

## How to approve a request

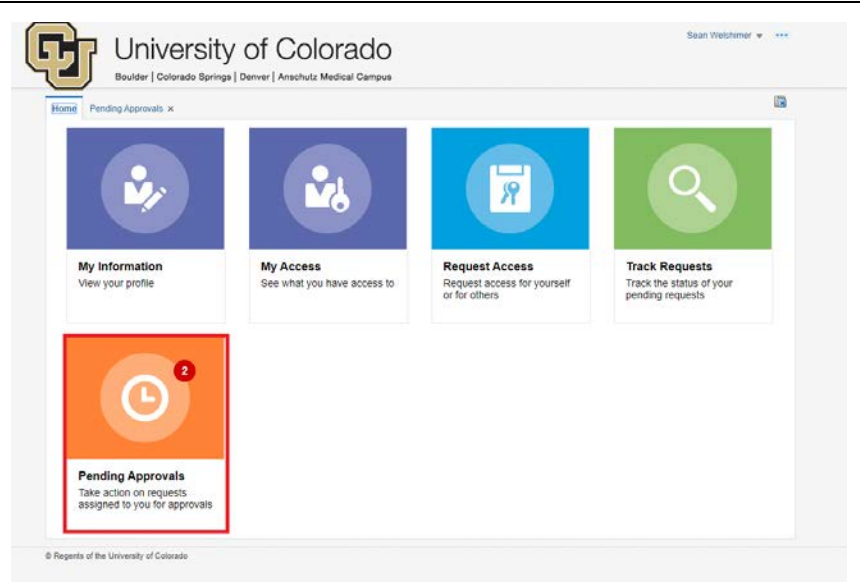
### GUIDE PURPOSE:

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

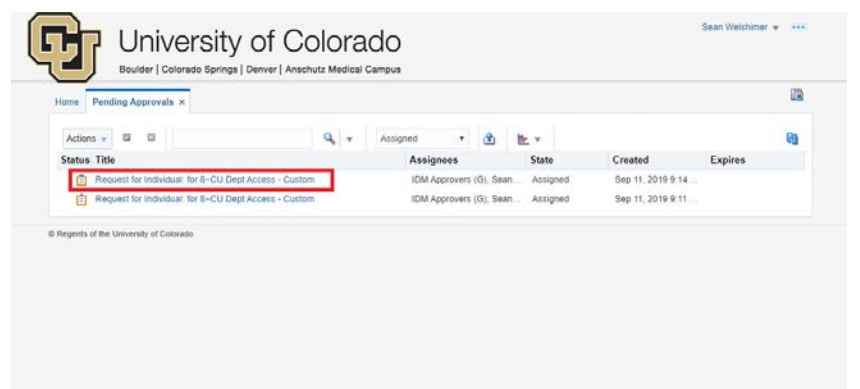
### HOW TO APPROVE A REQUEST:

Log into [CU Identity Manager](#).

On the Home page click the **Pending Approvals** tile.



Select a pending approval by clicking on the **Title**.



Once in the request **claim** the request.  
Once claimed, you can take one of three actions: Approve, Reject, or Reassign.

# UIS SERVICE DESK

# REQUEST ACCESS

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**

**Details**

**Summary Information**

Request Id: 80003 Requester: Ron Swanson  
Requested Date: 9/11/2019 Status: Request Awaiting Approval  
Justification: I need this access to complete duties required of my job. Custom department access required to include departments 51000 and 52000. Parent Request ID  
Request Type: Provision Entitlement

Request Details Approvals

**History**

Options

1 Manager Approval  
1.1 IDM Approver, Sean Welshimer Manager Approval  
Assigned 9/11/19 9:11 AM  
Ron Swanson  
2 Campus Security Co-ordinator

Manager Approval  
IDM Approver, Sea...  
Campus Security Co...

The target user and entitlements (application role) being requested appear on the Request Details tab.

University of Colorado  
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Home Pending Approvals x Request for Individual: ... x

Request for Individual: for 8~CU Dept Access - Custom Task Actions Approve Reject

**Details**

**Summary Information**

Request Id: 80003 Requester: Ron Swanson  
Requested Date: 9/11/2019 Status: Request Awaiting Approval  
Justification: I need this access to complete duties required of my job. Custom department access required to include departments 51000 and 52000. Parent Request ID  
Request Type: Provision Entitlement

**Request Details** Approvals

**Target Users**

Display Name	E-mail
Ron Swanson	test_email@cu.edu

**Related Requests**

Beneficiary	Request Id	Requested Item	Status
No data to display.			

**Cart Details** Update

**Cart Items**

Display Name	Target Account
HCM : CU Dept Access - Custom	RAND000546

Request Details HCM : CU Dept Access - Custom

Grant Duration

# UIS SERVICE DESK

# REQUEST ACCESS

Approval workflow information appears on the Approvals tab.

The screenshot displays the 'Request for Individual: for 8-CU Dept Access - Custom' page. The 'Approvals' tab is selected and highlighted with a red box. Below the tab, the 'History' section shows a list of approvals:

Step	Requester	Status	Date
1	Manager Approval	Acquired	9/11/19 9:29 AM
1.1	Sean Weishimer	Manager Approval	
2	Campus Security Co-ordinator		

The 'Comments' and 'Attachments' sections are currently empty.

You have the option of entering Comments before taking action by clicking on the **Create** Comments button at the bottom of the Approvals tab.

The screenshot shows the same 'Request for Individual: for 8-CU Dept Access - Custom' page, but with the 'Create Comment' dialog box open. The dialog box has a text input field for the comment and 'OK' and 'Cancel' buttons. The 'Create Comments' button in the 'Comments' section of the main page is highlighted with a red box.

# UIS SERVICE DESK

# REQUEST ACCESS

If you deem the access appropriate for the user, click **Approve**. If you deem the access inappropriate for the user, click **Reject**.

The screenshot shows the University of Colorado UIS Service Desk interface. The page title is "Request for Individual: for 8-CU Dept Access - Custom". The "Task Actions" dropdown menu is open, showing options: "Request Information...", "Reassign...", "Escalate", "Release", "Suspend", "Start Task", and "Save". The "Approve" button is highlighted in green. The "Summary Information" section shows: Request Id: 80003, Requested Date: 9/11/2019, Justification: "I need this access to complete duties required of my job. Custom department access required to include departments 51000 and 52000.", Requester: Ron Swanson, Status: Request Awaiting Approval, Parent Request ID, and Request Type: Provision Entitlement. The "History" section shows a table with 2 entries: 1. Manager Approval (Acquired by Sean Welshimer on 9/11/19 9:29 AM) and 2. Campus Security Co-ordinator. The "Comments" and "Attachments" sections are empty.

If you wish to delegate the approval to another user, click on the **Task Actions** dropdown and select **Reassign...**, search for the user to whom you wish to transfer ownership of the approval, and select both that user AND the **IDM Approvers** user.

The screenshot shows the University of Colorado UIS Service Desk interface. The page title is "Request for Individual: for 8-CU Dept Access - Custom". The "Task Actions" dropdown menu is open, showing options: "Request Information...", "Reassign...", "Escalate", "Release", "Suspend", "Start Task", and "Save". The "Reassign..." option is highlighted in red. The "Summary Information" section shows: Request Id: 80003, Requested Date: 9/11/2019, Justification: "I need this access to complete duties required of my job. Custom department access required to include departments 51000 and 52000.", Requester: Ron Swanson, Status: Request Awaiting Approval, Parent Request ID, and Request Type: Provision Entitlement. The "History" section shows a table with 2 entries: 1. Manager Approval (Acquired by Sean Welshimer on 9/11/19 9:29 AM) and 2. Campus Security Co-ordinator. The "Comments" and "Attachments" sections are empty.

