

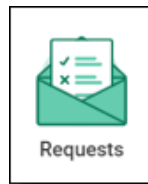
Security Roles, request and remove

This job aid provides step by step instructions on how to request security role assignments and removals in Workday.

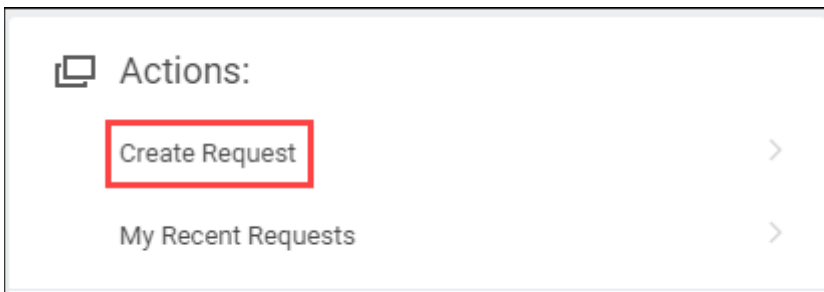


For request and removal of the *Security Partner* and *Appointing Authority* roles, see the follow job aids: [Security Partner Role, request and remove](#) and [Appointing Authority Role, request and remove](#).

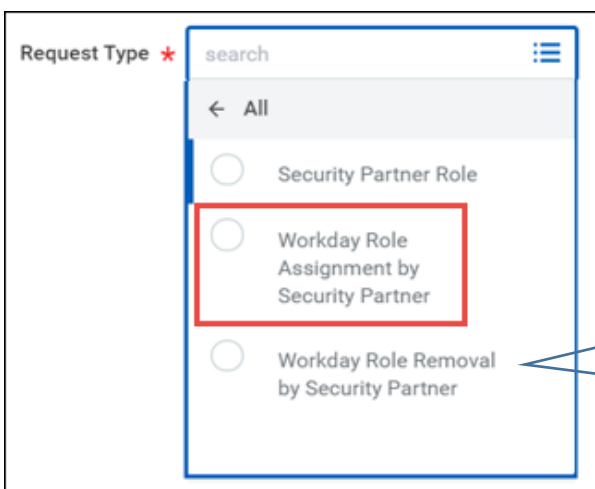
Step 1: Click on the **Requests** worklet.



Step 2: Click on **Create Request**.



Step 3: Click on the menu prompt , click on **All**, and select **Workday Role Assignment by Security Partner**. Click **OK**.



Select *Workday Role Removal by Security Partner* to request a role be removed. In Step: 4 you will select which role(s) to remove. The task will route directly to the Security Partner.

Step 4: Answer the questions in the **Questionnaire**.

- Describe the Request
- What is your name? (Required)
- What is your OR Number? (Required)
- Please list the Supervisory Organization for this assignment (Required)
- What role(s) are you requesting? (Required)
- Please describe your job duties requiring this role. (Required)

Enter Comments or Attachments if you'd like. Click **Submit**.


Step 5: Review the *Workday Security Access Form* by clicking **Review Documents**.

You have submitted
Request Process : Workday Role Assignment by Security Partner : [redacted] [Actions](#)


Up Next Do Another

[Review Documents](#) Create Request

[Review Documents](#)

Step 6: Click on the **Workday Security Access Form** link. Carefully read through the attached document. Use the prompt in the upper left corner  to close the form. Click the **"I Agree"** checkbox, and click **Submit**.

Documents

Document	 Workday Security Access Form
Instructions	Please review the attached Workday Security Access Form.
Signature Statement	This document is to clarify my role related to Workday. I understand I may have access to, or be exposed to, confidential information, and that I am required to protect such confidential information. By acknowledging, I certify my understanding the access granted to me requires unconditional adherence to the attached mandatory conditions.
I Agree	<input type="checkbox"/>

Step 7: The request will route to the employee's Manager to *Approve, Send Back, or Deny*. When the Manager approves the request, it will route to the agency Security Partner to add the role(s) and approve.

Step 8: You will receive a notification when the role(s) has been assigned.