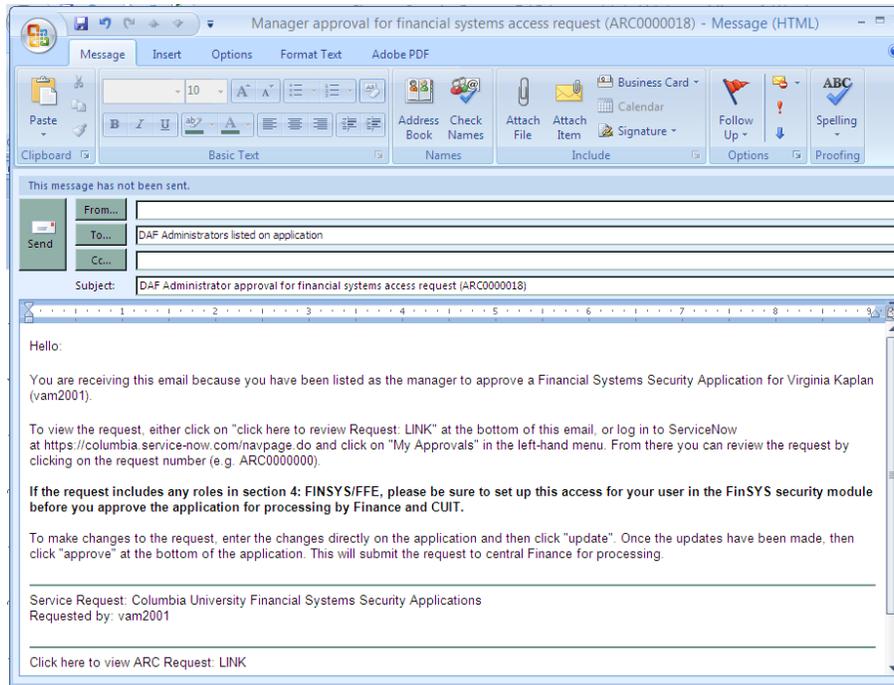


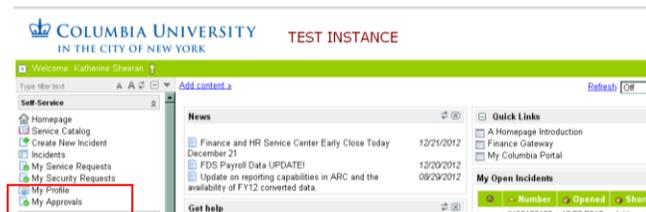
Finance Security Applications – DAF Administrator Approval Process

All Finance, Staples and PSS security requests must be approved by the DAF Administrator for the departments to which access is being requested. If you are listed as the DAF Administrator on a security request, you will receive an email notification instructing you to log into ServiceNow and approve or recycle the application. This notification is sent after the manager has approved the request and will indicate what type of application it is (Financial, Staples or PSS) and the employee that submitted the request.



Steps to Review and Approve a Security Application

- 1 Log into ServiceNow using the link provided in the email
- 2 In the left-hand menu of ServiceNow click on the “My Approvals” link



- 3 From the list of security applications awaiting your approval, click on the request number you need to review. If you have multiple requests pending, you will need the request number to differentiate the items on your list

State	Request Number	Approver	Created	Updated by
Requested	ARC0000018	ks2070	03/13/2013 11:00:12	vam2001
Approved	STPL0000012	ks2070	03/11/2013 16:23:58	ks2070
Requested	STPL0000018	ks2070	03/11/2013 16:21:54	vam2001
Approved	PSS0000021	ks2070	03/11/2013 16:02:31	ks2070
Requested	CTLR0000012	ks2070	03/11/2013 14:54:01	vam2001
Approved	CTLR0000011	ks2070	03/11/2013 14:53:03	ks2070

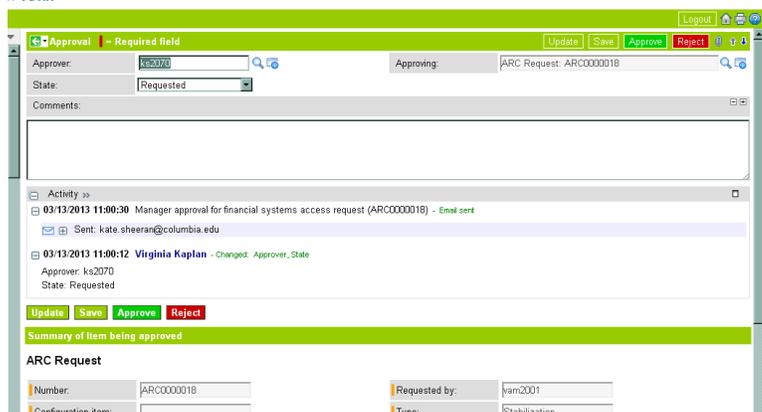
- 4 Once you click on the request number, a copy of the application form will open for your review. As the DAF Administrator, you have the ability to make changes to the access requested directly in the form. Once you are done reviewing and making any necessary updates to the application, **click on "UPDATE"** to save your changes and return to your approval menu.



If you have made no changes to the application, you can click on the green arrow in the upper left corner of the request to return to your approval menu.

Note: If you are the DAF Deputy, once you review and make any necessary modifications, please only click update. The DAF Administrator should then log into ServiceNow and approve the request.

- 5 From the approval menu, click on the "Requested" link next to the application you have just reviewed. An approval screen will open



To approve the request click on "Approve"

To reject the application, click on "Reject". This will cancel the existing request, and the applicant will need to submit a new request.

- 6 Once you click "Approve", the application will be removed from your "My Approvals" queue, and sent to Central Finance for training review and then to CUIT for processing.