Transcript: How to Submit an Access Change Request (Update)

Slide 1
PDREP Product Data Reporting and Evaluation Program –
How to submit an Access Change Request (Update)

Slide 2
Agenda for User Access Request Process
1. User Information Block
2. Data Required Section
3. Confirm Citizenship, Information Assurance Training
4. Justification for Access, User Agreement
5. Sign and Submit

Begin demonstration video.

On screen: Image of PDREP application consent page
Welcome to the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) Training Videos.

This video explains how to submit an Access Change Request.

Existing PDREP users may request additional privileges, updated access privileges or update contract information by submitting an updated SAAR. The Access Change Request will parallel the same process for flow and notifications as when submitting an original SAAR-P. (Refer to how to submit a new/renew request video for data entry specifics.)

To do this, log into the PDREP-AIS.

On screen: PDREP application home page
Hover over 'User Profile' on the top right of the PDREP Home page or hover over [YOUR NAME] displayed next to the User Profile label on the top right on any other page to display the fly out menu and select 'Access Change Request'. Browser will navigate to SAAR-P form.

On screen: SAAR-P Form
Here you will fill in TYPE OF REQUEST: Update should be pre-populated.

'I AM A' should prepopulate with current account type (U.S.G. Employee, U.S.G. Support Contractor issued a U.S.G. CAC/PKI, Prime Contractor with current U.S.G contract, Tier 2 Contractor (Subcontractor with no current U.S.G. contract).

In most cases current user information and access levels pre-populate SAAR-P. Update the user information and access levels as desired. (Refer to how to submit a new/renew request video for data entry specifics.)

If you know your security managers email, enter it. The Security Manger's information may be left blank by the Submitter; however, after the SAAR is submitted to their supervisor or USG sponsor, it is then mandatory for the supervisor or USG sponsor to enter it and froward to their activities security manager. The SAAR-P must be sent to, and then verified by the organization's Security Manager. The

Security Manager verifies your Background Investigation and Clearance levels. As long as there is an existing date and signature in the User Profile the Secuity Manager should not need to re varify the Background Investigation and Clearance levels.

Once the selections have been made confirm Citizenship and Information Assurance Training, these are both mandatory fields.

Please NOTE: the Information Assurance Training is a DOD cybersecurity requirement and is mandatory. If you have not completed or are not sure you have completed it, you can complete the training at this URL: https://public.cyber.mil/training/cyber-awareness-challenge/. PDREP-AIS does not hold/sponsor a class.

Next you will need to provide justification for Access, this is a mandatory field and the note will be sent in the email to your supervisor.

On screen: User Agreement Consent form

In order to proceed select Click to read the agreement (Mandatory). The user agreement appears in a pop up window. Read and scroll through the user agreement. At the end of the user agreement either select "I have read the agreement and agree to follow", which will navigate the browser back to the SAAR-P with a sign and submit button or "I do not agree", which will navigate the browser back to the previous screen where it will ask you to select Click to read the agreement as this is a mandatory field.

On screen: SAAR-P form 'Sign and Submit'

Select the 'Sign and Submit Request' button.

On screen: Confirmation screen

After selecting the 'Sign and Submit Request' button, user will receive a confirmation. The PDREP ID is not your User ID. This is the serial number of the SAAR-P for tracking purposes. If you do not see this confirmation, your SAAR-P was not submitted successfully.

Please NOTE: Requester is DIGITALLY SIGNING affirmation to the User Agreement and SAAR-P is stamped with user information from CAC/Cert.

A confirmation e-mail, stating PDREP has received the SAAR-P submission and that a notification has been sent to the supervisor for approval will be sent to the requesters e-mail as listed on the SAAR-P.

This completes the training video on how to submit an access change request.

On screen: Things to Note:

Additional DoDAAC
1. If you perform work for multiple organizations, you may enter more than one DoDAAC.
2. Requesters will need to justify additional DoDAACs that are not within the same component (i.e. NAVSUP and NAVSEA or DLA and Army.

Correct Emails
1. Make sure the US Government Supervisor's e-mail address is correct. Your Supervisor will receive a notice about your access request and is required to certify the need and authorization for access.
2. The Supervisor and Security Manager Email cannot be changed, only deleted, and requester will have to resubmit if e-mail address is invalid.

IAT Link
1. Link to Information Assurance Training (IAT)
2. https://public.cyber.mil/training/cyber-awareness-challenge/

On screen: End Slide:

Thank you for watching How to submit an Access Change Request (Update) Training Video.