

# Requesting Access for Self in My Identity Manager

## 01 Scope and Purpose

This document provides instructions on how to request application access in My Identity Manager.

## 02 Work Instructions

### 02.01 Requesting Access for Self in My Identity Manager

1. To access **My Identity Manager**, go to the **Hub** and select **Apps**.

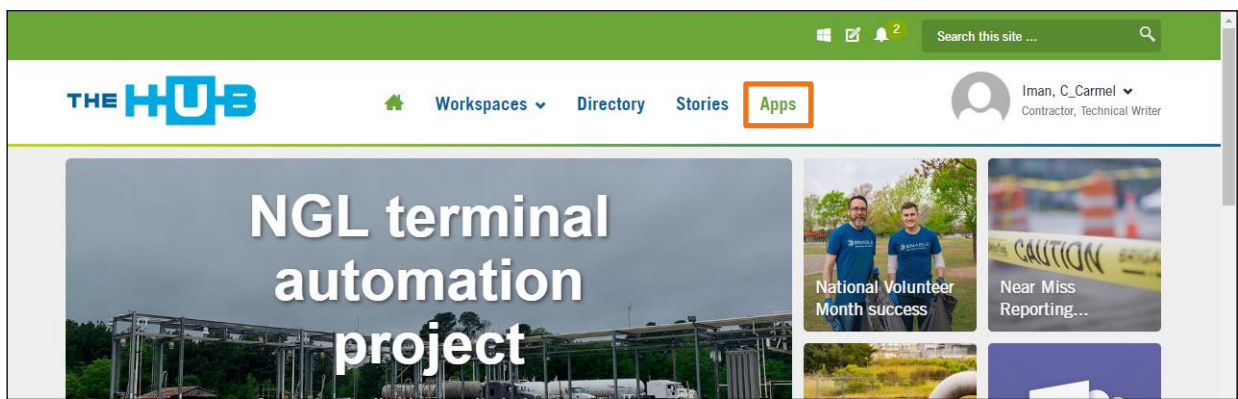


Figure 1: Apps tab

2. Select **My Identity Manager**.

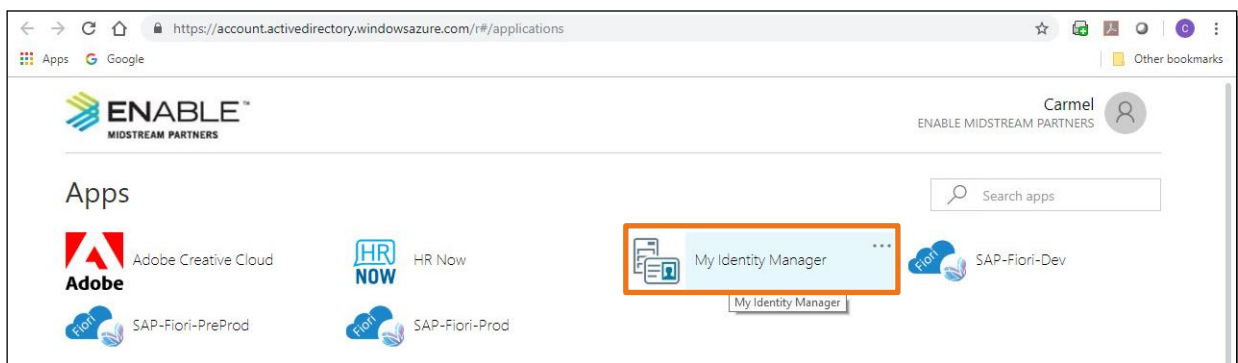


Figure 2: My Identity Manager

3. Select Request Access.

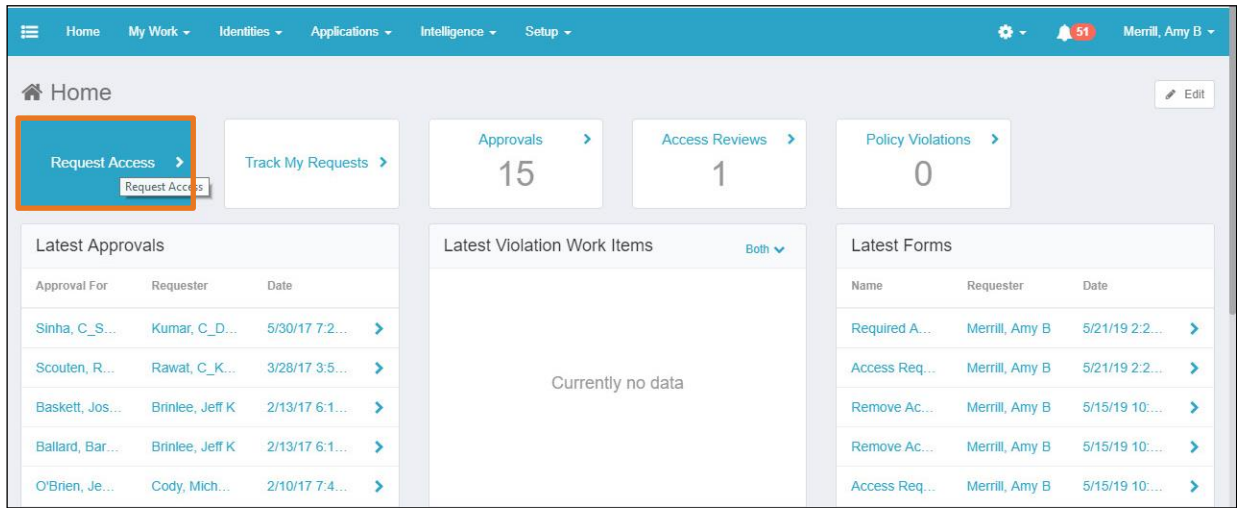


Figure 3: Request Access tile

4. Select the Add radio button.

**Note:** This training focuses on adding access. For information on removing, refer the work instructions on *Removing Access in My Identity Manager*, available in the Learning Management System.

5. Select the Request Access button.

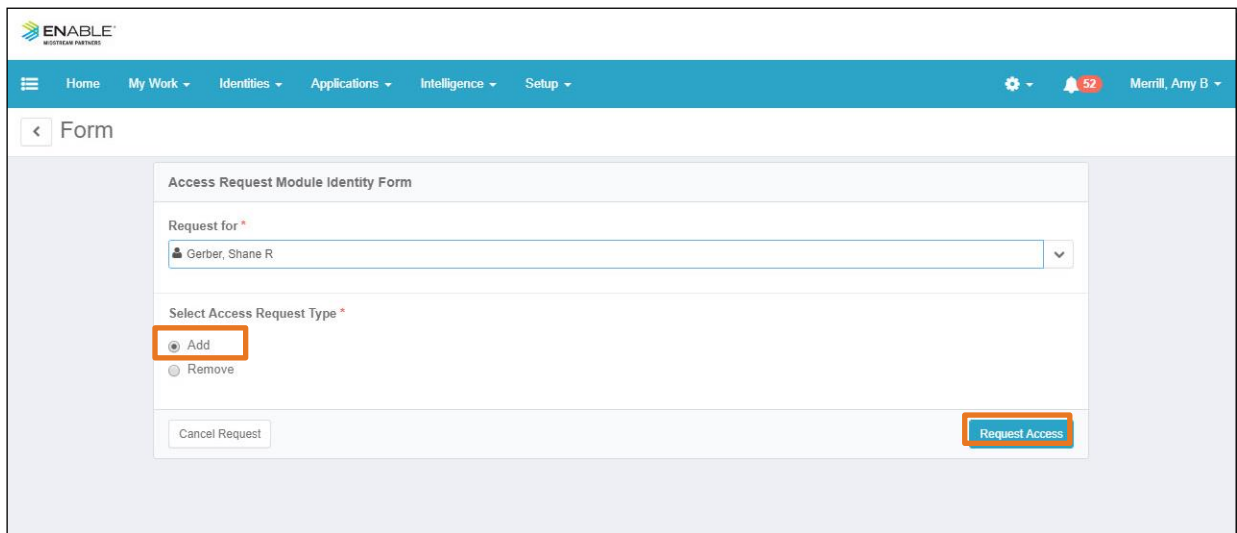


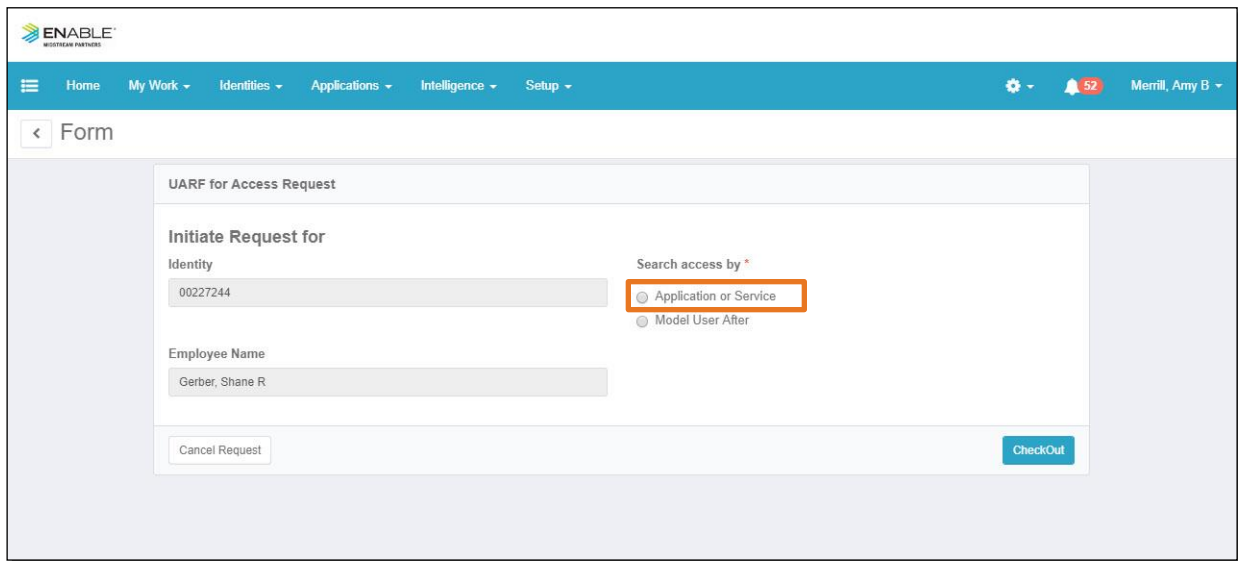
Figure 4: Access Request Type

**Note:** From here, you have two options. You can search for and select the application or service you need, or you can indicate another user and model your access after theirs.

- See 02.01.01 for selecting an application or service
- See 02.01.02 for modeling access after other users

## 02.01.01 Select an Application or Service

1. Select the radio button next to **Application or Service**.

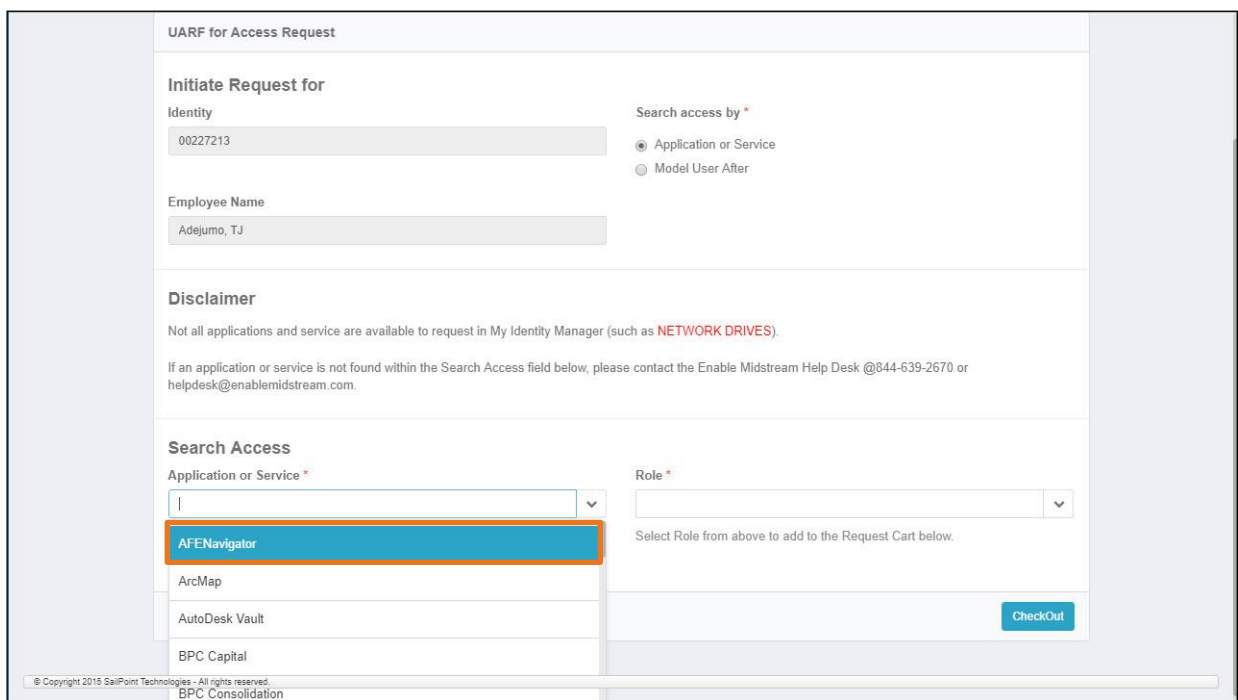


The screenshot shows the 'UARF for Access Request' form. In the 'Initiate Request for' section, the 'Identity' field contains '00227244' and the 'Employee Name' field contains 'Gerber, Shane R'. The 'Search access by' section has two radio buttons: 'Application or Service' (selected and highlighted with an orange box) and 'Model User After'. At the bottom of this section are 'Cancel Request' and 'CheckOut' buttons.

Figure 5: Application or Service radio button

2. Select an application or service name from the dropdown.

**Note:** Remember, not all applications and services are available to request in My Identity Manager. If an application or service is not found within the Search Access field, please contact the Enable Midstream Help Desk @844-639-2670 or [helpdesk@enablemidstream.com](mailto:helpdesk@enablemidstream.com).



The screenshot shows the 'UARF for Access Request' form. In the 'Initiate Request for' section, the 'Identity' field contains '00227213' and the 'Employee Name' field contains 'Adejumo, TJ'. The 'Search access by' section has two radio buttons: 'Application or Service' (selected) and 'Model User After'. Below this is a 'Disclaimer' section. The 'Search Access' section has a dropdown menu for 'Application or Service' which is open, showing a list of options: 'AFENavigator' (highlighted with an orange box), 'ArcMap', 'AutoDesk Vault', 'BPC Capital', and 'BPC Consolidation'. There is also a 'Role' dropdown menu and a 'CheckOut' button at the bottom right.

Figure 6: Application or service name selection

3. Select dropdown to select role.
4. Scroll down and select **Load More** to view all options.

The screenshot shows a web interface with a 'Search Access' section. On the left, there's a 'Disclaimer' and a 'Search Access' form with a dropdown for 'Application or Service' (currently showing 'AFENavigator'). To the right, a 'Role' dropdown menu is open, displaying a list of roles: 'AFENavigator - Business Admin Role', 'AFENavigator - IT Administrator Role', 'AFENavigator - IT Security Role', and 'AFENavigator - Originator Role'. At the bottom of this list is a blue button labeled 'Load More', which is highlighted with an orange border. Below the role list, there's a 'Role Details' section showing 'Owner' as 'Janett, Michelle L.' and 'Description' as 'Function includes provisioning/deprovisioning users.' At the bottom, there's a 'Request Cart' section with a 'Request' field and a '+' button.

**Figure 7: Load More roles**

5. Select role.

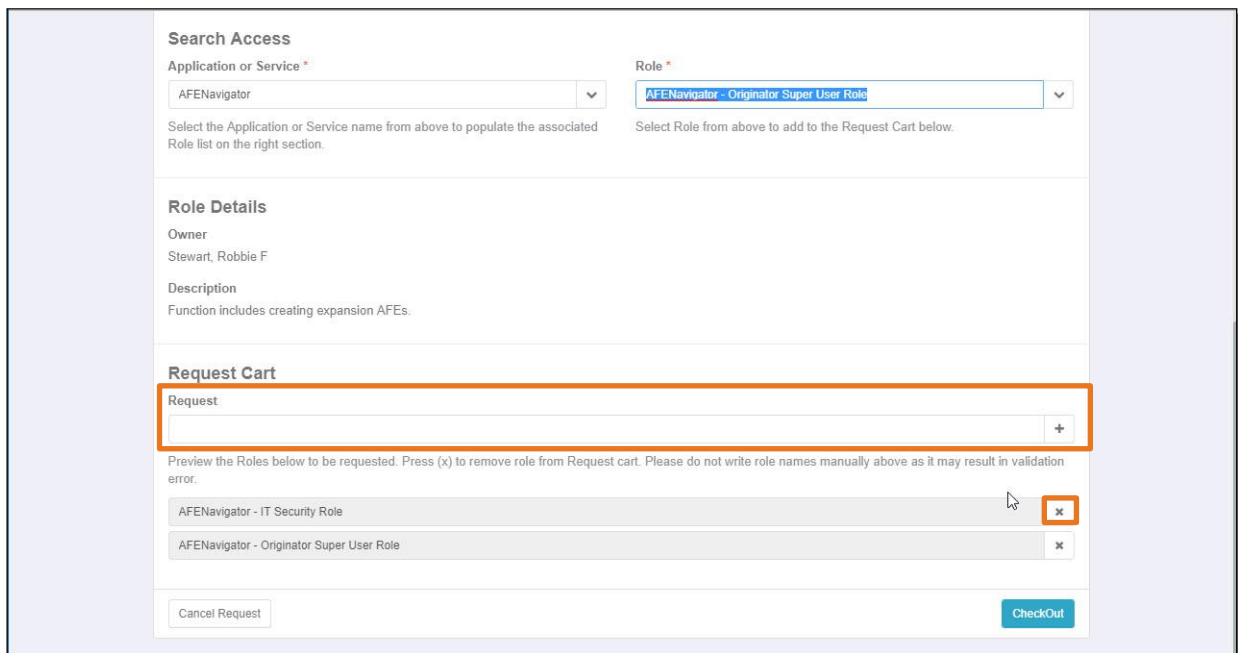
This screenshot shows the same 'Search Access' section as Figure 7, but with the 'Role' dropdown menu open and 'AFENavigator - Originator Super User Role' selected and highlighted with an orange border. The 'AFENavigator - Originator Role' is no longer visible in the list. The 'Role Details' section now shows 'Owner' as 'Stewart, Robbie F' and 'Description' as 'Function includes creating maintenance AFEs.' The 'Request Cart' section now shows the 'AFENavigator - Originator Role' in the 'Request' field, with a '-' button to its right. At the bottom, there are 'Cancel Request' and 'CheckOut' buttons.

**Figure 8: Role selection**

**Tip!** You can request multiple applications or services in one request.

6. Review the selected roles and select “x” if you need to remove a role from the Cart.

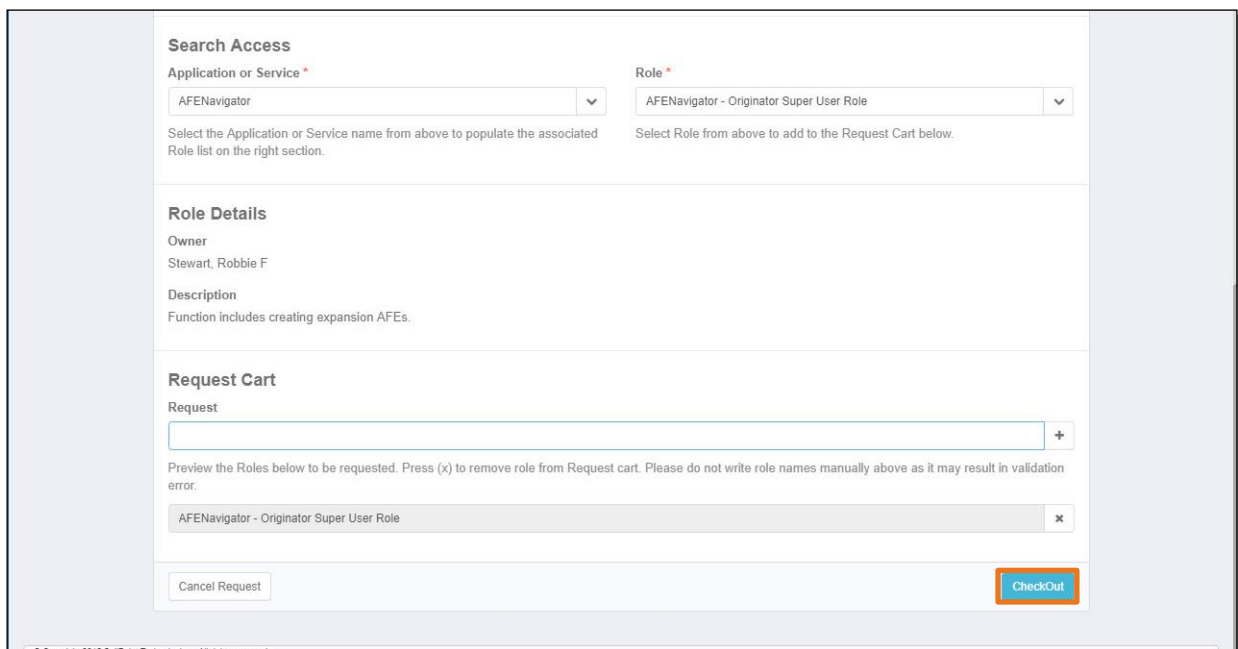
**Note:** Do not manually type in role or application information in the Request box. It may result in validation errors.



The screenshot shows a web form titled "Request Access". It has two dropdown menus at the top: "Application or Service" (set to "AFENavigator") and "Role" (set to "AFENavigator - Originator Super User Role"). Below these are instructions: "Select the Application or Service name from above to populate the associated Role list on the right section." and "Select Role from above to add to the Request Cart below." The "Role Details" section shows "Owner: Stewart, Robbie F" and "Description: Function includes creating expansion AFEs." The "Request Cart" section has a text input field labeled "Request:" with a "+" button. Below it, a preview of roles to be requested is shown: "AFENavigator - IT Security Role" and "AFENavigator - Originator Super User Role". Each role has a red "x" button to its right. A red box highlights the "x" button for "AFENavigator - IT Security Role". At the bottom are "Cancel Request" and "CheckOut" buttons.

**Figure 9: Remove roles**

7. Select the Check Out button to submit the request.

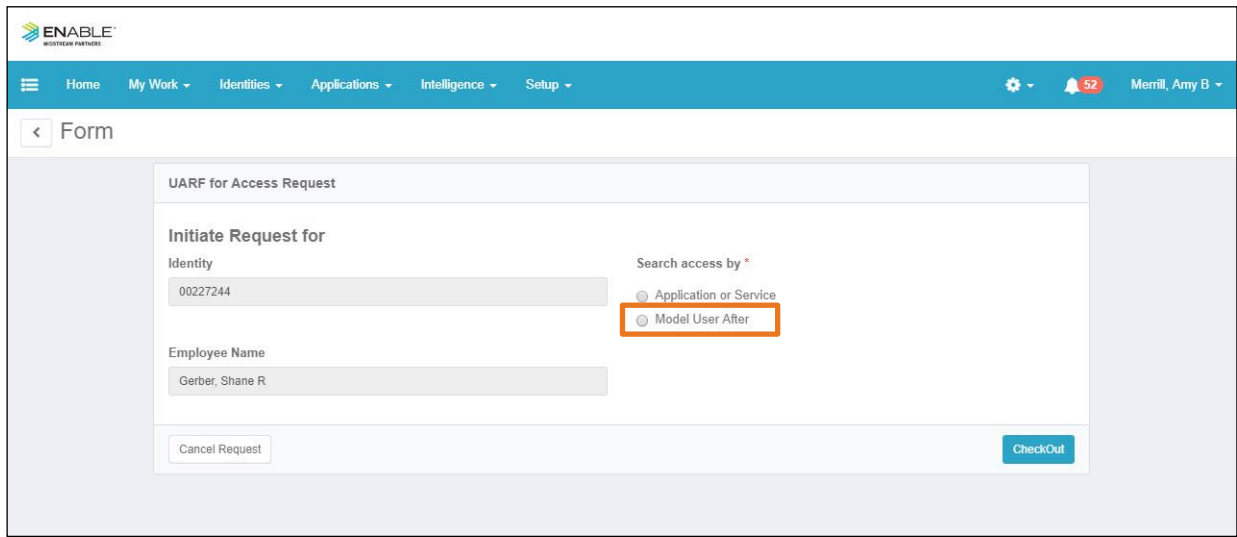


This screenshot is identical to the previous one, but with a red box highlighting the "CheckOut" button at the bottom right of the form. The "Request Cart" section still shows the two roles, but the "x" buttons are no longer highlighted.

**Figure 10: Check Out button**

## 02.01.02 Model User Access

1. Select the radio button next to **Model User After**.

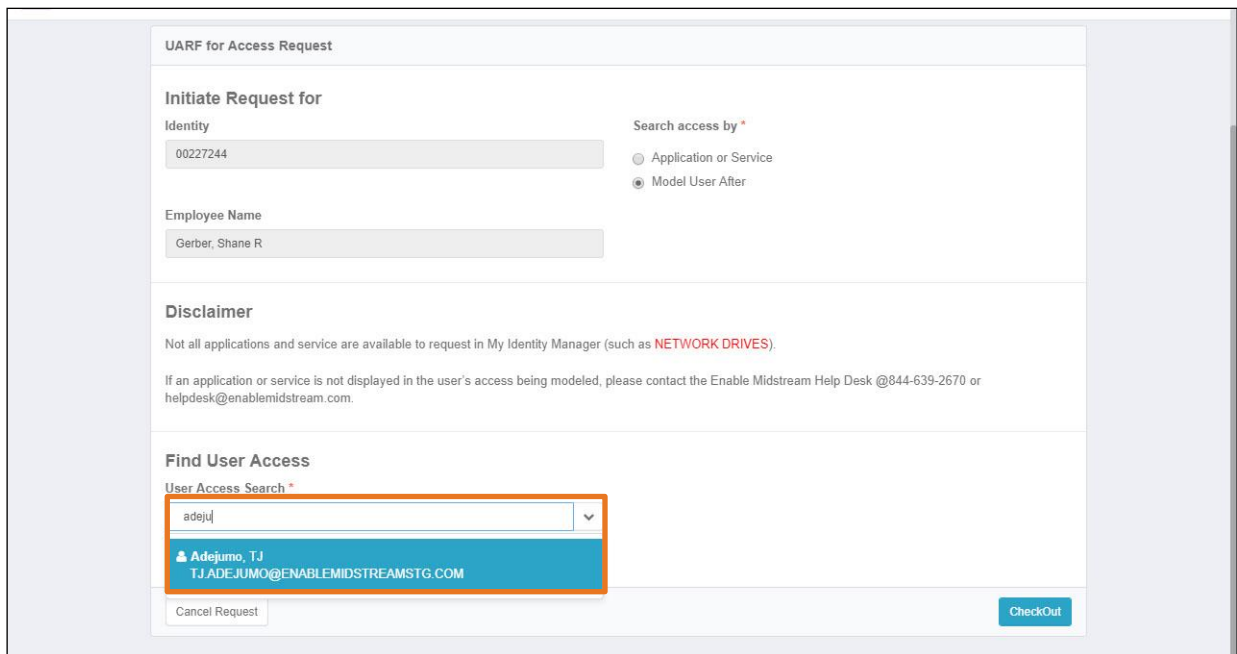


The screenshot shows the 'UARF for Access Request' form in the ENABLE Midstream Partners application. The form is titled 'Initiate Request for' and contains two input fields: 'Identity' with the value '00227244' and 'Employee Name' with the value 'Gerber, Shane R'. To the right of these fields is a 'Search access by' section with two radio buttons: 'Application or Service' and 'Model User After'. The 'Model User After' radio button is selected and highlighted with an orange rectangle. At the bottom of the form are 'Cancel Request' and 'CheckOut' buttons.

Figure 11: Model User After radio button

**Note:** Remember, not all applications and service are available to request in My Identity Manager. If an application or service is not displayed in the user's access being modeled, please contact the Enable Midstream Help Desk @844-639-2670 or [helpdesk@enablemidstream.com](mailto:helpdesk@enablemidstream.com).

2. In the **User Access Search** box, type the name of the employee you want to model the request after. Once you start typing, names will populate.
3. Select the name you want.



The screenshot shows the 'UARF for Access Request' form with the 'Model User After' radio button selected. Below the 'Employee Name' field is a 'Disclaimer' section. Below the disclaimer is a 'Find User Access' section with a 'User Access Search' box. The search box contains the text 'adeju' and a dropdown menu showing a list of results. The first result is 'Adejumo, TJ' with the email 'TJ.ADEJUMO@ENABLEMIDSTREAMSTG.COM'. This result is highlighted with an orange rectangle. At the bottom of the form are 'Cancel Request' and 'CheckOut' buttons.

Figure 12: User Access Search box

4. Select the dropdown in the **Assigned Roles** column.
  5. Select role.
- The role will be added to the cart.

The screenshot shows the 'UARF for Access Request' form. The 'Initiate Request for' section includes fields for 'Identity' (00227244) and 'Employee Name' (Gerber, Shane R). The 'Search access by' section has radio buttons for 'Application or Service' and 'Model User After' (selected). A 'Disclaimer' section follows. The 'Find User Access' section has a 'User Access Search' field with 'Adejumo, TJ' and a 'Select the user you want to model this request after.' instruction. The 'Assigned Roles' dropdown is open, showing a list of roles: 'ComputerEquipment - Ala Carte Equipment Role', 'Quorum - Basic Access Role', and 'SAP - IT Job - Security Admin Role'. The 'SAP - IT Job - Security Admin Role' is highlighted with an orange border. A 'Cancel Request' button is at the bottom left.

**Figure 13: Assigned Roles column**

6. Select the **Check Out** button to submit the request.

The screenshot shows the 'UARF for Access Request' form. The 'Find User Access' section is the same as in Figure 13. The 'Assigned Roles' dropdown is now set to 'Quorum - Basic Access Role'. Below it, a message states: 'User has above Roles. Please select from the dropdown to add Role into request cart.' The 'Request Cart' section has a 'Request' field with a '+' icon. Below it, a message states: 'Preview the Roles below to be requested. Press (x) to remove role from Request cart. Please do not write role names manually above as it may result in validation error.' The 'Request Cart' contains one role: 'SAP - IT Job - Security Admin Role' with an 'x' icon to remove it. A 'Cancel Request' button is at the bottom left, and a 'CheckOut' button is at the bottom right.

**Figure 14: Check Out button**

## 02.02 Track Requests

1. From the **My Identity Manager** homepage, select **Track My Requests**.

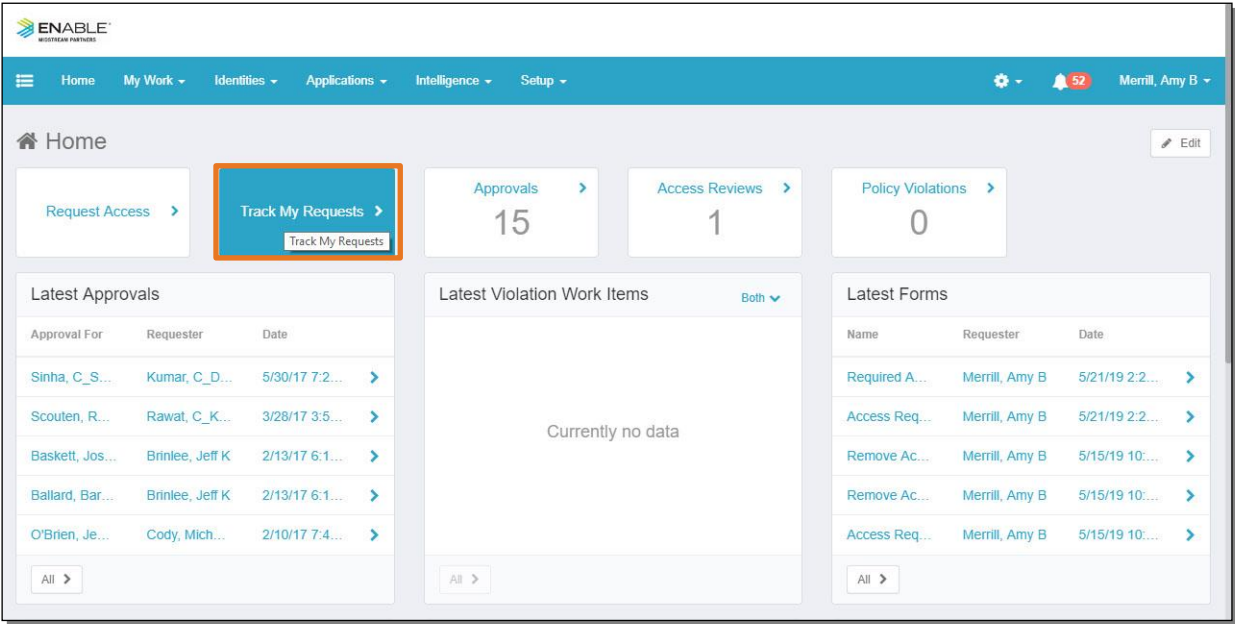


Figure 15: Track My Requests tile

2. Select the access request that you want to track.

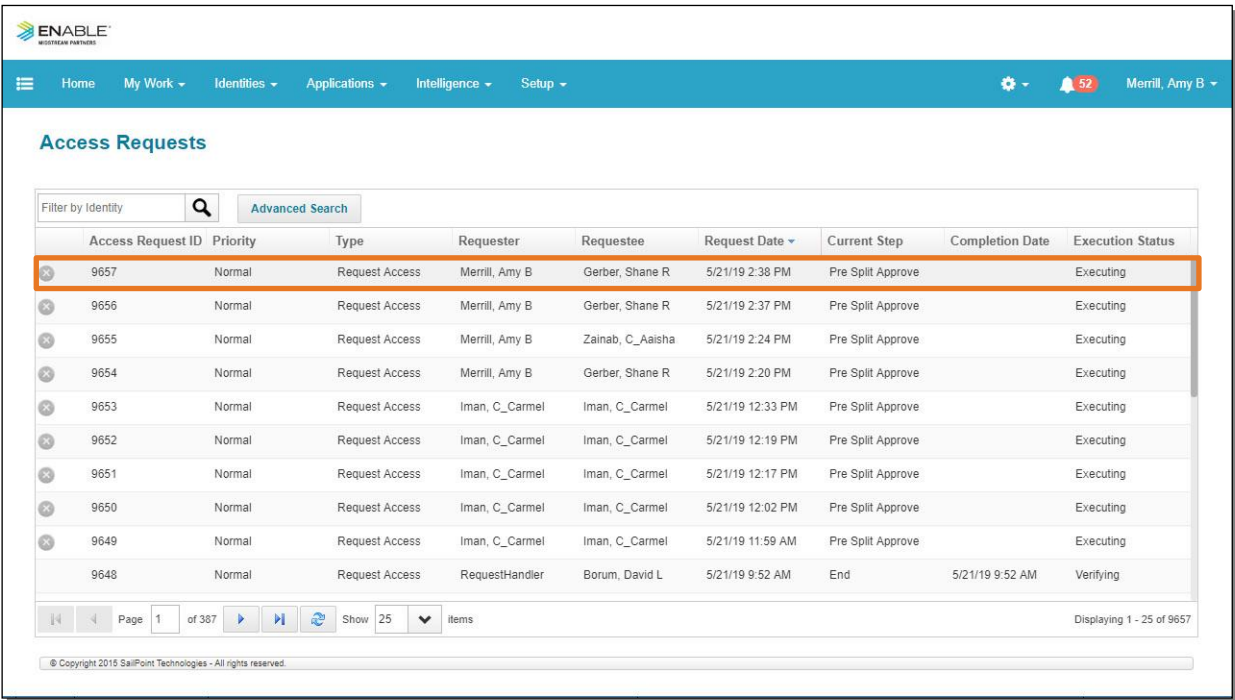


Figure 16: Access request



3. Select **View Complete Details** to view the status of the request.

The screenshot shows the ENABLE Access Requests interface. At the top is a navigation bar with links like Home, My Work, Identities, Applications, Intelligence, and Setup. Below this is the 'Access Requests' section. A table lists access requests, with request ID 9657 highlighted. Below the table, there's a 'Request Items' section with a 'View Complete Details' button highlighted in orange. Below that is a 'Pending Interactions' section with a table showing interactions. At the bottom, there's a footer with copyright information and a JavaScript snippet.

Access Request ID	Priority	Type	Requester	Requestee	Request Date	Current Step	Completion Date	Execution Status
9657	Normal	Request Access	Merrill, Amy B	Gerber, Shane R	5/21/19 2:38 PM	Pre Split Approve		Executing

Operation	Item	Value	Account	Application	Instance	Comments	Approval Status	Provisioning Status
Add	assignedRoles	SAP - IT Job - Security Admin Role	00227244	IdentityIQ			Pending	Pending

Description	Owner	Open Date	Details
Manager Approval - Account Changes for User: 00227244	Kimberling, Wayne W	5/21/19 2:38 PM	1 Approval Item(s) [Click for Details]

Figure 17: View Complete Details

4. Select the **Back** button to return to the list of access requests.

The screenshot shows the 'Access Request - 9657' details page. It displays various fields for the request, including Access Request ID, Type, Requester, Requestee, Completion Status, Priority, Current Step, Request Date, Completion Date, Verification Date, and Execution Status. Below these fields is a 'Back' button highlighted in orange. Below the 'Back' button is a 'Request Items' section with a table showing request items. Below that is an 'Interactions' section with a table showing interactions. At the bottom, there's an 'IdentityIQ' section with a table showing IdentityIQ items.

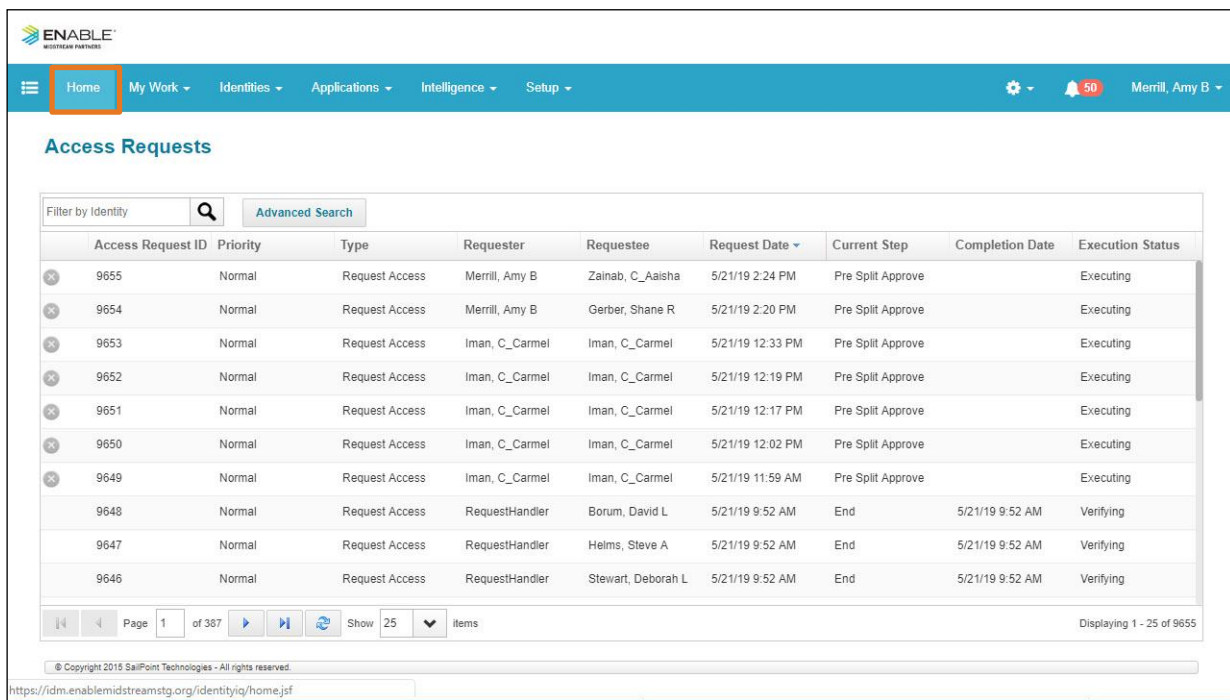
Operation	Item	Value	Display Value	Account	Application	Instance	Comments	Approval Status	Provisioning Status
Add	assignedRoles	SAP - IT Job - Security Admin Role	SAP - IT Job - Security Admin Role	00227244	IdentityIQ			Pending	Pending

Description	Owner	Open Date	Completion Date	Comments	Status	Details
Manager Approval - Account Changes for User: 00227244	Kimberling, Wayne W	5/21/19 02:38:40 pm			Open	1 Approval Item(s) [Click for Details]

Operation	Item	Value	Account	Application	Status	Retries	Start Date	End Date	Reason
Add	assignedRoles	SAP - IT Job - Security Admin Role	00227244	IdentityIQ	Pending	0			Requested

Figure 18: Back button

5. Select the **Home** button to return to the home page.



**Figure 19: Home button**

Now that your request is submitted, it will go through the approval process. When the request is approved, the user will receive an email.

If you need help, contact the IT Help Desk at 1-844-639-2670 or [helpdesk@enablemidstream.com](mailto:helpdesk@enablemidstream.com)  
Monday – Friday, 7:00 am – 7:00 pm Central Time

## 03 Review History

Version Number	Name(s) and Title(2) Revisers and Business Unit	High-Level Description of Changes Made	Date	Status
1.0				