User Management (UMX)

Request a DAI Responsibility

R12 Work Instructions

Document Control

Change Record

Date	Author	Version	Change Reference
3-Sep-2014	Paul Haag	1.0	No previous version.
1-Feb-2016	Hannah Childs	2.0	12c update
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Reviewers

Date	Name	Position
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23-Sep-2014	Bill Mohamed	Work Force Prep Training Lead

Distribution

Copy No.	Name	Location
1	Request a DAI Responsibility	DEPS

Note to Holders:

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Business Process Description

Use this procedure to request access to a DAI Global Model responsibility. Refer to the **"User Self Registration"** Work Instruction to request access to DAI. Then once the user account is approved, continue with this Work Instruction to request the appropriate responsibility access needed to perform your role and duties.

Trigger

- The employee has access to DAI and requires access to specific DAI responsibilities and functions.

Prerequisites

- The employee is a registered user in the DAI System with an active account.

Responsibilities

- N/A

Menu Path

- Use the following menu path(s) to begin this task:
    Settings → Access Requests

Training Exercises:

- None

Request DAI Responsibility

1a.	Click the **Settings** icon.
1b.	Click the **Access Requests** option.

2.	Click **Request Access** button.

3.	a. Click the radio button for the **DoDEA Responsibilities** Role Category. b. Click the **Select Category** button.

4.		a.	The Responsibility table lists all available DAI Global Model responsibilities for DoDEA. Select all applicable **Roles** by selecting the checkbox for each responsibility required.

Note: Please select only the Roles that you were advised to select by your CSRs, Supervisor, Timekeeper, or the DoDEA DAI Help Desk. Please **do not** select the roles used in this example.

    b.   Click the **Add to List** button.

Note: Segregation of Duty (SoD) rules prohibits a user from requesting access to more than one responsibility in a group.

If you receive the error above, deselect one of the responsibilities

5.	Click the **Next** button to proceed with the selected roles.

6.	Enter **"Responsibility needed for my DoDEA duties"** in the **Justification** field. Enter a **Justification** for each of the responsibilities you are requesting.
7.	Click the **Next** button to review a summary of the responsibilities being requested.

8.	After reviewing your responsibility request for accuracy, click the **Submit** button.

9.	The requested responsibility will appear on the **Access Requests** screen with a **"Pending"** status. An Oracle Workflow Notification will be sent by email to the UMX Responsibility Approver requesting action.
10.	Click on the **Pending** link.

11.	The Information Page shows you the name of the **Current Approver**.

Result
Congratulations! You have successfully submitted a request to gain access to a DAI Global Model Responsibility.