Supervisor Position Security Review, and Change Security for Position Guide
A simple Guide to Position Security Review, and Changes to Security for a Position.

Review a Position:
*****If you opened this document from the OneTech Supervisor card, go to step 2 below.**
1. Sign into OneTech and locate the "Supervisor" Card.
2. Locate and click on the "Position Information" link.
3. Find the Position requiring a review or change of security and click on the "Review" button.
4. Click on the "Position Security Review Form" tab located at the top.
5. Review all access associated with this Position.
6. Click on the "i" icon to the right of Banner System rows to view Banner Objects associated with a Banner Security Class.

If all access is appropriate, click on the "**Certify Position Access**" button above the position number.

If access changes are needed, click on the link to "**Change Security for Position**", and follow the instructions below.

> If this is the first time you have Certified access for a particular job position,
>   doing so will create a Ticket to obtain Data Owner Approval
>   of the POSN associated access.
> Data Owner approval will be obtained if needed.
> The supervisor will be notified of the access approval status.

Change Security for Position:
1. Access Position Review using instructions above.
2. Find "**Change Security for Position**" and click on the link.
3. The Position Number(POSN#) should be filled in already.
4. Enter a position number example if the access is for a New or Transferred Position.
5. Complete the Access Change Requested box with access to ADD or REMOVE.
6. Add a justification.
7. Submit.

> This will create a Position Access Change ticket.
> Data Owner approval will be obtained for any Added access.
> If approved, requested access will be granted.
> The supervisor will be notified of the access change status.

If you need additional assistance, please send a detailed email to security@atu.edu.