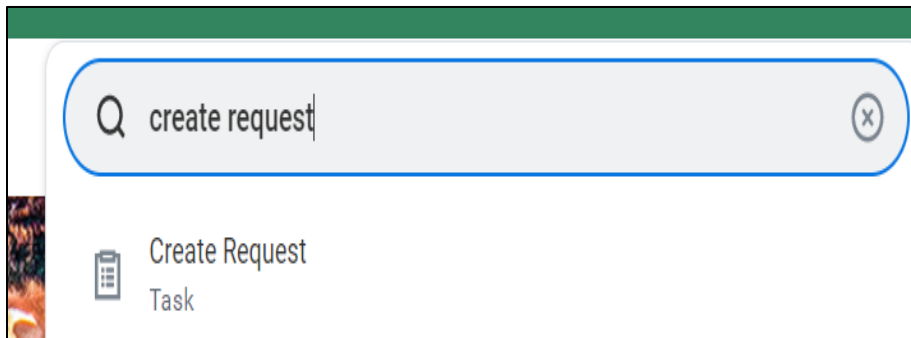


This form will be used for Workday security requests including:

- A. Requesting new access for an employee
- B. Modifying an existing security group
- C. Requesting a new security group
- D. Remove security access for an employee
- E. Request to enable/disable Workday functionality

Please follow the steps below to create and submit the security access request form.

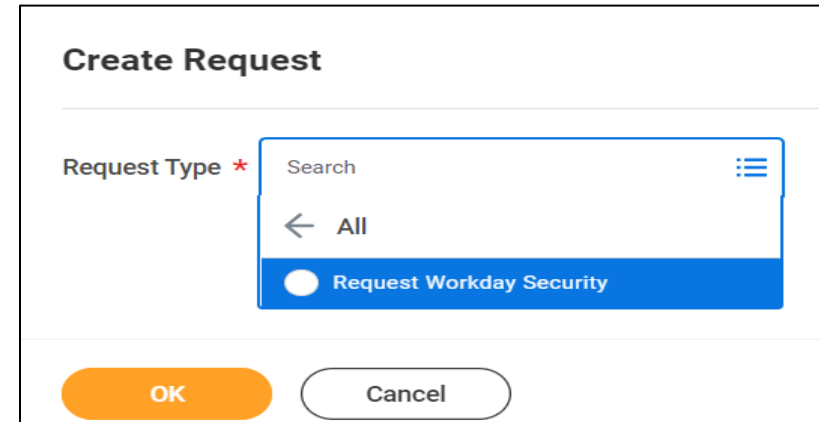
1. IN THE SEARCH SECTION TYPE IN "CREATE REQUEST"



Q create request

Create Request Task

2. Click on "All" and select "Request Workday Security," then click OK.



Create Request

Request Type \* Search

← All

Request Workday Security

OK Cancel

3. Please complete this form by choosing the questions in Section A, B or C.

## Request Workday Security

Use this form for Workday security requests including:

- A. Requesting new access for an employee
- B. Modifying an existing security group
- C. Requesting a new security group

Describe the Request \*

**NOTE: We can't separate options A, B, C, D, and E into separate different questionnaires. Which option you choose A, B, C, D, or E only fill out that section.**