

Requesting, Approving, and Managing Access to Resources and Roles

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Using Identity Manager to Request and Approve Access

NetIQ Identity Manager Home and Provisioning Dashboard (Identity Home page) helps you request access to the resources and roles that you need to complete your daily tasks. You can also act on any tasks assigned to you in the Identity Manager environment, such as approving requests for access. Owners of resources and roles can manage the process.

NOTE: Your organization might customize the titles of the items on the Identity Home page.

Identity Manager Home

Angela Dickerson



 Make a Request Request permissions and other resources	 My Tasks View my 1 Identity Manager approval tasks	 My History View my request history
 My Permissions Browse my permissions	 My Profile Update my profile information like name and email address	 Password Change my password or continue on to other password management utilities
 Search Search for people	 Org Chart Explore the organization	

Understanding the Process

As an employee, you can request access to online or physical resources, such as a software application or a security access card. You might also need permission to perform a task, such as accessing information on a server.

After you request access, a manager or the owner of the role or resource approves or denies the request as needed. Alternatively, your organization might have an automated system that processes your request without individual approvals.

Your Identity Home Page

From your Identity Home page, you can perform the following actions:

- ♦ Request access to resources and roles
- ♦ Review your currently assigned roles and the status of your requests
- ♦ Modify your identity settings, such as your password
- ♦ Approve or deny access requests

NOTE: To make the process more efficient, commonly requested roles or resources might be listed under *Featured Items* on the request page.

You can request access to multiple items.

Make a request

Permissions

- Customer News Letter Editor editing the monthly newsletter
- Adobe Digital Publishing Suite software for publishing the newsletter
- Brazilian Real Trader provides access to the trading desk System Access

Request another item

Sort By: Closest match

Reason: temporary access while manager is on maternity leave

Effective date: Now, if left blank (applies to selected roles only)

Expiration date: 11/1/2014 12:00 AM (applies to selected roles only)

[Request](#)

Approving and Denying Requests

When you log in to your Identity Home page, the **My Approvals** link indicates whether you have tasks to complete. You can

- Review and act on individual requests
- Approve or reject multiple requests without viewing the request details

Show me this process. **NOTE: this Links to video**

REVIEWING A SINGLE REQUEST

- On the tasks page, select the request.
- To approve or reject the request, select **Complete Task**.

Add Role To User - Brazilian Real Trader

Recipient: Jian Huang

Due Date: Never

Request Date: Tuesday, June 17, 2014 2:01:30 PM

[Complete Task](#)

1 Comment

IDMProv 6/17/2014 2:01 PM User task assigned to reviewer Angela Dickerson

- (Optional) Add a comment about your approval or rejection.
- Select **Approve** or **Reject**.

REVIEWING MULTIPLE REQUESTS SIMULTANEOUSLY

- On the tasks page, select the checkbox for all the requests that you want to act on.
- Specify a reason for approving or denying the requests.

My Tasks

required while I'm on maternity leave

[Approve 2 items](#) [Deny 2 items](#)

Name	Recipient	Due Date	Request Date
Add Resource To User - Adobe Digital Publishi...	Jian Huang	none	6/17/2014 2:01 PM
Add Role To User - Customer News Letter Edi...	Jian Huang	none	6/17/2014 2:01 PM

- Approve or deny the requests.

Managing Resources and Roles

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

Administration

Roles

Create, update and delete roles in your Identity Manager system

Resources

Create, update and delete resources in your Identity Manager system

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.

Role Relationships Resources **Approval** Assignments Request Status

Approval ☒ Required

Custom Approval: []

Standard Approval: Role Assignment/Revocation Approval

Approval Type: []

Serial ☒ Quorum ☐ %

User: [Angela Dickerson (user)]

Revoke Approval ☐ Required

Additional Resources

For more information, see the following resources:

- Video tutorial for using Identity Manager Home
- [Documentation for NetIQ Identity Manager 4.5](#)
- [NetIQ Legal Notice](#)
- [Contact us](#)

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