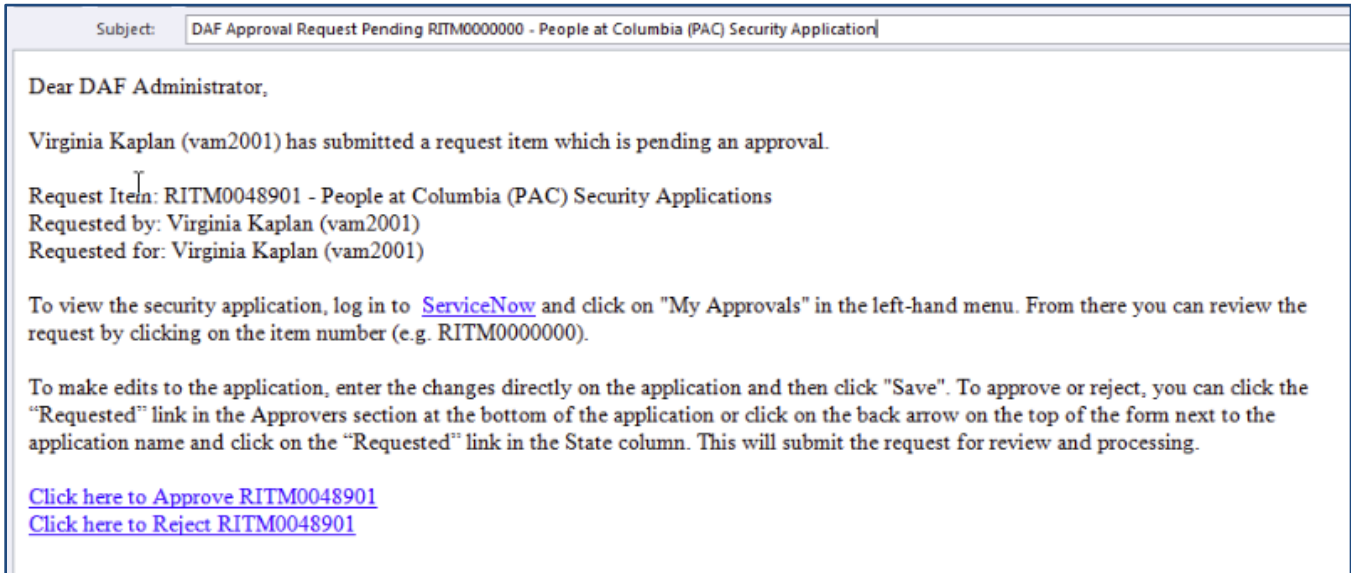


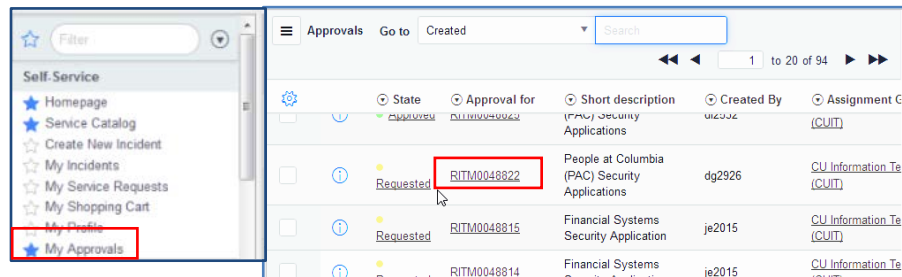
People @ Columbia Security Application – DAF Administrator Approval Process

All PAC security requests must be approved by the DAF Administrator for the departments to which access is being requested. If you are listed as the DAF Administrator on a PAC security request, you will receive an email notification instructing you to log in to ServiceNow and approve or recycle your application. This notification is sent after the manager has approved the request.

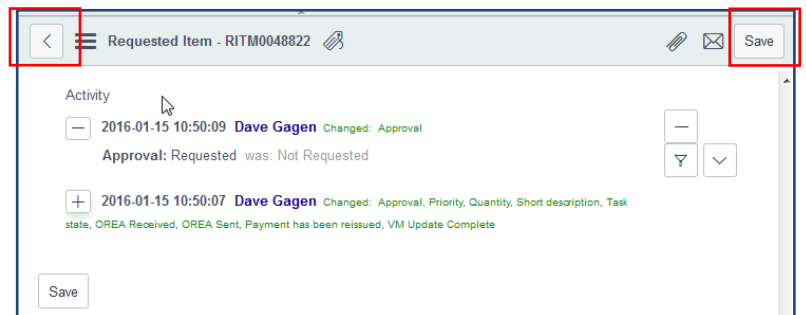


Steps to Review and Approve a PAC Security Application

- 1 Log into ServiceNow using the link provided in the email.
- 2 In the left-hand menu of ServiceNow you will see a "My Approvals" link.
- 3 From the list of security applications awaiting your approval, click on the RITM number you need to review. The Short Description column provides you with a description of the item.



- 4 Once you click on the RITM number, a copy of the application form will open for your review. As the DAF Administrator, you have the ability to make changes to the access requested directly in the form. Once you are done reviewing and making any necessary updates to the request form, **click on "Save"** (available on the top right and bottom left of the form) to save your changes.



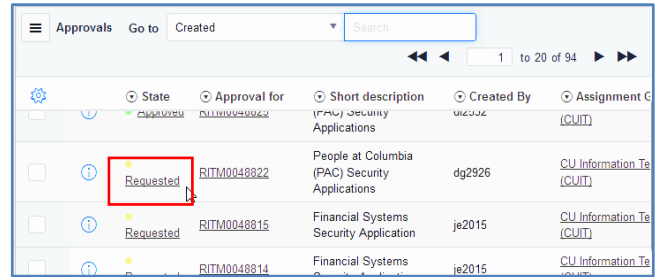
To return to the approval menu, click on the back arrow in the upper left corner of the request.

- 5 From the approval menu, click on the “Requested” link next to the application you have just reviewed. An approval screen will open.

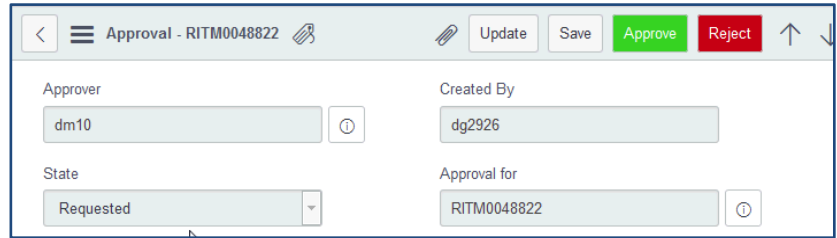
To approve the request click on “Approve”.

To reject the request click on “Reject”.

Applications cannot be recycled back to the applicant at this stage. If a change needs to be made to the request, please edit the form prior to approval and include comments.



State	Approval for	Short description	Created By	Assignment C
Requested	RITM0048822	People at Columbia (PAC) Security Applications	dg2926	CU Information Te (CUIT)
Requested	RITM0048815	Financial Systems Security Application	je2015	CU Information Te (CUIT)
Requested	RITM0048814	Financial Systems	je2015	CU Information Te (CUIT)



Approval - RITM0048822

Update Save **Approve** Reject

Approver: dm10

Created By: dg2926

State: Requested

Approval for: RITM0048822

- 6 Once you click “Approve”, the application will be removed from your “My Approvals” queue, and sent to Central Human Resources for review and processing.