How to Submit a DWA Security Request

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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.
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)**.

   **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.

12. Click the search feature (magnifying glass).

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

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

*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.

**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
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.

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.