

# Releasing Information for Manager Self Service

## Releasing Information

In some departments there is a person designated to monitor employee records although this person is not the employee's direct supervisor. (For example, budget authorities or, sometimes, executive assistants.) In these situations, the manager can release access to these records to the designee.

**Note:** You will need to turn off your Pop-Up Blocker or select to accept pop-ups from the site.

1. Navigate to the Oracle Index website at:



<http://oracleapps.sandiego.edu>

2. Enter your username and password.
3. When the page appears, select

 [USD Manager Self Service](#)

4. Click on **Release Information**.



5. This will open the **Release Information** page that shows the hierarchy of employees reporting to you.
6. Click on the **Action** button  to the right of the employee's name you would like to release.
7. Enter the last name of the person you would like to release information to. When you click out of the text field or press **Tab**, the computer will search for the employee with that last name. If there is more than one employee with that last name, select the  button to search for the name (by last name or department).

8. Click [Grant Access](#).

9. This will bring you to the **Review** page. The change you are submitting will appear with a blue circle next to it.

**Access Granted To**

Pogue, Gregory 

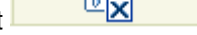
10. You will then be returned to the **Review** page. If the information is correct, click [Submit](#).

11. You will see a **Confirmation Page** stating that your changes have been applied. Click [Home](#).

To **REVOKE** access:

12. Follow steps 1-8.

**Revoke Access**

13. Select  next to the name of the person for whom you would like to take access away.

14. You will see a **Review** screen. Click [Submit](#).

15. You will see a **Confirmation Page** stating that your changes have been applied. Click [Home](#).