How to create an Access Removal Request in Sailpoint

Log into Sailpoint IIQ here: https://identityiq.psu.edu

There are two ways to start the process. From your homepage, click the **manage user access** quick link or click the **key button** next to one of your direct reports.

Manage user access is useful if you want to request the same removal for multiple users, request removals for users that aren’t your direct reports or need to request a removal for yourself. Clicking on manage user access takes you to step one of the access request form. Search for a user by their 9-digit ID or select them from the list of your direct reports and self below. Click the check mark next to the user’s name to select them. If you choose the key button, you will be taken directly to step two of the form.
After selecting the user(s), click next at the bottom of the screen.

**Step two** of the request form is where you find and select business roles to remove. Click **Remove Access**. The user’s current list of assigned roles is displayed. Type the **name of the business role** you would like to remove and click the **magnifying glass**. Click the **circle with the x** in it to select the role.
Click **next** to review your removal request. You have three new buttons where you can supply a future end date for the removal (**calendar**), attach any related files (**paper clip**) and type any notes (**speech bubble**). Once finished with these, click **submit**.

Removals don’t require justification or approval so the work item will be generated immediately for the security team to execute.

This concludes the create access removal request instructions.