UIS SERVICE DESK

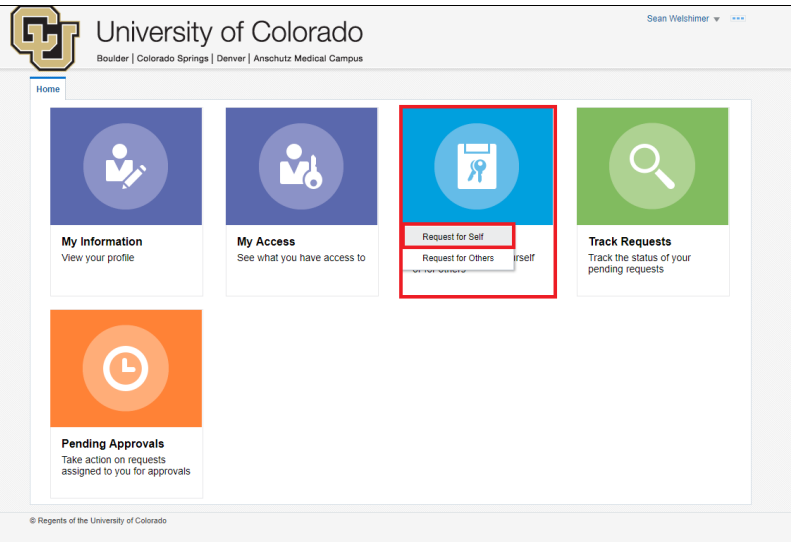## How to request access for yourself:

GUIDE PURPOSE:
- How to request HCM, Finance, or CU Marketplace roles for yourself in CU Identity Manager
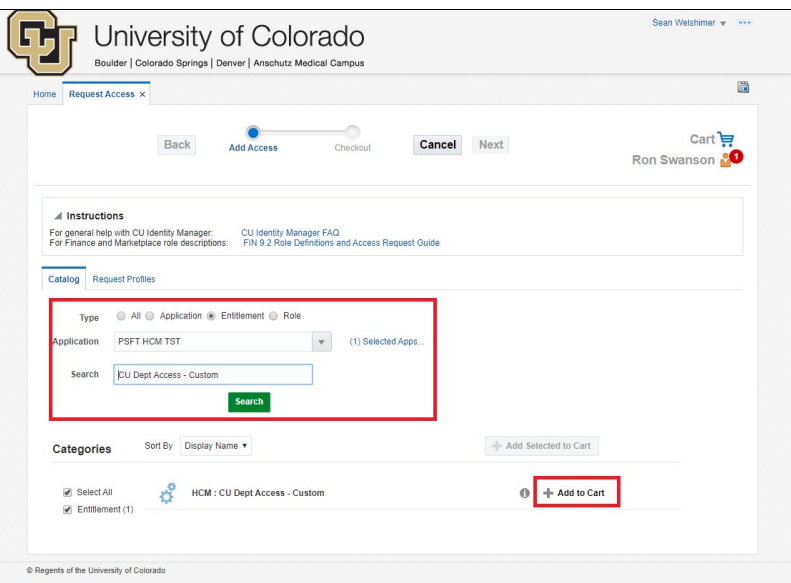
HOW TO REQUEST ACCESS FOR YOURSELF:

Log into CU Identity Manager. On the Home page click the **Request Access** tile and select **Request for Self** from the dropdown.	
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.	

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In Cart Details enter a **Justification** for the access requested. Hit **Submit**.	
You should receive an email notification that your request has been received. Most requests go into a workflow that requires the approvals of your manager and campus access coordinator. You may track the progress of pending requests through the **Track Requests** tile.	

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