User Management (UMX)

Request a DAI Responsibility

R12 Work Instructions
**Document Control**

**Change Record**

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<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
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<tbody>
<tr>
<td>3-Sep-2014</td>
<td>Paul Haag</td>
<td>1.0</td>
<td>No previous version.</td>
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<tr>
<td>1-Feb-2016</td>
<td>Hannah Childs</td>
<td>2.0</td>
<td>12c update</td>
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<tr>
<td>10-May-2016</td>
<td>Kristin Wade</td>
<td>2.1</td>
<td>DoDEA Updates</td>
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**Reviewers**

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<th>Date</th>
<th>Name</th>
<th>Position</th>
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<tr>
<td>23-Sep-2014</td>
<td>Adela Ball</td>
<td>Functional Lead</td>
</tr>
<tr>
<td>23-Sep-2014</td>
<td>Bill Mohamed</td>
<td>Work Force Prep Training Lead</td>
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**Distribution**

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<td>Request a DAI Responsibility</td>
<td>DEPS</td>
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**Note to Holders:**

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.
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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.

   <Error>
   As per SOD Rules, You can not have following responsibilities together:
   1. Limited Timekeeper TMA AND Super Timekeeper TMA
   </Error>

   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.
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.

**Click on the **Pending** link.**

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.