



DHRM HR Highlights June 2026

Process Update: SecurePass Expiring Application Access Report

Effective immediately, the **Expiring Application Access** report in Securepass displays application access that is scheduled to expire, not access that has already expired.

The report's original purpose is to provide administrators with advance notice of an employee's application access scheduled to expire within the next 30 days, allowing time for review and any necessary action.

Key details:

- Application access is granted for a period of **one year**.
- Access can be extended **before** the expiration date.
- Once application access has expired, it **cannot be extended**.
- If the user's application access expires, the HRD and ASO must reassign and approve the application using the **Request Application Access** action.

Administrators are encouraged to regularly review the Expiring Application Access report and take any necessary action prior to the expiration date.