

How to request access for yourself:

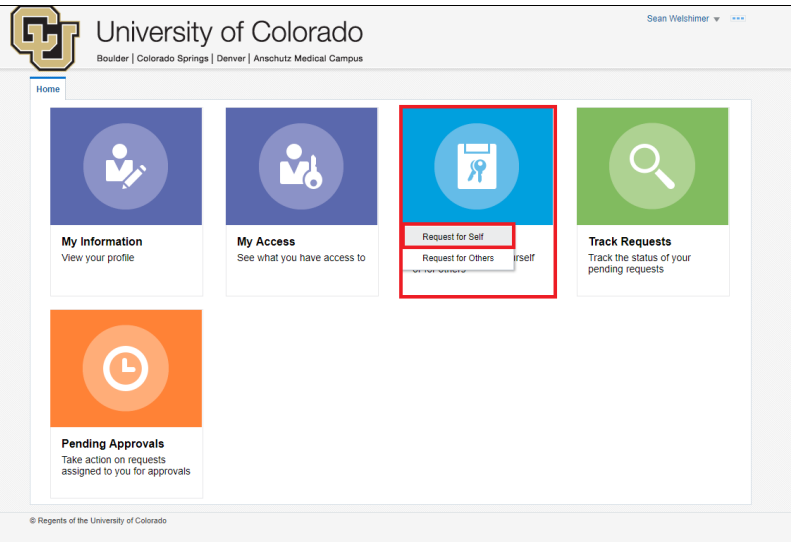
GUIDE PURPOSE:

- How to request HCM, Finance, or CU Marketplace roles for yourself in CU Identity Manager

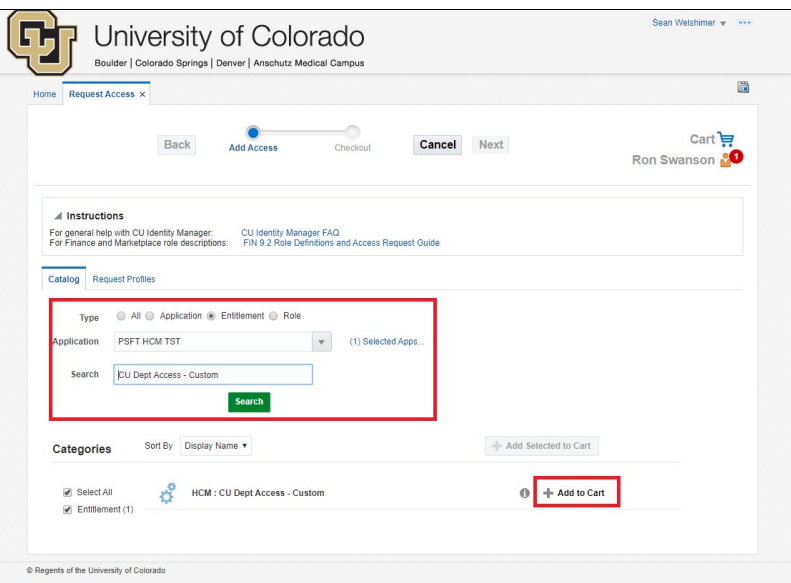
HOW TO REQUEST ACCESS FOR YOURSELF:

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.



UIS SERVICE DESK

REQUEST ACCESS

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

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Home Request Access x

Sean Welshimer

Back Add Access Checkout Cancel Next Ron Swanson

Submit Save As...

Cart Details

Request Information

Justification
I need this access to complete duties required of my job. Custom department access required to include departments 51000 and 52000.

Cart Items

Display Name
HCM : CU Dept Access - Custom Target Account: RAND000546

Request Details HCM : CU Dept Access - Custom Update

Grant Duration

Grant will be effective immediately upon request completion

Start Date End Date

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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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Home

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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