How to create an access request in Sailpoint

Log into Sailpoint IIQ here: [https://identityiq.psu.edu](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 access for multiple users, request access for users that aren’t your direct reports or need to request access 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 and permitted IT roles to request. Click the filter button and select **business** for role type. Apply the filter by clicking **apply**.
Search for the role name or a portion of it and click the **magnifying glass**. Search results will be displayed below. Select role(s) to request by clicking the **check mark** next to the role name. A **blue bar** may appear below the selected role(s) if there are additional roles that need to be selected (mainly pertaining to business area).
Click the **blue bar** to reveal the permitted IT roles. You will need to select everything that corresponds to the business area(s) the user requires access. Using the **ctrl+f find function** in your browser is an easy way to search for specific business areas. There are some roles with unmask options or GM data options. If you think you need those, be sure to select them also.
Click **next** to review your access request. You have three new buttons where you can supply start and end dates for the access (**calendar**), attach any related files (**paper clip**) and type justification (**speech bubble**). Once finished with these, click **submit**.

This concludes the create access request instructions.