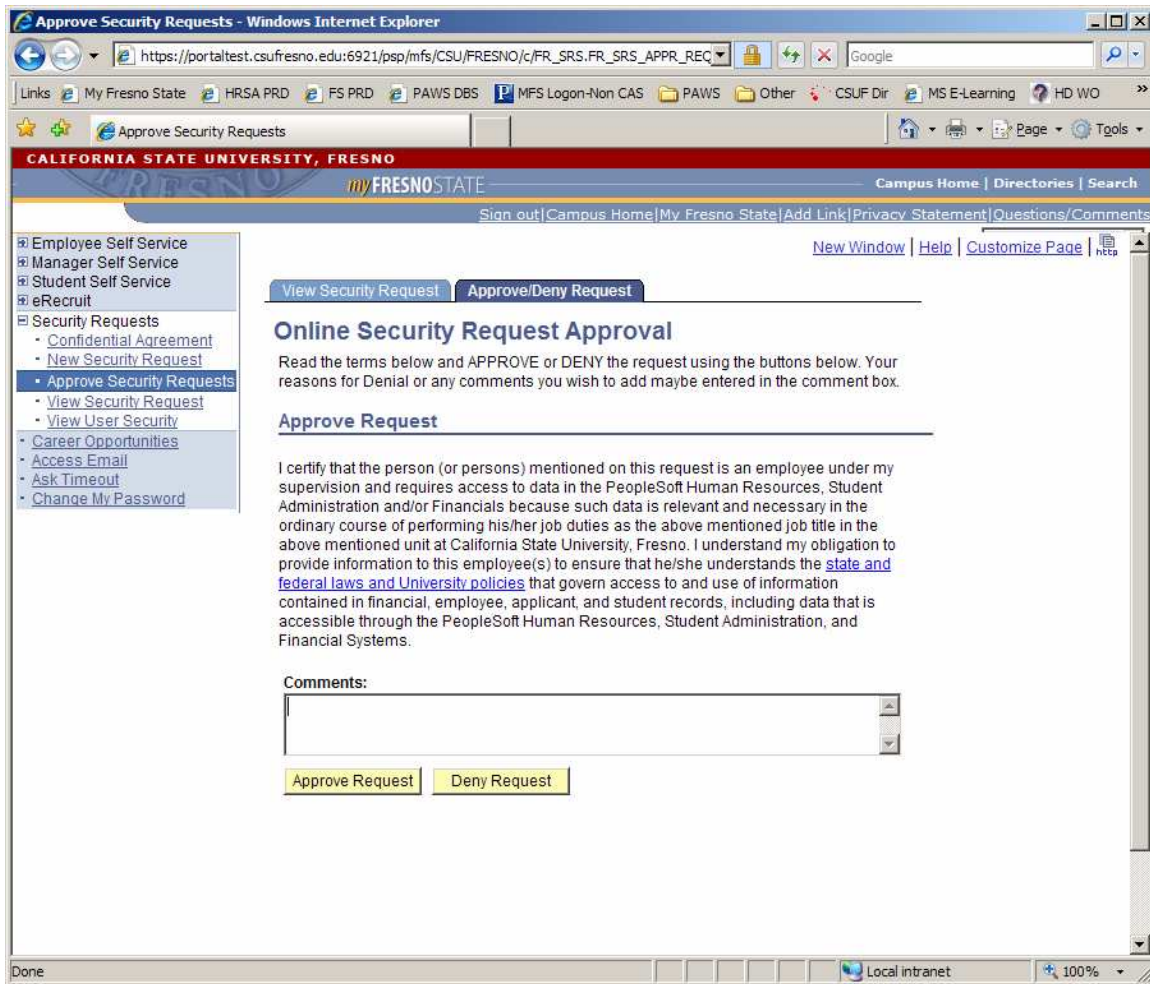
Approve/Deny A Request



Clicking on the approve/deny link will take the manager to the Online Security Request Information page. The details for the request can be seen along with the actions and comments for that request.

At the top of the page is a tab called **Approve/Deny Request**. Clicking that tab will take you to the page to approve/deny the request.

Approve/Deny Request



The **Approve/Deny Request** page contains the terms of this agreement and the buttons to approve and deny. Pressing the **Approve Request** button approves the request and is a formal acknowledgement that you understand and agree to the terms listed above it. Press the **Deny Request** button to deny the approval for this employee's request.

The comments box is to provide any feedback or documentation for the request you feel necessary and is required to deny a request.