### REQUEST ACCESS

#### How to approve a request

#### **GUIDE PURPOSE:**

 How to approve, reject or reassign requests for access assigned to you for managerial approval in CU Identity Manager

#### HOW TO APPROVE A REQUEST: Log into CU Identity Manager. -University of Colorado On the Home page click the **Pending** 10 Approvals tile. Request Access My Information My Access Track Requests Request access for yoursel or for others See what you have access to view your profile Track the status of you Pending Approvals action on request ned to you for ap Select a pending approval by clicking on the Title. 5 University of Colorado Boulder | Colorado Springs | Denver | Anschutz Medical Camp Pet Actions + III II 🔍 🕶 Assigned 🔹 🛃 Assignees State IDM Approvers (G), Sean Assigned tatus Title Assignees Expires Sep 11, 2019 9:14 IDM Approvers (G), Sean... Assigned Sep 11, 2019 9 11 ts of the University of Colo Once in the request claim the request. Once claimed, you can take one of three actions: Approve, Reject, or Reassign.



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UNIVERSITY INFORMATION SERVICES

### REQUEST ACCESS

|   | Sean Webhiner + ···  |
|---|--|
|   | University of Colorado   |
|   | Boulder   Colorado Springs   Denver   Anschutz Medical Campus  |
|   | Home Pending Approvals x Request for Individual: x   |
|   |  |
|   | Request for Individual: for 8~CU Dept Access - Custom Task Actions + Claim   |
|   | Example 2 Details 🚯  |
|   | A Summary Information  |
|   | Request Id 80003 Requester Ron Swanson   |
|   | Requested Date 9/11/2019 Status Request Awaiting Approval  |
|   | Justification I need that access to complete dudies Parent Request ID<br>required of my job. Custom department<br>access required to notice departments    |
|   | access required to include departments<br>51000 and 52000. & Request Type Provision Entitlement  |
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|   | Request Detais Approvals   |
|   |  |
|   | A History  |
|   | Options w  |
|   | 1 🖌 [5] Manager Approval   |
|   | 🛃 IDM Approvers, Sean Welshimer - Manager/Approval   |
|   | Ron Swanson  |
|   | 2   Big Campus Security Co-ordinator   |
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|   |  |
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|   | Manager Approval   |
|   | 📓 IDM Approvers, Sea   |
|   | Campus Security Co   |
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| The target user and entitlements          |  |
|   | Sean Webhinery   |
| (application role) being requested appear | University of Colorado   |
| on the Request Details tab.               | Boulder   Colorado Springs   Derver   Anschutz Medical Gampus  |
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|   | A Summary Information  |
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|   | Requested Date 9/11/2019 Status Request Awaiting Approval  |
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|   | required of my job. Custom department Parent Request ID<br>access required to include departments<br>51000 and 52000  , Request Type Provision Entitlement |
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|   | Request Details Approvals  |
|   | A Target Users A Related Requests  |
|   | Display Name E-mail Beneficiary Request Id Requested Item Status   |
|   | Ron Bwanson 🜒 test email@cu edu No data to display.  |
|   | Cart Details Update  |
|   |  |
|   | # Cart Items   |
|   | Planke, Marco  |
|   | HCM : CU Dept Access - Custom Target Account: RAND000546 0   |
|   |  |
|   | Request Details HCM : CU Dept Access - Custom  |
|   | Grant Duration   |
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### REQUEST ACCESS

| Approval workflow information appears on the Approvals tab. | University of Colorado<br>Boulder   Colorado Springe   Denver   Anschutz Medical Campus  | Sean Weishimer 👻  |
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|   | Home Pending Approvals × Request for Individual: ×   | 12  |
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|   | Request Id 80003 Requester Ron Swans   | n   |
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|   | # History  |   |
|   | Options +  |   |
|   | 👗 Sean Welshimer - ManagerApproval   |   |
|   | 1.1 Acquired 9/11/19.9.29.4M (2)<br>2 (a) (3) Campus Security Co-ordinator   |   |
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| You have the option of entering                             |  |   |
| Comments before taking action by clicking                   |  | Sean Weishimer w  |
|   | University of Colorado   |   |
| on the <b>Create</b> Comments button at the                 | Boulder   Colorado Springs   Denver   Anschutz Medical Campus  | <b>D</b>  |
| bottom of the Approvals tab.                                | Home Pending Approvals × Request for Individual:   |   |
|   | Request for Individual: for 8~CU Dept Access - Custom  | Task Actions w Approve Reject   |
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### REQUEST ACCESS

| If you deem the access appropriate for the<br>user, click <b>Approve</b> . If you deem the<br>access inappropriate for the user, click<br><b>Reject</b> .   | <image/> <section-header><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></section-header>  | Requester non Swanson       Request rive Request Naming Approval       Parent Request IV       Request Type       Provision Entitlement  |
|---|--|--|
|   | Request Details     Approvals       Image: Approval     Options +       1     Image: Approval       1     Image: Approval       2     Image: Approval       2     Image: Approval       2     Image: Approval       2     Image: Approval       Image: Approval     Image: Approval       2     Image: Approval       3     Image: Approval       4     Comments       Image: Approval     Image: Approval | Attachments   Attachments  Vedeted By Dete Updated No data to display  |
| If you wish to delegate the approval to<br>another user, click on the <b>Task Actions</b><br>dropdown and select <b>Reassign</b> , search<br>for the user to whom you wish to transfer<br>ownership of the approval, and select<br>both that user AND the <b>IDM Approvers</b><br>user. | <image/>   | Request for Kind Kalan<br>Request for Kind Kalan   |
|   | 1.1 Acquired Structure - Managar Approval<br>Acquired Structo 929AM (2)<br>) [0] Campus Security Co-ordinator  | Attachments Table Attachments Table Attachments Table Attachments Table Attachment Attac |



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