

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.

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Home Pending Approvals x Sean Welshimer

My Information
View your profile

My Access
See what you have access to

Request Access
Request access for yourself or for others

Track Requests
Track the status of your pending requests

Pending Approvals
Take action on requests assigned to you for approvals

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

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Home Pending Approvals x Sean Welshimer

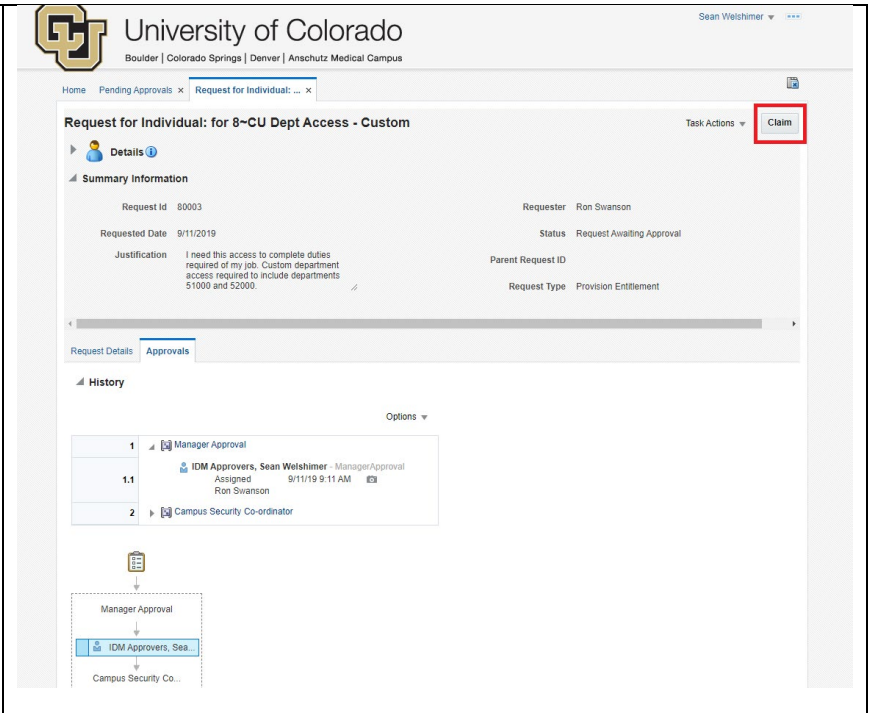
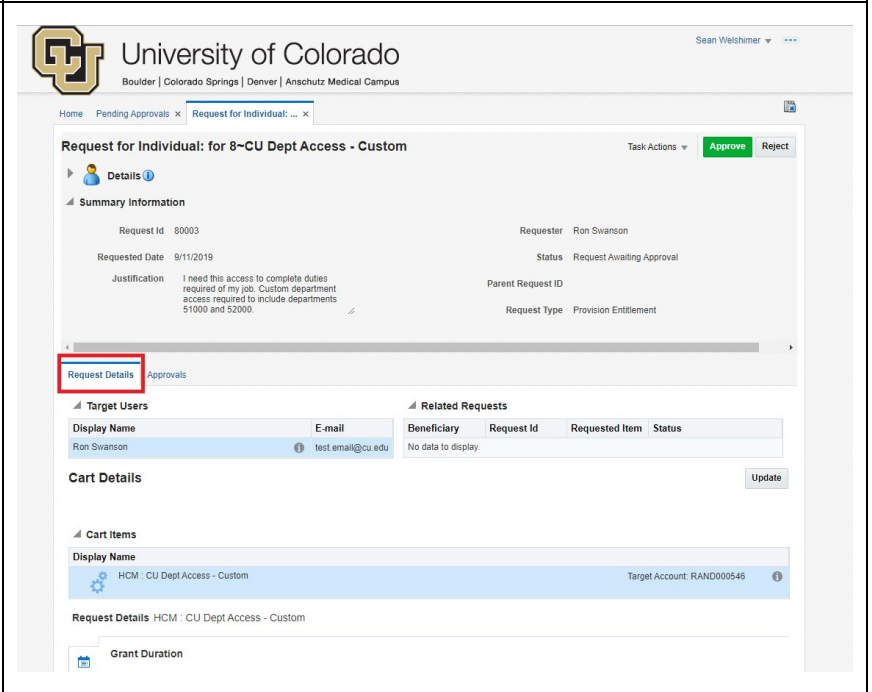
Status	Title	Assignees	State	Created	Expires
Request for individual: for 8-CU Dept Access - Custom		IDM Approvers (G), Sean...	Assigned	Sep 11, 2019 9:14 ...	
Request for individual: for 8-CU Dept Access - Custom		IDM Approvers (G), Sean...	Assigned	Sep 11, 2019 9:11 ...	

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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

	 <p>University of Colorado Boulder Colorado Springs Denver Anschutz Medical Campus</p> <p>Request for Individual: for 8~CU Dept Access - Custom</p> <p>Task Actions: Claim</p> <p>Summary Information</p> <table><tr><td>Request Id</td><td>80003</td><td>Requester</td><td>Ron Swanson</td></tr><tr><td>Requested Date</td><td>9/11/2019</td><td>Status</td><td>Request Awaiting Approval</td></tr><tr><td>Justification</td><td colspan="3">I need this access to complete duties required of my job. Custom department access required to include departments 51000 and 52000.</td></tr><tr><td>Parent Request ID</td><td colspan="3"></td></tr><tr><td>Request Type</td><td colspan="3">Provision Entitlement</td></tr></table> <p>History</p> <table><tr><td>1</td><td>Manager Approval</td></tr><tr><td>1.1</td><td>IDM Approvers, Sean Welshimer - Manager/Approval Assigned 9/11/19 9:11 AM Ron Swanson</td></tr><tr><td>2</td><td>Campus Security Co-ordinator</td></tr></table> <p>Flowchart: Manager Approval → IDM Approvers, Sean Welshimer → Campus Security Co-ordinator</p>	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			1	Manager Approval	1.1	IDM Approvers, Sean Welshimer - Manager/Approval Assigned 9/11/19 9:11 AM Ron Swanson	2	Campus Security Co-ordinator
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<p>The target user and entitlements (application role) being requested appear on the Request Details tab.</p>	 <p>University of Colorado Boulder Colorado Springs Denver Anschutz Medical Campus</p> <p>Request for Individual: for 8~CU Dept Access - Custom</p> <p>Task Actions: Approve Reject</p> <p>Request Details Approvals</p> <p>Target Users</p> <table><thead><tr><th>Display Name</th><th>E-mail</th></tr></thead><tbody><tr><td>Ron Swanson</td><td>test_email@cu.edu</td></tr></tbody></table> <p>Related Requests</p> <table><thead><tr><th>Beneficiary</th><th>Request Id</th><th>Requested Item</th><th>Status</th></tr></thead><tbody><tr><td colspan="4">No data to display.</td></tr></tbody></table> <p>Cart Details [Update]</p> <p>Cart Items</p> <table><tr><td>Display Name</td><td>HCM : CU Dept Access - Custom</td><td>Target Account: RAND000546</td></tr></table> <p>Request Details HCM : CU Dept Access - Custom</p> <p>Grant Duration</p>	Display Name	E-mail	Ron Swanson	test_email@cu.edu	Beneficiary	Request Id	Requested Item	Status	No data to display.				Display Name	HCM : CU Dept Access - Custom	Target Account: RAND000546											
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REQUEST ACCESS

Approval workflow information appears on the Approvals tab.

The screenshot shows 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 displays a table of approval steps:

Step	Action	By	Date
1	Manager Approval	Sean Welshimer	9/11/19 9:29 AM
1.1	Acquired	Manager Approval	
2	Campus Security Co-ordinator		

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' 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. A red box highlights the 'Create Comment' button in the 'Comments' section of the page.

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REQUEST ACCESS

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

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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

History

	Options
1	Manager Approval
1.1	Sean Welshimer - ManagerApproval Acquired 9/11/19 9:29 AM
2	Campus Security Co-ordinator

Comments

Attachments

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.

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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

Request Information...
Reassign...
Escalate
Release
Suspend
Start Task
Save

Summary Information

Request Id 80003 Requester Ron Swanson

Requested Date 9/11/2019 Status Request Awa

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

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Comments

Attachments

