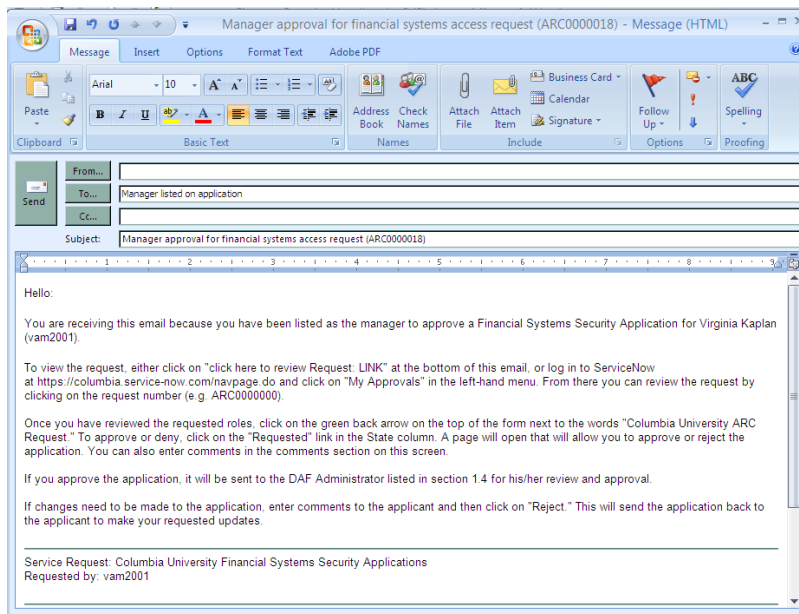


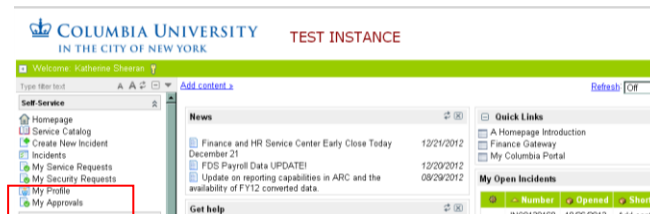
**Finance Security Applications – Manager Approval Process**

All Finance, Staples and PSS security requests must be approved by the manager of the applicant. If you are listed as the manager on a security request, you will receive an email notification instructing you to log into ServiceNow and approve or recycle the application. The email 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**

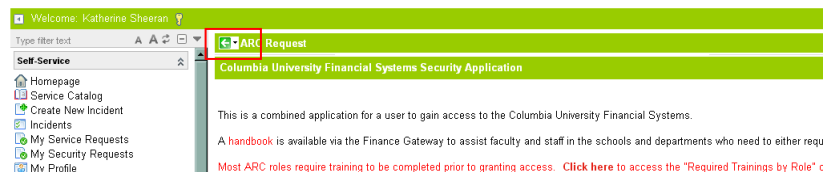
- 1 Log into ServiceNow using the link provided in the email
- 2 In the left-hand menu of ServiceNow click on the "My Approvals" link



- 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

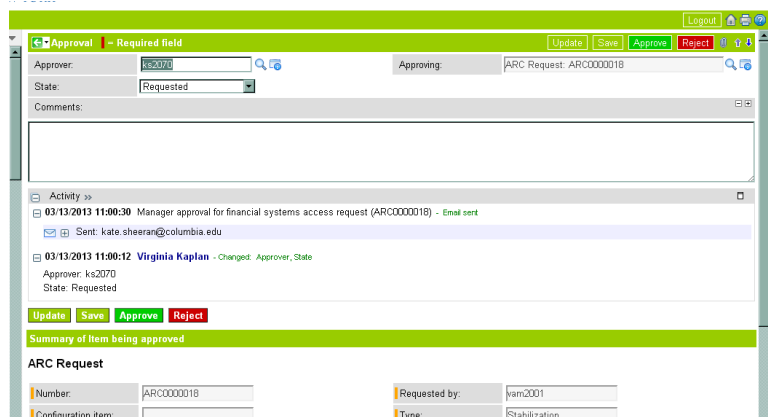
- 4 Once you click on the request number, a copy of the application form will open for your review. Once you are done reviewing the application, click on the green arrow in the upper left corner of the request to return to your approval menu.



- 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 recycle the request back to the applicant to make changes, click on “Reject”. Please remember to include comments on recycled requests so that the applicant knows what roles need to be updated



ARC Request	
Number:	ARCC000018
Requested by:	nam2001
Configuration item:	
Type:	Stabilization

- 6 Once you click “Approve”, the application will be removed from your “My Approvals” queue, and sent to the DAF administrator for his/her review and approval