How to approve a request

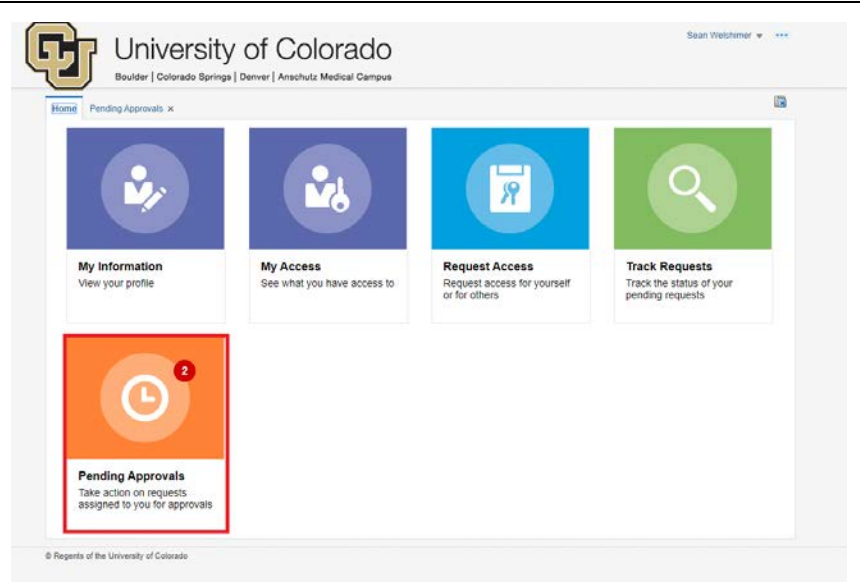**GUIDE PURPOSE:**

- How to approve, reject or reassign requests for access assigned to you for managerial approval in CU Identity Manager
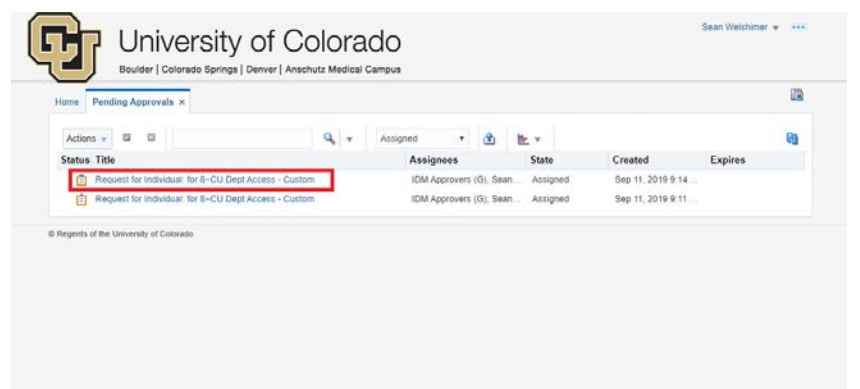
HOW TO APPROVE A REQUEST:

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.	

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

UNIVERSITY INFORMATION SERVICES

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

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

University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

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

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

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

UNIVERSITY INFORMATION SERVICES

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

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

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

UNIVERSITY INFORMATION SERVICES

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