Workday Security Access Request – Quick Reference Guide

The purpose of this quick reference guide is to enable a user to quickly fill out or approve a Workday Security Access Request.

Initiating a Workday Security Access Request

1. Log in to the myLSU Portal by clicking on “Login to myLSU” in the top, left-hand corner of the lsu.edu website.
2. Click on “Workday Security Access Request” under Financial Services in the myLSU portal.
3. Click “I Agree” (which is agreeing to the LSU Security Use Policy).
4. Fill in all fields in the Recipient Information section of the Request tab.
5. Add security items by selecting a System, Function, and Scope (field will appear if scope is required) and then click “Add Selected Access”.
6. Remove security items by selecting an item and clicking “Remove Selected Access” or click “Remove All Access”.
7. Conduct a final review of all items to be added or removed in the Security Items to be Added/Removed section and remove any items from the list by selecting the item and clicking “Delete” or click “Delete All” to remove all.
8. Add a comment by clicking “Add Comment” at the bottom of the page, click “Cancel” to cancel the request, or click “Submit” to submit the request forward for approval.

Approving a Workday Security Access Request

Approving via Email

1. To approve by email, reply to the email with “Approve” or “Disapprove”.
2. If you wish to approve via the application, this can be done by clicking the link to process the request.

Approving via Application

1. To approve by application, log in to the myLSU Portal by clicking on “Login to myLSU” in the top, left-hand corner of the lsu.edu website.
2. Click on “LSU BPM” on the left sidebar of the myLSU Portal.
3. Click the “Process Request” link for the request that you wish to approve.
4. If viewing the form to approve, you will have a form open with four tabs to review prior to making a decision:
   a. Request tab (includes security items to approve/disapprove)
   b. Current Access tab (shows all access the recipient currently has)
   c. Comments tab (all comments added to the form)
   d. Audit History tab (the request details including past progress).
5. 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.
7. 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.

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

Checking the status of a Workday Security Access Request

1. To approve by application, log in to the myLSU Portal by clicking on “Login to myLSU” in the top, left-hand corner of the lsu.edu website.

2. Click on “LSU BPM” on the left sidebar of the myLSU Portal.

3. In the bottom section of the BPM Portal in the Watch List, double click the line that corresponds to the request you are wishing to view the status of.
   a. NOTE: Requests that are shown in the Watch List meet one of the following criteria:
      i. You are the initiator/requestor.
      ii. You have actioned the request at any stage
   b. NOTE: Ensure your browser’s pop up blocker is not prohibiting the request page from opening.

4. The request will open to the “Process Overview” tab. On this tab, the following information can be viewed:
   a. The requestor
   b. The recipient
   c. The access that was requested
   d. Comments that have been entered on the request.

5. If additional information is needed, you can navigate to the “Audit History” tab by clicking the tab at the top of the window. On this tab, the following information can be viewed:
   a. General process information
   b. Who the request is awaiting approval from, and their contact information
   c. The routing status of the request