**CBS User Recertification – Supervisor Procedures**

When a CBS user recertifies that he/she still requires access to CBS, an e-mail will be sent to the specified supervisor asking that they review the user’s account access and approve the access, or deny the recertified access by indicating which role(s) is no longer required. **The supervisor review process only applies to CBS (i.e., CFS, DW, Discoverer, etc.) user accounts.**

The email message seen below will be similar to what each supervisor will receive once a user completes the recertification process.

**FROM: Audit.CBSACCESS@NOAA.GOV**

SUBJECT: Review of CBS Account Recertification Reminder - ACTION REQUIRED TO RETAIN ACCESS

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Faran Lasin has identified you as the supervisor to review and approve or disagree with the CBS access he/she recertified as necessary to perform their job.

Please confirm that this user still requires the following access:

USER\_ROLE\_LIST

If you have questions regarding the above roles please check with your user, who can explain how these roles relate to their duties.

ACTION REQUIRED:

If the access recertified is correct, PLEASE FORWARD THIS E-MAIL to CBSRecertApproved@noaa.gov.

If the access is NOT appropriate for this user’s job function or you are not their supervisor, PLEASE FORWARD THIS EMAIL immediately to CBSRecertChange@noaa.gov. This is required to ensure the proper level of CBS access can be established for this user. Please indicate which access should be changed / removed.

Information regarding the supervisory review of CBS Account Recertification can also be found at <http://www.corporateservices.noaa.gov/finance/recertify%20my%20access.html>.

NOTE THAT IF NO RESPONSE IS PROVIDED, THE USER'S ACCOUNT WILL BE DISABLED UNTIL SUPERVISORY APPROVAL IS RECEIVED.

1. The supervisor will review the access requested and determine if the user still performs those job functions and requires the access indicated. If the supervisor approves the user’s recertified access, they will forward the supervisor approval request email to **CBSRecertApproved@noaa.gov****.**
2. If the supervisor determines the access it NOT appropriate for this user’s job function, they will forward the e-mail immediately to **CBSRecertChange@noaa.gov** so the proper level of access can be established. Please indicate which access should be removed.

If you have any questions or require assistance, please do not hesitate to contact the Client Services Help Desk via an email to Clientservices@noaa.gov. Our hours of operation are Monday – Friday, 7:00 am – 5:00 pm (ET).