DWA Security Request - Online Form

Purpose:

To give access to the District Wide Application systems and to the Legacy Systems.

Use of this form is limited to the following application account requests:

- **District Wide Application (DWA) systems:** PeopleSoft Financials, PeopleSoft HCM, and requests for Non-District employee contractor accounts.

  Not handled are: Zangle and Encore, Financial and HR Department personnel need to request extended Peoplesoft access through their supervisors.

  -For activating DWA email accounts see Outlook Web Access (OWA) Self Registration Information.

- **Legacy systems:** Mainframe Client Server SIS, Netware, SIS C/S Student Query.

  Not handled are: Aeries, Enrollment Options, LiveScan, SIS SpecEd.

Note: The form must be **completed in full** in order to process your request.

How to Obtain DWA WebSecurity Access………………….

1. Sign into PeopleSoft Portal at **https://dwa.sandi.net**

2. Go into the **PeopleSoft Human Resources 8.8** link.

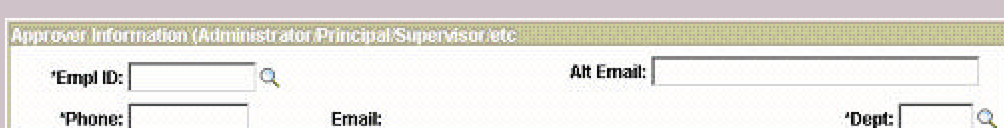
3. Navigate to: **Employee Self-Service ➔ DWA Security Request**

4. On the DWA Security Request page, in the **Requestor Information section**, you will see Employee ID and name listed as the requestor (determined by portal sign in).


Empl ID: 123456 Cruz, Mary Administrative Secretary
*Phone 619-333-1111 Email: mcruz@sandi.net *Dept: 5530

5. Fill in the **required** fields: Phone number, Email and Dept, if not already shown.

6. In the **Approver Information section**, fill in the **required** fields for Administrator / Principal / Supervisor employee ID, phone number, and Department.


Approver Information (Administrator Principal/Supervisor/etc
*Empl ID: Alt Email:
*Phone: Email: *Dept:

Note: If you do not know your approver's employee ID number, click on the hand lens next to the Empl ID field and search by last name.

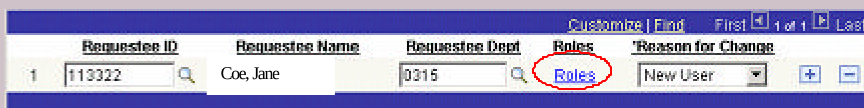
DWA Web Security

7. In the next section, **Request Detail Section**, type in any special circumstances or requests.

As an example, this is where information would be specified on **Non-District employee contractor account** requests. The contractors Full Name, Social Security Number, Position, and Contract End Date is required information to include for one or more contractors.

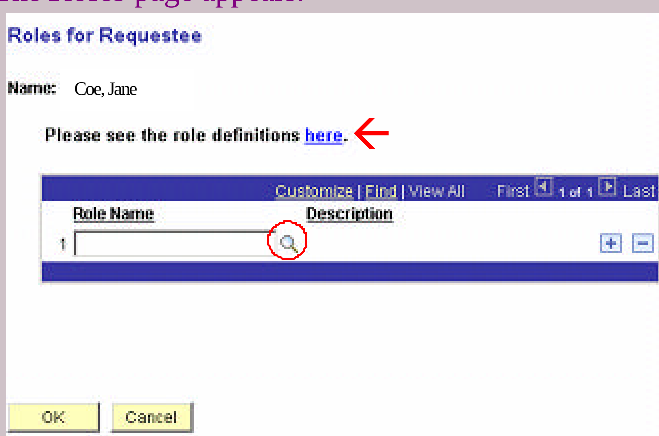
8. In the last section, you will fill out the employee(s) that are requesting security access.

9. Fill in the required fields:
   - In **Requestee ID**, type in the employee's ID number.
   - In **Requestee Dept**, type in the department the employee is assigned if it doesn't automatically fill in.
   - Choose a **Reason for Change** using the drop down arrow.



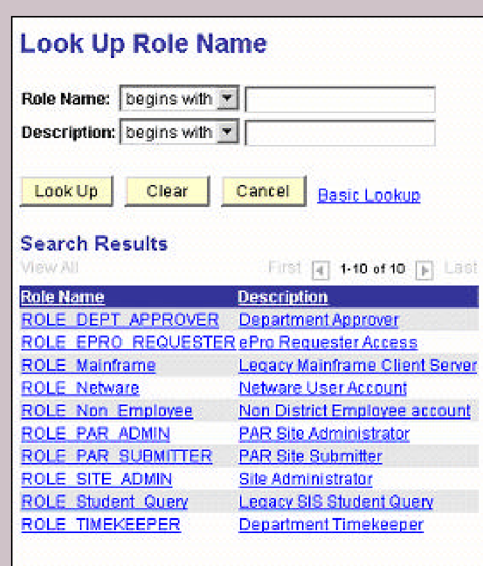
10. Next, click on **Roles** link as shown above.

11. The **Roles** page appears.



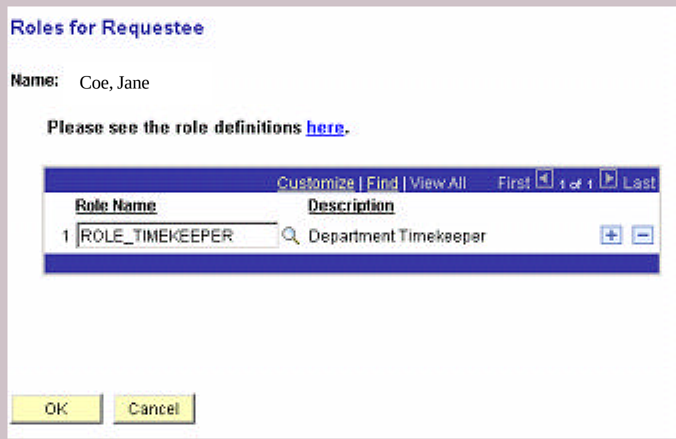
Note: To view the role definitions, click on the indicated link.

12. Choose a **Role Name**, by clicking on the hand lens next to the Role Name field (see circled hand lens above).



13. From the **Look Up Role Name** list, choose the correct role needed by clicking on the blue hyperlink.

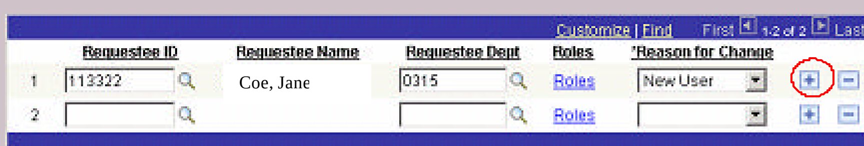
14. Once you have chosen the role name, the fields will be filled out.



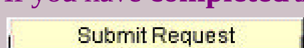
15. **If more than one role needs to be entered for that employee**, click on the button to add in another row. Then follow steps 12 and 13 to add another role name.

16. When you are finished, click **OK**.

17. **If you need to request an additional employee for security access** then click on the button and another Requestee row appears.



18. If you have **completed** the online form and checked it over thoroughly, click the



button at the bottom of the online form. You should see "**SAVED**" flash very quickly in the upper right-hand corner of the page when clicking on Submit Request. *Please **do not** click more than once for each request.*

19. **Requestor and Approver Details:**

A **confirmation** request email will be sent to the Administrator/Principal upon submission of this request. The request will be processed **after** a confirming reply via email is received. All will be notified by email when the request is completed.