



# Web Applications Security Form

## WALDO (Web Access to Labor Data Online)

### Purpose & Instructions

#### PURPOSE

This form is used to request additions/deletions to Web Access to Labor Data Online (WALDO) end-user security access.

#### INSTRUCTIONS

Step 1: The initiator of this form must type his/her name, email address, department, phone number, the date on which the form was initiated, and the date on which the requested changes are to take effect (cannot be earlier than date initiated).

Step 2: In the first column, type whether you would like to “Add”, “Remove”, or “Remove All” access.

Step 3: In the second column, type the access level (See **Exhibit A**) for which you want to add/remove end-user access.

Step 4: In the third column, type the center #, home department #, or sumto name for which you want to add/remove end-user access. If you need sumto access and you are unsure of the proper code and description, please contact the appropriate WALDO Security Contact for your area.

Step 5: In the fourth column, type the access level description (e.g. center name) for which you want to add/remove end-user access.

Step 6: In the fifth column, type the VUNet Id of the individual for whom you want to add/remove end-user access.

Step 7: In the sixth column, type the name of the individual for whom you want to add/remove end-user access.

Step 8: Column 7 is applicable when the chosen action is to add end-user access. If this new end-user (for whom you are requesting access) is replacing someone else, type “Yes”, and then document in the Additional Comments section, the name of the person who is being replaced and how this change impacts their access. If a request had already been processed for the replaced individual, provide the approximate date that the request for removal was submitted. If a request for removal was never submitted, it is important that you submit that request now. Space has also been provided in this box for additional comments.

Step 9: Please obtain all internal approvals as required by your department.

Step 10: The form **must** be signed by the WALDO Security Contact for your division/department. If you do not know your WALDO Security Contact, please ask your Administrative Officer or Dean’s Office or call the WALDO Support line at 322-7835.

Step 11: The WALDO Security Contact must submit to Box 7700, Station B or fax to 2-7190. The initiator of the request and the form approvers will receive an e-mail after the request has been processed.



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**Exhibit A – Access Levels**

**University Central**

Center
Sumto Center
Home Department
Sumto Home Department

**Medical – Patient Care Related**

Center
Sumto Center
Home Department
Sumto Home Department
PCC Sum
Function
Major Operating Division

**Medical – Schools & Other**

Center
Sumto Center
Home Department
Sumto Home Department
Division
Department
Section
Major Operating Division

**Important Notes:**

- Access granted at a level other than center or home department will inherently give the user access to all centers or home departments under that access level.
- A Center is general ledger based (cost centers) and Home Dept is PeopleSoft based (HR-Dept).
- WALDO Sumto Centers are not the same as eDog Sumto Centers. As such, WALDO Sumto Centers may not include the same centers as a corresponding eDog Sumto Center.