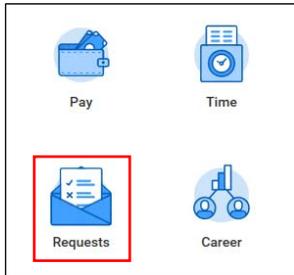


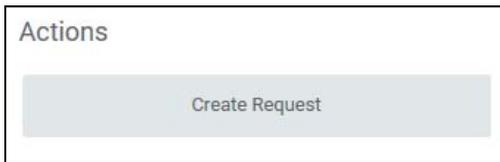
Security Change

You can submit requests related to your Security Settings in Workday. Users have access to different types of information and different parts of a business process based on “security group.” Security is tied to your role: for example, a manager has a different role than an HRBP.

1. To get started, click the **Requests** application from your Workday homepage.

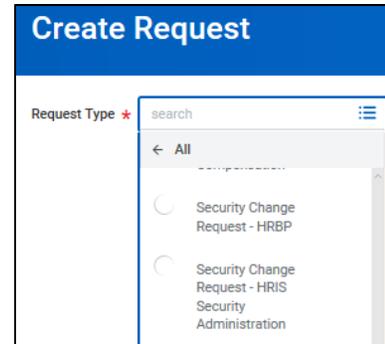


2. From the Actions column, click **Create Request**.

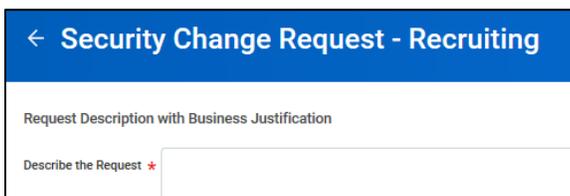


3. From the **Request Type** dropdown, you will see a variety of Security Change Request options, including:

- **Absence, Benefits & Leaves**
- **Accounting**
- **Audit and Compliance**
- **Compensation**
- **HRBP**
- **HRIS Security Administration**
- **HR Service Center**
- **Payroll and Time Tracking**
- **Recruiting**
- **Reports**
- **System/IT**
- **Security Role Modification** *(for miscellaneous requests not included in the dropdown menu)*



4. Select the appropriate **Security Change Request** then click **OK**.
5. The information you will need to provide may differ by request type. However, you will always need to **Describe the Request**, providing a business justification for the change.



6. Complete the outstanding information in the form, then click **Submit** to complete your request.