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 Request 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.