

How to Request Marketplace 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)
- **VPN/University Network Connection is Required**

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 campuses 'Boulder | Colorado Springs | Denver | Anschutz Medical Campus' are listed. On the right, 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 Others' option includes a 'Request for Others' button and a 'Request for Others' link.

Tile Title	Description
My Information	View your profile
My Access	See what you have access to
Request for Self	Request for Self
Request for Others	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

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

Home Request Access x

Back Add Access Checkout Cancel Next

Cart Holly Moershel 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 SHOPPER Search

This example shows an access request for Marketplace ePro Shopper - enter the role you need in the search box during this step

Categories Sort By Display Name + Add Selected to Cart

Select All Entitlement (1) MARKETPLACE : ePro Shopper Creates shopping carts to select goods and services. Must assign the cart + Add to Cart

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

Home Request Access x

Back Add Access Checkout Cancel Next

Cart Holly Moershel 1

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

Cart Details Submit Save As...

Target Users + x Request Information

Name Holly Moershel

Justification Need access to create shopping carts in Marketplace as part of my job responsibilities

Cart Items

Display Name MARKETPLACE : ePro Shopper Creates shopping carts to select goods and services. Must assign the cart to a Requestor for completion; cannot place orders directly. Users can view only their own or

Request Details MARKETPLACE : ePro Shopper Update

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. Access requests route for supervisor approval and then security coordinator review. Additional questions can be routed to finance.access@ucdenver.edu