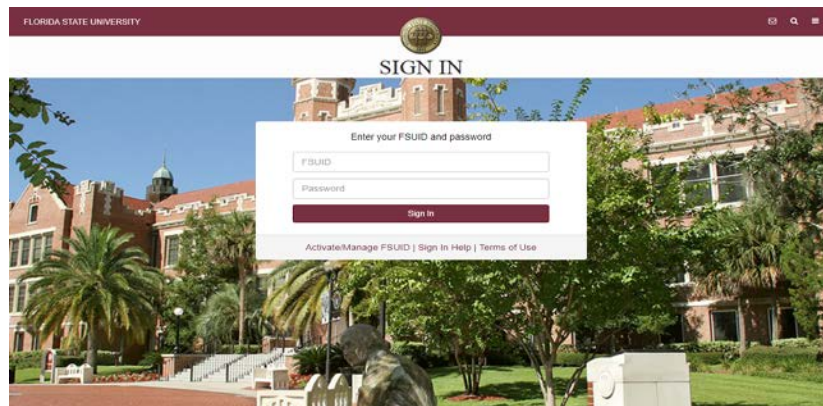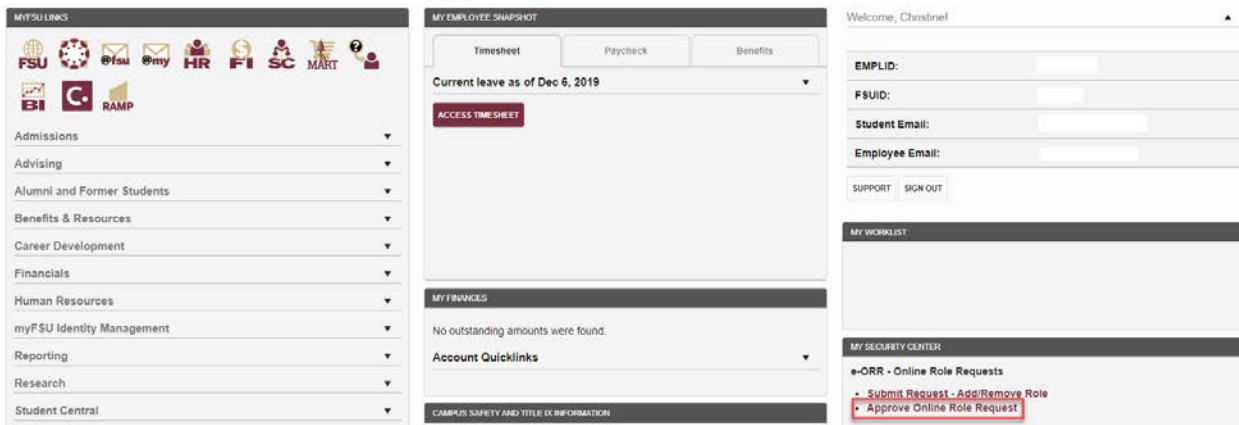# Approve Online Role Request

In this topic, you will learn the basic steps to approve an electronic online role request (eORR). Approvals for online role requests are done in OMNI Human Resources for both HR and Financials security roles. Information on HR Security roles can be obtained on the OMNI HR Security Site or in myFSU BI (Security Reports > myFSU Security > Role Descriptions).

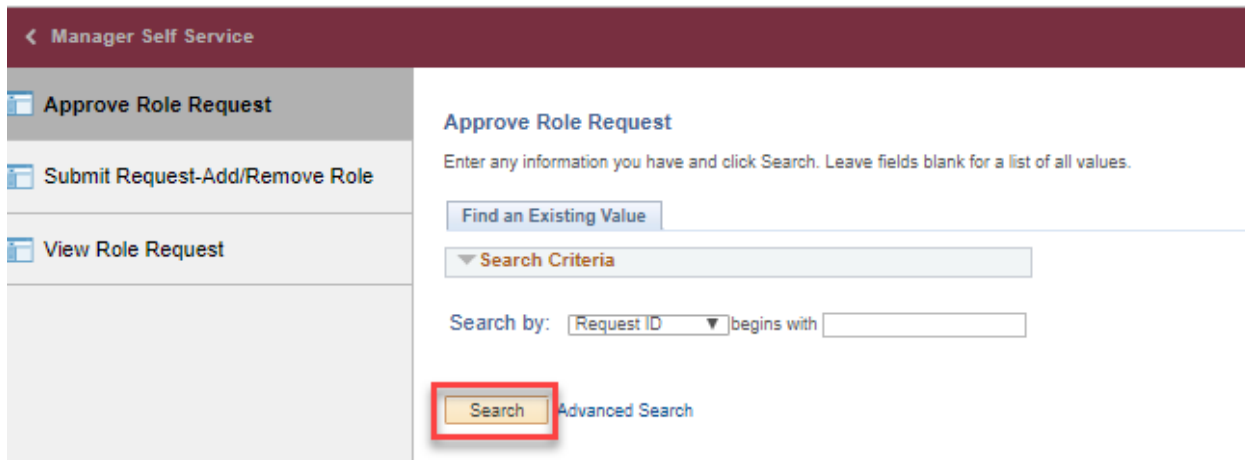**STEP 1:** Log into OMNI HR with your FSUID and password.

STEP 2: Select the **Approve Online Role Reque**st under MY SECURITY CENTER or the HR icon (Manager Self Service > eORR Online Role Request).
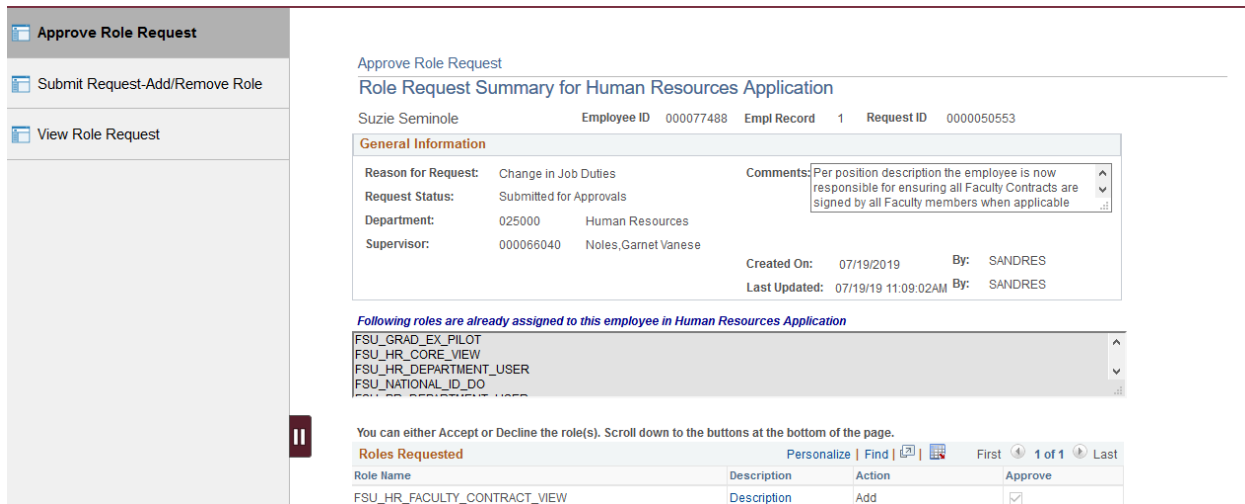
STEP 3: Click search.

The role request approval page will be displayed. If there is more than one role request to approve, a list list will be displayed.

STEP 3: Review the role request and click Approve or Deny as appropriate. After the supervisor approval, the roles are approved by role owners in the respective central office. Once approved, the employee's user profile is updated providing the appropriate access.

Approve Role Request

Role Request Summary for Human Resources Application

	Employee ID	Empl Record	Request ID	0000051268

General Information

Reason for Request:	New Employee	Comments:	New Student Program Coordinator needs role to access time management/recruiting activities, etc.	
Request Status:	Approvals in Process			
Department:				
Supervisor:				
		Created On:	08/16/2019	By:
		Last Updated:	12/09/19 1:11:55PM	By: ---

Following roles are already assigned to this employee in Human Resources Application

None

You can either Approve or Deny this request. Scroll down to the buttons at the bottom of the page.

Roles Requested   Personalize | Find | 🔄 | 📊   First ◀ 1 of 1 ▶ Last

Role Name	Description	Action	Approve
FSU_SS_MANAGER	Description	Add	☑

Comments

Approval Monitor

Employee Acknowledgement
▶ REQUEST_ID=0000051268:Approved

Supervisor Approval
▼ REQUEST_ID=0000051268:Pending
Supervisor Approval
Pending
🕐 FSU_EORR_SUP_APR   ➕

Role Approval
▼ REQUEST_ID=0000051268, ROLENAME=FSU_SS_MANAGER:Initiated
Role Approval
Not Routed
➕ ▶ Multiple Approvers
🖨 FSU_EORR_ROLE_APR   ➕

[Approve]   [Deny]