Approving a Security Access Request
QUICK REFERENCE GUIDE

The purpose of this quick reference guide is to enable a user to quickly approve a Security Access Request. For an in-depth guide on using this application, please view the Security Access Request User Guides on the Financial Systems Services training web page:
http://www.fas.lsu.edu/fss/training.html

1. To approve by email, reply to the email with “Approve” or “Disapprove”. To view the form to approve it, access the request needing approval via the “click here” link in the approval notification email or by clicking on the request in the approver’s To Do List in the LSU BPM Portal.

2. If viewing the form to approve (by clicking “click here” in email), you will have a form open with 4 tabs to review prior to making a decision: Request tab (includes security items to approve/disapprove), Current Access tab (shows all access the recipient currently has), Comments tab (all comments added to the form), and Audit History tab (the request details including past progress).

3. On the Request tab, click on each security item in the “Requested Access” section to approve the items one at a time. Two buttons will appear: “Approve” and “Deny”. Or, click “Approve All Items” or “Disapprove All Items” to action all items at once.

4. Once all security items are approved or denied and any comments are added (which are optional), the form can be advanced by clicking the “Submit” button at the bottom, left-hand corner of the Request tab.

5. A confirmation window will appear to confirm a successful submission of the approval/disapproval of the form.

6. All requests actioned by approvers will remain on the approver’s Watch List in the LSU BPM Portal for 90 days and then will be removed from the list and archived. Clicking on a request from the Watch List will open a Process Overview page allowing the user to review the progress of the request.