

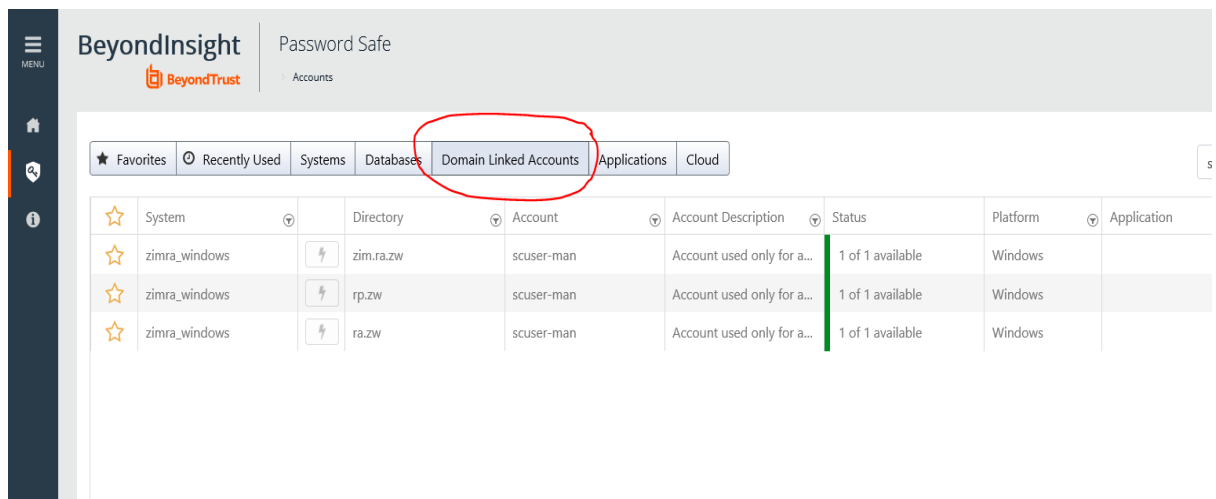
I. Requestor

How to request an Account (Password) from Password Safe?

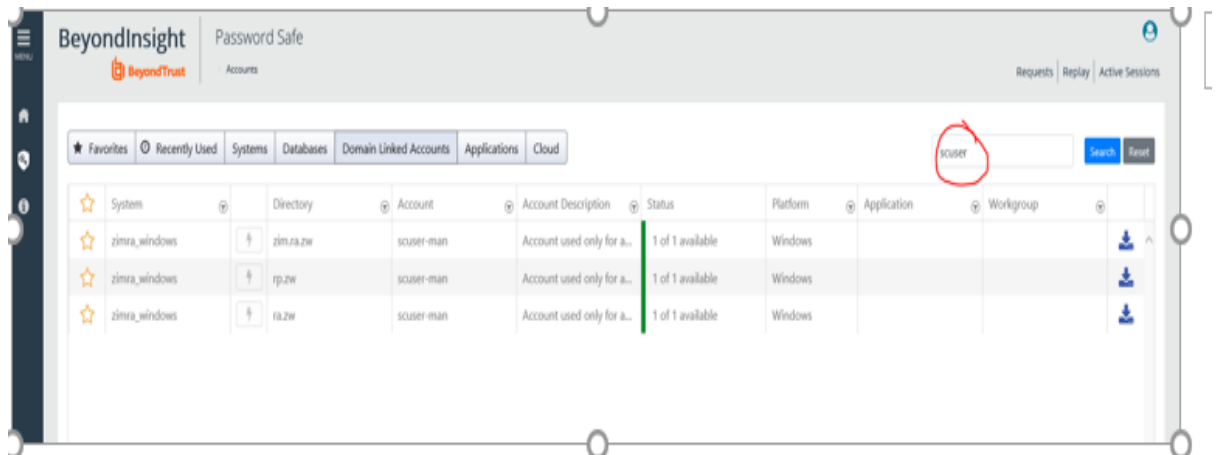
The following accounts can be requested from Password Safe:

Account	Requestor Groups	Approvers
bzuser-man	Developers and BI	Respective Managers
hauser-man	Helpdesk and Hardware	Respective Managers
iauser-man	Infrastructure & Networks	Respective Managers
scuser-man	Security	Respective Managers

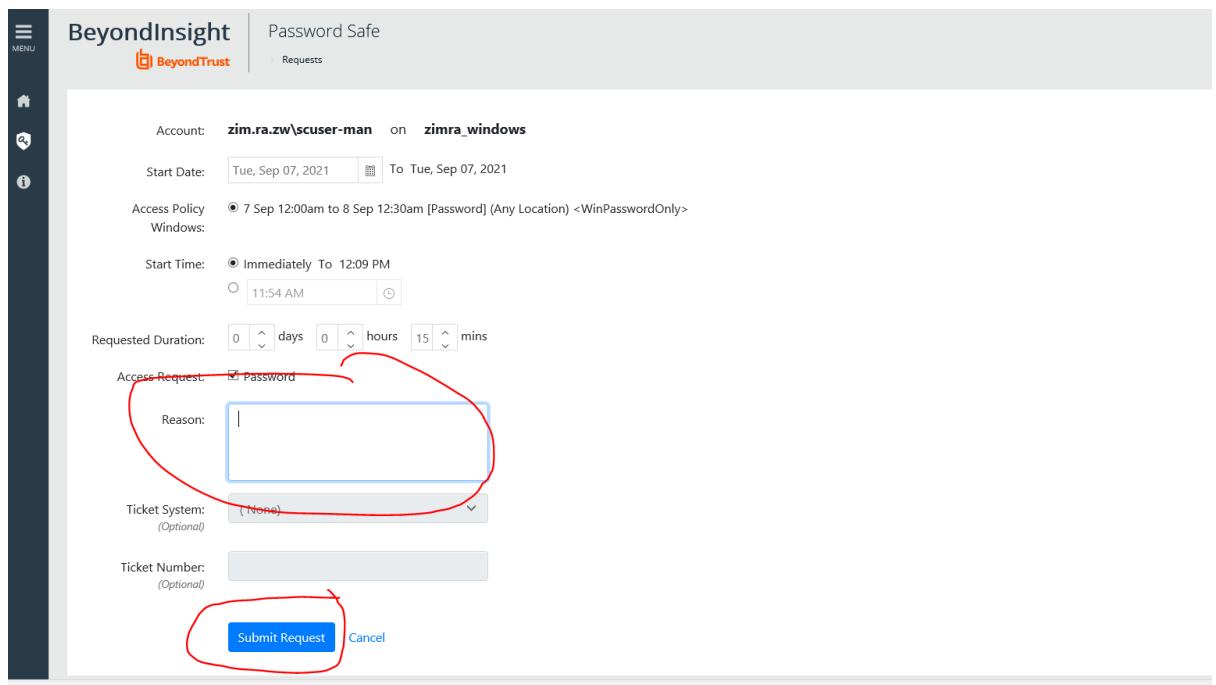
1. Log in to **Password Safe**
2. Click on **Domain Linked Accounts**



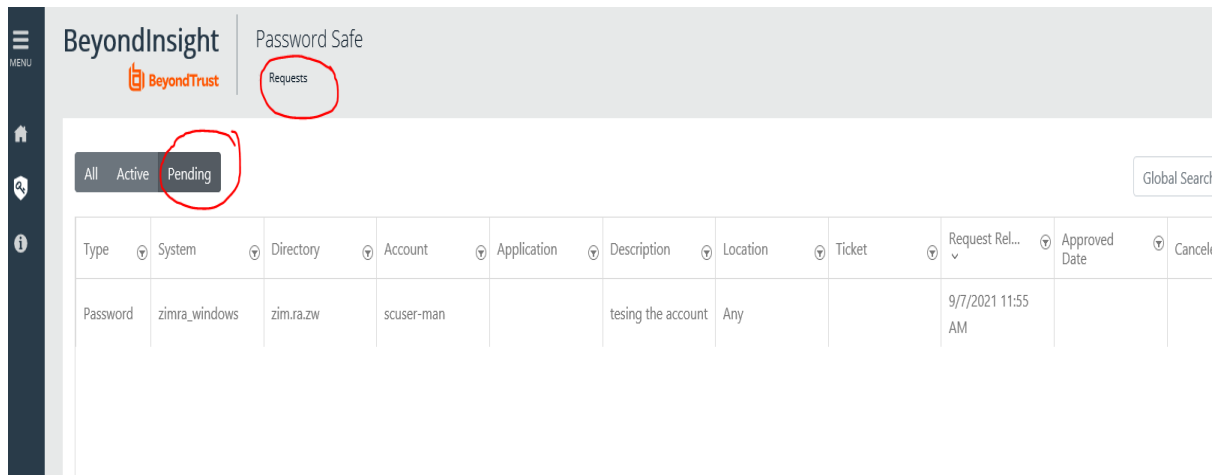
3. Search for the **account** to be requested



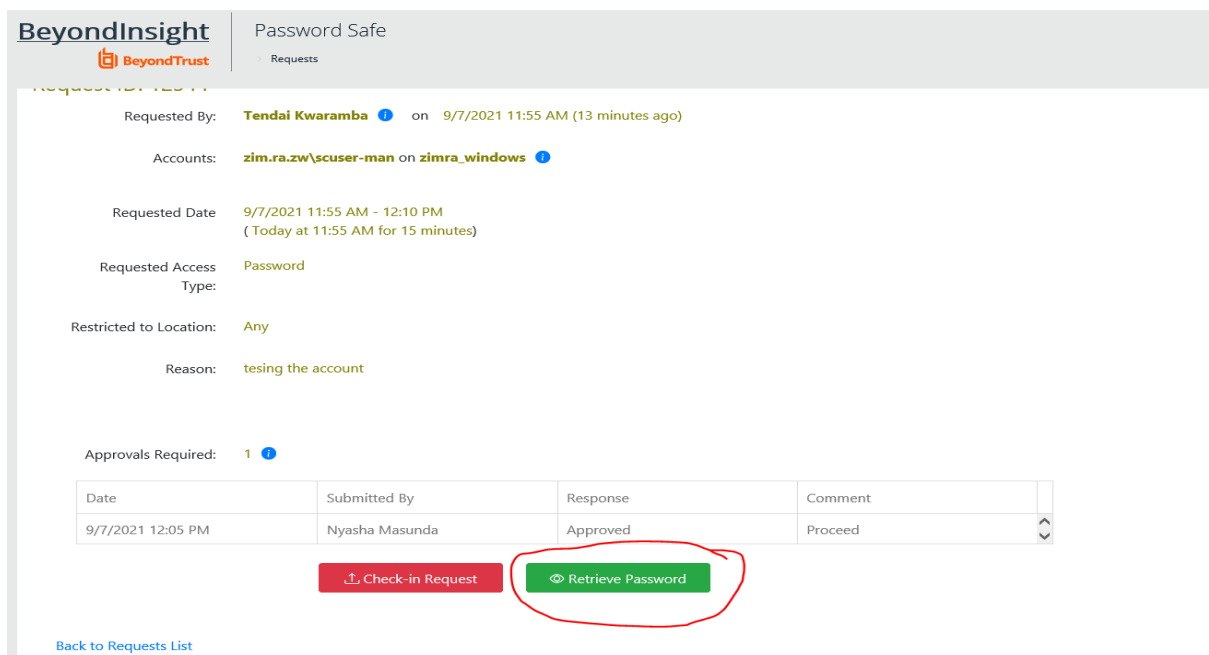
4. Select the account and enter the **reason** for requesting and click **submit the request**



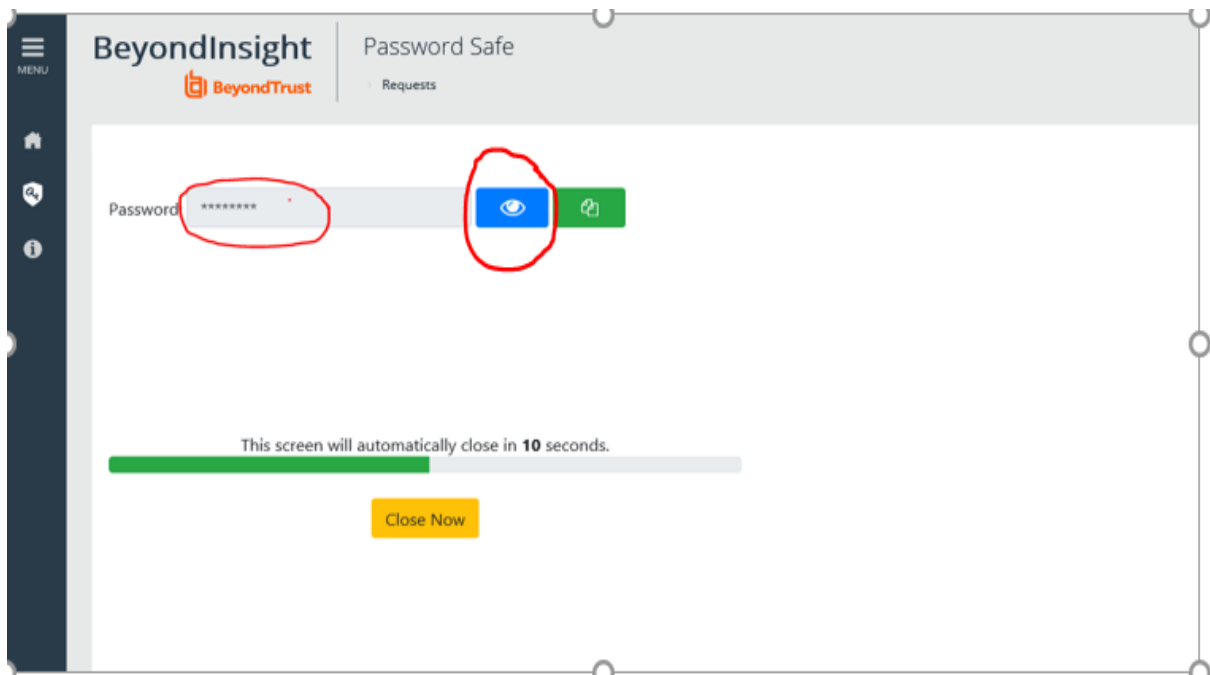
5. Wait until you receive an email that your request has been approved.
Note: you can even notify your manager that you have requested password for swift approval.
6. Go to **pending requests** and click on the account you have requested



7. If your request has been approved, click on it and select **Retrieve Password**



To view and copy your password you click on the **blue icon**.

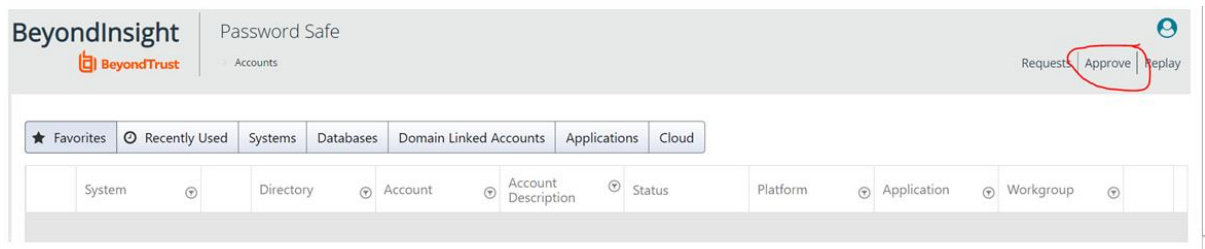


2.APPROVER

Accounts with Dual control user Guide for the Approver

Account	Requestor Groups	Approvers
bzuser-man	Developers and BI	Respective Managers
hauser-man	Helpdesk and Hardware	Respective Managers
iauser-man	Infrastructure & Networks	Respective Managers
scuser-man	Security	Respective Managers

1. **Log in to Password Safe** with your standard account
2. Go to **Approve** and select the **request**.



3. Type the comment and click on **approve** for approval **or Deny/Cancel** for denying approval.

[View Pending Requests](#)

Approval History

Approvals Required: 1

Date	Submitted By	Response	Comment
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Action

Comment:

✓ Approve

✗ Deny/Cancel

[Back to Requests List](#)

4.

After you click **approve** a message **You have Approved the following request** is displayed. The request would have been approved.

Response Recorded

You have Approved the following request:

Request ID: **12344**

User: **Tendai Kwaramba (KwarambaT)**

Account: **scuser-man**

System: **zimra_windows**

The End!