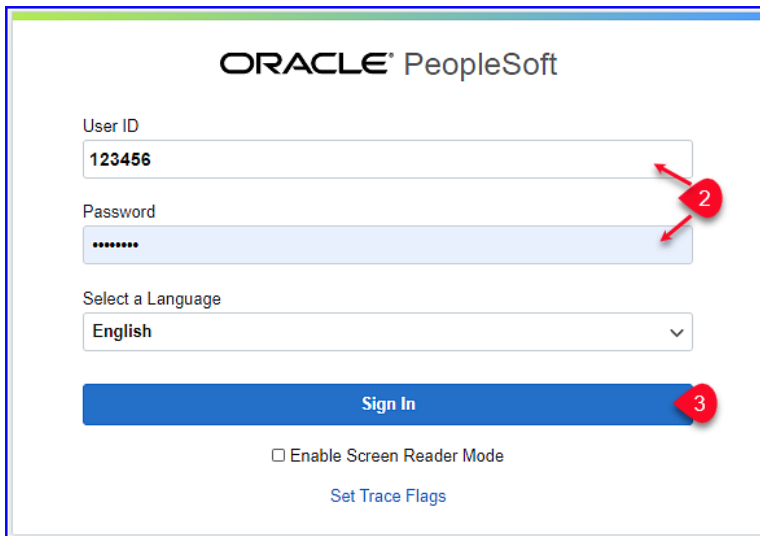# How to Submit a DWA Security Request

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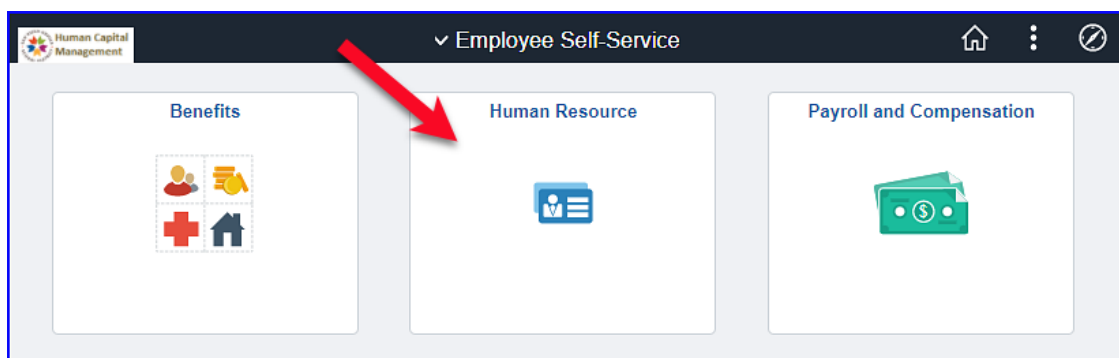
The DWA Security Request will display on right side of page.

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.**

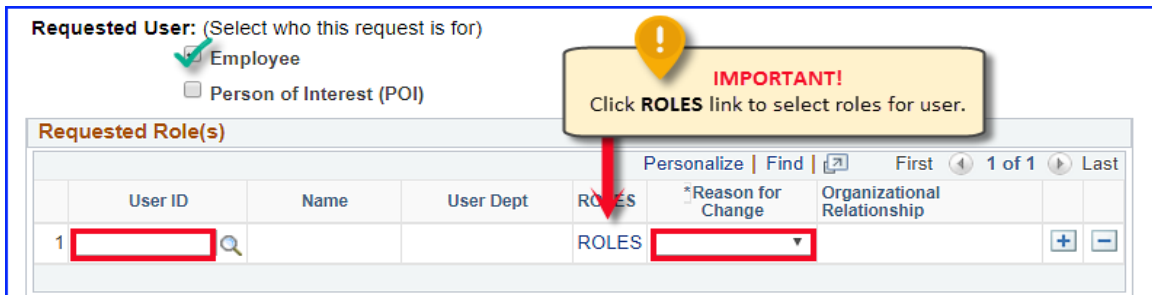8. Select if request is for **Business Intelligence and Data Analytics (BI)**.

9. Select appropriate **Requested User.**

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.

12. Click the search feature (magnifying glass).

13. Select preferred **Role Name.**
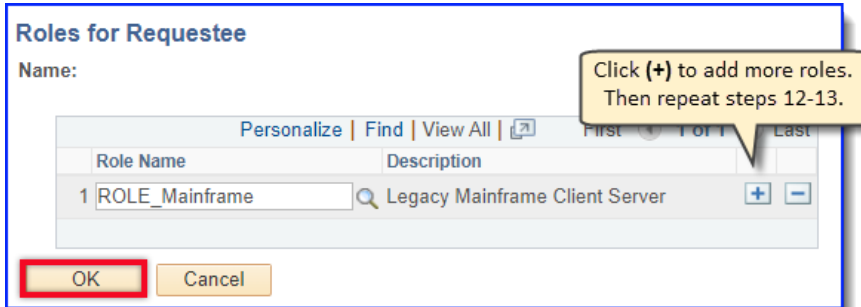
14. Click **OK** when all roles have been added.

Roles for Requestee

Name:

Personalize | Find | View All | 🗗   First   1 of 1   Last
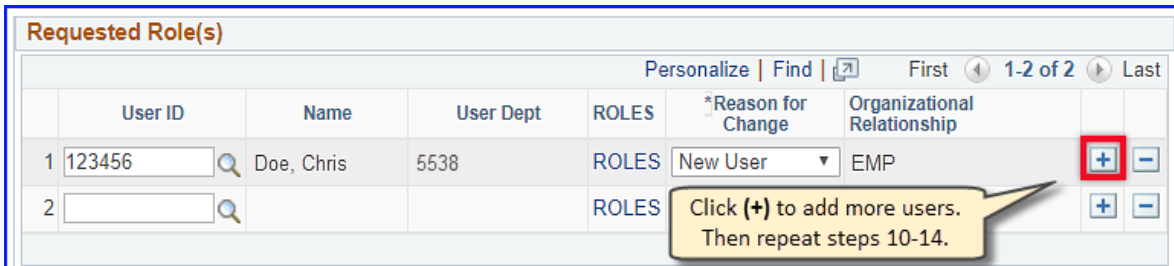
	Role Name	Description		
1	ROLE_Mainframe	🔍 Legacy Mainframe Client Server	➕	➖

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

[OK]   [Cancel]

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)

Personalize | Find | 🗗   First   1-2 of 2   Last

	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

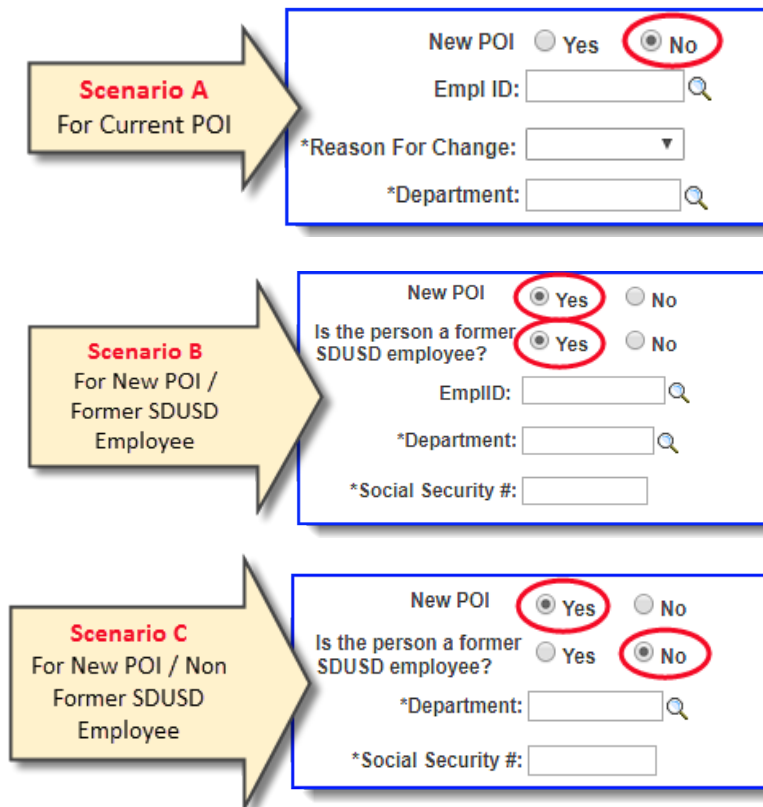**Person of Interest (POI's)** are Contractors, Temps, Charter School employees, or former district employees who require access to district resources such as Email, PeopleSoft, Student Information Systems C/S, etc**.**

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):**
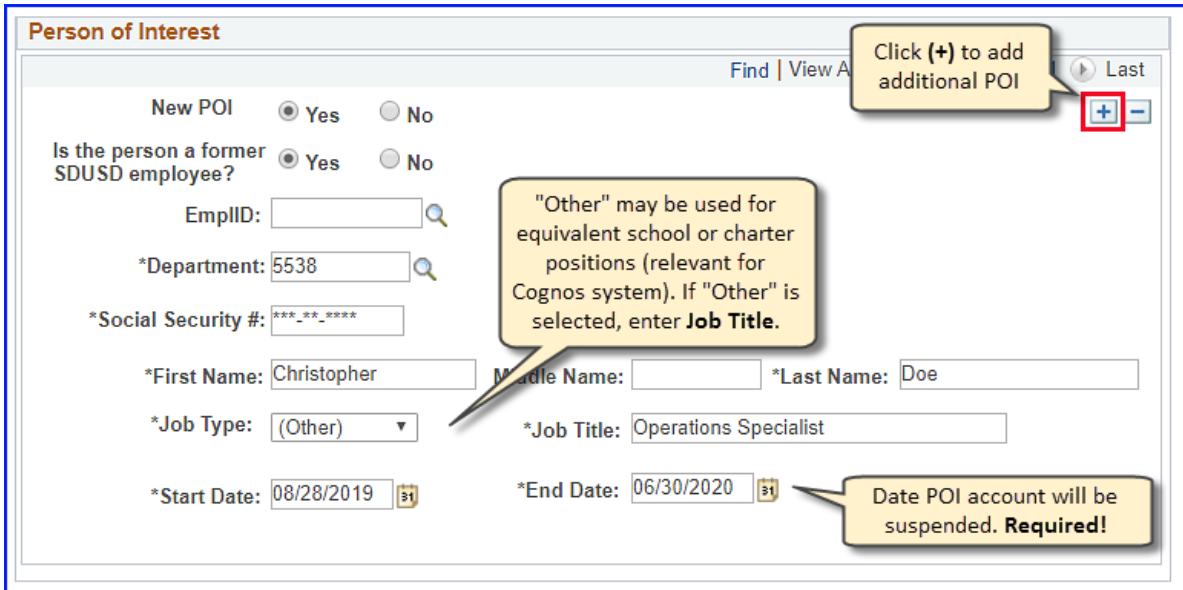
- **New POI:** Select appropriate option

- **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 A ... ► Last

Click **(+)** to add additional POI

[+] [−]

New POI ◉ Yes ○ No

Is the person a former SDUSD employee? ◉ Yes ○ No

EmplID: [   ] 🔍

*Department: 5538 🔍

*Social Security #: ***-**-****

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

*First Name: Christopher   Middle Name: [   ]   *Last Name: Doe

*Job Type: (Other) ▼   *Job Title: Operations Specialist

*Start Date: 08/28/2019 📅   *End Date: 06/30/2020 📅

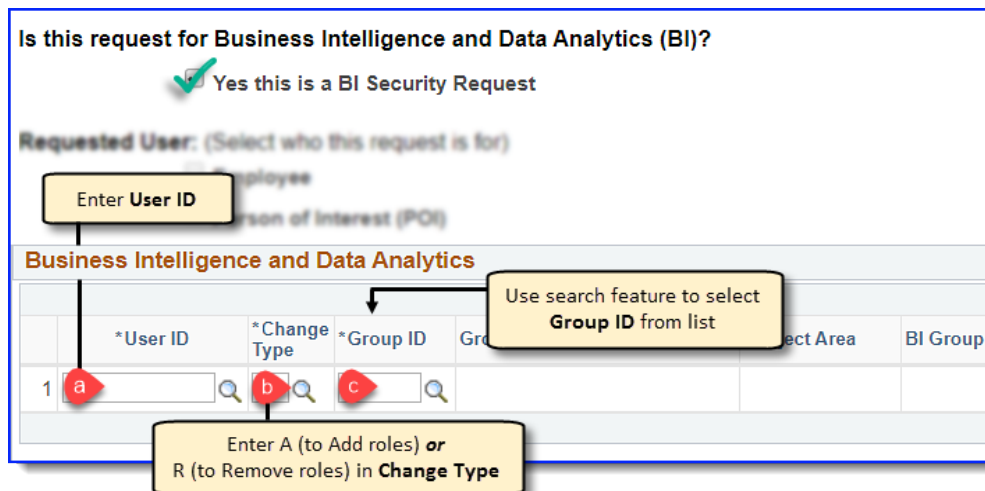Date POI account will be suspended. **Required!**

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.

    d. Search using **Subject Area** to narrow search results**.** Click **Group ID** or **Group Name**.
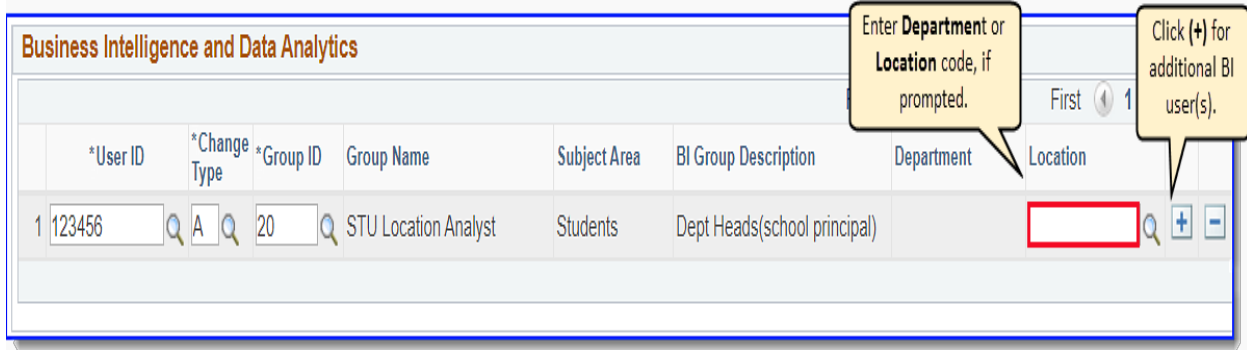
e. **Department/Location:** If necessary, enter four-digit **Department** code (*ex: 0332*), or four-digit code + A in **Location** (*ex: 0332A*).

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

23. Click **Submit Request**.

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

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