UIS SERVICE DESK

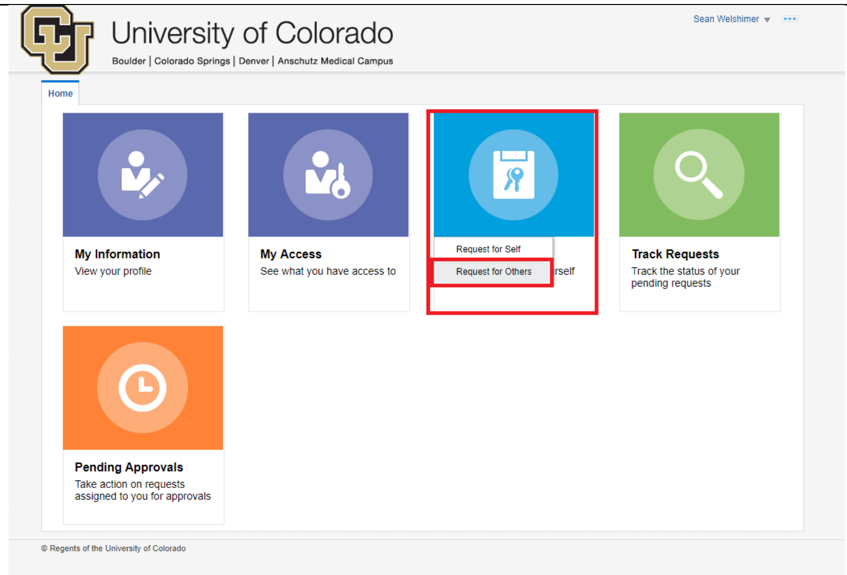
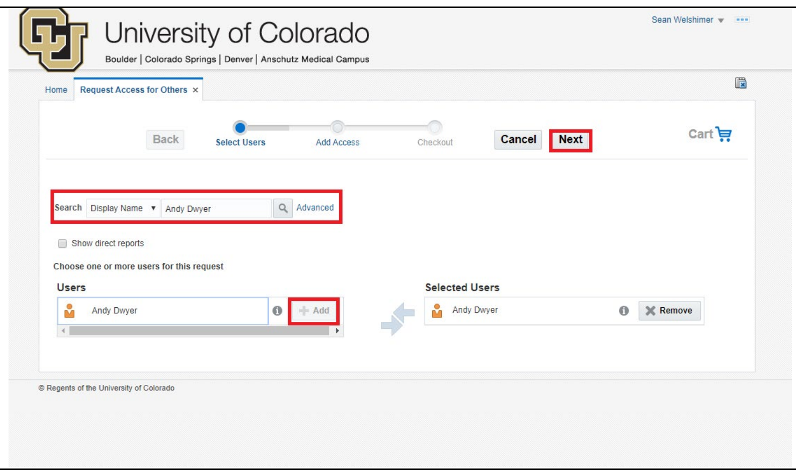
REQUEST ACCESS

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:

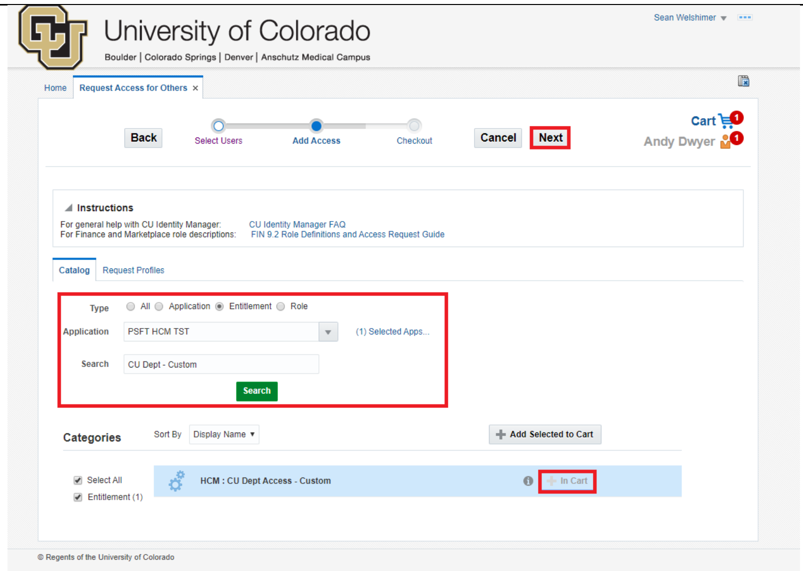
Log into CU Identity Manager. On the Home page click the **Request Access** tile and select **Request for Others** from the dropdown.	
Search for the user for whom you are requesting access. From the search results select the user by clicking **+ Add** to move the user to the Selected Users list. You 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.	

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

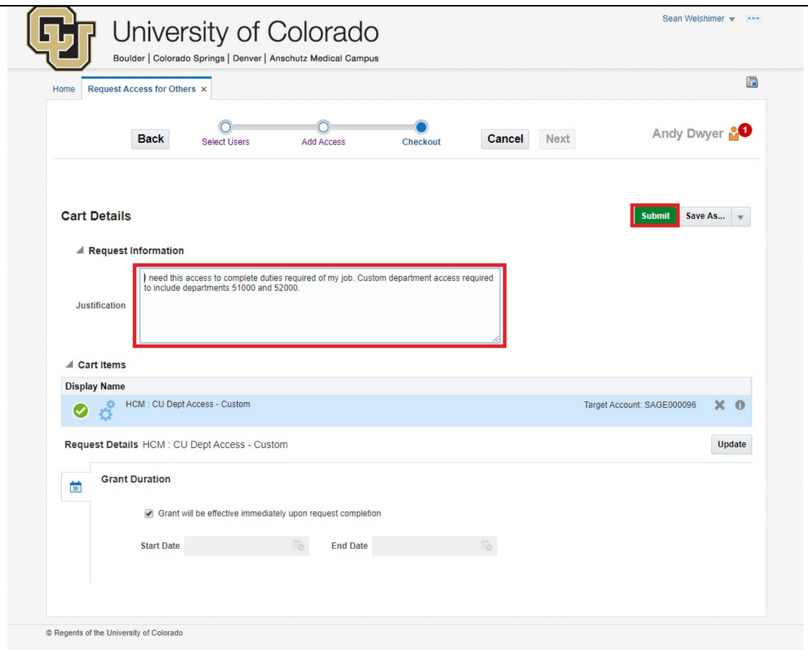
UIS SERVICE DESK

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.



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



University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
UNIVERSITY INFORMATION SERVICES

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

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.