UIS SERVICE DESK

REQUEST ACCESS

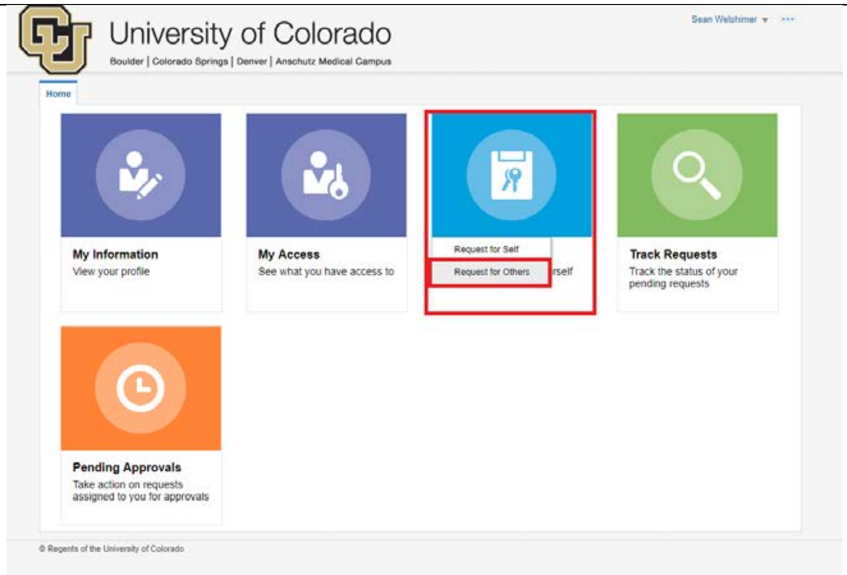
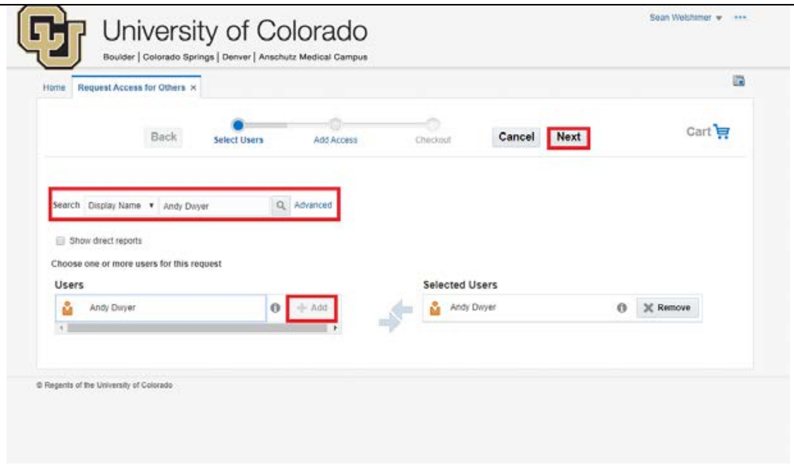
How to request access for others

GUIDE PURPOSE:

- How to request HCM, Finance, or CU Marketplace roles for direct reports or other users in your department in CU Identity Manager

HOW TO REQUEST ACCESS FOR OTHERS:

<table>
<tr>
<td>Log into CU Identity Manager.

On the Home page click the Request Access tile and select Request for Others from the dropdown.</td>
<td>
</td>
</tr>
<tr>
<td>Search for the user for whom you are requesting access. From the search results select the user by clicking + Add to move the user to the Selected Users list. You may select multiple users if you are requesting the same access for the users. Once you have selected user(s) click Next at the top of the page to proceed to the Catalog.</td>
<td>
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</table>

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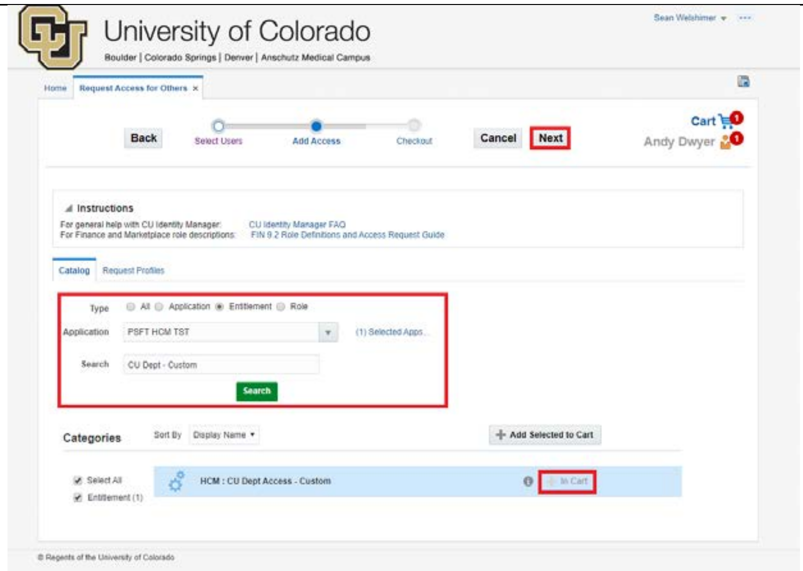
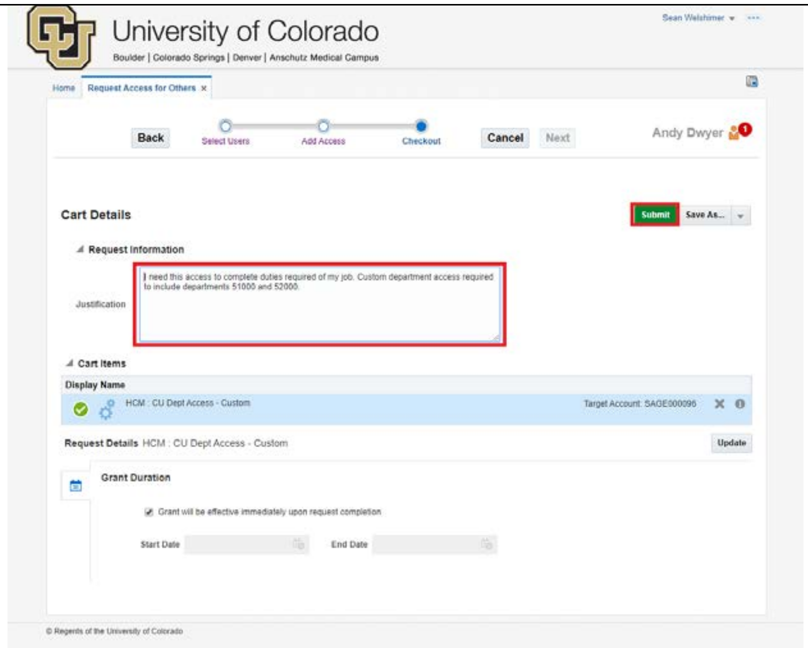
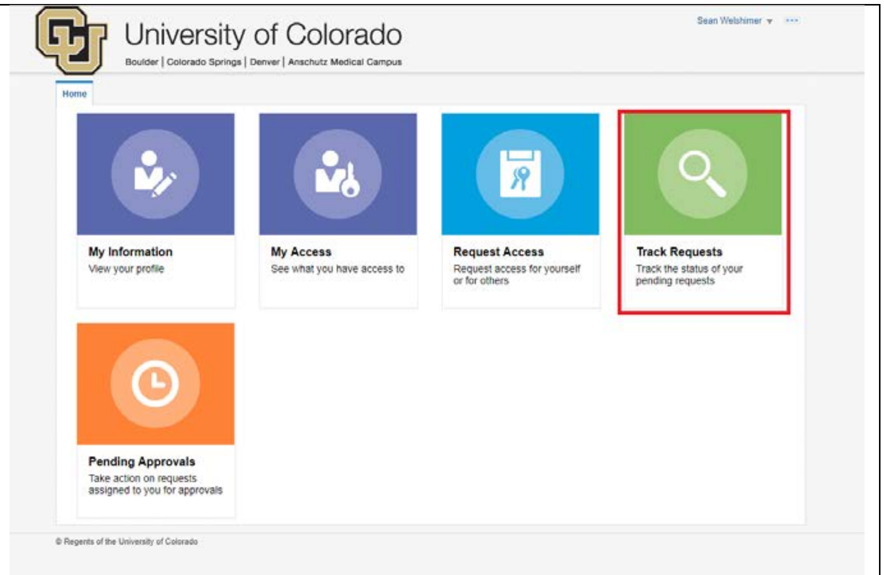
In the Catalog select Type = **Entitlement**, select the target **Application** from the dropdown, enter a Keyword in the **Search** box, and click the **Search** button. From the search results select an entitlement by clicking **+ Add to Cart**. You may add multiple entitlements to your cart. Once you have entitlements in your Cart click **Next** at the top of the page to check out.	
In Cart Details enter a **Justification** for the access requested. Hit **Submit**.	

You should receive an email notification that your request has been received. Most requests go into a workflow that requires the approvals of the users' managers and campus access coordinator. You may track the progress of pending requests through the **Track Requests** tile.



Contact UIS
Call: (303) 860 4357
Email: help@cu.edu