

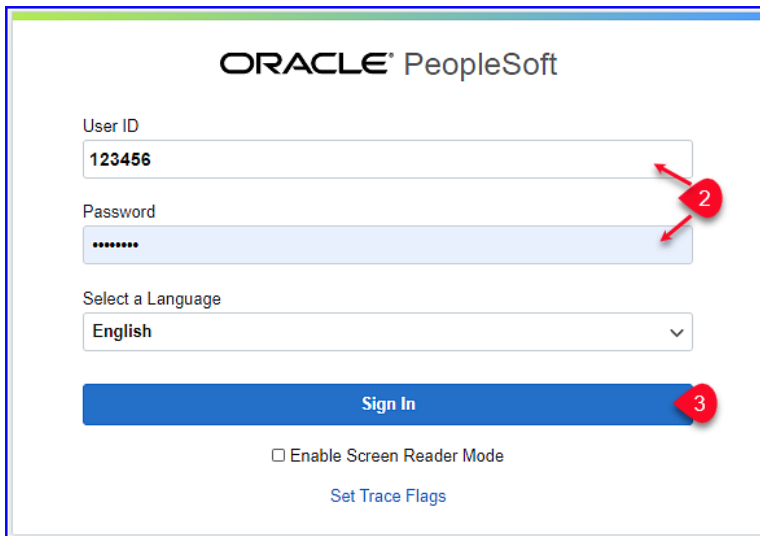
How to Submit a DWA Security Request

Version 2.1 • Mar 2021

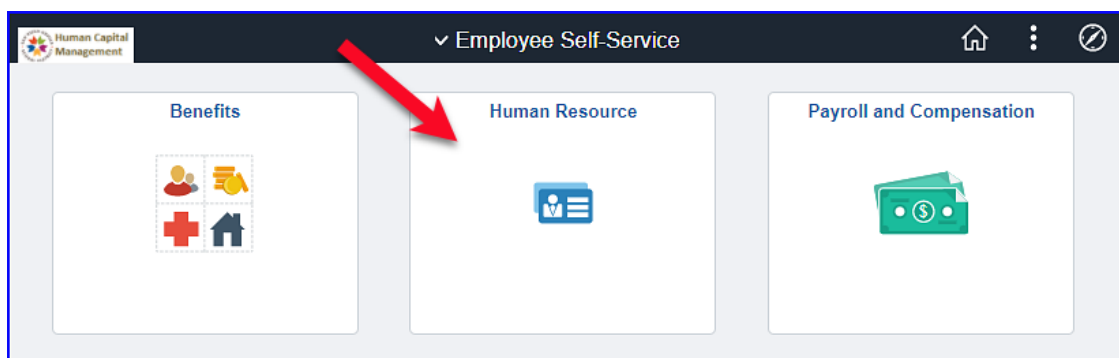
The DWA Security Request is used to request additional or remove access, roles, and functions to district resources commonly required for users at schools or departments. Users include district staff, or Person of Interest (POI). This request is submitted electronically through PeopleSoft HCM.

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: <input style="border: 2px solid red;" type="text"/>	*Email: <input style="border: 2px solid red;" type="text" value="cdoe@sandi.net"/>	Dept: 5538

Approver

*Empl ID: <input style="border: 2px solid red;" type="text"/>	Q	Name: <input style="border: 2px solid red;" type="text"/>	*Phone: <input style="border: 2px solid red;" type="text"/>
		Email: <input style="border: 2px solid red;" type="text"/>	Org Relation: <input style="border: 2px solid red;" type="text"/>
		Dept: <input style="border: 2px solid red;" type="text"/>	

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: Use the search feature to search by last name.

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**.

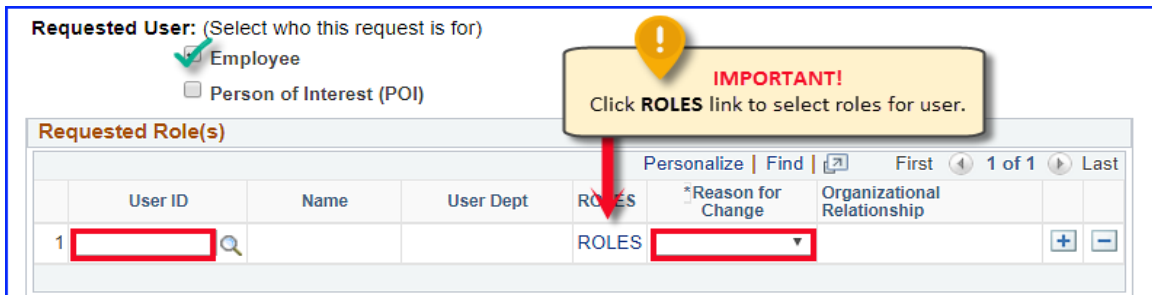
If **POI** is selected, go to **Step 15**.

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)

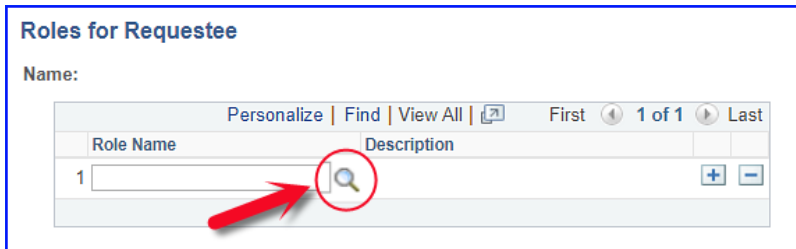
☒ Employee
☐ Person of Interest (POI)

Requested Role(s)

Personalize | Find | First 1 of 1 Last

	User ID	Name	User Dept	ROLES	*Reason for Change	Organizational Relationship
1	<input type="text"/>			ROLES <input type="text"/>		

12. Click the search feature (magnifying glass).



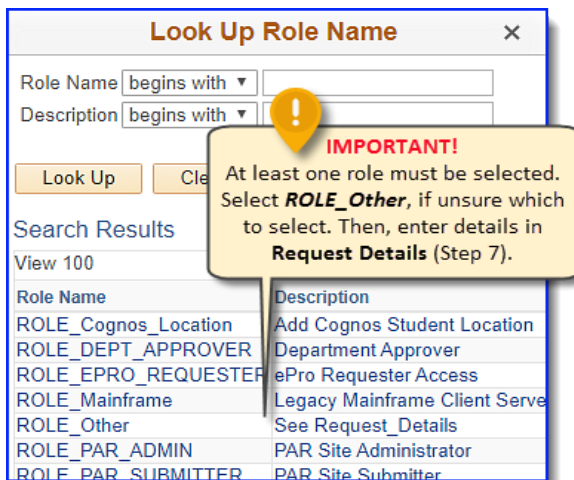
Roles for Requestee

Name:

Personalize | Find | View All | First 1 of 1 Last

	Role Name	Description
1	<input type="text"/>	

13. Select preferred **Role Name**.



Look Up Role Name

Role Name begins with
Description begins with

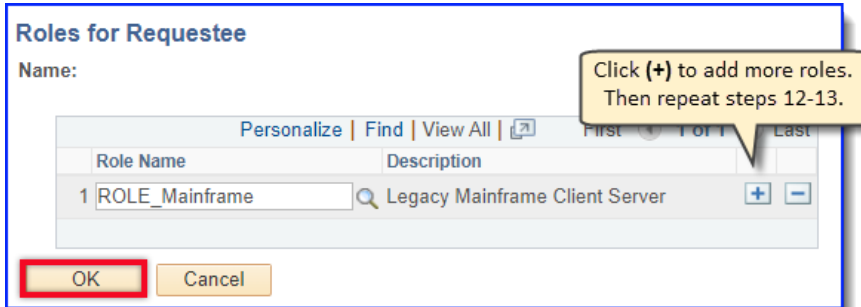
Look Up Clear

Search Results

View 100

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

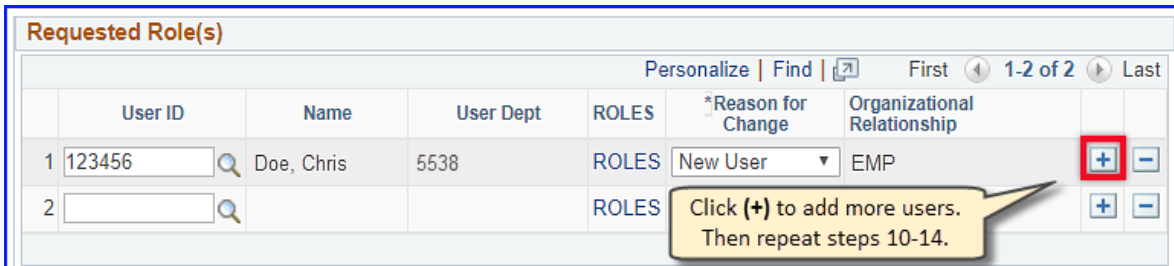
Name:

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

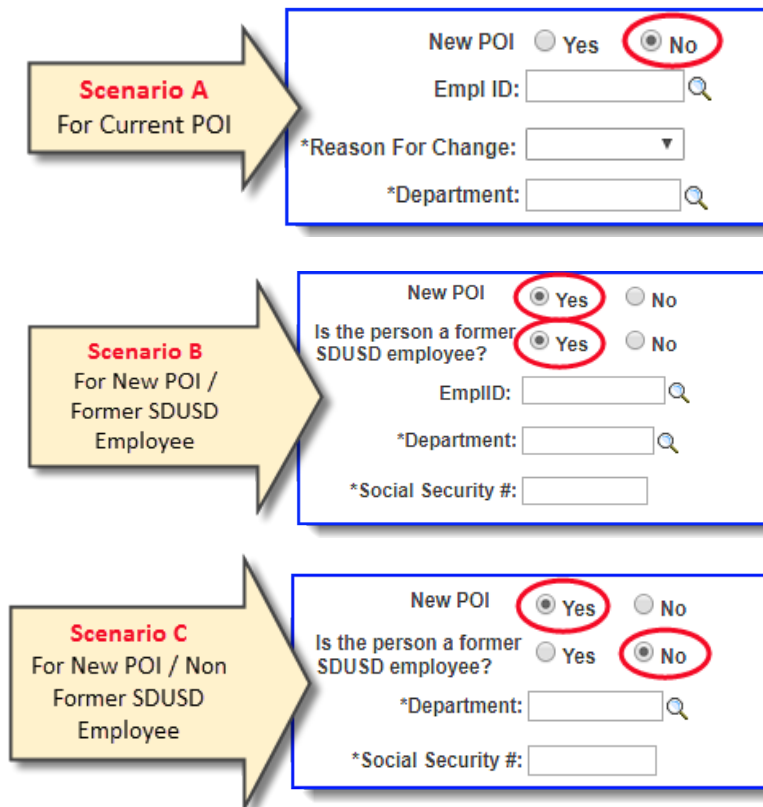
Person of Interest (POI's) are Contractors, Temps, Charter School employees, or former district employees who require access to district resources such as Email, PeopleSoft, Student Information Systems C/S, etc.

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**):

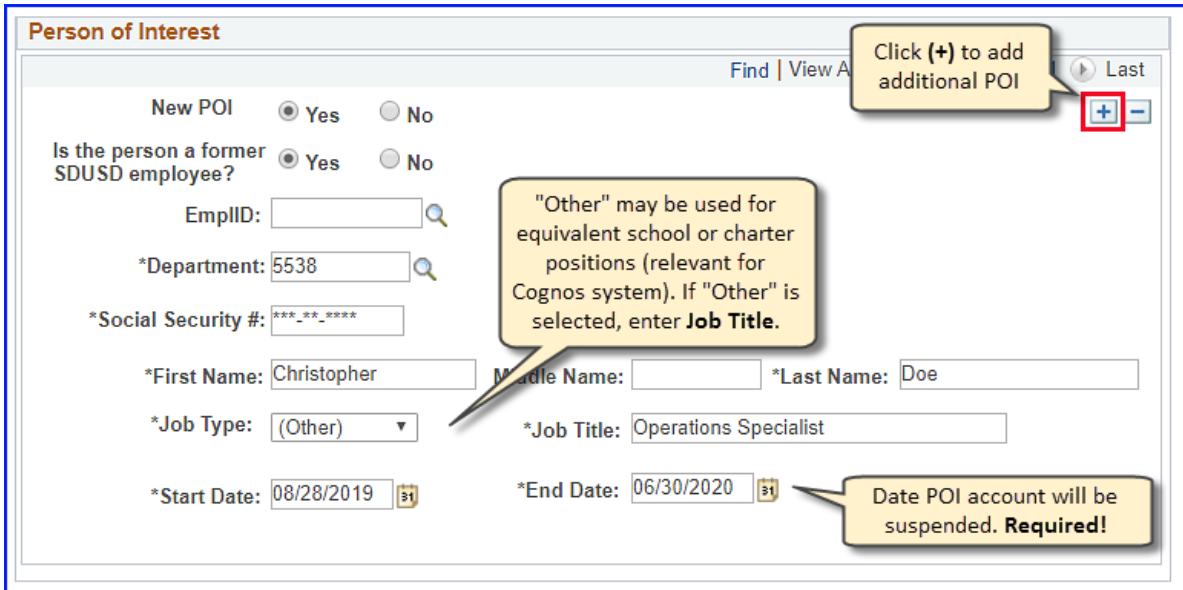
- **New POI:** Select appropriate option
- **Is the person a former SDUSD employee?** Select appropriate option
- **Empl ID:** Enter six-digit Employee ID, if applicable
- **Reason For Change:** Select appropriate reason from drop down menu
- **Department:** Enter four-digit code (ex. 0332)
- **Social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



The diagram illustrates three scenarios for selecting a Person of Interest (POI) and the corresponding form fields:

- Scenario A: For Current POI**
 - New POI:** ☐ Yes, ☒ No
 - Empl ID:** [Text field with search icon]
 - *Reason For Change:** [Dropdown menu]
 - *Department:** [Text field with search icon]
- Scenario B: For New POI / Former SDUSD Employee**
 - New POI:** ☒ Yes, ☐ No
 - Is the person a former SDUSD employee?** ☒ Yes, ☐ No
 - EmplID:** [Text field with search icon]
 - *Department:** [Text field with search icon]
 - *Social Security #:** [Text field]
- Scenario C: For New POI / Non Former SDUSD Employee**
 - New POI:** ☒ Yes, ☐ No
 - Is the person a former SDUSD employee?** ☐ Yes, ☒ No
 - *Department:** [Text field with search icon]
 - *Social Security #:** [Text field]

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!**

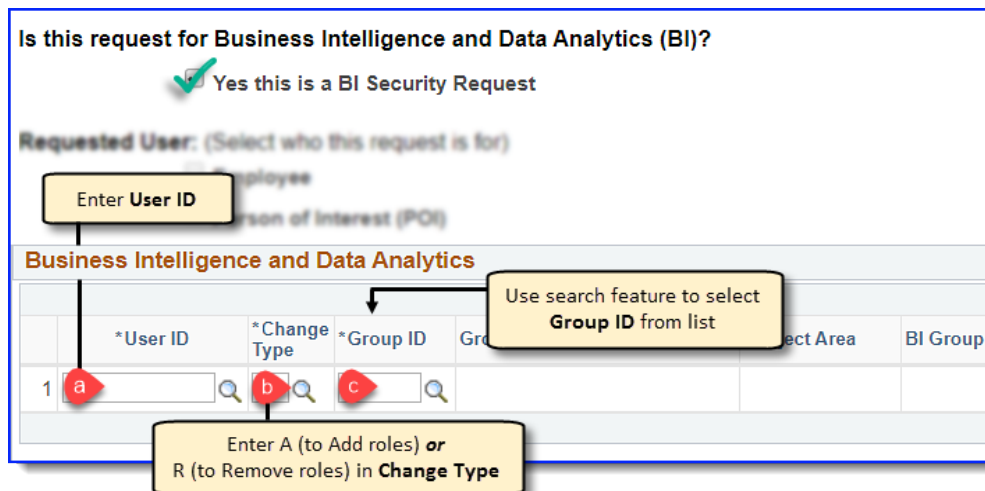
When finished GO TO STEP 23

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)

Enter User ID

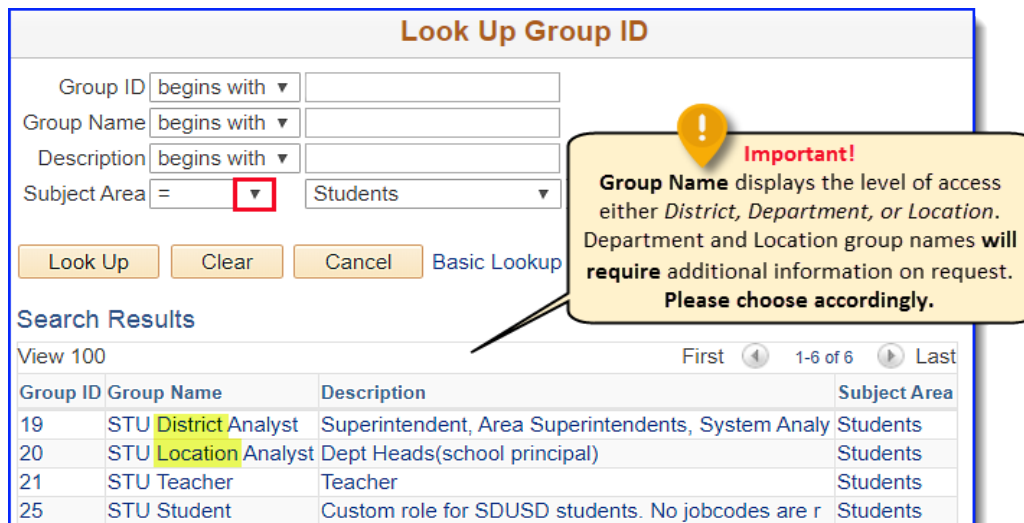
Business Intelligence and Data Analytics

Use search feature to select Group ID from list

	*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

- 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 = Students

Look Up Clear Cancel 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.

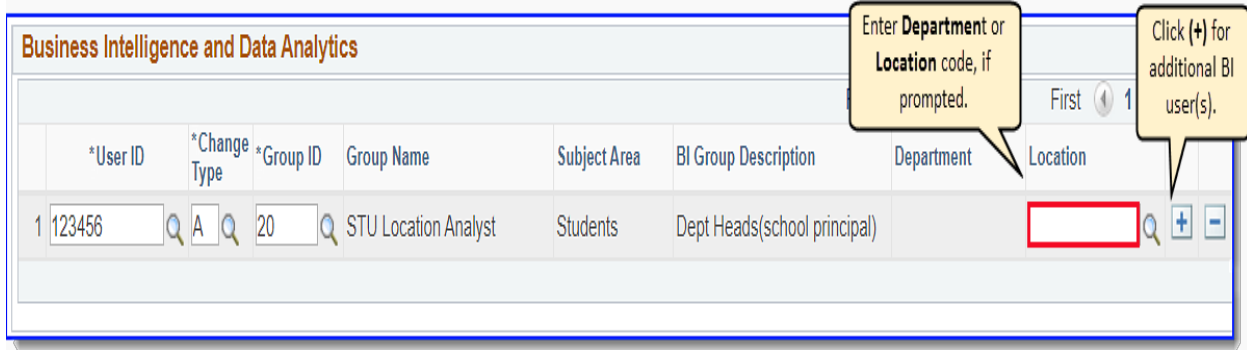
Search Results

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.



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.