How to Approve WCS Requests
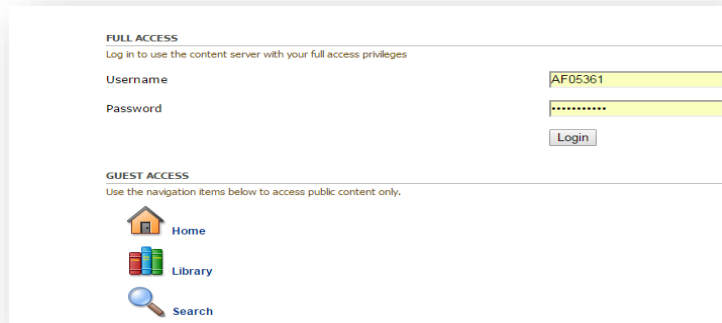
(For Site Administrators)

Logging into WCS

1. Using your network credentials, log into to WCS.

Enter your credentials under **Full Access**. Once completed, click the **Login** button. You will be directed to your own personal Oracle WebCenter Sites dashboard. All web properties that you have been granted access to are listed in the dropdown between your network username and the **Logout** button. To view the User Access Tool interface, you should select **DAM** from the dropdown menu.
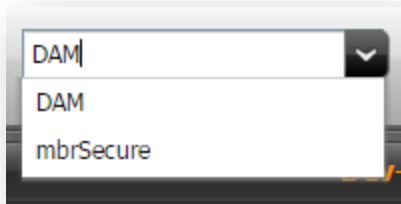
This action will redirect you to your own personal dashboard (*for more information about the dashboard, see the sidebar to the left*).

## Accessing the Tool

What is the dashboard?

Your **Oracle WebCenter Sites** dashboard contains quick access to any work you've done within a certain time frame. Items that you have bookmarked for easy retrieval as well as assignments, saved searches, and items that you may have checked out are all available.
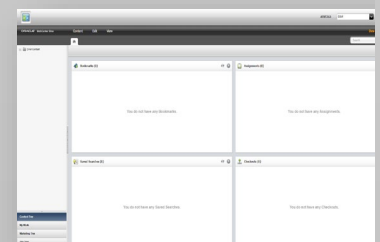
2. To access the User Access Enterprise Approval Tool, use your main navigation located in the upper black bar across the top of the screen. It contains the following links: Content, Edit, Utilities, and Publishing.
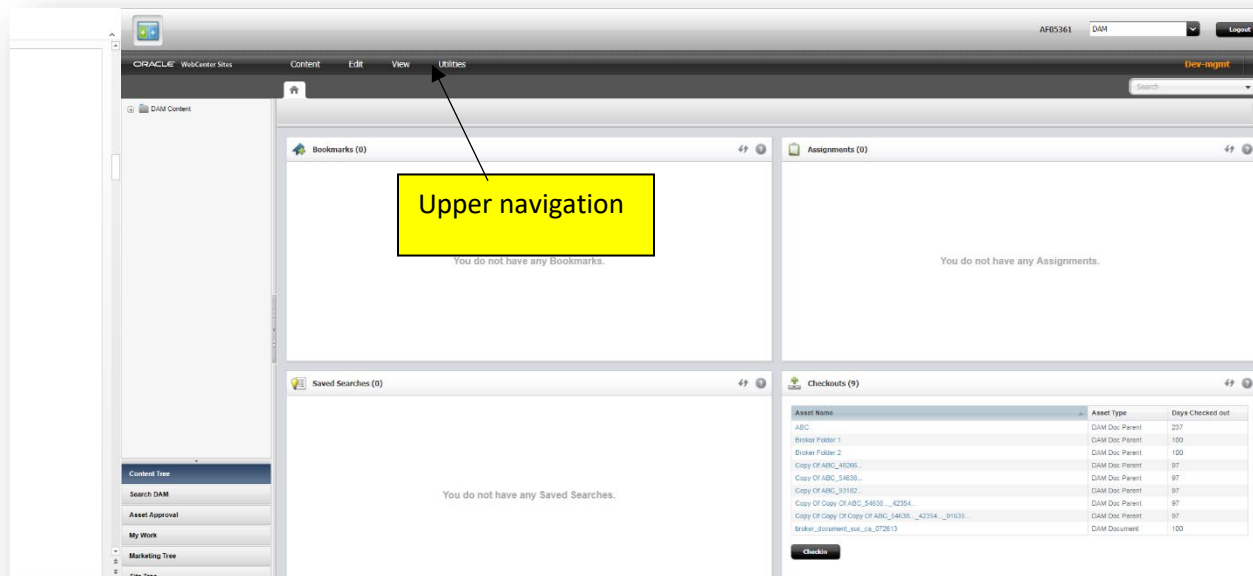
3. Select the **Utilities** link. This will give you a drop down of all WCS applications that you have permissions to access. If you are an enterprise approver, one of the links in this dropdown should be **User Access Approval Tool**. Click on this link to be taken to the tool's landing page.
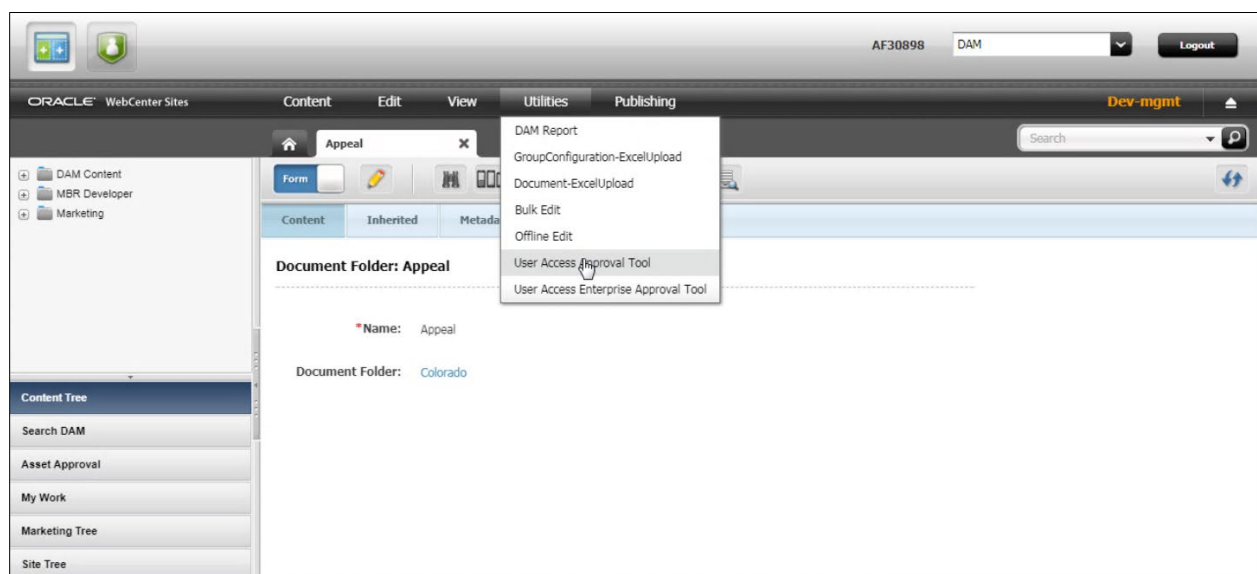
Working within the User Access Approval Tool

4. Once you arrive at the landing page, you will be presented with a table that contains a listing of all requests that need site administration approval.

User Access Requests Pending Application Group Approval

Action	Email	Secondary Approval Status	Primary Approval Status	List Of Environment	Job Role	OverAll Status	List Of Sites	USDomain ID	Name	Application Group	Location	

Approve Request(s) Deny Request(s)

5. Once you have reviewed the list and are ready to approve, check the box in the **Action** field next to the user's name. At the end of the list, you are presented with two buttons: **Approve Request(s) and Deny Request(s)**. For all users that are approved with enterprise access, select "Approve Request(s)." The system then updates that user's status and then confirms your approval.

The system then generates an email to the user, site administrator, and Content Gurus for LDAP.

Denying a user

After you have approved all of the users that will obtain site level access, should there be users that are denied, they can be taken care of by refreshing the screen. This will contain a list of users that did not site approval. Simply check the box next to the user's name and select "Deny Requests." The system updates the user's status from "Pending" to "Denied" in the **Secondary Approval Status** column. The user then gets a notification with the details of the denial.

User Access Requests in Pending Status

Email	Secondary Approval Status	Primary Approval Status	List Of Environment	Job Role	OverAll Status	List Of Sites	USDomain ID	Name	Application Group	Location	
Hi.Jill@anthem.com	Communications:Approved	Approved	Development	Architect	Completed_in_Development	Communications	AB21877	Ramanan Sundaram	Consumer-Public	On-Shore	Ju Jil
chandrashekar.avadhani@anthem.com	mbrSecure:Pending	Pending	Development	Site-Administrator	Pending	mbrSecure	AF30898	chandrashekar avadhani	Consumer-Secure	On-Shore	Te
kalyan.vijayagiri@anthem.com	microPublic:Approved,proPublic:Denied	Approved	Development	WCS-Administrator	Completed_in Development	microPublic,proPublic	AF62724	Kalyan Vijayagiri	Consumer-secure	On-Shore	W
yasha.sterling@anthem.com	mbrSecure:Approved	Approved	Development	System-Analyst	Approved	mbrSecure	AF05361	Yasha sterling	Consumer-Secure	On-Shore	Fc
Hi.Jill@anthem.com	Communications:Pending	Pending	Development	Architect	Pending	Communications	AB21877	Ramanan Sundaram	Consumer-Public	On-Shore	Ju Jil
kate.otto@anthem.com	mbrSecure:Approved	Approved	Development	Product-Owners	Completed_in_Development	mbrSecure	AF00933	Kate otto	Consumer-Secure	On-Shore	De
chandrashekar.avadhani@anthem.com	proPublic:Approved	Approved	Development,Test	WCS-Administrator	Completed_in_Development	proPublic	AF30898	Chandrashekar Avadhani	Consumer-secure	On-Shore	Te
zprx872@anthem.com	microPublic:Denied,proPublic:Approved	Approved	Development	Web-Content-Admin-Sr.	Completed_in_Development	microPublic,proPublic	ZPRX872	Sameer Phatak	Consumer-public	On-Shore	tes
zprx872@anthem.com	microPublic:De...	Approved	Development	WCS-Developer	Denied	microPublic	ZPRX872	Sameer Phatak	Consumer-...	On-Shore	tes