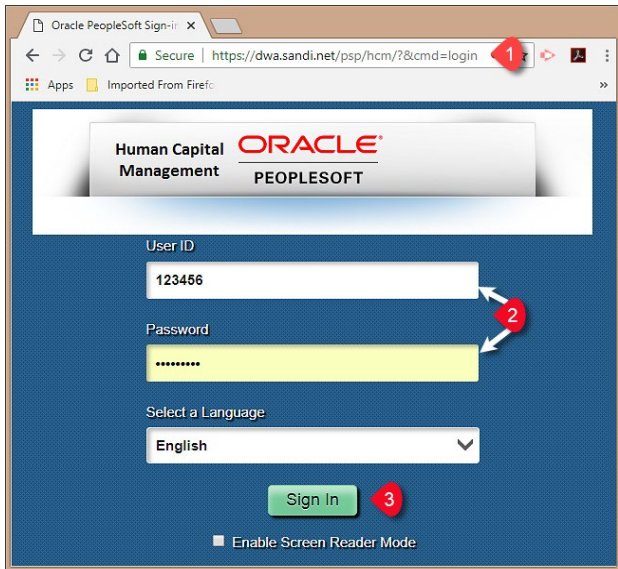

How to Submit a DWA Security Request

Version 2.0 • Oct 2019

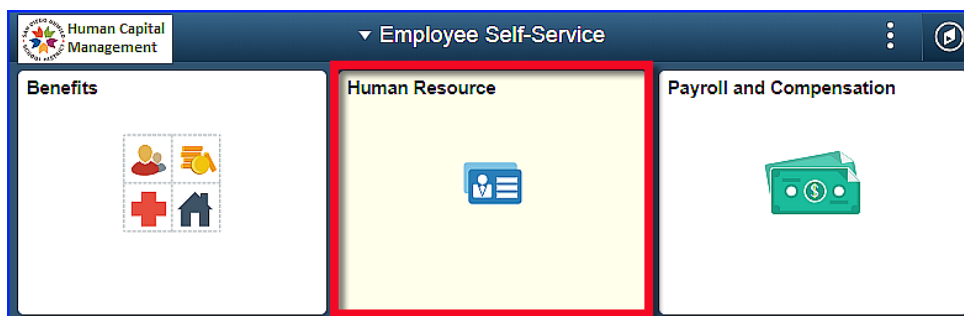
The DWA Security Request is used to request additional or remove access, roles, and functions to district resources commonly required for users at schools or departments. Users include district staff, or Person of Interest (POI). This request is submitted electronically though PeopleSoft HCM.

Follow the steps below to submit the DWA Security Request.

1. Log in to **PeopleSoft HCM**: <https://dwa.sandi.net/hcm/signon.html>
2. Enter six-digit **User ID** (Employee ID) and **DWA Password**.
3. Click **Sign In**.



4. Select **Human Resource**.



The DWA Security Request will display on right side of page.

5. Enter required contact information in **Submitter section**:
 - **Phone**
 - **Email**
 - **Dept**: Enter four-digit code, if not already shown.
6. Enter required Administrator/ Principal information in **Approver section**:
 - **Empl ID**
 - **Phone**
7. Enter information in **Request Details**.

DWA Security Request

Use of this form is limited to the following application account requests: Peoplesoft, Legacy systems (MFC/S and SIS Student Query), or Non-District Employee POI/Contractor accounts. [How to use this form](#)

Please contact IT Help Desk for requests pertaining to any other District applications.

Submitter

Empl ID: 123456 Name: Chris Doe General Secretary II

*Phone: *Email: Dept: 5538

Approver

*Empl ID: Name: i:

*Phone: Email: Org Relation: Dept:

Approvers must be an Administrator, Principal or Supervisor. A confirmation email is sent to the Approver upon submission of this request. Requests are processed after a confirmation reply via email is received.

Request Details: List any necessary Information for the DWA or POI request below:

TIP: Include Empl ID and name of person with permission level of interest. For POI, include background information/ reason for request.

8. Select if request is for **Business Intelligence and Data Analytics (BI)**.

Is this request for Business Intelligence and Data Analytics (BI)?

Yes this is a BI Security Request

If yes, go to **Step 21**.

9. Select appropriate **Requested User**.

Requested User: (Select who this request is for)

Employee

Person of Interest (POI)

If **Employee** is selected, go to **next step**.

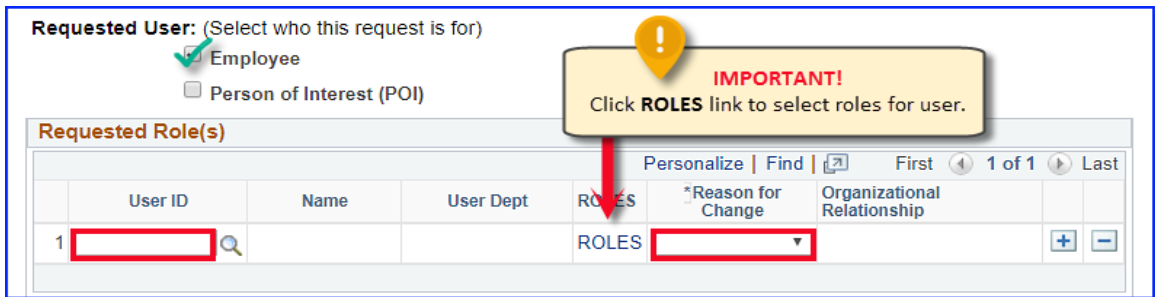
If **POI** is selected, go to **Step 15**.

The **Requested Role(s)** section appears after Employee selection (Step 9).

9. Fill the required fields for employee(s) requesting security access and type of access:

- **User ID** –Enter Employee ID.
- **User Dept**- Enter four-digit department number, if not already populated.
- **Reason for Change** – Select option from drop-down menu.

11. Click **ROLES** link.



Requested User: (Select who this request is for)

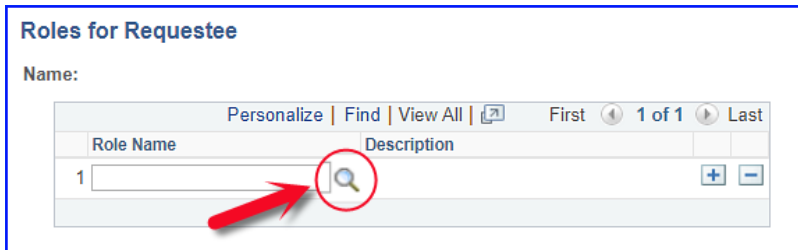
Employee
 Person of Interest (POI)

Requested Role(s)

| User ID | Name | User Dept | ROLES | *Reason for Change | Organizational Relationship |
|---------|------|-----------|-------|--------------------|-----------------------------|
| 1 | | | ROLES | | |

IMPORTANT!
Click **ROLES** link to select roles for user.

12. Click the search feature (magnifying glass).

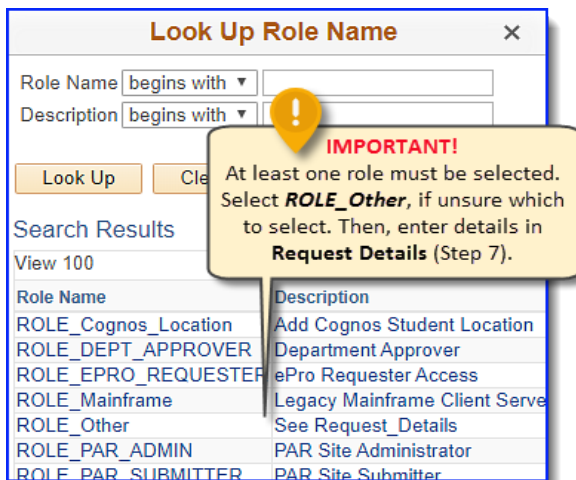


Roles for Requestee

Name:

| Role Name | Description |
|-----------|-------------|
| 1 | |

13. Select preferred **Role Name**.



Look Up Role Name

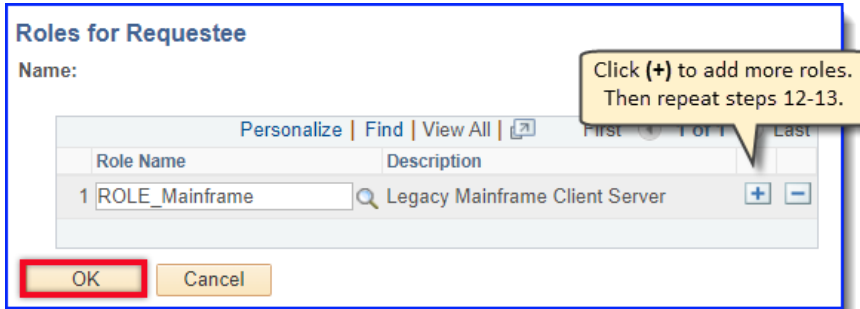
Role Name begins with
Description begins with

Look Up

IMPORTANT!
At least one role must be selected. Select **ROLE_Other**, if unsure which to select. Then, enter details in **Request Details** (Step 7).

| Role Name | Description |
|----------------------|-------------------------------|
| ROLE_Cognos_Location | Add Cognos Student Location |
| ROLE_DEPT_APPROVER | Department Approver |
| ROLE_EPRO_REQUESTER | ePro Requester Access |
| ROLE_Mainframe | Legacy Mainframe Client Serve |
| ROLE_Other | See Request_Details |
| ROLE_PAR_ADMIN | PAR Site Administrator |
| ROLE_PAR_SUBMITTER | PAR Site Submitter |

14. Click **OK** when all roles have been added.



Roles for Requestee

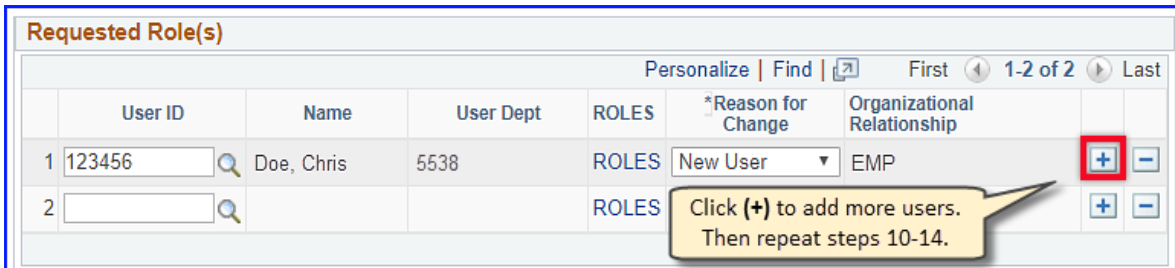
Name:

| Role Name | Description | |
|------------------|--------------------------------|-----|
| 1 ROLE_Mainframe | Legacy Mainframe Client Server | + - |

OK Cancel

Click (+) to add more roles. Then repeat steps 12-13.

Note: To request access for additional employees, click the (+) button on the **Requested Role(s)** page. Then repeat steps 10-14 to select roles.



Requested Role(s)

| | User ID | Name | User Dept | ROLES | *Reason for Change | Organizational Relationship | |
|---|---------|------------|-----------|-------|--------------------|-----------------------------|-----|
| 1 | 123456 | Doe, Chris | 5538 | ROLES | New User | EMP | + - |
| 2 | | | | ROLES | | | + - |

Click (+) to add more users. Then repeat steps 10-14.

When finished GO TO STEP 23

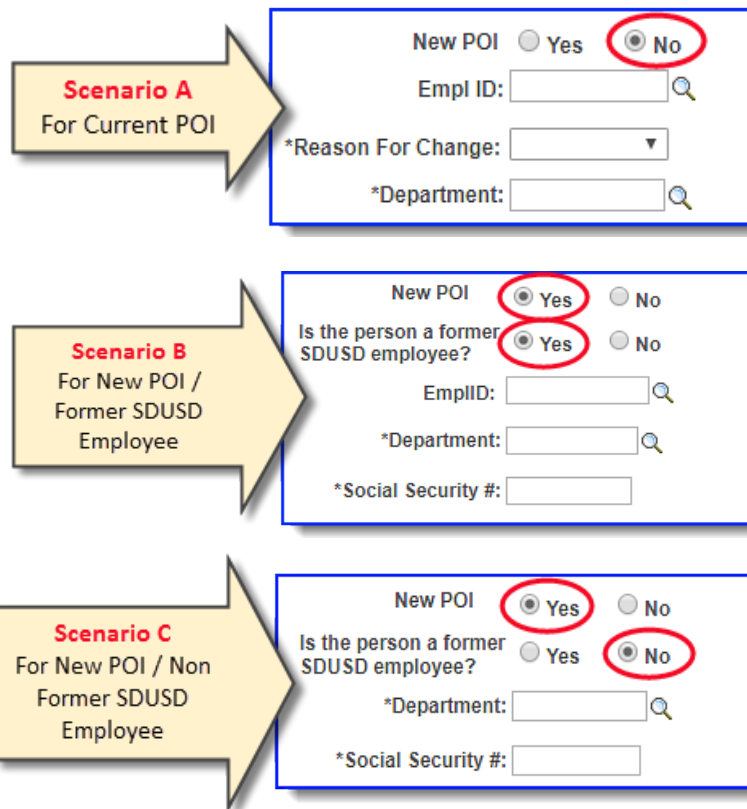
Person of Interest (POI's) are Contractors, Temps, Charter School employees, or former district employees who require access to district resources such as Email, PeopleSoft, Student Information Systems C/S, etc.

Follow the steps below to complete the DWA Security Request for a POI.

IMPORTANT! The **Person of Interest** section is required. Fields will vary depending on combination of POI and former district employee status.

15. Enter information about POI based on scenarios below (**only one can apply**):

- **New POI:** Select appropriate option
- **Is the person a former SDUSD employee?** Select appropriate option
- **Empl ID:** Enter six-digit Employee ID, if applicable
- **Reason For Change:** Select appropriate reason from drop down menu
- **Department:** Enter four-digit code (ex. 0332)
- **Social Security #:** Enter social security number



Scenario A
For Current POI

New POI Yes No
 Empl ID:
 *Reason For Change:
 *Department:

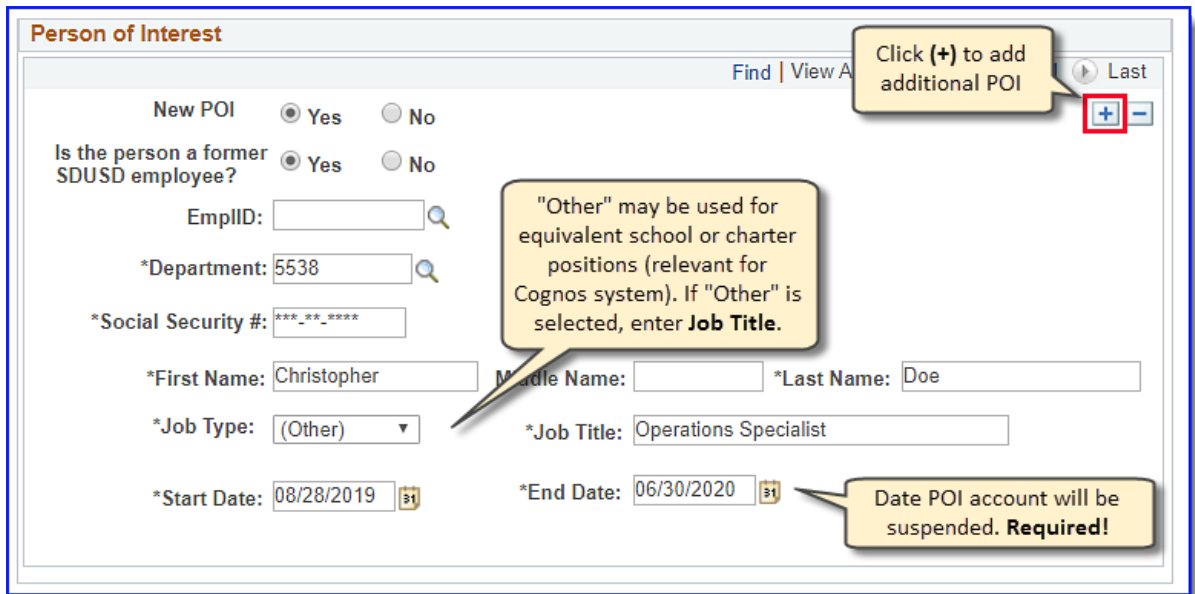
Scenario B
For New POI / Former SDUSD Employee

New POI Yes No
 Is the person a former SDUSD employee? Yes No
 EmplID:
 *Department:
 *Social Security #:

Scenario C
For New POI / Non Former SDUSD Employee

New POI Yes No
 Is the person a former SDUSD employee? Yes No
 *Department:
 *Social Security #:

16. Enter **First Name, Middle Name, Last Name**
17. Select **Job Type** from drop down menu
18. Enter **Job Title**, if applicable.
19. Select **Start Date and End Date. IMPORTANT!** Access will terminate on **End Date. Resubmit DWA Request for POI every year!**
20. For additional POI requests, click the **(+)** button. Then repeat steps 15-19.



Person of Interest Find | View All

New POI Yes No

Is the person a former SDUSD employee? Yes No

EmplID:

*Department:

*Social Security #:

*First Name: Middle Name: *Last Name:

*Job Type: *Job Title:

*Start Date: *End Date:

Click (+) to add additional POI

"Other" may be used for equivalent school or charter positions (relevant for Cognos system). If "Other" is selected, enter **Job Title**.

Date POI account will be suspended. **Required!**

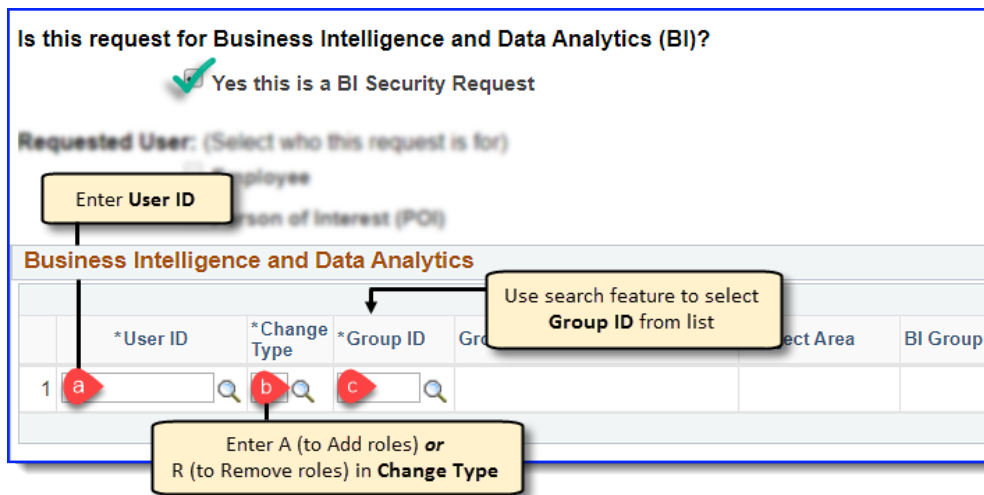
When finished **GO TO STEP 23**

Business Intelligence (BI) and Data Analytics provides improved visibility into educational and business performance at all levels of the district to empower our district leaders, educators and business staff with the data and analysis needed to make actionable decisions. The BI Application Development team works with advanced data analytics tools to integrate data from various district applications, enabling cross-functional reporting for interactive dashboards.

Follow the steps below to complete request for BI access.

21. Fill out the required fields in **Business Intelligence and Data Analytics**:

- a. **User ID**- Enter Employee ID.
- b. **Change Type**- Enter A to add roles, or R to remove.
- c. **Group ID**- Use search feature to select type of access being requested.



Is this request for Business Intelligence and Data Analytics (BI)?
 Yes this is a BI Security Request

Requested User: (Select who this request is for)
 Employee
 Person of Interest (POI)

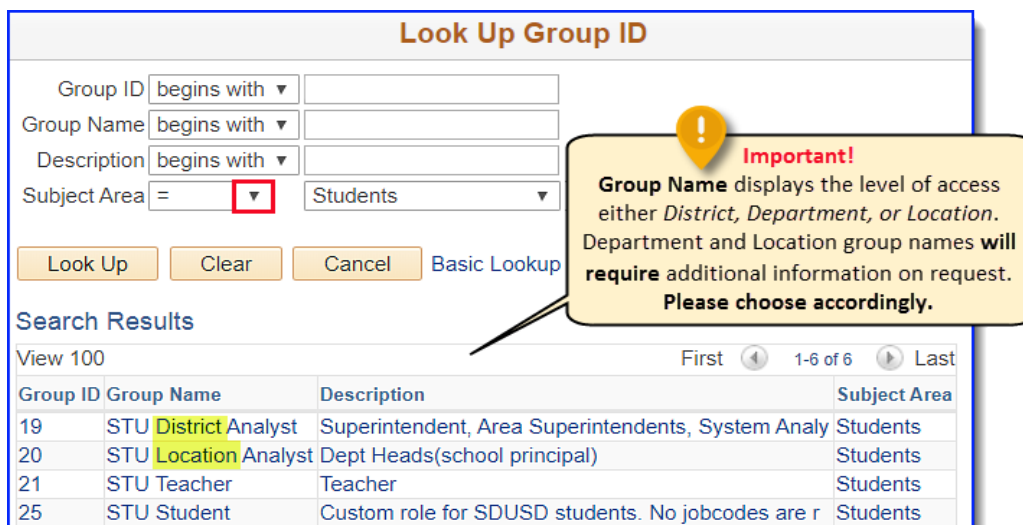
Business Intelligence and Data Analytics

| | *User ID | *Change Type | *Group ID | Group Name | Subject Area | BI Group ID |
|---|----------------------|----------------------|----------------------|------------|--------------|-------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |

Enter A (to Add roles) or R (to Remove roles) in **Change Type**

Use search feature to select **Group ID** from list

- d. Search using **Subject Area** to narrow search results. Click **Group ID** or **Group Name**.



Look Up Group ID

Group ID begins with

Group Name begins with

Description begins with

Subject Area =

Basic Lookup

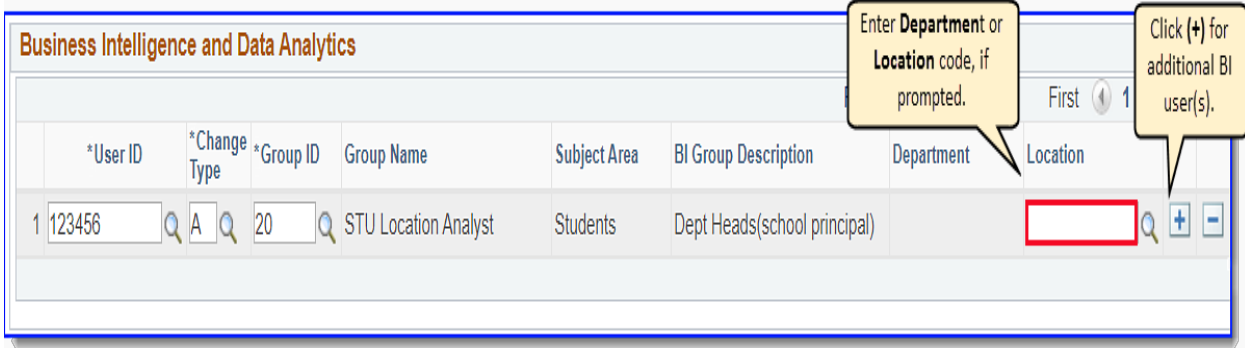
Important!
Group Name displays the level of access either *District*, *Department*, or *Location*. Department and Location group names **will require** additional information on request. **Please choose accordingly.**

Search Results
 View 100 First 1-6 of 6 Last

| Group ID | Group Name | Description | Subject Area |
|----------|-----------------------------|--|--------------|
| 19 | STU District Analyst | Superintendent, Area Superintendents, System Analy | Students |
| 20 | STU Location Analyst | Dept Heads(school principal) | Students |
| 21 | STU Teacher | Teacher | Students |
| 25 | STU Student | Custom role for SDUSD students. No jobcodes are r | Students |

e. **Department/Location:** If necessary, enter four-digit **Department** code (ex: 0332), or four-digit code + A in **Location** (ex: 0332A).

22. For additional BI requests, click the (+) button. Then repeat step 21.



Business Intelligence and Data Analytics

| | *User ID | *Change Type | *Group ID | Group Name | Subject Area | BI Group Description | Department | Location |
|---|----------|--------------|-----------|----------------------|--------------|------------------------------|------------|----------|
| 1 | 123456 | A | 20 | STU Location Analyst | Students | Dept Heads(school principal) | | |

Enter **Department** or **Location** code, if prompted.

Click (+) for additional BI user(s).

23. Click **Submit Request**.

Confidentiality Statement

The use of any data on San Diego City Schools computers must meet state and federal confidentiality laws. Individuals must take every precaution to protect the security of this data and prevent any release, intentional or unintentional. Further, any written or computer-produced reports derived from this data must meet the requirements of Procedure 6525. Permission to provide this data to any agency other than the State of California or federal government has not been given. Specific permission from the appropriate division must be obtained prior to release to any other agency.

Submit Request

IMPORTANT! A message will appear if the requested BI user already has access in one or more selected Group ID's.

Message

User ID,123456, already has access to Group ID of 22

The PeopleCode program executed an Error statement, which has produced this message.

OK

24. A confirmation message will follow upon successful DWA Security Request submission.

Submit Confirmation

Your requests have been successfully submitted.