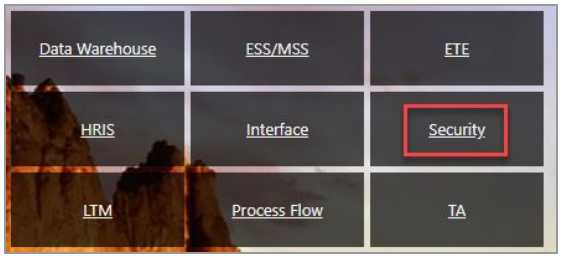
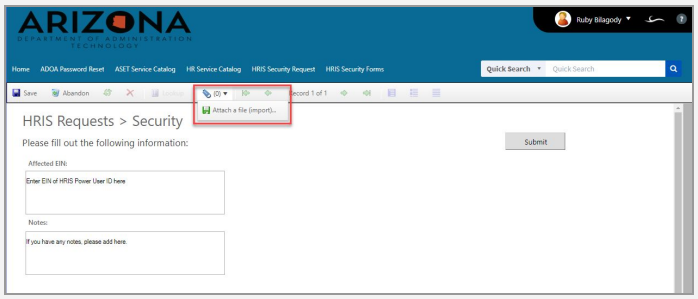
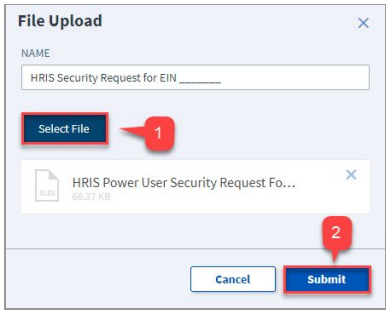
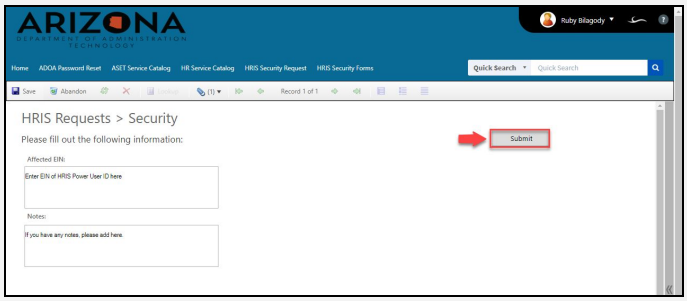
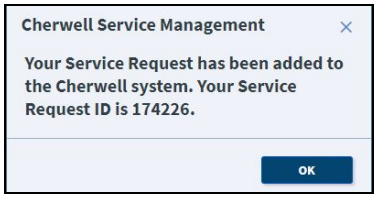
How to Submit an HRIS Security Request in Cherwell

Steps	ACTION	INSTRUCTIONS
1	Accessing Cherwell	Submit your HRIS Security Request using the Cherwell Ticketing System Note: Cherwell will require you to sign in using your Okta credentials. If you are having difficulty with Cherwell, or need access; please contact the ADOA Service Desk at 602.364.4444 option 3 or email ServiceDesk@azdoa.gov
2	Accessing the HRIS Security Request Form	The HRIS Security Forms can be accessed from the Cherwell Home page and clicking **"HRIS Security Forms"** in the top right corner. Or from the ADOA HRIS Forms Website **HRIS Forms** HRIS Forms are designed to assist each agency with their everyday tasks in regard to HRIS. Under this section you will find helpful reference guides, checklists and supplemental training tips. SECURITY 08/26/2019 — New HRIS Security Request Form • HRIS Security Access Request Form - Excel Version • HRIS Security Access Request Form - Sheets Version ETE Proxy Request Form is on file with the Agency ETE Security Admin (ETESA-I). For assistance please contact Central Payroll. 08/26/2019 — HRIS Security Oversight Request Forms • Security Approver / Reviewer Designation Form • Security Authority Delegate Designation Form 08/26/2019 — HRIS Power User Prerequisites (All are to be completed in TraCorp) Attachments below are for reference only • HRIS Data Sharing and Non-Disclosure Agreement • HRIS Security Policy Select the forms(s) you wish to fill out and submit. You may download an Excel version or a Google Sheets version.

3	Creating a Cherwell ticket	To open a new ticket click on **"HRIS Security Request"**
4	Creating a Cherwell ticket con't.	Click on **"Security"** link 
5	Creating a Cherwell ticket con't.	Click on the **paperclip icon** to attach your completed HRIS Security Request Form(s): 
6	Creating a Cherwell ticket con't.	1. Click on Select File to attach your form(s). 2. Click on Submit when you have attached your form(s).

		
7	Creating a Cherwell ticket con't.	Enter the Affected EIN (EIN/HRIS Power User ID) of the user who is needing access. Also, any notes you need to add. When submitting a request for multiple users please list each EIN in the "Affected EIN" field. Once completed, click on Submit: 
8	Ticket Confirmation	Once your ticket has been submitted, you will receive a message as well as an email that includes your ticket number. 

If you have questions about HRIS Security please contact the HRIS Security Desk at hrisservicedesk@azdoa.gov