How to Submit a Workfront Request for Finance Security

- Log into my.bsu.edu
- Under Additional Tools select Workfront
  - Under Select A Request Type select Security: All Requests
  - Under Security: All Requests select System Security Access Request
- Under Subject enter the name of the individual who is requesting access
• Security – Employee/User to be Updated

**Security - Employee/User to Be Updated**
Please supply information about the employee/user to be updated.

- **Security - BSU ID of Employee/User to Be Updated**
- **Security - Name of Employee/User to Be Updated**

- **Security - Employee/User Department**
- **Security - Employee/User Position**

  - Enter the users BSU ID
  - Enter the users name
  - Enter the users department
  - Enter the users position/title

• Security – Supervisor Information

**Security - Supervisor Information**
Please supply information about the employee's supervisor or sponsor in the case of a non-employee.

- **Security - Supervisor/Sponsor Name of the Employee to Be Updated**
- **Security - Supervisor/Sponsor Email Address**

  - Enter the supervisors name
  - Enter the supervisors email address
  - An email will be sent to the supervisor for approval

• Security – Request Reason and Type of User

**Security - Request Reason and Type of User**

- **Security - Reason For Request**
  - New Employee
  - Position Change
  - New Duties
  - Other

- **Security - What type of employee is this?**
  - Permanent
  - Student
  - Graduate Assistant
  - Temporary

- **Security - Is this a new or existing position?**
  - New Position
  - Existing Position

- **Security - Do you want to copy the security of another employee?**
  - Yes
  - No

  - Reason for Request
    - Choose the appropriate reason: new, position change, or new duties
  - What Type of Employee
    - Choose the appropriate employee type: Permanent, or Temporary (For Finance)
  - Is this a New or Existing Position
    - Choose the appropriate radio button
Do you want to copy the security of another employee

- Yes – the questions will appear to verify what software products to copy and how to copy the access
- No – no access will be copied from existing employees

Security – Request Details

- Choose the appropriate software products that the user will need access to
- If Finance is chosen the user will automatically be given access to BDMS and Arogs.
- When certain products are selected additional questions may appear, these questions let the security managers know what access to assign the individual
- The Security – Finance-Security Classes will be generated at a later time by a security manager, this can be left blank when submitting the form

- Once your request is complete click the Submit Request button. This will forward the request on to the correct individuals for approval and set up.

- The individual submitting the request will receive an email once the request has been fulfilled.