

How to Request Finance Access

This guide will walk you through how to make a request for yourself or another user in the CU Identity Manager

LOGIN TO THE CU IDENTITY MANAGER

- Select Campus: **CU Denver/Anschutz**
- Login using University Credentials (same as Portal)

MAKE ACCESS REQUEST FOR SELF OR OTHERS

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- Go to Request Access Tile
- Select '**Request for Self**' or '**Request for Others**'
- If Requesting for Others: Search for the user and click 'Add'

The screenshot shows the University of Colorado Identity Manager dashboard. At the top, the University of Colorado logo and name are displayed, along with the user's name 'Holly Moershel' and a dropdown arrow. Below the logo, the text 'Boulder | Colorado Springs | Denver | Anschutz Medical Campus' is visible. On the right side, there are three navigation buttons: 'Self Service' (highlighted in blue), 'Compliance', and 'Management'. The main content area is a grid of tiles. The 'Request for Self' and 'Request for Others' options are highlighted with a red box. The 'Request for Self' option is a blue tile with a key icon, and the 'Request for Others' option is a white tile with a key icon and the text 'Request for Others' and 'Request for Others'.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Holly Moershel ▾

Self Service Compliance Management

Home

My Information
View your profile

My Access
See what you have access to

Request for Self
Request for Others

Track Requests
Track the status of your pending requests

Pending Approvals
Take action on requests assigned to you for approvals

Provisioning Tasks
Take action on fulfillment tasks assigned to you

Certifications
Take action on certifications assigned to you

Pending Violations
Take action on audit violations assigned to you

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- Enter access name into search bar
- Select 'Add to Cart' on access you are submitting the request for
- Optional: Repeat this step if requesting multiple roles

Back Add Access Checkout Cancel Next

Cart Holly Day 1

Instructions
For general help with CU Identity Manager: CU Identity Manager FAQ
For Finance and Marketplace role descriptions: FIN 9.2 Role Definitions and Access Request Guide

Catalog Request Profiles

Type All Application Entitlement Role

Search Search

Categories Sort By Display Name

<input checked="" type="checkbox"/> Select All		FIN : CU Fin Inquiry		<input checked="" type="button" value="+ Add to Cart"/>
<input checked="" type="checkbox"/> Entitlement (4)		FIN : CU GM Inquiry		<input type="button" value="+ Add to Cart"/>
		FIN : CU GM Post Award Inquiry		<input type="button" value="+ Add to Cart"/>
		MARKETPLACE : ePro Inquiry Can view all order, invoice, and related information. Role is automatically i		<input type="button" value="+ Add to Cart"/>

- Once the needed access is in cart select 'Next'

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Home Request Access x

Back Add Access Checkout Cancel

Cart Holly Moershel 1

- Add justification for why you need this role in the 'Justification' section
- Select 'Submit'

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Back Add Access Checkout Cancel Next

Holly Day 1

Cart Details Save As... ▾

Target Users Request Information

Name Holly Day

Justification

Cart Items

Display Name FIN : CU Fin Inquiry Target Account: MOER000011

After submitting your request: The system will show you a Request ID - you can track the status of your request on the home page of the CU Identity Manager under the 'Track Requests' tile. All access requests route for supervisor approval and then security coordinator review. Additional questions can be routed to finance.access@ucdenver.edu