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

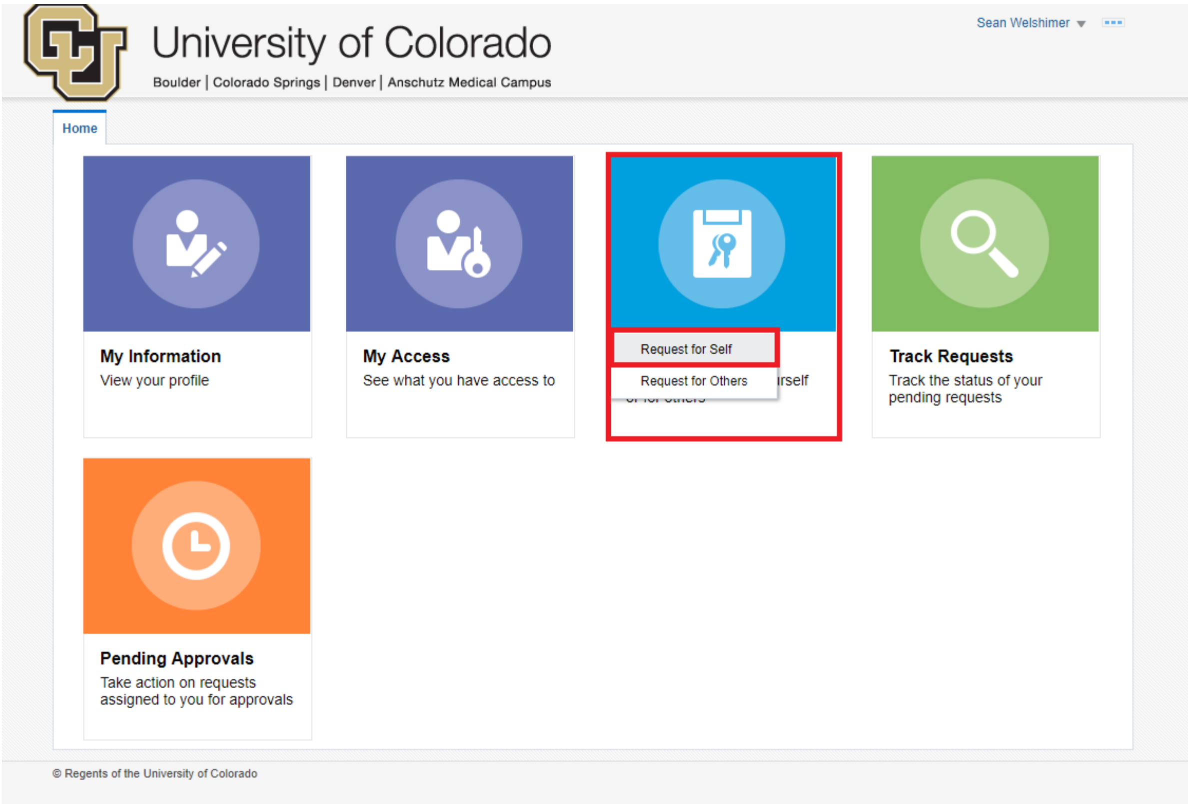
CU Identity Manager will perform checks for training to ensure required training has been completed for each requested entitlement. The request(s) will fail if training requirements have not been fulfilled and will not be assigned to the manager. Training is checked against SkillSoft directly and against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

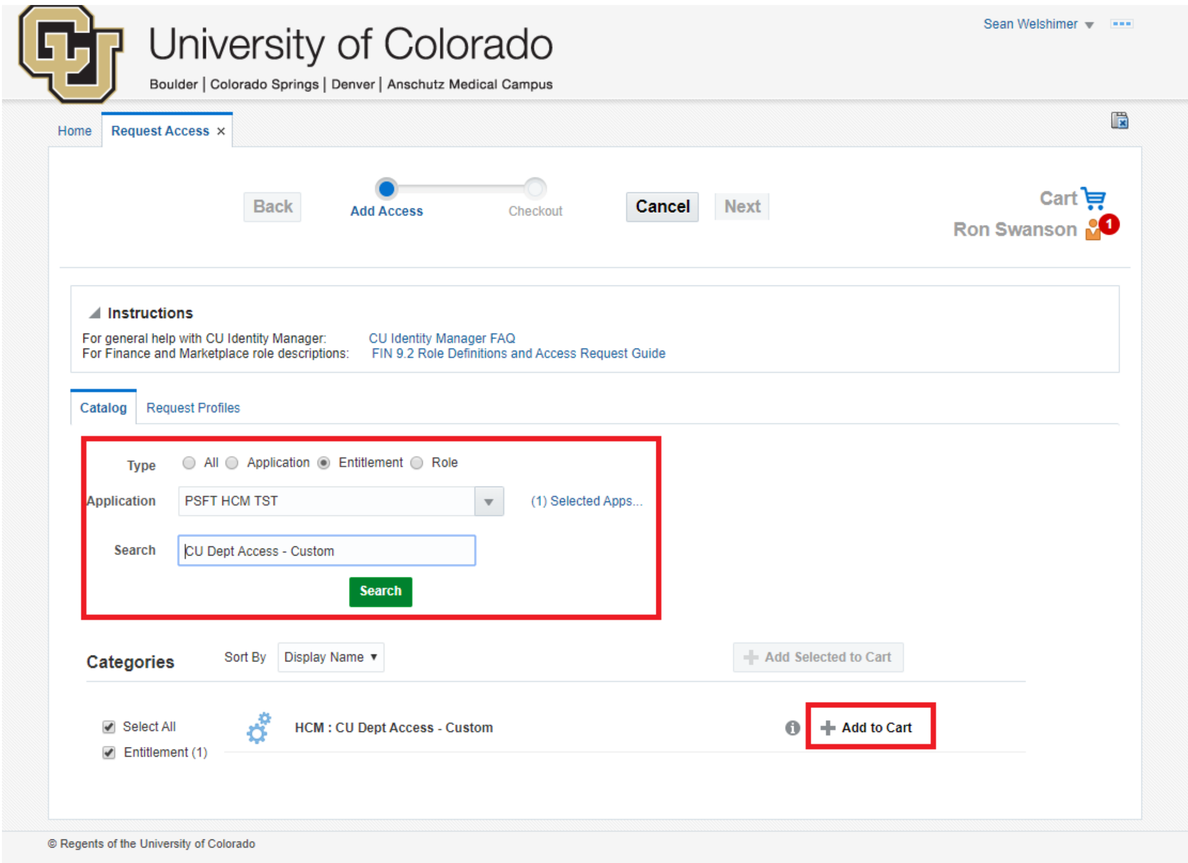
Making a Request

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.



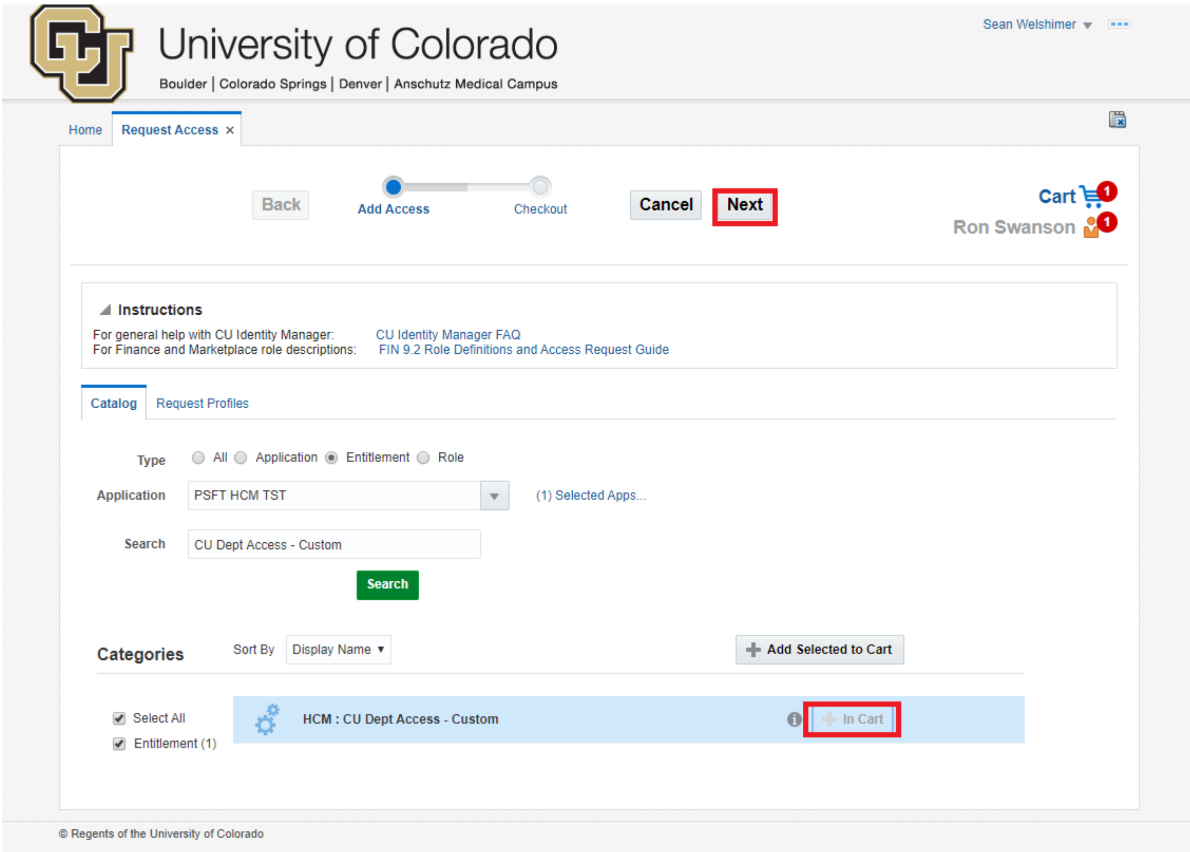
2. A new tab with Identity Manager will open called “Request Access”. Below the Instructions, select “Type” as “Entitlement”, use the provided dropdown to select the Application in which you need access, and enter the name of the role needed in the “Search” box. Select “Search”.

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”.



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

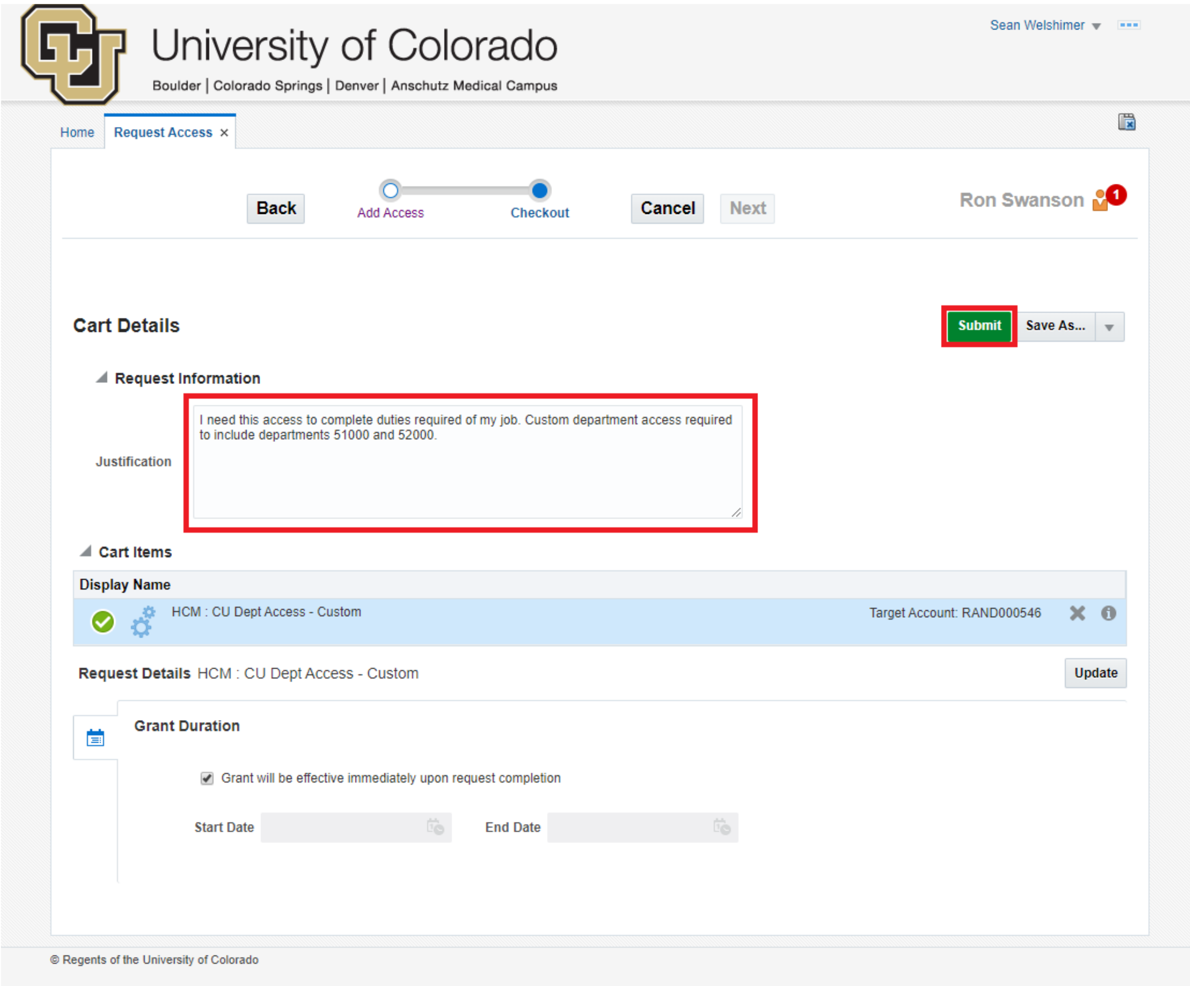
3. Once the requested role is in the cart, you will see a cart notification counter in the top right. This is the count of roles in your cart.



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

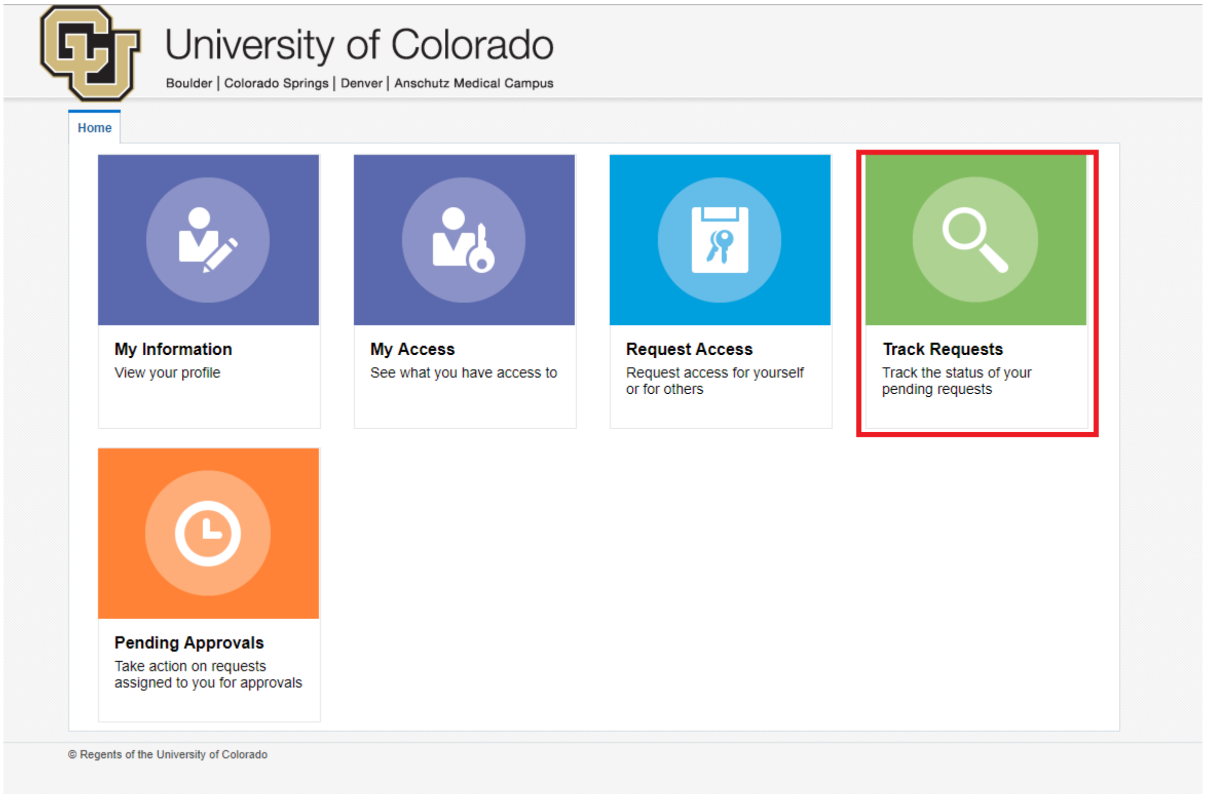
4. The cart details screen will appear. This page will list all roles requested under “Cart Items” and contains a “Justification” section at the top. Add you justification for why you need this role in the “Justification” section.

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

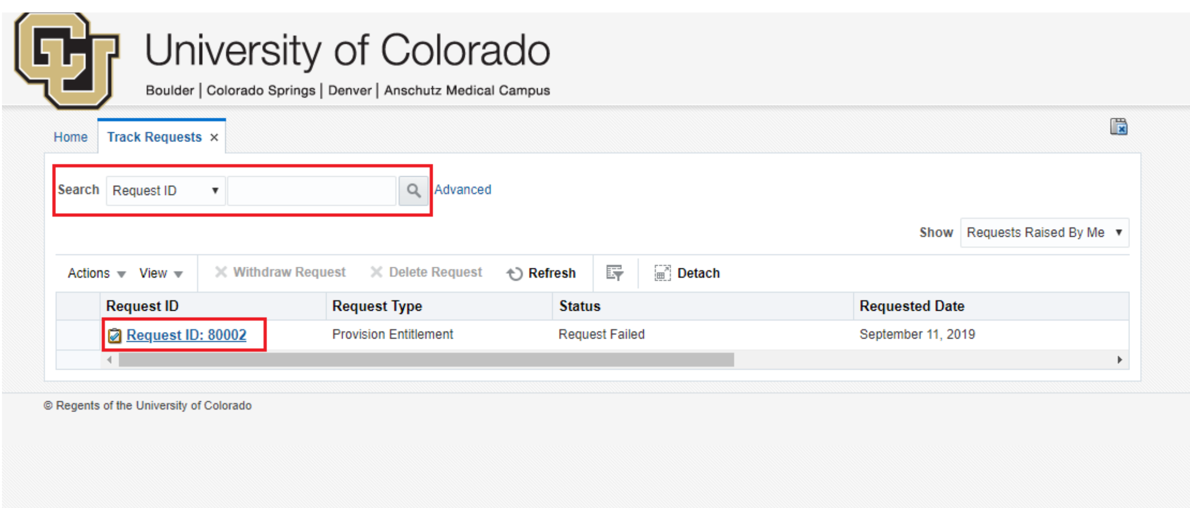


Once the justification is entered, select “Submit”. The tab will close and you will be returned to the home screen.

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



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.

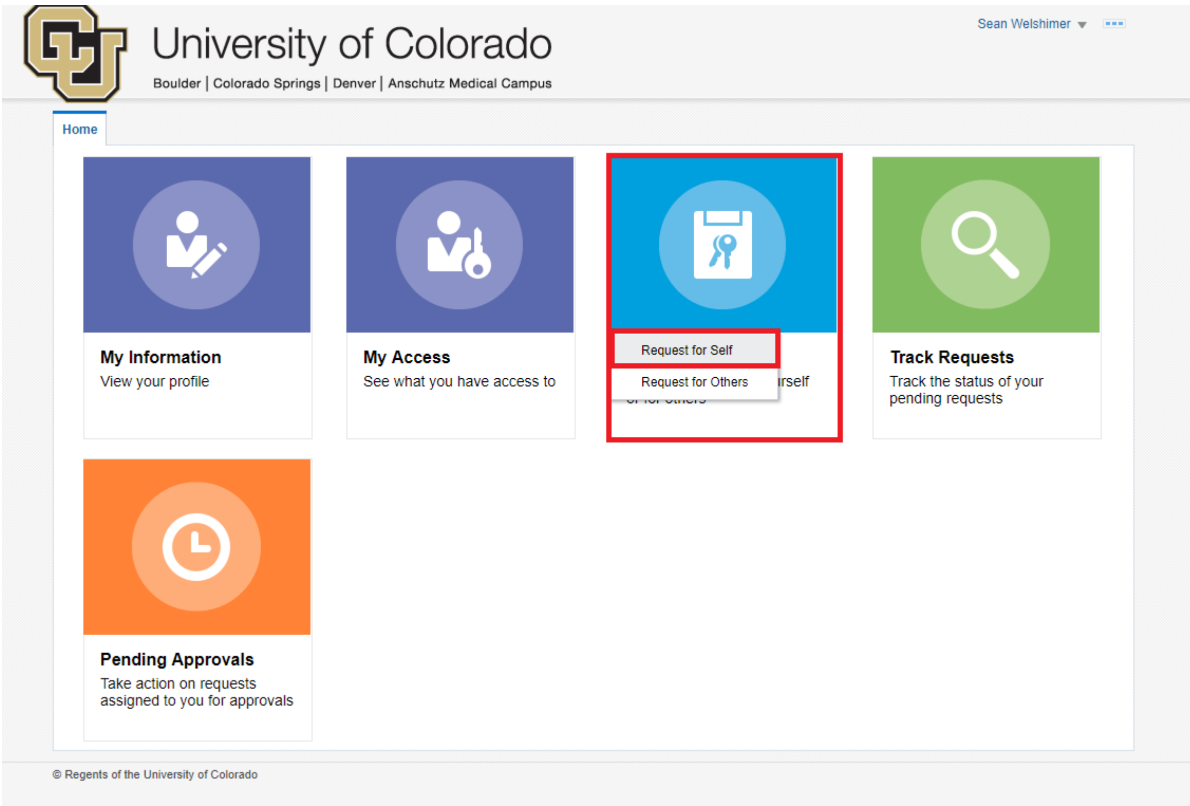


To view a specific request, click on the “Request ID” link for the desired request.

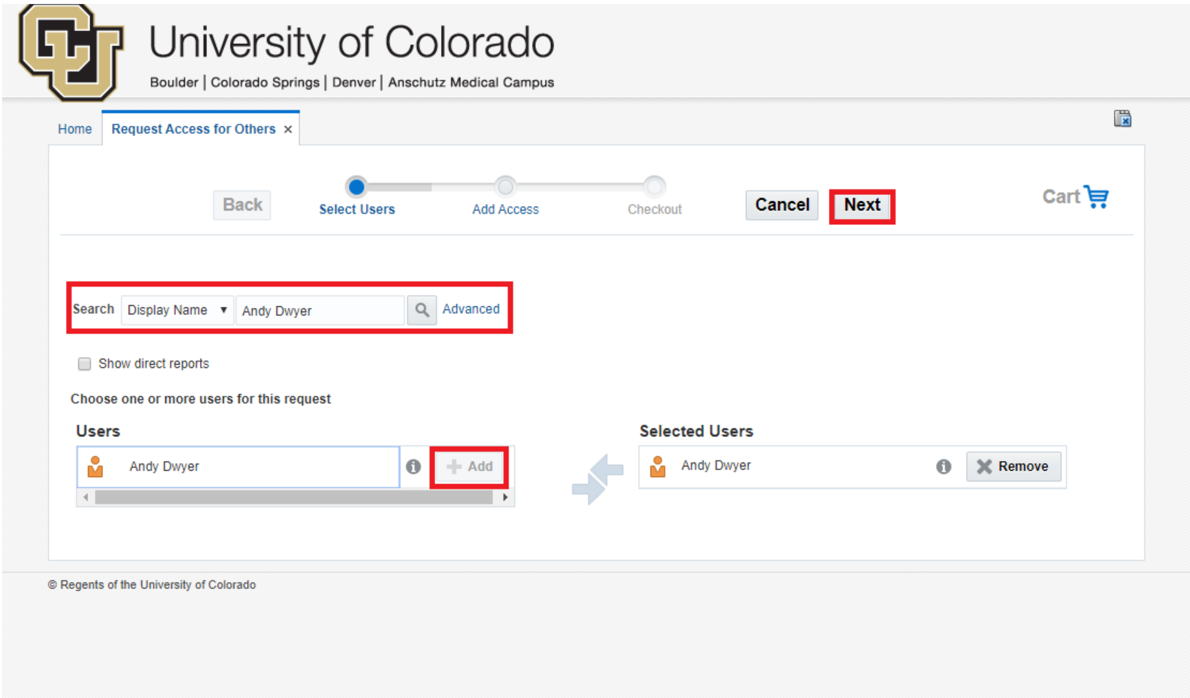
Requesting Access for Others

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

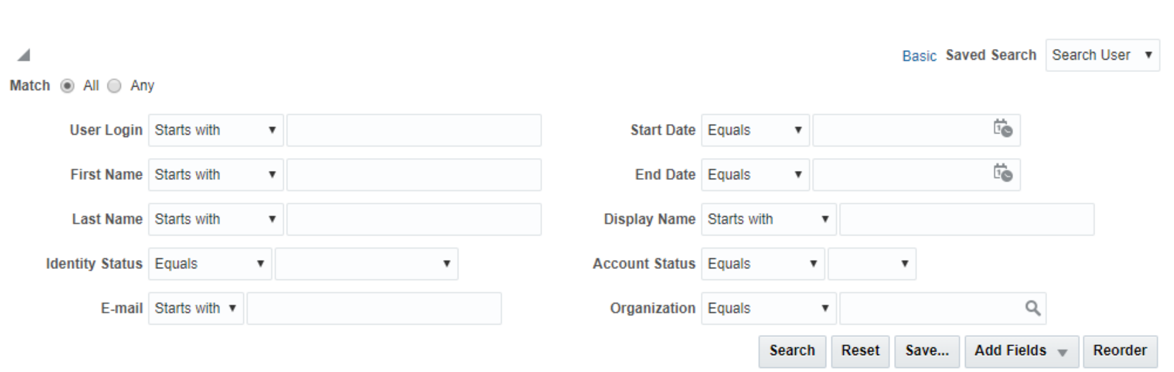
1. From the CU Identity Manager home page, select “Request Access” and select either “Request for Others” from the dropdown provided.



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.

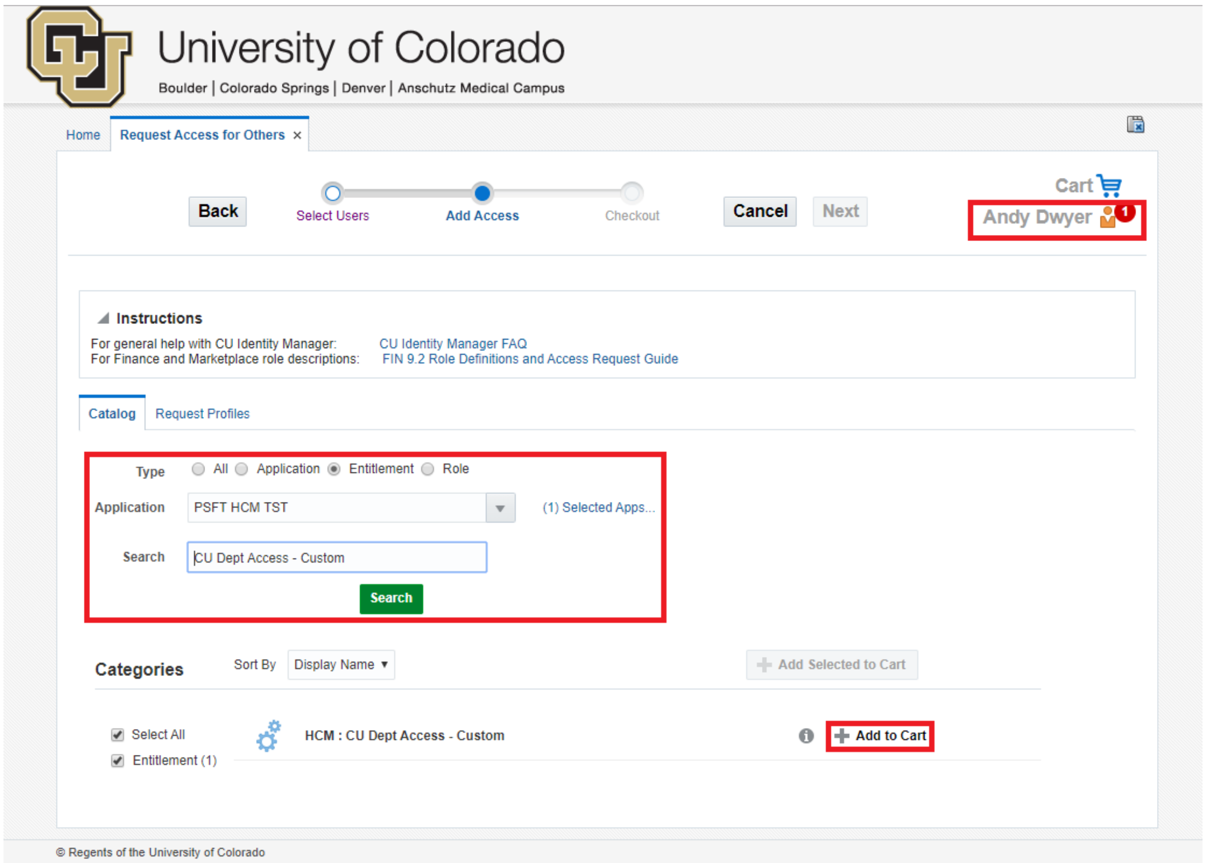


Display name can vary from a user’s basic First Name/Last Name in the application, so select “Advanced” to be presented with additional search options if you have difficulty.



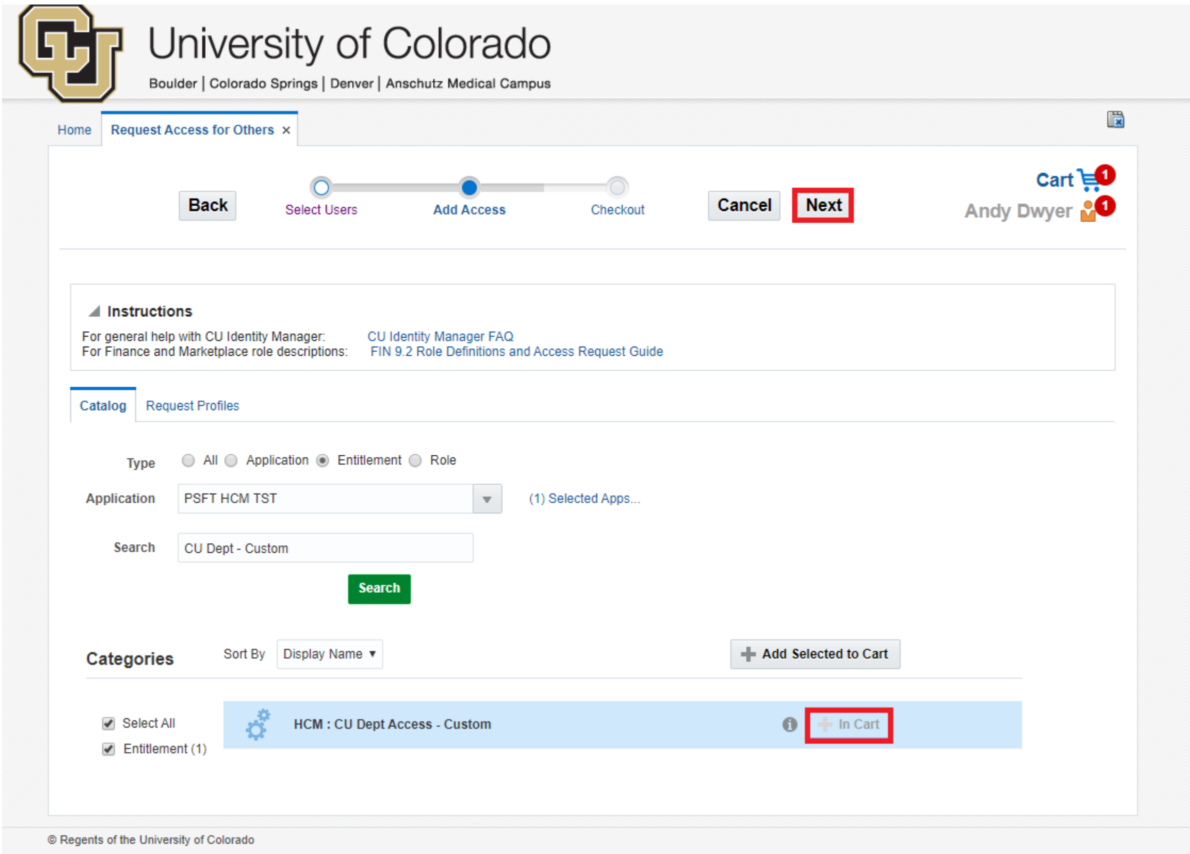
3. In the top right of the new page, you should see the user for who you are requesting access. Below the Instructions, select “Type” as “Entitlement”, use the provided dropdown to select the Application in which you need access, and enter the name of the role needed in the “Search” box. Select “Search”.

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”.



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

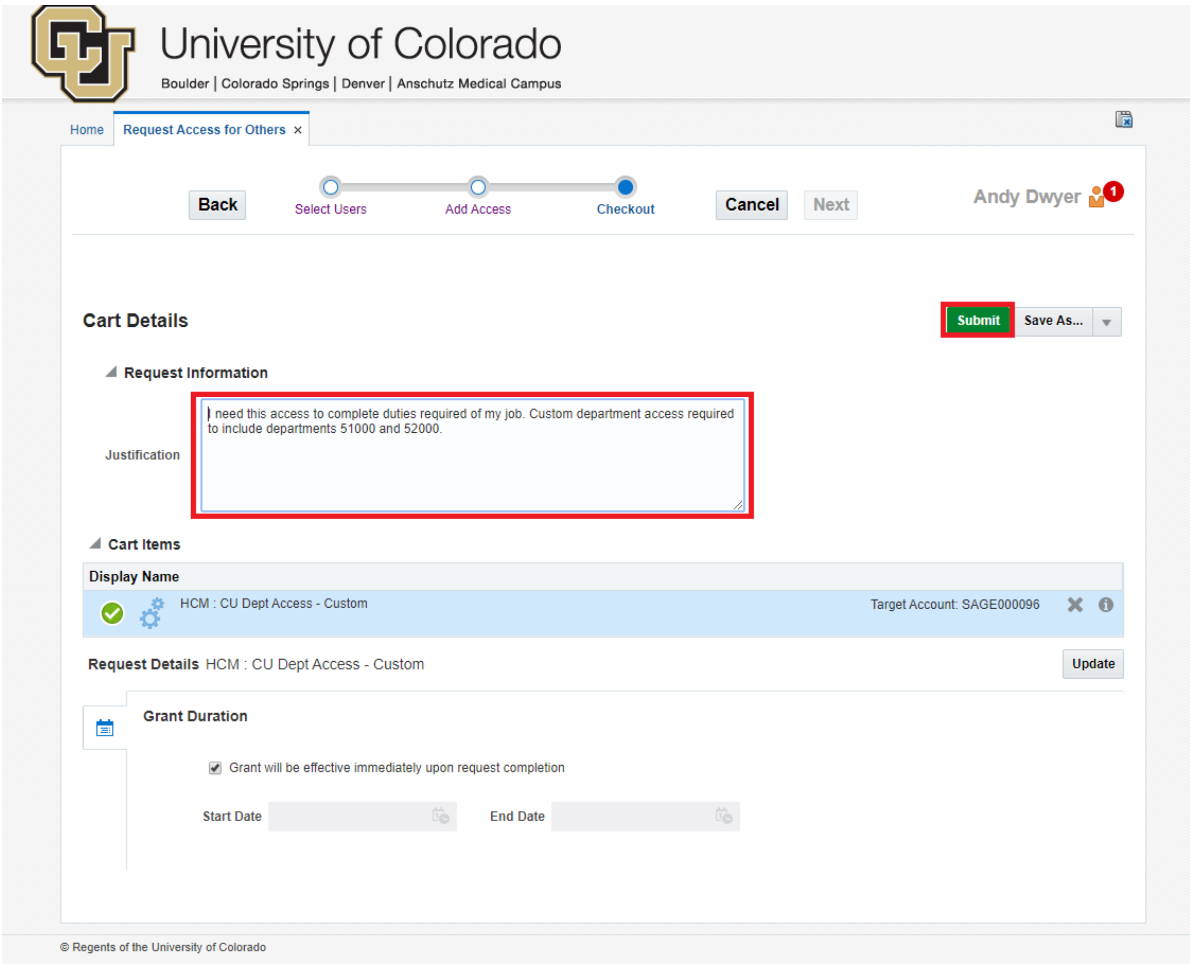
3. Once the requested role is in the cart, you will see a cart notification counter in the top right. This is the count of roles in your cart.



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

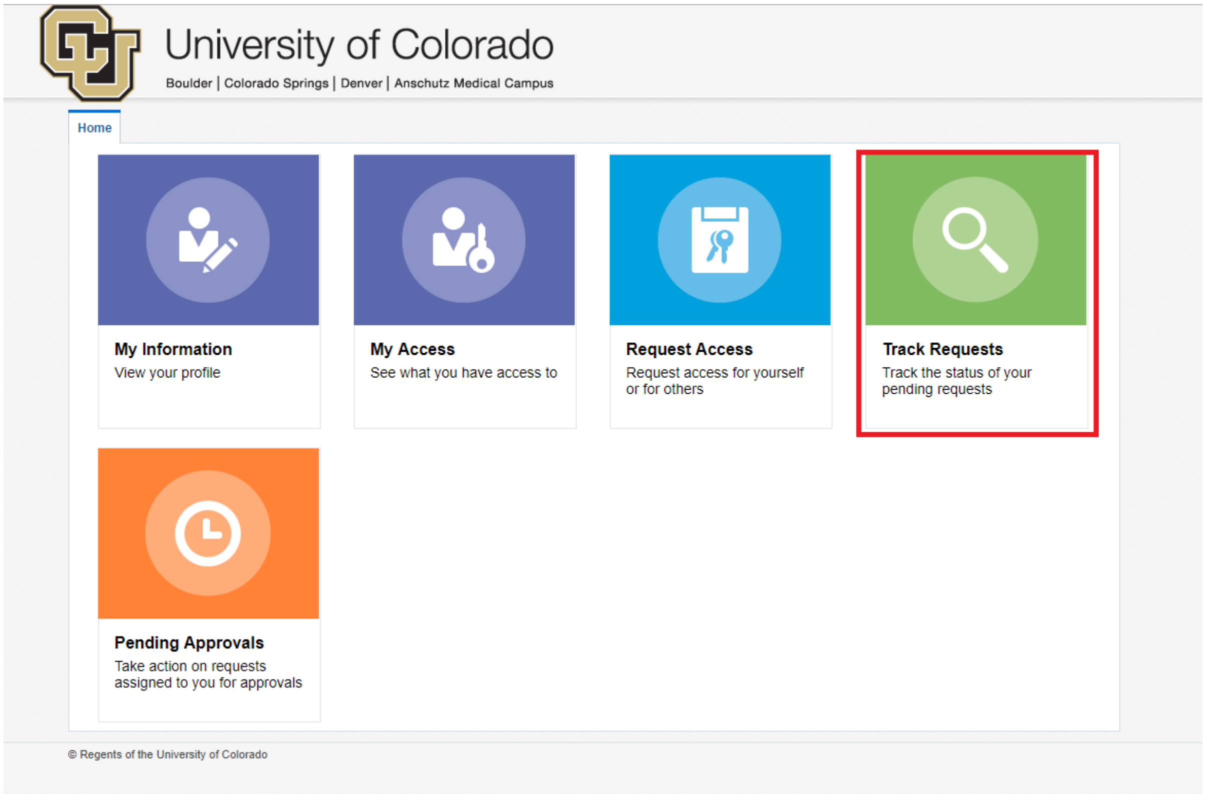
4. The cart details screen will appear. This page will list all roles requested under “Cart Items” and contains a “Justification” section at the top. Add you justification for why you need this role in the “Justification” section.

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.



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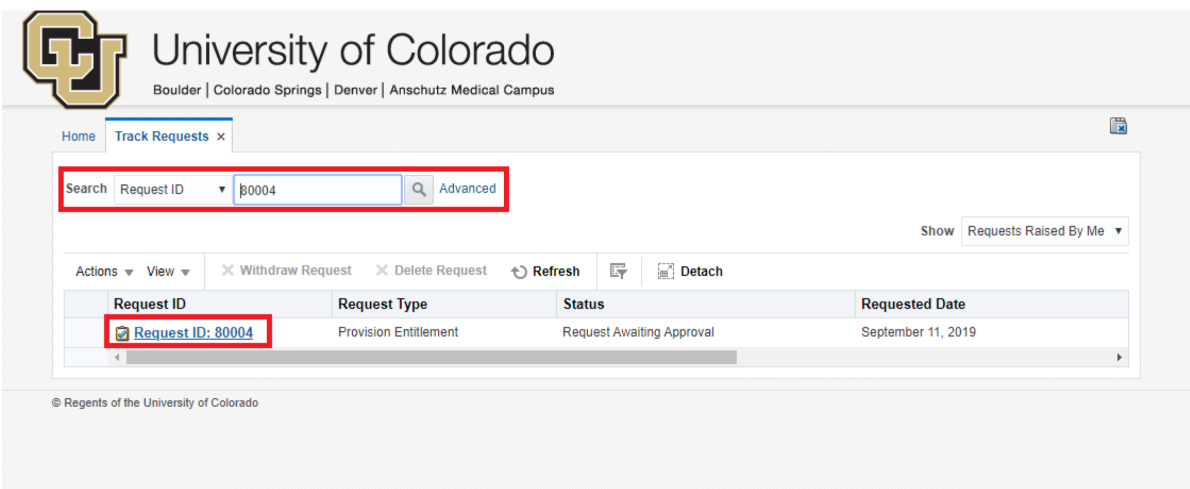

To view a specific request, click on the “Request ID” link for the desired request.