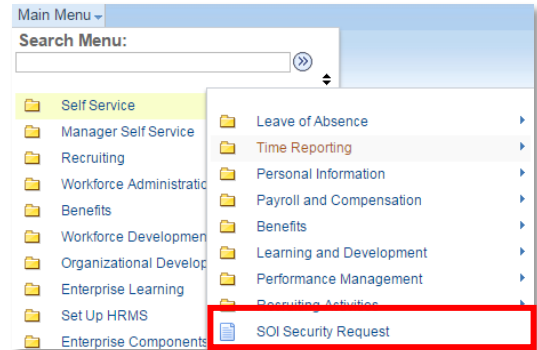


Submitting a SOI Security Request



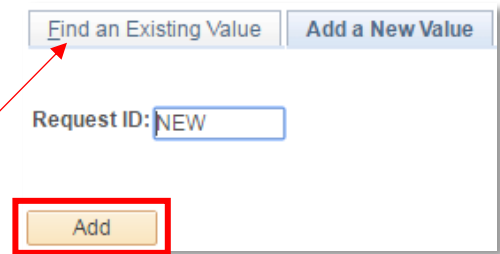
Navigate to www.Myshare.in.gov and select "Human Resources." Enter your **User ID** and **Password** into the appropriate field.

1. Select **Main Menu>Self Service> SOI Security Request**



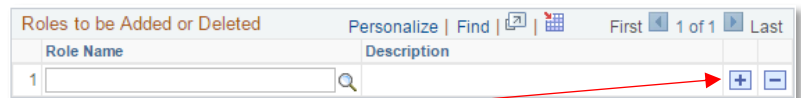
2. If you intend to submit a new request you will need to **Add a New Value**.
 - a. Click the **Add** button.

If you have already submitted an Existing Value you can search by selecting that tab.



3. Review the Request Instructions located on the right side of this page prior to submitting.
4. Type in a brief reason for the request in the **Justification** field.

5. Click the magnifying glass to search for a role to be added or enter the desired information into the **Role Name** field.



- a. (Click the "+" if you need to add another role to the request.)

6. Find the Role Name appropriate to your request. Common roles requested include: SOI Training Admin, SOI Training Reports, SOI Training Senior Admin, Hiring Manager.

7. Click **Submit**.



8. Your request will be sent to your supervisor for approval. After your supervisor has approved your request will be sent to the SPD HRMS team for final approval.