

MANAGER ACCESS REVIEW



1

VERIFY NAMES

Confirm each person's First and Last name.

NICKNAMES? Some people use nicknames or other aliases. Only legal names appear in this list.

2

VERIFY ACCESS

Confirm that each direct report requires the access listed under "Access Description".

Understand each entitlement

- Talk to each of your direct reports to understand the business reason and the correct access.
- Ask them to identify their entitlements using [My Memberships](#):

3

APPROVE OR REVOKE ACCESS

Click **Approve** to allow access, or **Revoke** to remove access. Click **Save Decisions** at the bottom of the screen.

Follow The Principle Of Least Privilege Grant access only to those groups required for legitimate purposes.

4

SIGN-OFF DECISIONS

IMPORTANT: You have three weeks to complete the Access Review.

Once all line items are completed (including delegated tasks), click [Sign-Off Decisions](#) at the bottom of the screen to make your decisions permanent.

Reassign

Did you find someone who doesn't report to you? Follow these steps to reassign:

- Click the **Group** icon.
- In the slide-out panel, select one or more persons.
- From the **Bulk** icon, select **Reassign**. If you know the recipient, type their name in the Recipient field. Otherwise use **"CIS Access Reviews Support"**. This group will find the right recipient.
- Click **Save Decisions** at the bottom of the page.

Home My Work

3 Len Humbird

Manager Access Review for Len Humbird

Due In 9 Days

Open 74 Complete 10

Bulk Decisions

Showing 1-10 of 74

First Name	Last Name	Access Information	Access Description	Account Name	Decision
John	Anderson	Value Application.Tableau.Prod.SBI.ASR.Interactor.Publisher on memberOf	Application Access for - Tableau.Prod.SBI.ASR.Interactor.Publisher	JMACY	Approve Revoke
Agent	Smith	Value Application.Tableau.Prod.NASC.DPIM.Ctower.View.Interactor.Viewer on memberOf	Application Access for - Tableau.Prod.NASC.DPIM.Ctower.View.Interactor.Viewer	JMACY	Approve Revoke
Agent	Smith	Value Application.Citrix.IE11.Users on memberOf	Application Access for - Citrix.IE11.Users	JMACY	Approve Revoke
Agent	Smith	Value b2s-portalAccess-internal on memberOf	Member of b2s Group - portalAccess-internal	JMACY	Approve Revoke

Clear Save 2 Decisions

Download

Click to download report data into a CSV file.

Delegate

Do you need to off-load your access review work to someone else? Follow these steps to delegate:

- Select one or more persons.
- Click the Decision menu icon, then select **Delegate**.
- Specify a person to delegate the work.
- Click **Save Decisions** at the bottom of the page.

Bulk Decisions

Approve Revoke Reassign

A bulk decision is a quick way to assign a decision to multiple people.

- Select people to include in the bulk decision.
- Click the Bulk Decisions button.
- In the drop-down list, click **Approve**, **Revoke**, or **Reassign**. (Revoke and Reassign require additional information from you.)
- Click **Save Decisions** at the bottom of the page.

MAKE YOUR JOB EASIER

REDUCE YOUR WORKLOAD! Automatically approve any entitlements that appear in our [Pre-Approved list](#).

UNDO DECISIONS! Click the **Complete** tab, then go to the **Decision** column and change it!

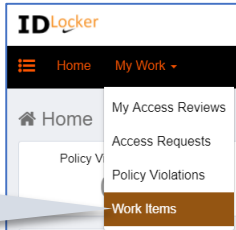
NEED MORE HELP? See our [training guide](#).

IF YOU ARE ASSIGNED A DELEGATED TASK

If you get an email or an IDme system alert indicating that a manager has delegated a task for you to complete on their behalf, follow the steps below.

1 Navigate to Decisions

A. On the Home page menu: click **My Work**, then select **Work Items**.



B. On the Manager Work Items page, click the **Delegation** work item.

Manage Work Items					
Work Item Administration			Work Item Archive		
Filter by Item Name or ID			Advanced Search		
ID	Name	Type	Request	Owner	Ass
10442	Manager Access	Access	Dani	Len	
	Review for Len	Review	McDan	McLen	
	McLen				
		Delegation	Dottie	Len	
			McDot	McLen	

2 Make Decisions

- Get details (history, comments)
- Approve permission
- Forward decision to another person
- Revoke permission

Icons that are *grayed-out* are pre-approved.
No decision is required.

All other items require a decision.

Decisions

Recent Changes

Employee Data

Risk Data

Approve All

Revoke All

Clear Decisions

Legend:

Approve

Revoke

Allow Exception

Delegate

Ac

Additional Entitlements

Decision

Application

<div><div>OK</div><div>Forward</div><div>Revoke</div></div>	Active Directory
<div><div>OK</div><div>Forward</div><div>Revoke</div></div>	
<div><div>OK</div><div>Forward</div><div>Revoke</div></div>	

3 Save and Complete

Click **Save Decisions** periodically.
Click **Complete** when you are finished.

Save Changes

Cancel Changes

Complete

Reject

Forward

Save

Cancel

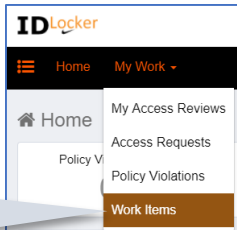
IF A CAMPAIGN IS ESCALATED

A campaign is automatically escalated to the next level supervisor if not completed within three weeks. **Warning:** The campaign must be completed within one week of the notification, the campaign will automatically close with an incomplete status.

- If you are the next level supervisor, follow the steps below.
- If your campaign was escalated, and you want to finish it, ask your supervisor to follow these steps to forward it back to you.

1 Navigate to Work Items

A. On the Home page menu: click **My Work**, then select **Work Items**.



B. On the Manage Work Items page, look for an **Escalation** item.

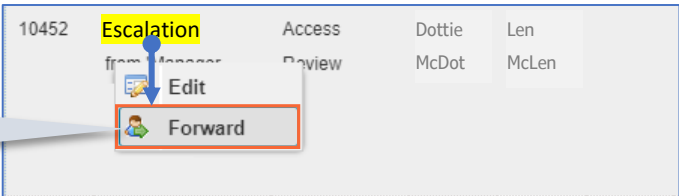
Manage Work Items					
Work Item Administration			Work Item Archive		
Filter by Item Name or ID			Advanced Search		
ID	Name	Type	Request	Owner	Ass
10442	Manager Access	Access	Dani	Len	
	Review for Len	Review	McDan	McLen	
	McLen				
		Escalation	Dottie	Len	
			McDot	McLen	

2 Decide What to Do

To do this work yourself, click on this work item. Then follow the four steps on page-1 of this document.

Or, you can forward the campaign back to the original manager:

- Right-click, and select **Forward** from the menu.
- In the pop-up box, specify the original manager in **Forward To**.
Type a comment in **Comments**.
- Click **Forward**.



Forward Work Item

Forward To

Dottie McDot

Comments

Returning to you for completion. Remember, one week left.

Forward

Cancel