View a Security Request Form:

Log into LOUIE and navigate to the ePASS Home Page (Main Menu>Self Service>ePASS Home Page)

Depending on what type of form you would like to view (request or revoke), select – ‘View Security Request Forms’ or ‘View Security Revocation Forms’
A search menu will open to allow you to search for all of your security forms.

Enter any information you have that will narrow the search. If you leave all the fields blank, you’ll see all of your forms.

Once you enter information and hit search, a list of all forms meeting your search criteria will appear and you can select the one that is appropriate.

Click on the form you want to view and it will open in read only mode. (The example below is an ePASS request form. An ePASS revoke form will look slightly different.)

Any items being requested/changed/revoked on a form will be highlight in yellow.
Continue through the form clicking ‘Next’ to get to the Form Comments screen.
Comments are displayed on this page and, on the revoke form, attachments can be opened. Continue through the form clicking ‘Next’ to get to the Form History screen.

Who can work this form? Click to see a list of those who are authorized to take the next action (if any) on the form. It will also provide an active link to their email address.

Process Visualizer: This will show where the form currently is in the approval process. The green check marks are completed steps. The blue outlined step is where the form currently is in processing. The green, wavy arrow indicates that this step in the process is being skipped because it is not required for your security request. The grayed out items are steps that still need to happen.

Transaction Log: This will provide details of who has taken different actions on the form throughout the process.

Cancel: Click to go to the ePASS Home Page.