STAFF/FACULTY

Create Request for Security

If you find yourself needing to access reports or completing tasks not available to you in Workday, please utilize this request.

1. Type *Create Request* in your search bar.
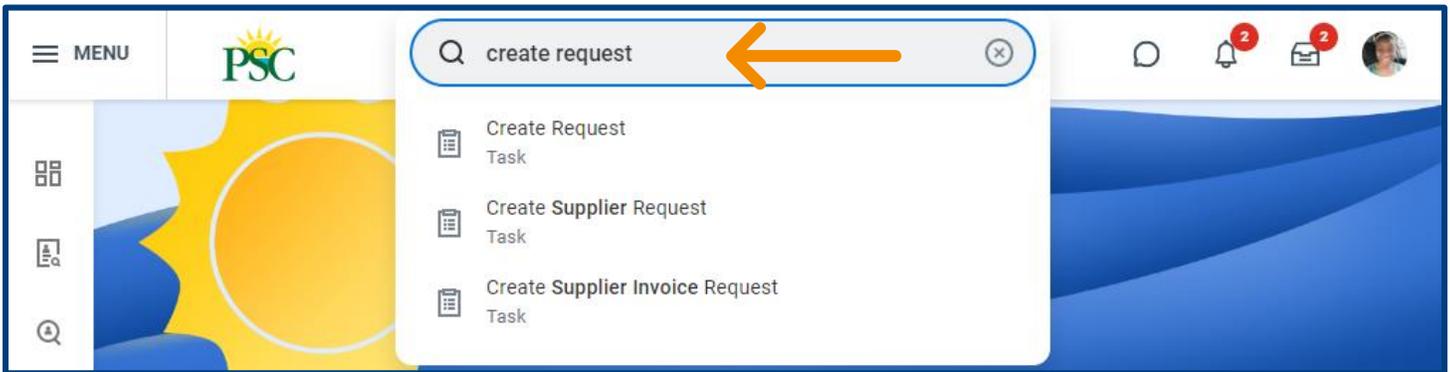
2. Click on the *Task*, *Create Request.*
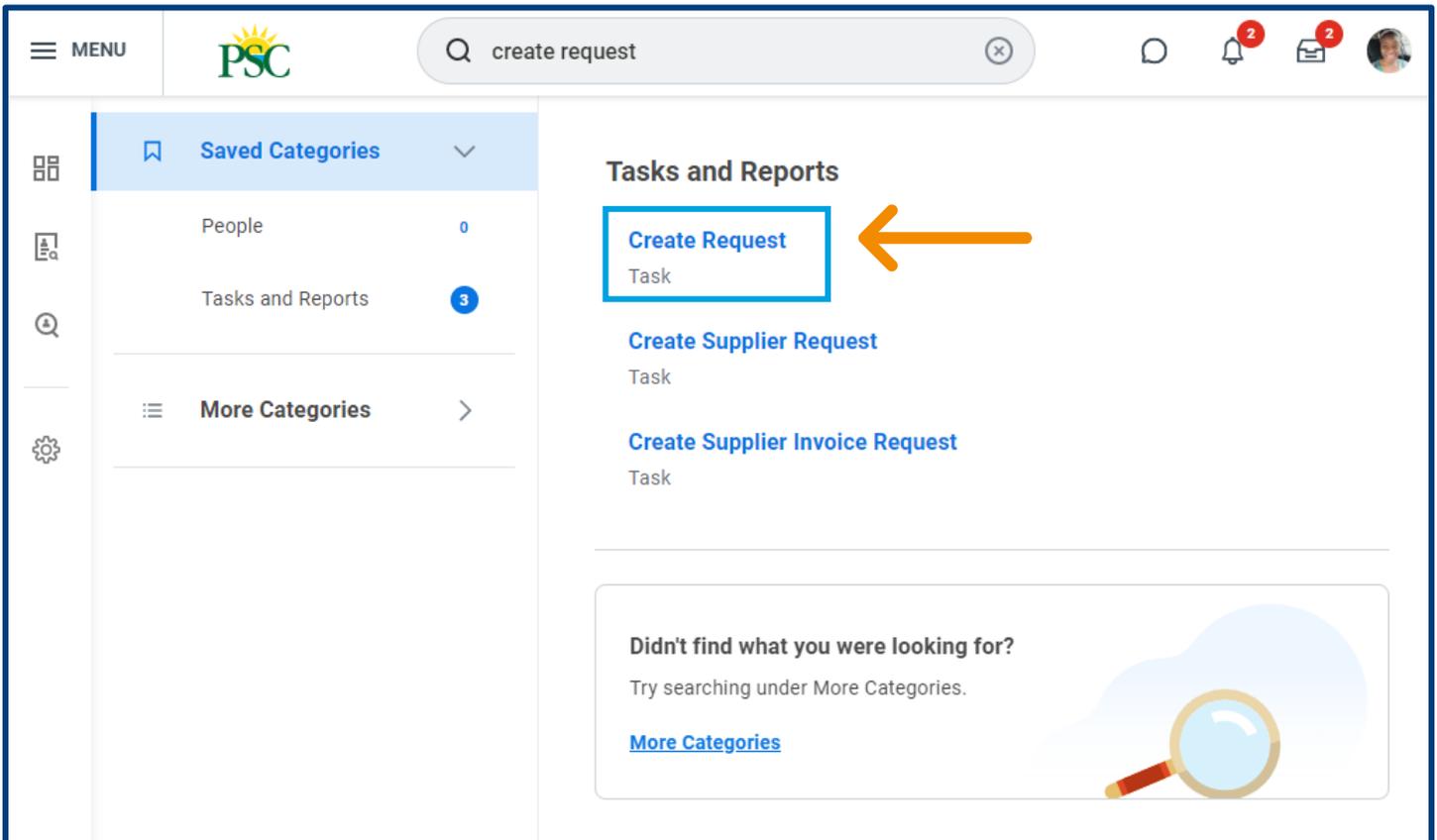
3. Choose from the drop-down list or type in *Request for Security*.
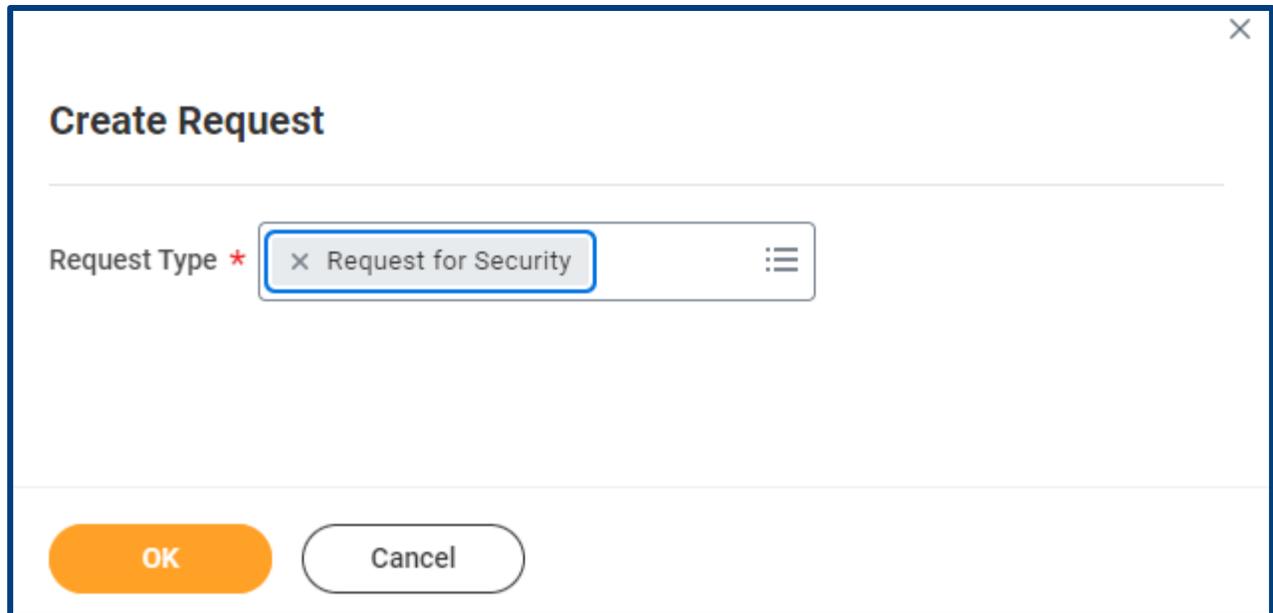
4. Click **OK**.
5. Fill in the appropriate information for your request, the form can be found on the following pages.

Request for Security ⚙

Please use this request for any changes or updates to a worker's security. This request is specific to any situations itemized below:

- Changing the ability to view or modify any data.
- Changing the access to a business process.
- Changing a business process configuration (including notifications)
- Providing access to run a report.

Describe the Request ★

My team needs to view student GPA.

①

Please answer the following questions to help us better understand the Workday security change(s) you are requesting. Here is a link to the Job Aid for how to create a Workday Security Request in Workday.

Please provide your PSC email address and phone number in case further information is required by the Workday Security Administrator assigned to this request. (Required)

pirateemployee@pensacolastate.edu

Who needs this access? Please include the employee's full name. More than one employee can be listed in this security request. (Required)

Pirate Employee
PSC Employee

Please explain what access needs to be granted. Is there a specific task or report this individual or security group needs to access? If so, please specify and be as specific as possible.

If the security is specific to granting access or changing any part of a business process, please make sure to include the name of the business process. (Required)

The current GPA is displayed as 0.00. We need to view the actual GPA.

If applicable, please provide any screenshots of the modules or screens you want to be certain are included in this access request.

download2.jpg
✓ Successfully Uploaded!   🗑

Comment

[Upload]

In which tenant does this request need to be deployed (e.g., Sandbox, Preview, or Production)? Remember, all major configuration changes must be tested and validated in an environment outside of Production before being placing in Production? A major configuration change is considered a change in business process, a creation of a new security group, or a change to a functional configuration like an academic level or supervisory organization. (Required)

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Production
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What is the type of security change being requested? (Required)

☰ ✕ View Data

Does this security request have any association to Social Security Numbers, Dates of Birth, Driver's License Numbers, Alien Registration Numbers, Payroll Records, Banking or Routing Numbers, or Employer Identification Numbers for either workers or students?

○ Yes
● No

Does this request impact HR data e.g., Worker Personal Information, Demographic Information, or Job Profiles? (Required)

○ Yes
● No

Does this request impact Financial Management or Payroll data e.g., Payroll results or Budget information? (Required)

○ Yes
● No

Does this request impact Registrar data e.g., demographics, student schedules, student addresses, grades, programs of study, transcripts, dates of birth, or Social Security Number? (Required)

● Yes
○ No

Does this request impact Academic Advising data e.g., cohorts, academic progress, academic history, Change Program of Study, major, GPA, current classes, test scores, transfer history information, or holds? (Required)

● Yes
○ No

Does this impact Financial Aid data e.g., Information about grants, scholarships, work-study, or information from a student's FAFSA application? (Required)

○ Yes
● No

Does this request impact Student Financials (Bursar) data e.g., Account transactions for a student which would include payments or financial aid? (Required)

○ Yes

● No

Does this request impact Admissions data e.g., Application details, application decision, application groupings, GPA, test scores, or educational institution history? (Required)

○ Yes

● No

enter your comment

Attachments

Drop files here

or

Select files

Submit   Save for Later   Cancel

6. Click **SUBMIT**.

Your request will now be routed for approval. If more information is needed, you will be contacted. Notification of approval will be sent to your inbox.