



Requesting Access in CU Identity Manager

This guide will walk you through how to make a request for yourself or another user in CU Identity Manager.

CU Identity Manager Links

To log in use your campus login and password: [Log Into CU Identity Manager](#).

For more information about the application, please visit the [CU Access page for Identity Manager](#).

For Support with CU Identity Manager

For questions or support related to CU Identity Manager functionality contact the [UIS Service Desk](#) or [Access Management](#).

Application Access Requested Through Identity Manager

This document details the process of using CU Identity Manager to request entitlements that provide access to the following systems:

- Human Capital Management system (HCM)
- Finance System (FIN)
- CU Marketplace – (ePro* entitlements in FIN)

POI Access

For POIs only POI type 15 can request access to CU applications and IT resources.

Training Requirements

CU Identity Manager will perform checks for training to ensure required training has been completed for each requested entitlement. The request(s) will fail if training requirements have not been fulfilled and will not be assigned to the manager. Training is checked against SkillsSoft directly and against the HCM database for In-Person courses.

You will need to complete the required training for each application role you request BEFORE you make your request. If you do not complete the required training the request will fail and you will need to start your request again after completing the required training.

NOTE: Training will need to show as completed in SkillsSoft and/or HCM in order for you to receive access to University Systems. Any training not recorded in these systems will not be sufficient for access to be granted.



Making a Request

1. From the CU Identity Manager home page, select “Request Access” and select either “Request for Self” from the dropdown provided. For “Request for Others”, please see Requesting Access for Others below.

Sean Welshimer ▾ ☰

Home

My Information
View your profile

My Access
See what you have access to

Request Access
Request for Self
Request for Others

Track Requests
Track the status of your pending requests

Pending Approvals
Take action on requests assigned to you for approvals

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2. A new tab with Identity Manager will open called "Request Access". Below the Instructions, select "Type" as "Entitlement", use the provided dropdown to select the Application in which you need access, and enter the name of the role needed in the "Search" box. Select "Search".

You will be presented with a list of entitlements that match your search criteria. If no values are returned, review your search parameters and make edits as needed. Find the role you are requesting and select "+ Add to Cart".

The screenshot shows the 'Request Access' page in the University of Colorado Identity Manager. At the top, there's a navigation bar with 'Home' and 'Request Access' tabs. Below that, there are navigation buttons: 'Back', 'Add Access', 'Checkout', 'Cancel', and 'Next'. A user profile for 'Ron Swanson' is visible in the top right. The main content area has an 'Instructions' section with links for help. Below that, there's a 'Catalog' section with 'Request Profiles' sub-tab. A search form is highlighted with a red box, showing 'Type' set to 'Entitlement', 'Application' set to 'PSFT HCM TST', and 'Search' set to 'CU Dept Access - Custom'. Below the search form, there's a 'Categories' section with a 'Sort By' dropdown set to 'Display Name'. A list of results is shown, with one item 'HCM : CU Dept Access - Custom' highlighted. A red box highlights the '+ Add to Cart' button for this item. The footer shows '© Regents of the University of Colorado'.

If you are requesting multiple roles, repeat this step as needed until all required roles are in your cart.



3. Once the requested role is in the cart, you will see a cart notification counter in the top right. This is the count of roles in your cart.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Sean Welshimer ▾

Home Request Access x

Back Add Access Checkout Cancel **Next**

Cart 1
Ron Swanson 1

Instructions
For general help with CU Identity Manager: CU Identity Manager FAQ
For Finance and Marketplace role descriptions: FIN 9.2 Role Definitions and Access Request Guide

Catalog Request Profiles

Type All Application Entitlement Role

Application PSFT HCM TST (1) Selected Apps...

Search CU Dept Access - Custom

Search

Categories Sort By Display Name ▾ + Add Selected to Cart

Select All

Entitlement (1)

HCM : CU Dept Access - Custom + In Cart

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Once all roles are in your cart, select “Next” at the top of the page.



4. The cart details screen will appear. This page will list all roles requested under “Cart Items” and contains a “Justification” section at the top. Add your justification for why you need this role in the “Justification” section.

NOTE: If you are requesting HCM : CU Dept Access – Custom, be sure to include what access is required.

Once the justification is entered, select “Submit”. The tab will close and you will be returned to the home screen.



5. To view your request, select the “Track Requests” tile from the home screen.

The screenshot shows the University of Colorado home screen. At the top left is the logo and the text 'University of Colorado' with 'Boulder | Colorado Springs | Denver | Anschutz Medical Campus' below it. A 'Home' tab is visible. Below the header are four tiles: 'My Information' (blue), 'My Access' (purple), 'Request Access' (light blue), and 'Track Requests' (green, highlighted with a red border). Below these is a 'Pending Approvals' tile (orange). The 'Track Requests' tile contains a magnifying glass icon and the text: 'Track Requests', 'Track the status of your pending requests'. At the bottom left, there is a copyright notice: '© Regents of the University of Colorado'.

6. To view all of your requests, select the magnifying glass icon with nothing in the search field. If you know your request ID, enter that number into the search bar and select the magnifying glass icon. Your requests should appear in the table below the search criteria.

The screenshot shows the 'Track Requests' page. At the top left is the logo and the text 'University of Colorado' with 'Boulder | Colorado Springs | Denver | Anschutz Medical Campus' below it. Below the header is a 'Home' tab and a 'Track Requests' tab. A search bar is present with a dropdown menu set to 'Request ID' and a magnifying glass icon. Below the search bar are several action buttons: 'Withdraw Request', 'Delete Request', 'Refresh', and 'Detach'. A table of requests is displayed below the search bar. The table has columns for 'Request ID', 'Request Type', 'Status', and 'Requested Date'. One request is listed with 'Request ID: 80002', 'Provision Entitlement', 'Request Failed', and 'September 11, 2019'. At the bottom left, there is a copyright notice: '© Regents of the University of Colorado'.

Request ID	Request Type	Status	Requested Date
Request ID: 80002	Provision Entitlement	Request Failed	September 11, 2019

To view a specific request, click on the “Request ID” link for the desired request.



Requesting Access for Others

A request for access can be created for another user by using “Request Access for Other”.

1. From the CU Identity Manager home page, select “Request Access” and select either “Request for Others” from the dropdown provided.

The screenshot shows the CU Identity Manager home page. At the top left is the University of Colorado logo and name, with the text "Boulder | Colorado Springs | Denver | Anschutz Medical Campus". At the top right, the user name "Sean Welshimer" is displayed with a dropdown arrow. Below the header is a "Home" tab. The main content area contains four tiles: "My Information" (blue icon of a person with a pencil), "My Access" (blue icon of a person with a key), "Request for Access" (blue icon of a key on a document), and "Track Requests" (green icon of a magnifying glass). The "Request for Access" tile has a dropdown menu open, with "Request for Self" and "Request for Others" visible. The "Request for Others" option is highlighted with a red box. Below the "Request for Access" tile is a "Pending Approvals" tile (orange icon of a clock). At the bottom left, there is a copyright notice: "© Regents of the University of Colorado".



2. A new tab with Identity Manager will open called "Request Access for Others". In the Search section, enter the name of the user you are requesting access for.

Display name can vary from a user's basic First Name/Last Name in the application, so select "Advanced" to be presented with additional search options if you have difficulty.



3. In the top right of the new page, you should see the user for who you are requesting access. Below the Instructions, select “Type” as “Entitlement”, use the provided dropdown to select the Application in which you need access, and enter the name of the role needed in the “Search” box. Select “Search”.

You will be presented with a list of entitlements that match your search criteria. If no values are returned, review your search parameters and make edits as needed. Find the role you are requesting and select “+ Add to Cart”.

The screenshot shows the 'Request Access for Others' page in the University of Colorado Identity Manager. At the top, the user 'Andy Dwyer' is identified. A progress bar indicates the current step is 'Add Access'. Below the instructions, the search criteria are defined: Type is 'Entitlement', Application is 'PSFT HCM TST', and the search term is 'CU Dept Access - Custom'. A list of results shows one entitlement, 'HCM : CU Dept Access - Custom', with a '+ Add to Cart' button highlighted in red.

If you are requesting multiple roles, repeat this step as needed until all required roles are in your cart.



3. Once the requested role is in the cart, you will see a cart notification counter in the top right. This is the count of roles in your cart.

Once all roles are in your cart, select “Next” at the top of the page.



4. The cart details screen will appear. This page will list all roles requested under “Cart Items” and contains a “Justification” section at the top. Add your justification for why you need this role in the “Justification” section.

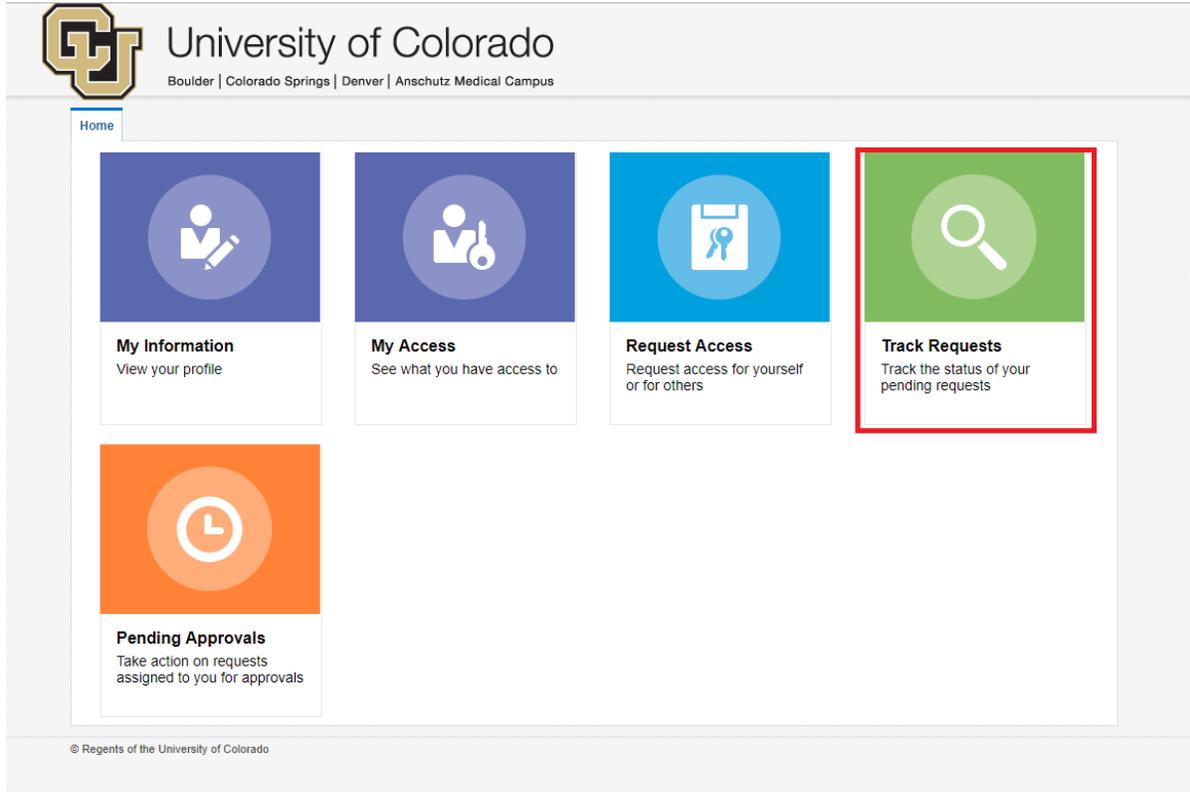
NOTE: If you are requesting HCM : CU Dept Access – Custom, be sure to include what access is required.

The screenshot shows the 'Request Access for Others' interface. At the top, there's a navigation bar with 'Home' and 'Request Access for Others x'. Below that is a progress bar with three steps: 'Select Users', 'Add Access' (which is active), and 'Checkout'. There are 'Back', 'Cancel', and 'Next' buttons. The user's name 'Andy Dwyer' is shown in the top right. The main content area is titled 'Cart Details' and includes a 'Submit' button (highlighted in red) and a 'Save As...' dropdown. Under 'Request Information', there is a 'Justification' text area (also highlighted in red) containing the text: 'I need this access to complete duties required of my job. Custom department access required to include departments 51000 and 52000.' Below this is the 'Cart Items' section, showing a single item: 'HCM : CU Dept Access - Custom' with a target account of 'SAGE000096'. There are also 'Request Details' and 'Grant Duration' sections.

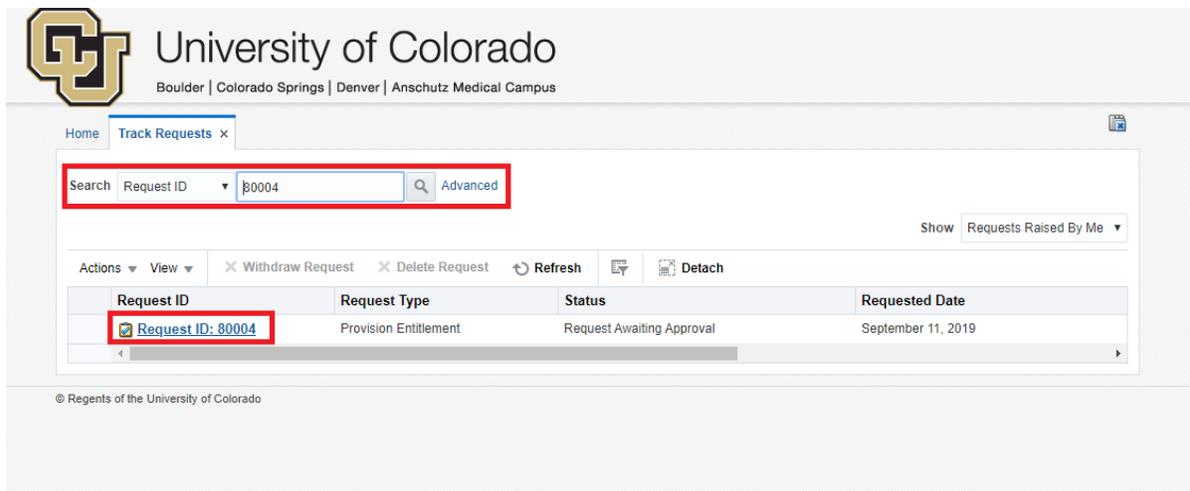
Once the justification is entered, select “Submit”. The tab will close and you will be returned to the home screen.



5. To view your request, select the “Track Requests” tile from the home screen.



6. To view all of your requests, select the magnifying glass icon with nothing in the search field. If you know your request ID, enter that number into the search bar and select the magnifying glass icon. Your requests should appear in the table below the search criteria.



To view a specific request, click on the “Request ID” link for the desired request.