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.

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Hello: You are receiving (vam2001).	this email because you have b	een listed as t	he manager to ap	prove a Fir	nancial Systems S	ecurity Ap	oplication for V	irginia Kapla	an
To view the reque at https://columb clicking on the re	st, either click on "click here to ia.service-now.com/navpage.do quest number (e.g. ARC000000	review Reques and click on ' 0).	st: LINK" at the bo 'My Approvals" in	ttom of thi the left-ha	is email, or log in t and menu. From th	o Service ere you c	Now an review the n	equest by	
If the request inc before you appro	ludes any roles in section 4: I ove the application for process	INSYS/FFE, paint by Finance	please be sure to ce and CUIT.	set up thi	s access for your	user in tl	he FinSYS sec	urity modul	le
To make changes click "approve" a	to the request, enter the chang the bottom of the application.	es directly on This will subm	the application ar it the request to c	id then clic entral Fina	ck "update". Once t ince for processing	he updat J.	es have been r	nade, then	
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Click here to view	ARC Request: LINK								-

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



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E 6	Approved	PSS000021	<u>ks2070</u>	03/11/2013 16:02:31	ks2070
	Requested	CTLR0000012	<u>ks2070</u>	03/11/2013 14:54:01	vam2001
- 5	Approved	CTLR00000011	<u>ks2070</u>	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

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Columbia Univer	rsity People @ Columbia Security Applica	tion Template		

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.

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Approver:	ks2070 🔍 🐻	Approving:	ARC Request: ARC0000018	Q
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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.