

# Approving Access in My Identity Manager

## 01 Scope and Purpose

This document provides instructions on how to review and approve an access request in My Identity Manager.

## 02 Work Instructions

### 02.01 Approving an Access Request in My Identity Manager

1. Go to My Identity Manager using this link: <https://idm.enablemidstream.com/identityig>
2. From the My Identity Manager homepage, the approver (Manager/Security Officer/Role Owner) will see the list of approvals pending. (See Figure 2).

Click on the approval item from the list of **Latest Approvals**. (See Figure 1.)

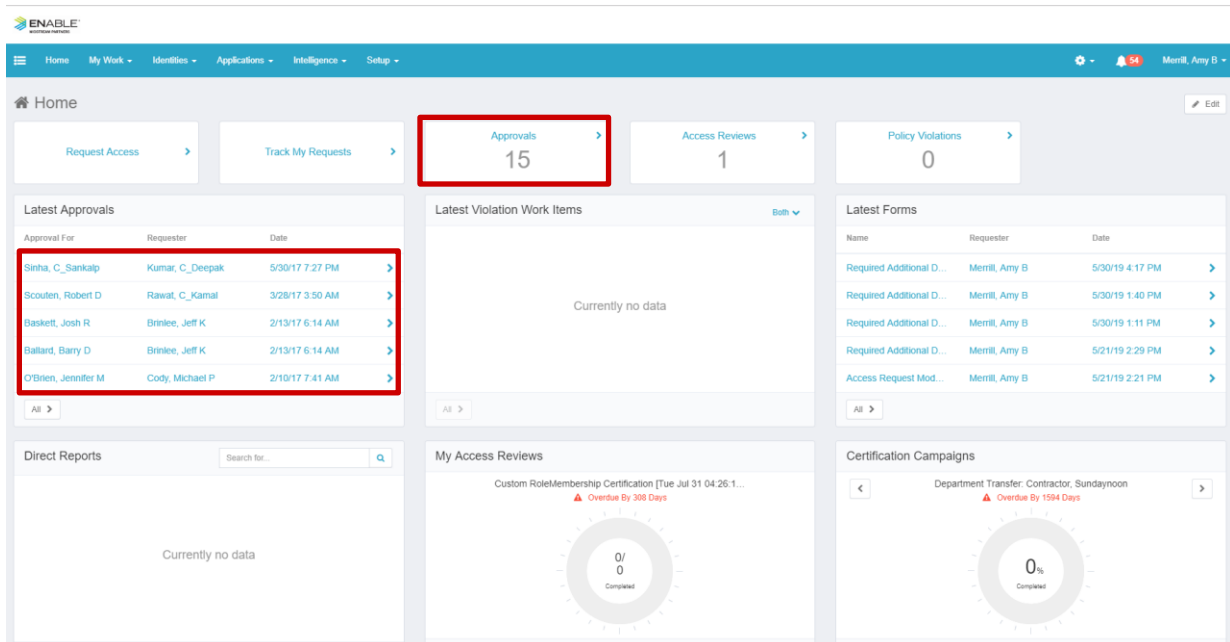


Figure 1: Approvers homepage

3. In the Approval Item list, you can see the list of accesses raised in the request. You can either Approve or Deny each access item by clicking on the **Approve** or **Deny** button. (See Figure 2.)

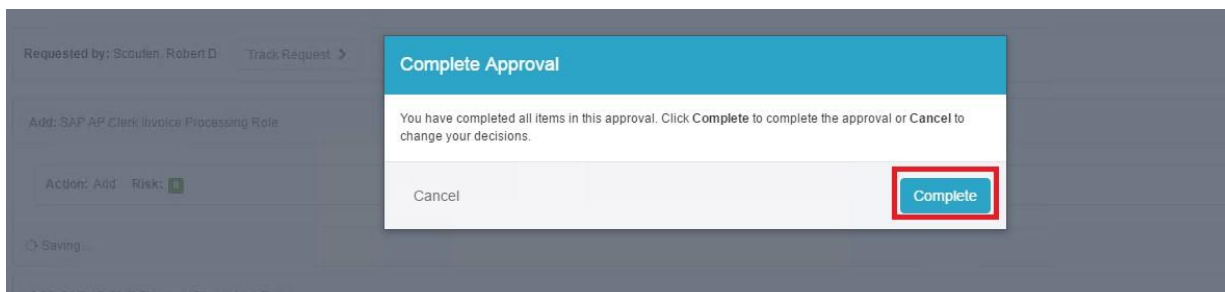
**Note:** You can undo the decision by clicking on the “Undo” button against each access item. (See Figure 2.)



The screenshot displays a list of three approval items. Each item has a header section with the title 'Add: SAP AP Clerk Invoice Processing Role', 'Add: SAP AP Clerk Payment Processing Role', and 'Add: SAP AR Clerk Receipt Processing Role' respectively. Below each header is a section with 'Action: Add' and 'Risk: 0'. At the bottom of each item is a row of three buttons: 'Approve' (green), 'Deny' (red), and 'Undo' (grey). In the first item, the 'Approve' and 'Undo' buttons are highlighted with red boxes. In the second item, the 'Deny' button is highlighted with a red box. The third item has no highlights.

**Figure 2: Approval item decisions**

4. On making the decision of either Approve/Deny for all access items in the page, a “Complete Approval” popup is displayed automatically. Click on **Complete** button to complete the approval or click on **Cancel** button to revisit your decisions. (See Figure 3.)



The screenshot shows a 'Complete Approval' popup dialog box. The dialog has a blue header with the title 'Complete Approval'. The main text reads: 'You have completed all items in this approval. Click Complete to complete the approval or Cancel to change your decisions.' At the bottom of the dialog are two buttons: 'Cancel' and 'Complete'. The 'Complete' button is highlighted with a red box. The background of the page is dimmed, showing the same approval items as in Figure 2.

**Figure 3: Complete Approval popup**

On completing the approval, you will be redirected to the Home page. Repeat from Step 3 for every approval item.

## 02.02 Forwarding an Access Request Approval

My Identity Manager allows the approvers (Managers/Security Officers/Role Owners) to forward their access request approval items to other delegated approvers.

1. Go to My Identity Manager using this link: <https://idm.enablemidstream.com/identityiq>
2. From the homepage, in the “Latest Approvals” list, you can see the list of approvals pending with you.

Click on the corresponding work item from the list. (See Figure 4.) You will be redirected to the Approval Work Item page (See Figure 5.)

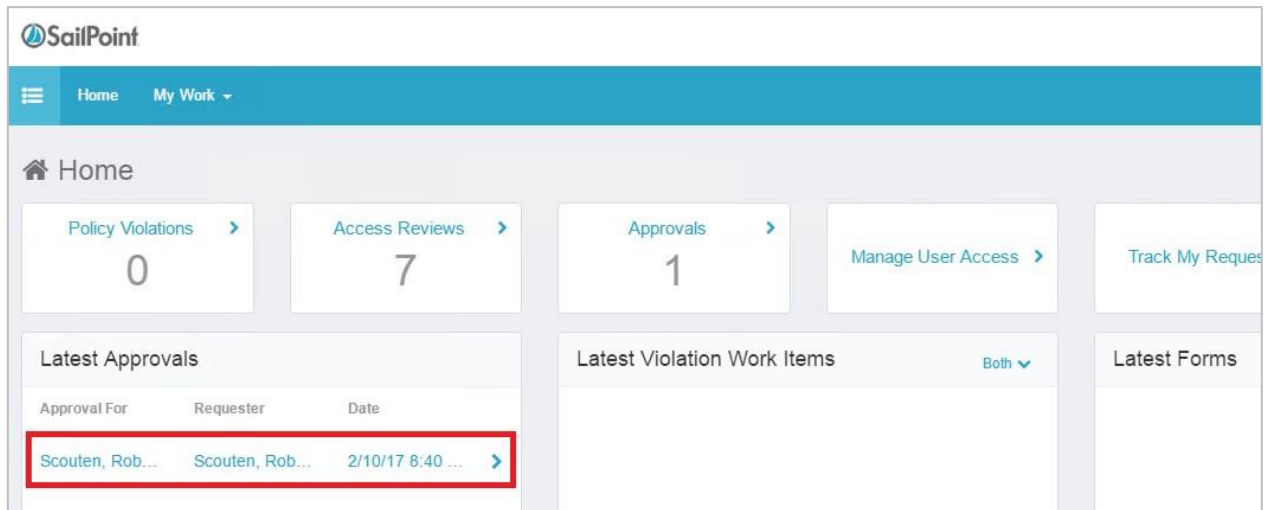


Figure 4: Latest Approvals

3. In the Approval Work Item page, click on **Actions** menu and select **Forward** menu item. A “Forward Work Item” popup will be displayed for further action. (See Figure 5.)

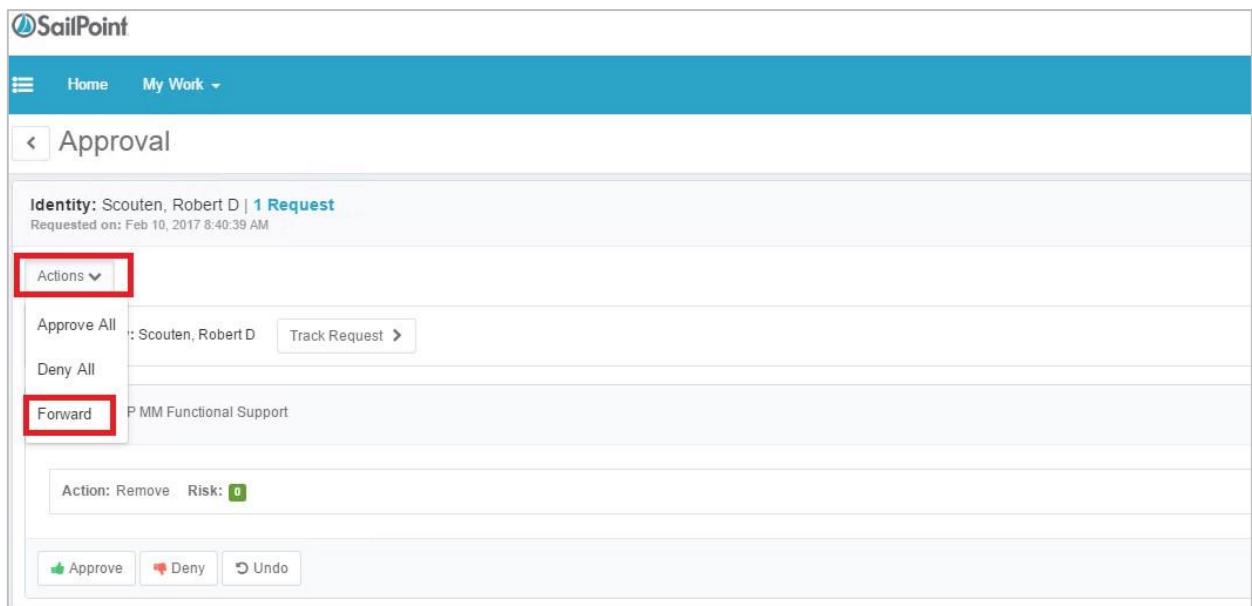
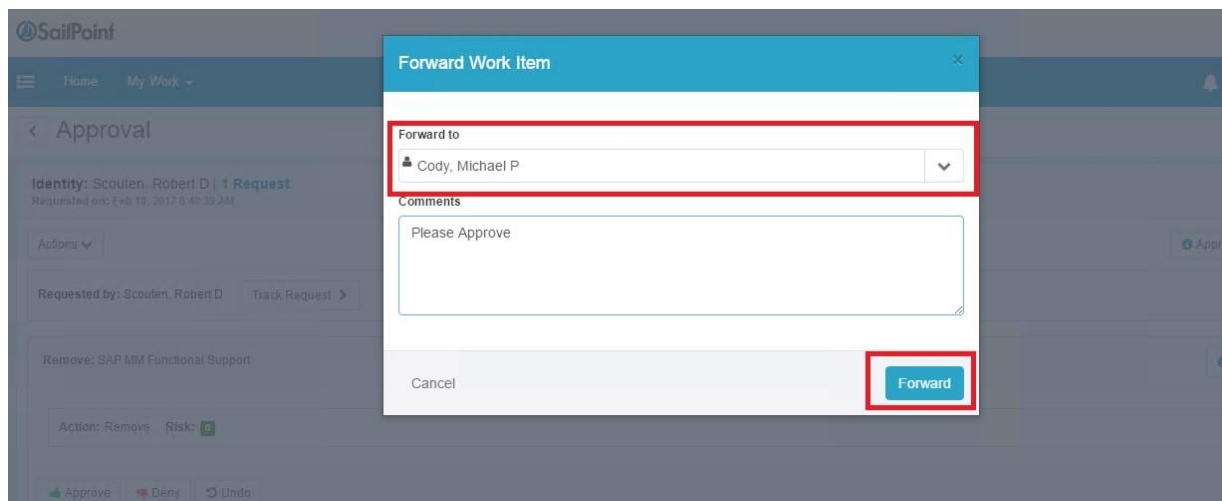


Figure 5: Approval Work Item page

4. In the popup, in the **Forward to** dropdown menu, search the user by First Name or Last Name or Personnel Number.

In the “Comments” section, mention the action required along with a business reason for forwarding the work item. Click on **Forward** button to forward the work item or click on **Cancel** button to go back to the work item (See Figure 6.)



**Figure 6: Forwarding a Work Item**

**Note:** This is a manual Forwarding process for approvals. Forwarding decision should be taken wisely based on the business constraints. Forward the work item only to a privileged authority who is on or above the approving level for the request with the business reasons mentioned in the Comments section. Forwarding the request back to the requester for approval is not recommended as it causes serious violations during the Security Audits.

After forwarding, you will be redirected to the homepage.

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
2.0	Amy Merrill, Sr. IT Compliance Analyst	Minor edits	8/23/2018	Approved
3.0	Amy Merrill, Sr. IT Compliance Analyst	Minor edits	11/5/2018	Approved