



# Create University Security Contact Request

## Work Instruction

Transaction Code(s): NA

### Purpose

Use this procedure to create a request to become a university security contact.

### Trigger

Perform this procedure when there is a need to become a university security contact.

### Menu Path

Use the following menu path to access the transaction: Identity Management > University Security Contact Request.

### Transaction Code

NA

### Helpful Hints



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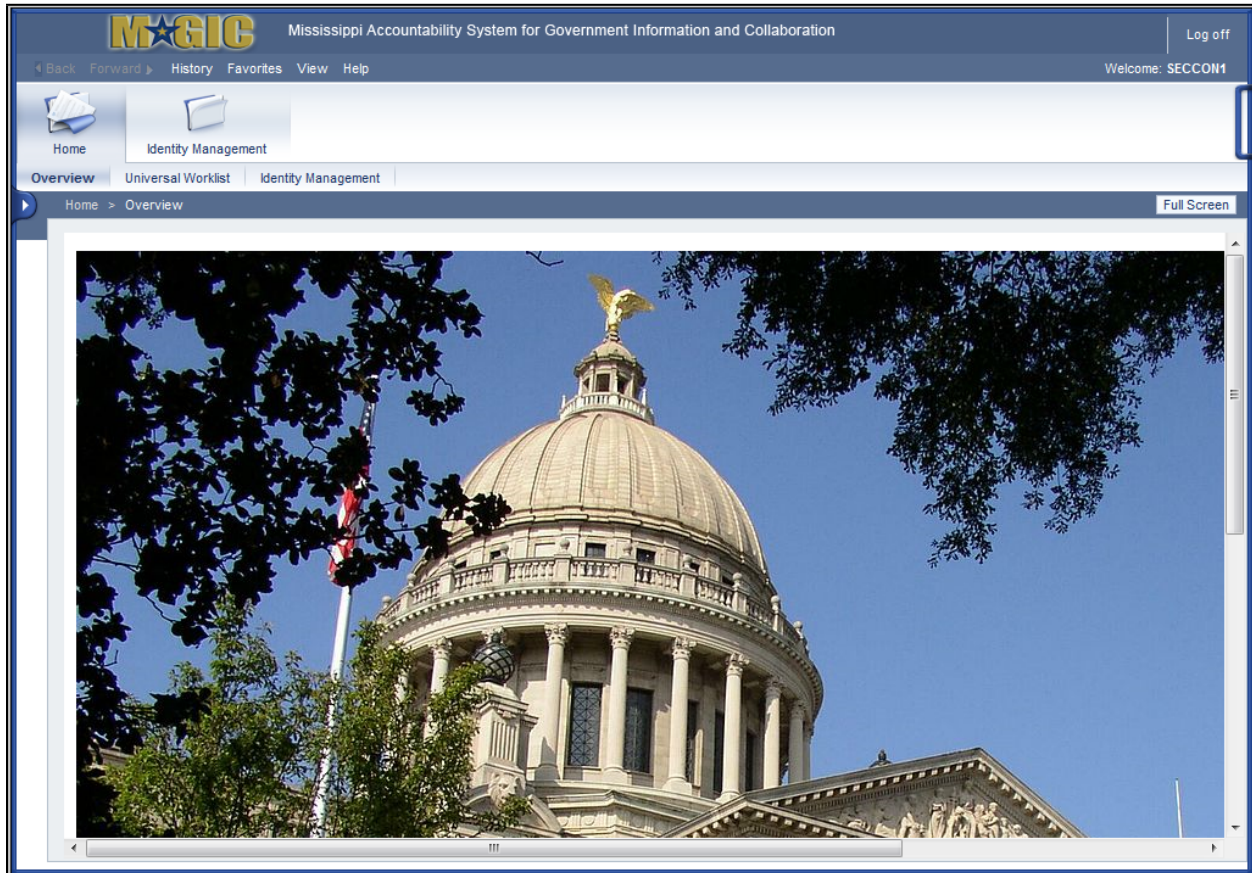
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### Procedure

1. Start the transaction using the menu path or transaction code.

#### Employee Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer



2. Click  Identity Management .



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### Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Self Services Manage History

**Available Tasks**

- Profile : Answer Password Security Questions
- Password Reset
- Assign Delegates : As a Security Contact, you may designate delegates who may request authorizations for users on your behalf
- [University Security Contact Request](#)

3. Click [University Security Contact Request](#).



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### SAP NetWeaver Identity Management

**University Security Contact Request** Help

Unique ID: CON000000297  
Display Name: SECCON1

Submit Refresh

First Name:


Please confirm that you want to become a University Security Contact: \* ☐

Last Name:

Primary E-Mail:

Primary Telephone Number:

University: \*

- Click  to see a list of Universities.
- Click **Jackson State University**.
- Click the radio button to confirm that you want to become a University Security Contact.
- Click Submit to submit your request.



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### SAP NetWeaver Identity Management - Windows Internet Explorer

**University Security Contact Request** Help

Unique ID: CON000000297  
Display Name: SECCON1

☒ The task has been executed

First Name:   
Last Name:   
Primary E-Mail:   
Primary Telephone Number:   
University:

Please confirm that you want to become a University Security Contact: ☒

8. Click  to close the University Security Contact Request screen.

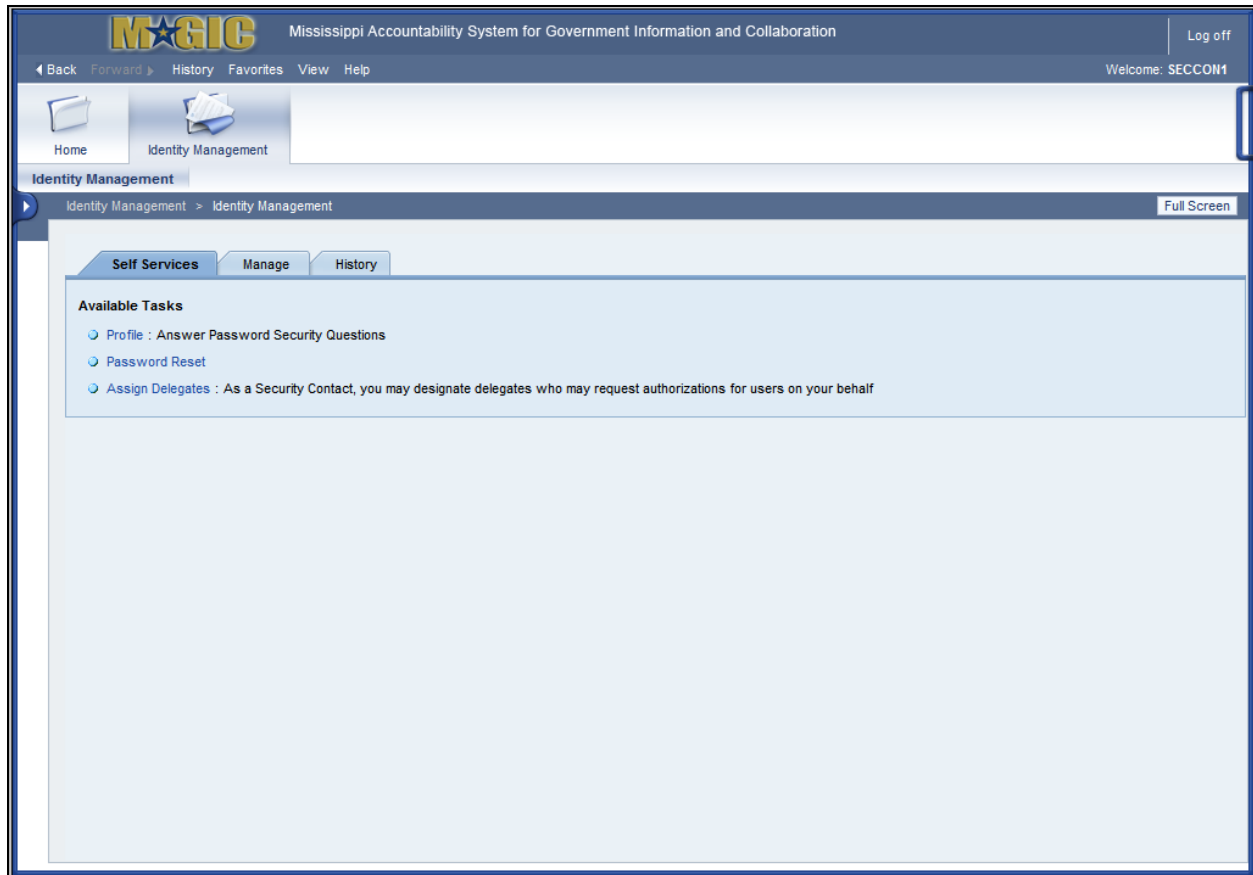


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### Identity Management - State of Mississippi - MAGIC Portal - Windows Internet Explorer



9. Click





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#### Result

You have completed the steps to request authorization to become a university security contact.