

## How to request access for others

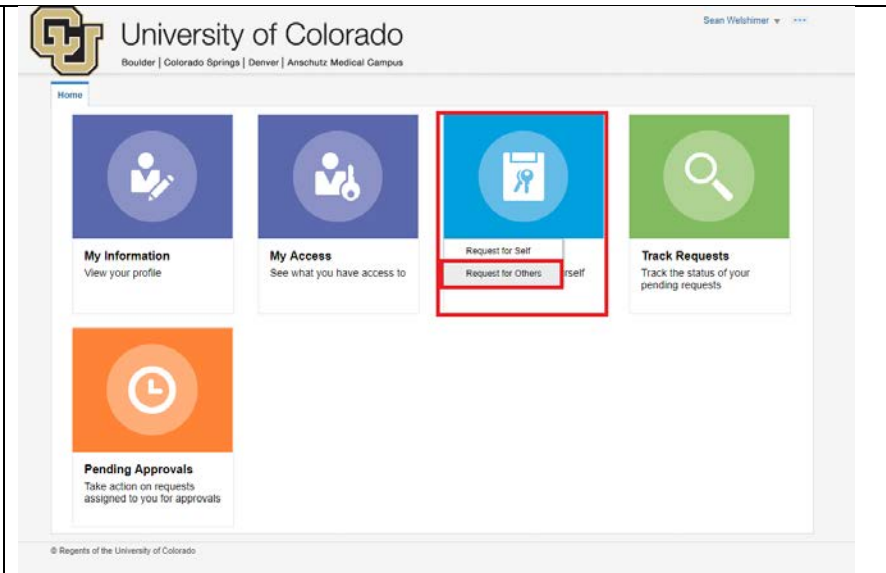
### GUIDE PURPOSE:

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

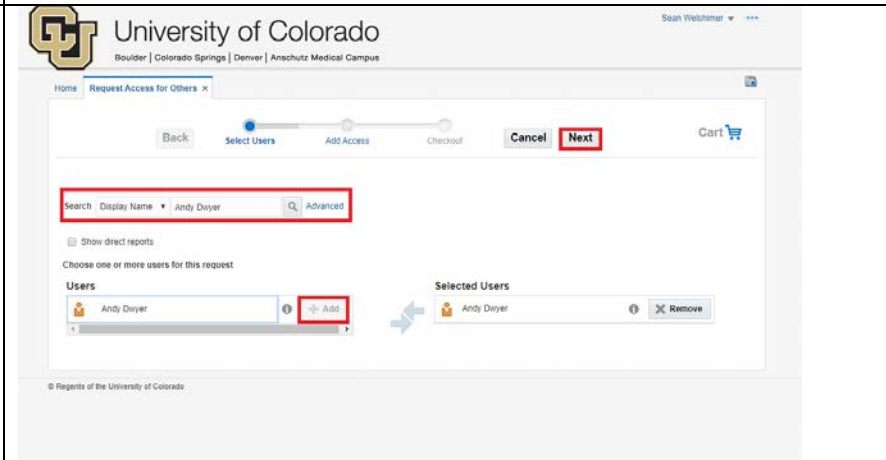
### HOW TO REQUEST ACCESS FOR OTHERS:

Log into [CU Identity Manager](#).

On the Home page click the **Request Access** tile and select **Request for Others** from the dropdown.



**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.



# UIS SERVICE DESK

# REQUEST ACCESS

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.

The screenshot shows the 'Request Access for Others' interface. At the top, there are navigation buttons: 'Back', 'Select Users', 'Add Access', 'Checkout', 'Cancel', and 'Next'. A 'Cart' icon with a notification is visible in the top right. Below the navigation is an 'Instructions' section with links for 'CU Identity Manager' and 'CU Identity Manager FAQ'. The 'Catalog' section is active, showing 'Request Profiles'. A red box highlights the search area where 'Type' is set to 'Entitlement', 'Application' is 'PSFT HCM TST', and 'Search' is 'CU Dept - Custom'. Below this, a list of categories is shown, with 'HCM : CU Dept Access - Custom' selected. A red box highlights the '+ Add to Cart' button next to this category.

In Cart Details enter a **Justification** for the access requested. Hit **Submit**.

The screenshot shows the 'Cart Details' page. At the top, there are navigation buttons: 'Back', 'Select Users', 'Add Access', 'Checkout', 'Cancel', and 'Next'. A 'Submit' button is highlighted in red. Below the navigation is a 'Request Information' section with a 'Justification' text area containing the text: 'I need this access to complete duties required of my job. Custom department access required to include departments 51000 and 52000.' Below this is a 'Cart Items' section showing 'HCM : CU Dept Access - Custom' with a 'Target Account: SAGE00090'. There is also a 'Request Details' section and a 'Grant Duration' section with a checkbox for 'Grant will be effective immediately upon request completion' and 'Start Date' and 'End Date' fields.



# UIS SERVICE DESK

## REQUEST ACCESS

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.

The screenshot shows the University of Colorado UIS Service Desk dashboard. At the top, the University of Colorado logo and name are displayed, along with the locations: Boulder | Colorado Springs | Denver | Anschutz Medical Campus. The user name 'Sean Weisheimer' is visible in the top right corner. The dashboard features five main tiles: 'My Information' (blue), 'My Access' (purple), 'Request Access' (light blue), 'Track Requests' (green, highlighted with a red border), and 'Pending Approvals' (orange). Each tile includes an icon and a brief description of its function. The 'Track Requests' tile is highlighted with a red border, indicating it is the focus of the document. The footer of the dashboard reads '© Regents of the University of Colorado'.

