

Reviewing Access Requests to Roles and Resources with Identity Manager

April 2017

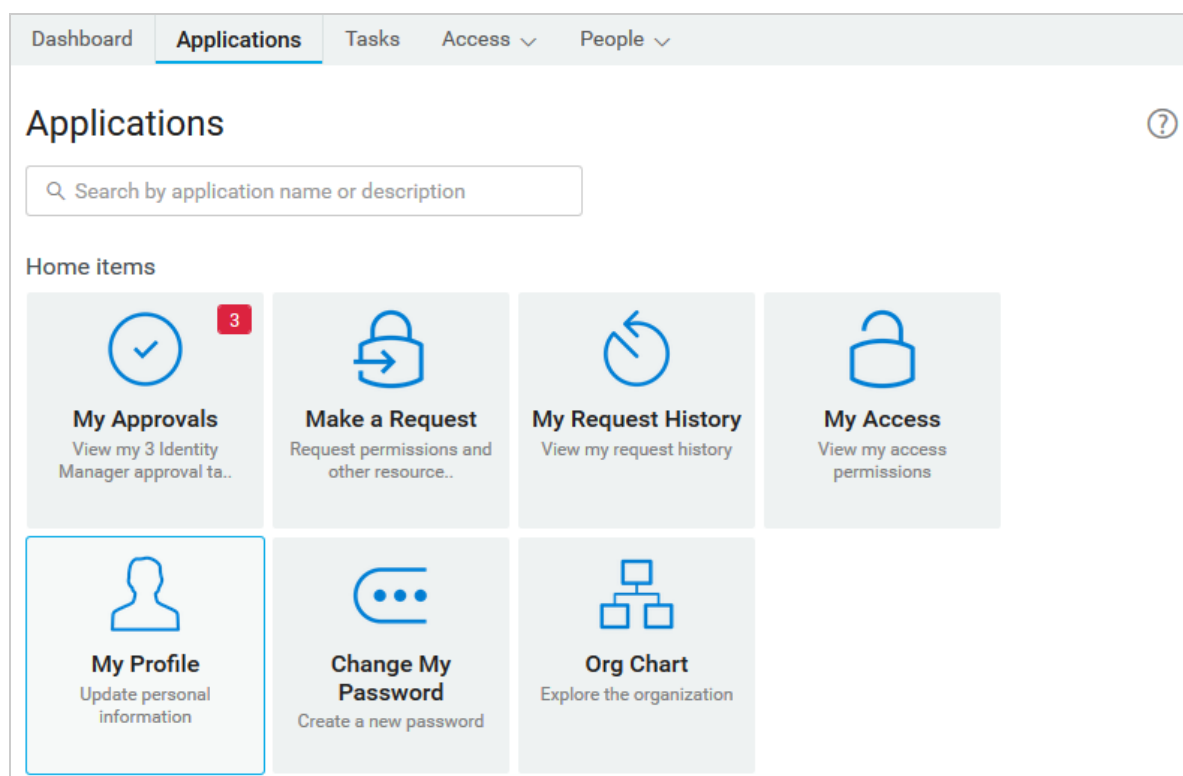


NetIQ Identity Manager includes the Dashboard to help you perform the following actions:

- ♦ Request access to resources and roles for yourself
- ♦ Request access to resources and roles for others, if you have that permission
- ♦ Review your currently assigned roles and the status of your requests
- ♦ Modify your identity settings, such as your password
- ♦ Approve or deny access requests, if you have a manager-type role

Also, if you own a role or resource, you can use the Dashboard to access the catalog, where you can configure the approval process for the roles and resources that you own.

When you log in, you usually arrive at the **Applications** page, which lists commonly performed actions.



NOTE: Your organization might customize the titles and types of items in the Dashboard.

1 Understanding the Request and Approval Process

A **permission** represents the access provided to a user or group of users for a role or resource. A **role** defines a set of permissions related to one or more target systems or applications. For example, a user administrator role might be authorized to reset a user's password, while a system administrator role might have the ability to assign a user to a specific server. A **resource** is any entity - such as a user account, computer, or database - that a business user needs permission to access.

In the Dashboard, users request permissions for online or physical resources, such as a software application or a security access card. Or they might need permission to perform a task, such as accessing information on a server. The Dashboard also allows some users to request access **on behalf of others**. For example, a manager might be able to request access on behalf of a new hire.

After a user requests permissions, the Dashboard notifies the individuals responsible for reviewing the request. For example, a manager or the owner of the role or resource usually approves or denies requests. Alternatively, your organization might have an automated system that processes your request without individual approvals. This document assumes that you will be responsible approving and denying requests.

For more information about requesting access, see [Requesting Access to Roles and Resources with Identity Manager](#).

2 Approving and Denying Requests

If you have a management-type role, you might be required to act on permissions requests made by others, such as your direct reports. Your **Dashboard** indicates whether you have tasks to complete. You can

- ♦ [Review a Single Request](#)
- ♦ [Take Action on Multiple Requests Concurrently](#)

To start, select **Tasks**.

2.1 Review a Single Request

- 1 Select the request.
- 2 To approve or reject the request, select **Complete Task**.

Add Role To User - Customer Relations Rep 1

Role Assignment/Revocation Approval

Please select the appropriate button to approve or reject the request.

Request Number: 20161026192342-0439c5b519934758ae49f635b4810a0a-0

Requested by: Maria Belafonte

Role: Customer Relations Rep 1

Request Date: 10/26/2016

Description: needed for job?

Status: Approval Pending

Comment:

Operation: Add Role To User

Recipient: Maria Belafonte

Start Date: 10/26/2016

End Date:

Comments

Oct 26, 2016

User task assigned to reviewer Sarah Smith

6 months ago

3 (Optional) Add a comment about your approval or rejection.

4 Select **Approve** or **Reject**.

2.2 Take Action on Multiple Requests Concurrently

1 On the tasks page, select the checkbox for all the requests that you want to act on.

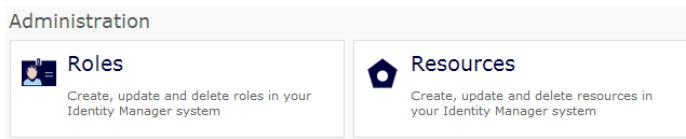
Dashboard	Applications	Tasks	Access	People
Tasks 3				
Search by request, task, recipient, or assigned to me				
Approve (3) Deny (3) Claim (3)				
☒	Request	Task	Recipient	Due date
☒	Add Role To User - Customer Relations Rep 1	Role Request/Revocation Approval	Maria Belafonte	Never
☒	Add Role To User - Customer Relations Rep 1	Role Request/Revocation Approval	UserApp Administrator	Never
☒	Add Resource To User - Nexus mobile phone	Resource Request/Revocation Approval	tom cruise	Never
Showing 1 - 3 of 3 Go to page 1 GO Showing 10 per page				

2 Specify a reason for approving or denying the requests.

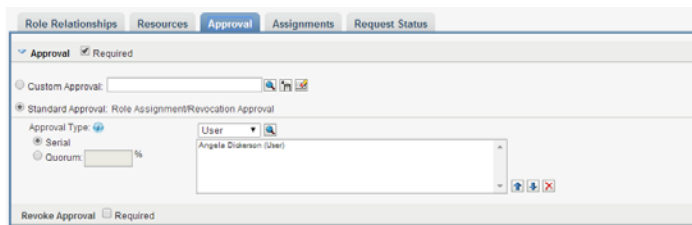
3 Approve or deny the requests.

3 Managing Resources and Roles

When you also own a role or resource, the Dashboard provides links to the catalog where you can manage the resources and roles.



For example, you can specify who approves access to the resource or role. Then you specify the type of approval required, such as a 75% quorum of the approvers.



4 Additional Resources

For more information, see the following resources:

- ♦ Video tutorial for using Identity Manager
- ♦ [Documentation for NetIQ Identity Manager 4.6](#)
- ♦ [NetIQ Legal Notice](#)
- ♦ [Contact us](#)

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