

## How to request access for others

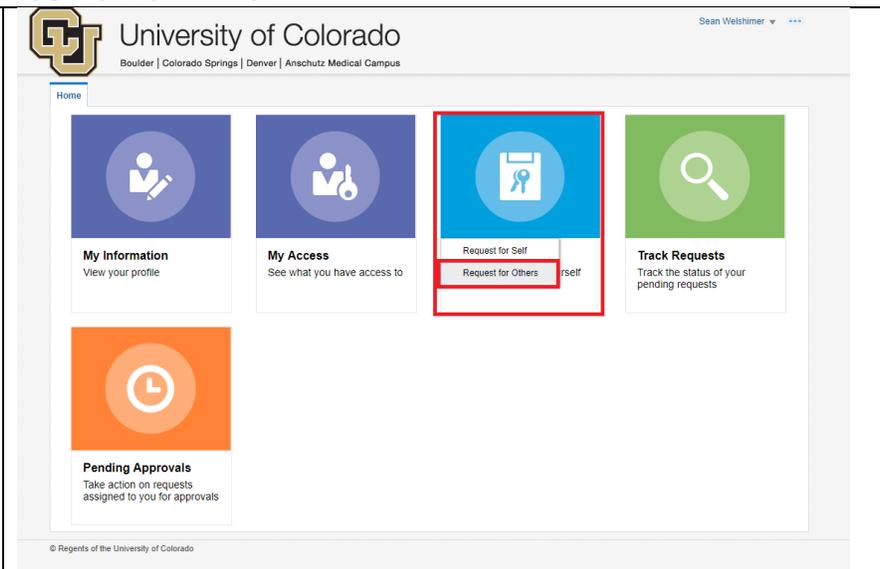
### GUIDE PURPOSE:

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

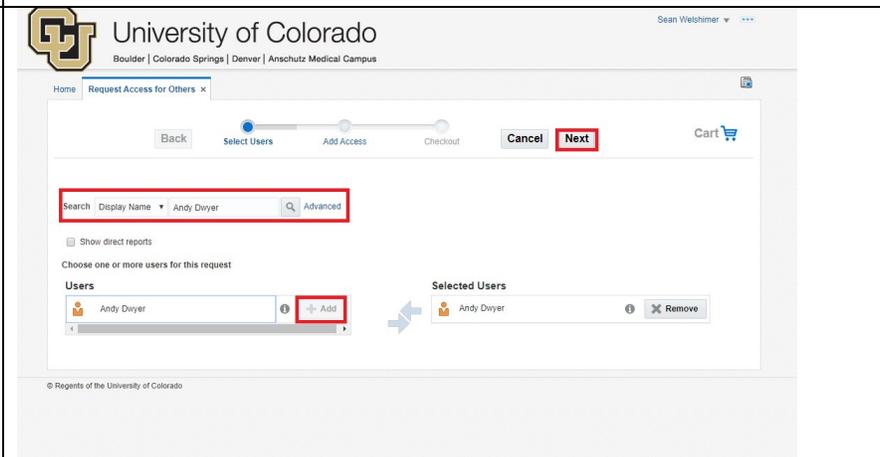
### HOW TO REQUEST ACCESS FOR OTHERS:

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' page. At the top, there are navigation buttons: 'Back', 'Select Users', 'Add Access', 'Checkout', 'Cancel', and 'Next'. A 'Cart' icon with a notification badge is visible. Below the navigation is an 'Instructions' section. 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 and a red box around the '+ In Cart' button.

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: SAGE000096'. There is also a 'Grant Duration' section with a checkbox for 'Grant will be effective immediately upon request completion' and fields for 'Start Date' and 'End Date'.



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

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## 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.

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Sean Welshimer

Home

- 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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