

Requesting Access for a Direct Report in My Identity Manager

01 Scope and Purpose

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

02 Work Instructions

02.01 Requesting Access for a Direct Report in My Identity Manager

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

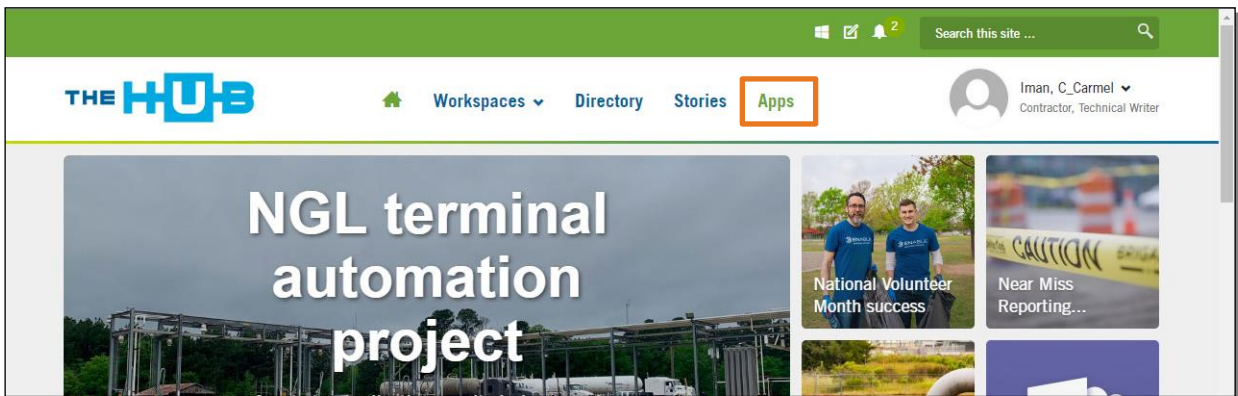


Figure 1: Apps button

2. Select **My Identity Manager**.

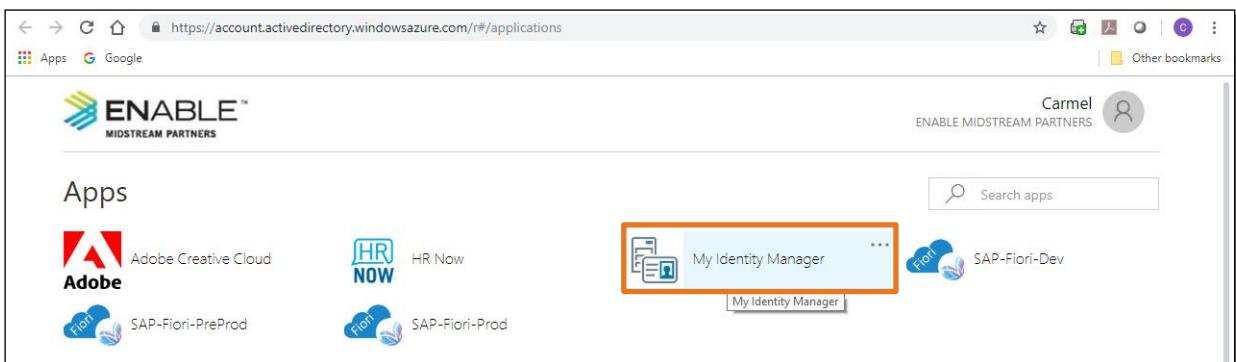


Figure 2: My Identity Manager

3. Select Request Access.

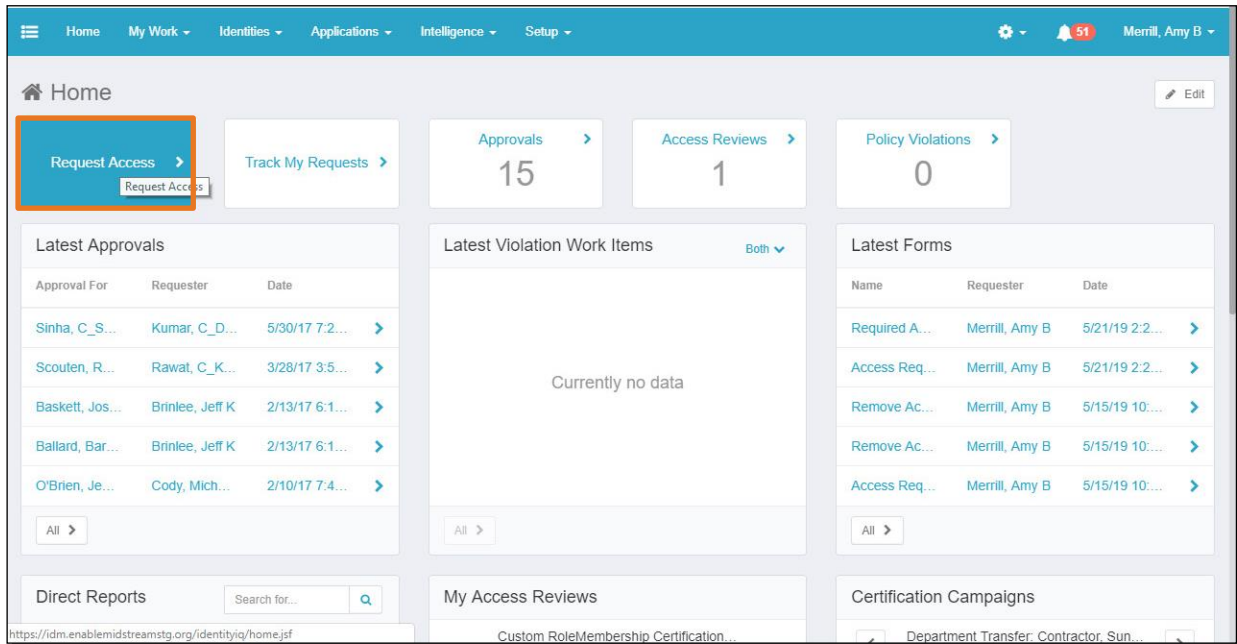


Figure 3: Request Access tile

4. In the Request For box, type the name of the user you are requesting access for. Once you start typing, names will populate.
5. Select the name you want.

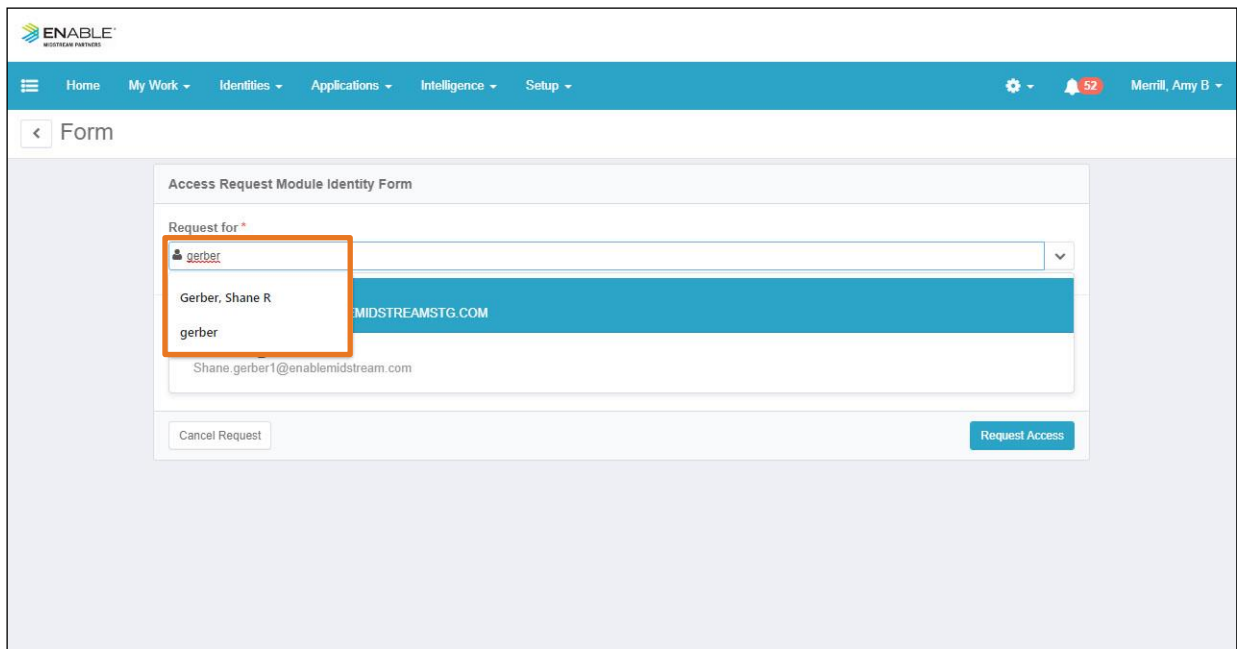


Figure 4: Request For box

6. 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.

7. Select the **Request Access** button.

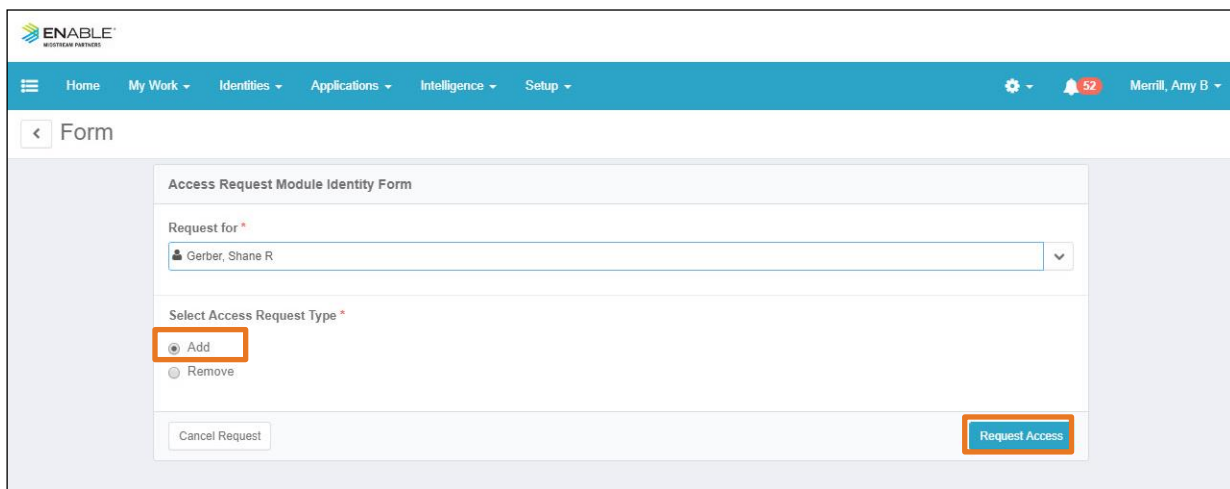


Figure 5: Access Request Type

Note: From here, you have two options. You can search for and select the application or service you need to, 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**.

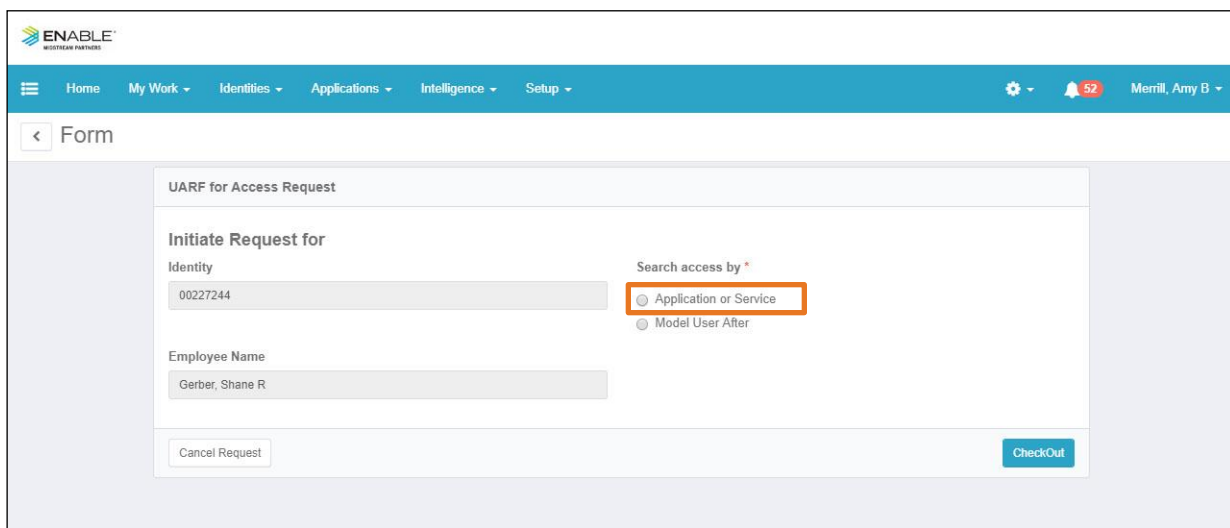


Figure 6: Application or Service radio button

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.

The screenshot shows the 'Initiate Request for' form. 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'. The 'Disclaimer' section contains text about application availability and contact information. The 'Search Access' section has a dropdown menu for 'Application or Service' with 'AFENavigator' selected and highlighted. Below the dropdown are the options 'ArcMap', 'AutoDesk Vault', and 'BPC Capital'. The 'Role' dropdown is empty. A 'CheckOut' button is at the bottom right.

Figure 7: 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 the 'Role Details' section. The 'Application or Service' dropdown is set to 'AFENavigator'. The 'Role' dropdown is open, showing a list of roles: 'AFENavigator - Business Admin Role', 'AFENavigator - IT Administrator Role', 'AFENavigator - IT Security Role', and 'AFENavigator - Originator Role'. A 'Load More' button is highlighted at the bottom of the list. The 'Role Details' section shows the 'Owner' as 'Jarrett, Michelle L.' and the 'Description' as 'Function includes provisioning/deprovisioning users.' The 'Request Cart' section has a 'Request' field with a '+' button. A note at the bottom 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.'

Figure 8: Load More roles

5. Select role.

Disclaimer

Not all applications and service are available to request in My Identity Manager (such as **NETWORK DRIVES**).

If an application or service is not found within the Search Access field below, please contact the Enable Midstream Help Desk @844-639-2670 or helpdesk@enablemidstream.com.

Search Access

Application or Service *
AFENavigator

Select the Application or Service name from above to populate the associated Role list on the right section.

Role *

- AFENavigator - Business Admin Role
- AFENavigator - IT Administrator Role
- AFENavigator - IT Security Role
- AFENavigator - Originator Role
- AFENavigator - Originator Super User Role**
- AFENavigator - User Role

Role Details

Owner
Jarrett, Michelle L.

Description
Function includes provisioning/deprovisioning users.

Request Cart

Request

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.

Figure 9: 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.

Search Access

Application or Service *
AFENavigator

Select the Application or Service name from above to populate the associated Role list on the right section.

Role *

AFENavigator - Originator Super User Role

Select Role from above to add to the Request Cart below.

Role Details

Owner
Stewart, Robbie F.

Description
Function includes creating expansion AFEs.

Request Cart

Request

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.

- AFENavigator - IT Security Role
- AFENavigator - Originator Super User Role

Cancel Request

CheckOut

Figure 10: Remove roles

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

Search Access

Application or Service *
AFENavigator

Role *
AFENavigator - Originator Super User Role

Select the Application or Service name from above to populate the associated Role list on the right section.

Select Role from above to add to the Request Cart below.

Role Details

Owner
Stewart, Robbie F

Description
Function includes creating expansion AFEs.

Request Cart

Request

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.

AFENavigator - Originator Super User Role

Cancel Request

CheckOut

Figure 11: Check Out button

02.01.02 Model User Access

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

ENABLE MIDSTREAM PARTNERS

Home My Work Identities Applications Intelligence Setup

Form

UARF for Access Request

Initiate Request for

Identity
00227244

Employee Name
Gerber, Shane R

Search access by *

☐ Application or Service

☒ Model User After

Cancel Request

CheckOut

Figure 12: 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.

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. The 'Initiate Request for' section has 'Identity' set to '00227244' and 'Employee Name' set to 'Gerber, Shane R'. The 'Search access by' section has 'Model User After' selected. The 'Disclaimer' section contains a warning about network drives. The 'Find User Access' section has 'User Access Search' with a dropdown menu. The dropdown is open, showing a search result for 'Adejumo, TJ' with email 'T.J.ADEJUMO@ENABLEMIDSTREAMSTG.COM'. The 'Cancel Request' and 'CheckOut' buttons are at the bottom.

Figure 13: 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 has 'Identity' set to '00227244' and 'Employee Name' set to 'Gerber, Shane R'. The 'Search access by' section has 'Model User After' selected. The 'Disclaimer' section contains a warning about network drives. The 'Find User Access' section has 'User Access Search' with a dropdown menu. The dropdown is open, showing a search result for 'Adejumo, TJ' with email 'T.J.ADEJUMO@ENABLEMIDSTREAMSTG.COM'. The 'Assigned Roles' section has a dropdown menu. The 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 box. The 'Cancel Request' and 'CheckOut' buttons are at the bottom.

Figure 14: Assigned Roles column

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

Gerber, Shane R

Disclaimer

Not all applications and service are available to request in My Identity Manager (such as **NETWORK DRIVES**).

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.

Find User Access

User Access Search *

Adejumo, TJ

Assigned Roles *

Quorum - Basic Access Role

Select the user you want to model this request after.

User has above Roles. Please select from the dropdown to add Role into request cart.

Request Cart

Request

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.

SAP - IT Job - Security Admin Role

Cancel Request

CheckOut

Figure 15: Check Out button

02.02 Track Requests

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

ENABLE MIDSTREAM PARTNERS

Home My Work Identities Applications Intelligence Setup

Home

Request Access Track My Requests

Approvals 15

Access Reviews 1

Policy Violations 0

Latest Approvals

Approval For	Requester	Date
Sinha, C_S...	Kumar, C_D...	5/30/17 7:2...
Scouten, R...	Rawat, C_K...	3/28/17 3:5...
Baskett, Jos...	Brinlee, Jeff K	2/13/17 6:1...
Ballard, Bar...	Brinlee, Jeff K	2/13/17 6:1...
O'Brien, Je...	Cody, Mich...	2/10/17 7:4...

Latest Violation Work Items

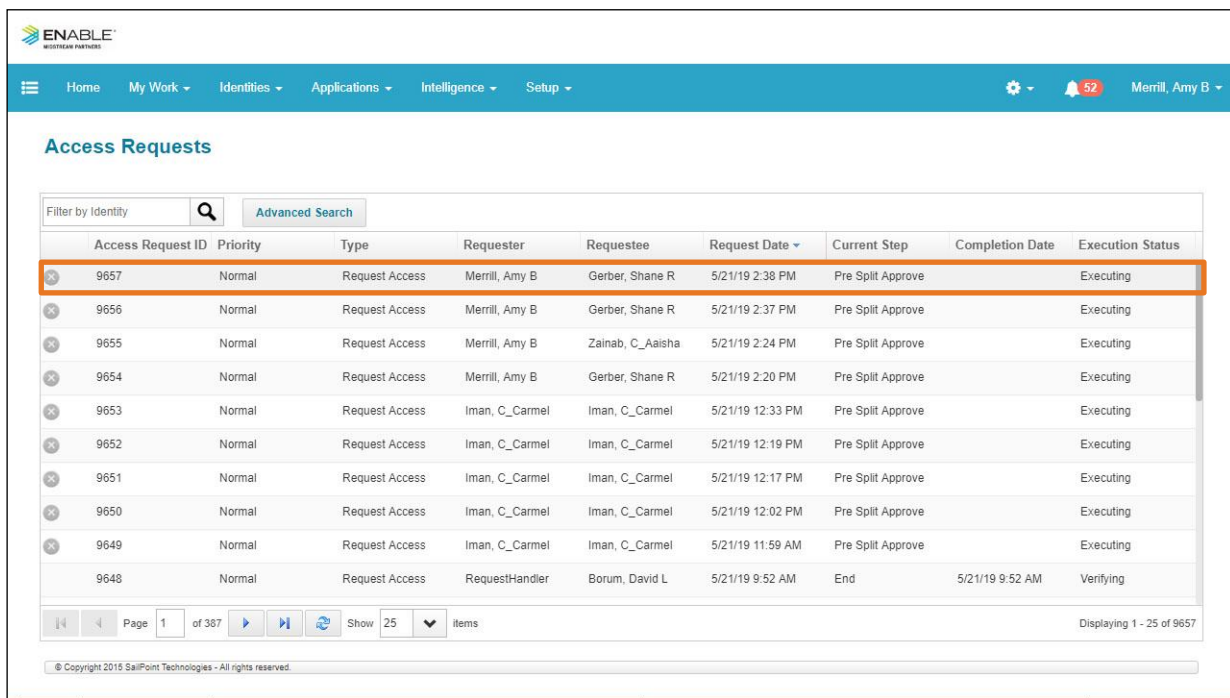
Currently no data

Latest Forms

Name	Requester	Date
Required A...	Merrill, Amy B	5/21/19 2:2...
Access Req...	Merrill, Amy B	5/21/19 2:2...
Remove Ac...	Merrill, Amy B	5/15/19 10:...
Remove Ac...	Merrill, Amy B	5/15/19 10:...
Access Req...	Merrill, Amy B	5/15/19 10:...

Figure 16: Track My Requests tile

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

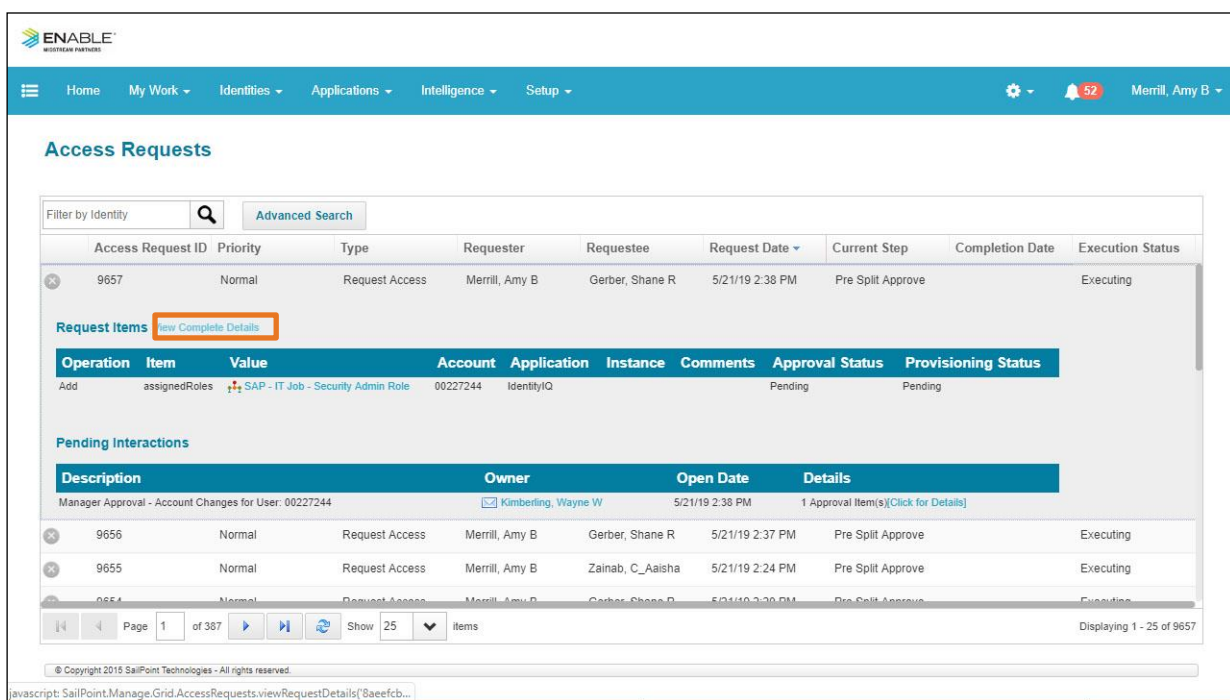


The screenshot shows the ENABLE Access Requests interface. At the top is a navigation bar with links: Home, My Work, Identities, Applications, Intelligence, and Setup. A user profile for Merrill, Amy B is in the top right. Below the navigation bar is the 'Access Requests' section. It includes a search bar with 'Filter by Identity' and a magnifying glass icon, and an 'Advanced Search' button. A table lists access requests with columns: Access Request ID, Priority, Type, Requester, Requestee, Request Date, Current Step, Completion Date, and Execution Status. Request 9657 is highlighted with an orange box. Below the table is a pagination bar showing 'Page 1 of 387' and 'Showing 25 items'. At the bottom, a copyright notice reads '© Copyright 2015 SailPoint Technologies - All rights reserved.'

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
9656	Normal	Request Access	Merrill, Amy B	Gerber, Shane R	5/21/19 2:37 PM	Pre Split Approve		Executing
9655	Normal	Request Access	Merrill, Amy B	Zainab, C_Aaisha	5/21/19 2:24 PM	Pre Split Approve		Executing
9654	Normal	Request Access	Merrill, Amy B	Gerber, Shane R	5/21/19 2:20 PM	Pre Split Approve		Executing
9653	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 12:33 PM	Pre Split Approve		Executing
9652	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 12:19 PM	Pre Split Approve		Executing
9651	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 12:17 PM	Pre Split Approve		Executing
9650	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 12:02 PM	Pre Split Approve		Executing
9649	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 11:59 AM	Pre Split Approve		Executing
9648	Normal	Request Access	RequestHandler	Borum, David L	5/21/19 9:52 AM	End	5/21/19 9:52 AM	Verifying

Figure 17: Access request

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



The screenshot shows the 'View Complete Details' for request 9657. The 'Request Items' section is expanded, showing a table with columns: Operation, Item, Value, Account, Application, Instance, Comments, Approval Status, and Provisioning Status. Below this is the 'Pending Interactions' section, which includes a table with columns: Description, Owner, Open Date, and Details. The details for request 9657 are shown, including the request date and current step. The pagination bar at the bottom shows 'Page 1 of 387' and 'Showing 25 items'. At the bottom, a copyright notice reads '© Copyright 2015 SailPoint Technologies - All rights reserved.'

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 18: View Complete Details

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

Access Request - 9657

Access Request ID: 9657
Type: Request Access
Requester: Merrill, Amy B
Requestee: Gerber, Shane R
Completion Status: Pending
Priority: Normal

Current Step: Pre Split Approve
Request Date: 5/21/19 2:38 PM
Completion Date:
Verification Date:
Execution Status: Executing

Back

Request Items

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

Page 1 of 1
Show 5 items
Displaying 1 - 1 of 1

Interactions

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

Page 1 of 1
Show 5 items
Displaying 1 - 1 of 1

IdentityIQ

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

Figure 19: Back button

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

ENABLE
MIDSTREAM PARTNERS

Home My Work Identities Applications Intelligence Setup

Access Requests

Filter by Identity **Advanced Search**

Access Request ID	Priority	Type	Requester	Requestee	Request Date	Current Step	Completion Date	Execution Status
9655	Normal	Request Access	Merrill, Amy B	Zainab, C_Aaisha	5/21/19 2:24 PM	Pre Split Approve		Executing
9654	Normal	Request Access	Merrill, Amy B	Gerber, Shane R	5/21/19 2:20 PM	Pre Split Approve		Executing
9653	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 12:33 PM	Pre Split Approve		Executing
9652	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 12:19 PM	Pre Split Approve		Executing
9651	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 12:17 PM	Pre Split Approve		Executing
9650	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 12:02 PM	Pre Split Approve		Executing
9649	Normal	Request Access	Iman, C_Carmel	Iman, C_Carmel	5/21/19 11:59 AM	Pre Split Approve		Executing
9648	Normal	Request Access	RequestHandler	Borum, David L	5/21/19 9:52 AM	End	5/21/19 9:52 AM	Verifying
9647	Normal	Request Access	RequestHandler	Helms, Steve A	5/21/19 9:52 AM	End	5/21/19 9:52 AM	Verifying
9646	Normal	Request Access	RequestHandler	Stewart, Deborah L	5/21/19 9:52 AM	End	5/21/19 9:52 AM	Verifying

Page 1 of 387
Show 25 items
Displaying 1 - 25 of 9655

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https://idm.enablemidstreamstg.org/identityiq/home.jsf

Figure 20: 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
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				