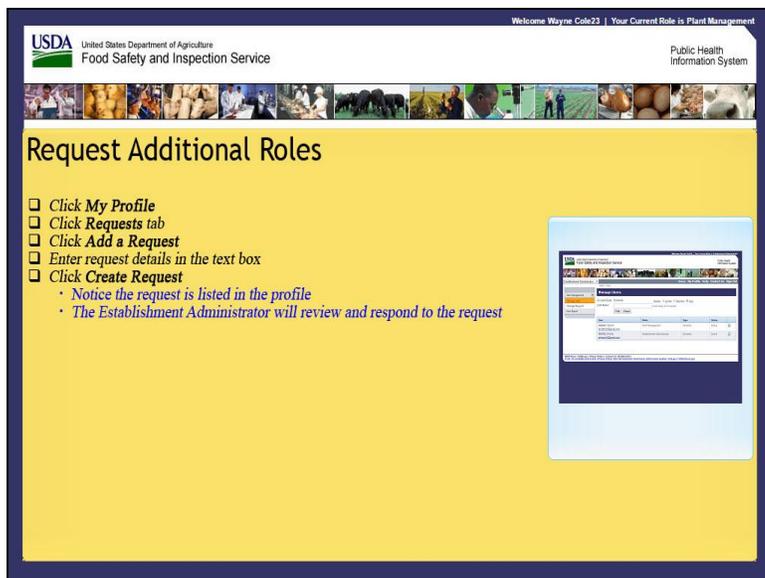


Plant Management

Request Additional Roles



USDA United States Department of Agriculture
Food Safety and Inspection Service

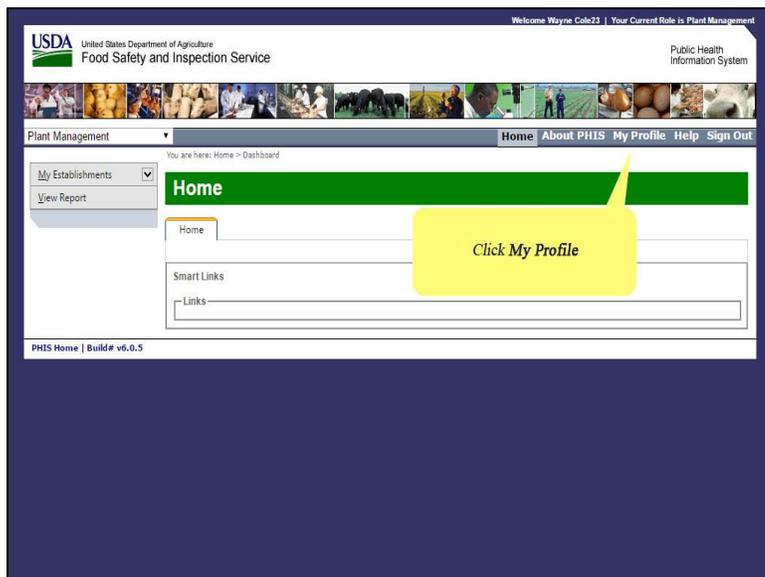
Public Health Information System

Request Additional Roles

- Click **My Profile**
- Click **Requests** tab
- Click **Add a Request**
- Enter request details in the text box
- Click **Create Request**
 - Notice the request is listed in the profile
 - The Establishment Administrator will review and respond to the request

(A small inset screenshot shows a user profile page with a 'Requests' tab.)

Welcome to the Public Health Information System. In this demonstration, you will learn how to request additional roles for a user. I'll guide you through the steps of accomplishing this task.



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Food Safety and Inspection Service

Public Health Information System

Plant Management

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You are here: Home > Dashboard

My Establishments
View Report

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Home

Smart Links

Links

Click My Profile

PHIS Home | Build# v6.0.5

First, click My Profile.

Welcome Wayne Cole23 | Your Current Role is Plant Management

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Plant Management Profile > Profile Home My Profile Help Contact Us Sign Out

My Profile (Wayne Cole23)

My Establishments View Report

General	Roles (1)	Personal Information	Requests (0)
Account Type: Domestic Status: Active eAuth ID: e34cb4718c9f4e24b66a41fba55b308 Email: phitest16@gmail.com Job Title: <input type="text"/>			

Update Refresh

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.5
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

Next, click the Requests tab.

Welcome Wayne Cole23 | Your Current Role is Plant Management

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Plant Management Profile > Profile Home My Profile Help Contact Us Sign Out

My Profile (Wayne Cole23)

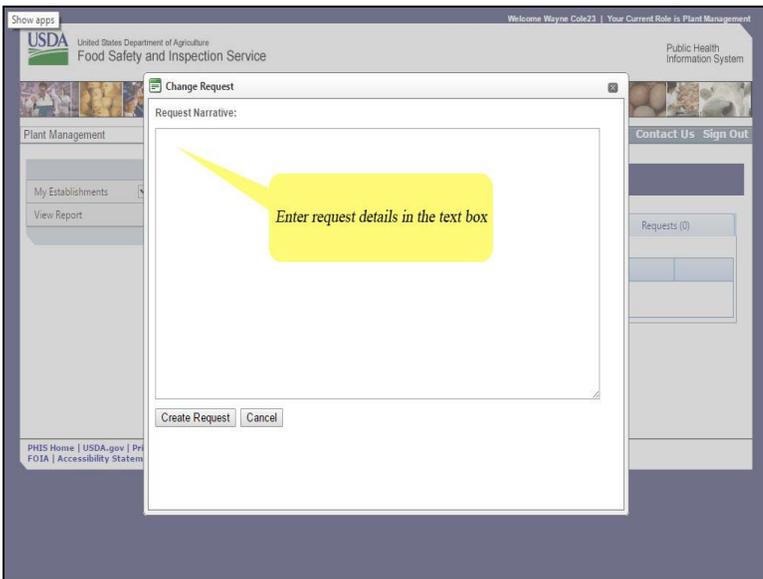
My Establishments View Report

General	Roles (1)	Personal Information	Requests (0)
Add a Request...			
Submitted On	Request		
No requests were submitted.			

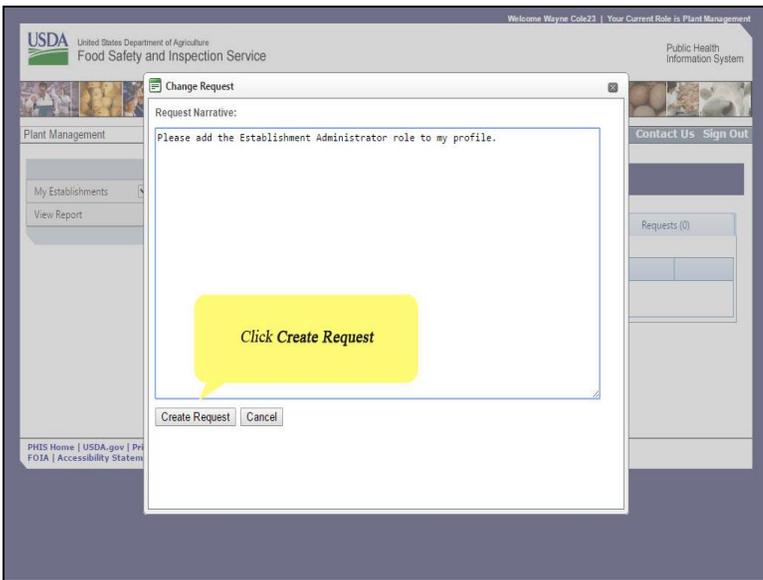
Click Add a Request

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FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

Click Add a Request.



Enter the request details in the Request Narrative field.



Click Create Request.

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Welcome Wayne Cole23 | Your Current Role is Plant Management

Public Health Information System

Plant Management Profile > Profile

Home My Profile Help Contact Us Sign Out

My Establishments View Report

My Profile (Wayne Cole23)

General Roles (1) Personal Information Requests (1)

[Add a Request...](#) [Delete All](#)

Submitted On	Request
05/08/2017	Please add the Establishment Administrator role to my profile.

Notice the request is listed on the profile

Notice the request is listed on the profile.

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Welcome Wayne Cole23 | Your Current Role is Plant Management

Public Health Information System

Plant Management Profile > Profile

Home My Profile Help Contact Us Sign Out

My Establishments View Report

My Profile (Wayne Cole23)

General Roles (1) Personal Information Requests (1)

[Add a Request...](#) [Delete All](#)

Submitted On	Request
05/08/2017	Please add the Establishment Administrator role to my profile.

An Establishment Administrator will review and respond to your request
End of exercise

An Establishment Administrator will review and respond to your request.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.