

Requesting Access to Roles and Resources with Identity Manager

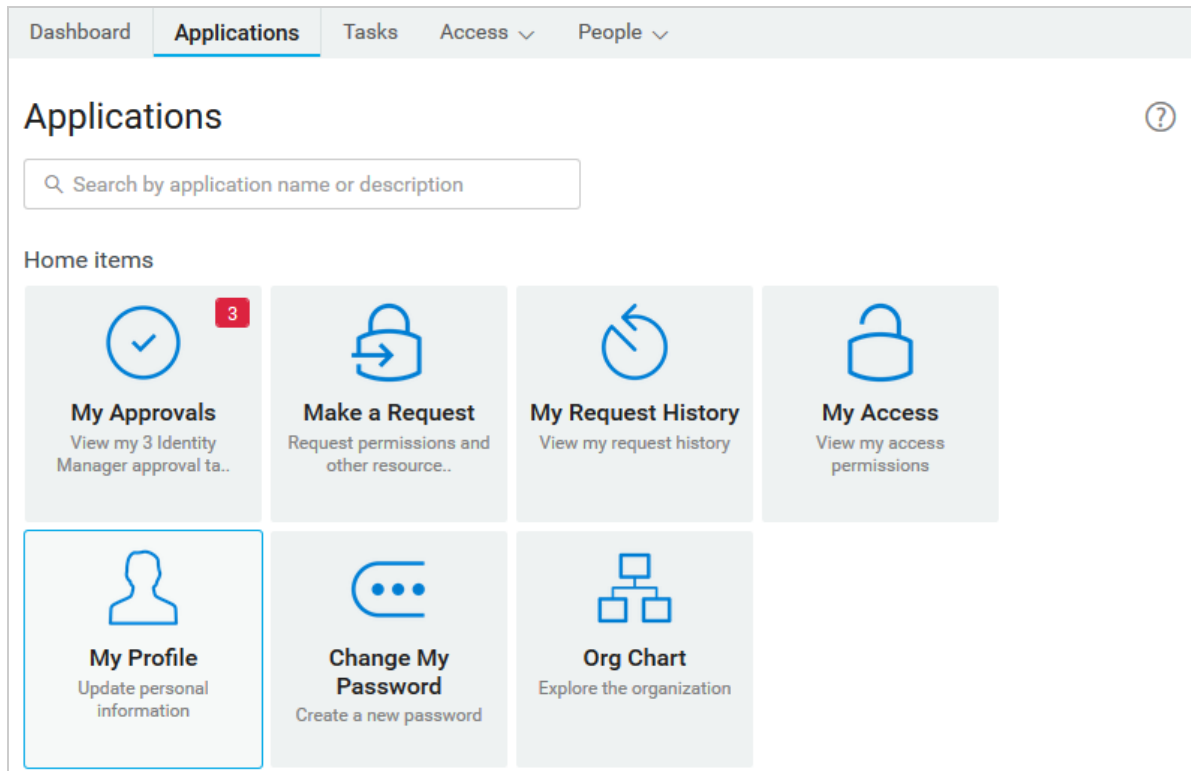
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NetIQ Identity Manager includes the Dashboard to help you perform the following actions:

- ◆ 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

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, you request permissions for online or physical resources, such as a software application or a security access card. Or you 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 you request access, a manager or the owner of the role or resource usually approves or denies the request. Alternatively, your organization might have an automated system that processes your request without individual approvals. You can always view the status of your requests.

2 Viewing Your Personal Dashboard

For an overview of your current tasks, requests, and permissions, select **Dashboard**.

The dashboard interface includes a top navigation bar with 'Dashboard' selected, 'Applications', 'Tasks', and 'Access' (with a dropdown arrow). Below this is a user profile section for 'Welcome Maria Belafonte', identifying her as a 'Customer Relations Customer Service Rep'. The main content area is divided into three panels. The 'MY TASKS' panel shows 0 new tasks, 0 expiring soon, and 0 claimed tasks, with a total of 0 tasks. The 'SELF REQUESTS' panel shows 2 pending requests and 0 denied requests, with 0 approved requests and a total of 2 requests. The 'MY ACCESS' panel shows 1 role and 4 resources, with 0 expiring soon and 0 recently added. It also displays details for the 'Customer Relations Team Leader' role, issued on Oct 26, 2016 7:33 AM, and includes a 'View all details' link.

From here, you can track the status of a request or view the details of your assigned roles and resources. You can also complete pending tasks.

3 Requesting Access to Roles and Resources

The **Requests** page might list commonly requested roles or resources, depending on how the application administrator designed the web page.

- 1 Select **Access > Requests**.
- 2 Either choose one of the items on the **Requests** page or select **New Request**.

New Request

Request one or multiple permissions in a single request using this form.


Request for

Self Others

Sort by

Closest match

Permissions*

 Laptop Laptop

Search for permissions...

[Clear selection](#)

Reason*

would like the latest version

Effective date

Now, if left blank.

(applies to selected roles only)

Expiration date

Never, if left blank.

(applies to selected roles only)

Date Format : MM/DD/YYYY hh:mm A (Example : 08/27/2016 12:00 AM)

- 3 (Conditional) To request permissions on behalf of another person, select **Others**.
In general, only specific users have this ability.
- 4 Specify the roles and resources that you want.
- 5 Complete the form as needed.
For example, you must specify a reason for your request. Also, some roles or resources might require you to provide additional information.

4 Additional Resources

For more information, see the following resources:

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

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