CHECK REQUESTED ROLE STATUS

EFFECTIVE DATE: September 14, 2024

DESCRIPTION

UF has transitioned from PeopleSoft ARS to UF SailPoint IdentityNow for the majority if it's role management needs. This guide provides step-by-step instructions for checking the status of roles requested in UF SailPoint IdentityNow.

No Waiting Period: Requesters and Primary Requesters can submit multiple role requests for an identity without the delayed waiting period that was experienced in PeopleSoft ARS.

PeopleSoft ARS: Additional (Row-Level) Security Setups will continue to be managed in PeopleSoft ARS (my.ufl.edu). DSO Business Unit role needs will also be manually managed in the ARS. Please contact <u>myit-erpsecadmin@ufl.edu</u> for DSO role requests.

INSTRUCTIONS

- 1. Go to ufl.identitynow.com
- 2. Log into SailPoint with the standard UF SSO
- 3. Click Request Center



UF Human Resources UNIVERSITY of FLORIDA

4. Click View My Requests

Home Request Center	Approvals Task Manager Certification	ons Search Admin	🕜 Fidela James 🗸
IdentityNow / Who Are You Requesting	For?		
,	Who Are You Requesting For?	View My Requests	
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	Request for Yourself Make an access request for yourself.	Request for Others Make an access request on behalf of someone in your org.	
	Request for Myself	Request for Others	

5. Review the status of your requests

Home	Request Center	Approvals Task Manager	Certifications	Search Admin		0 · · · ·
ldentityNow / My Re	quests					
Applications	Му	Requests				
Access Items	5	Results				
Roles						
Access Profiles	G	rant: UF_PA_IDM_ADMINUS ole: Assigned to the Identity Adn	ER ninistrator for ID Mar	nagement (IDM) and s	elect staff in OUR HR Finance and a few o	Details ther units
My Requests	5	ccess Request Id: 7e9dce5452f446f5; Pending	ae4b7aebbc2f6114	Requested : 4/22/24	Recipient : Gator, Rusty 2 1 Comments	3 Cancel
Grant: UF_PA_IDM_ADMINUSER Role: Assigned to the Identity Administrator for ID Management (IDM) and select staff in OUR HR Finance and Access Request Id: 7f7bf006e7e14be8ace4c9fa318fb0b5 Requested: 4/22/24 Recipient: Gator, Sharon Pending 1 Comm			elect staff in OUR HR Finance and a few o Recipient : Gator, Sharon 9 1 Comments	Details ther units Cancel		

1) My Requests

- A. Status: the request status falls into one of five categories:
 - 1. Pending: the Governance Group has yet to make a decision
 - 2. Completed: the request has been approved
 - 3. Denied: (denial comments from the Governance Group will be provided)
 - Violation Detected: A <u>Separation of Duties Violation</u> has been found, i.e. this Role request conflicts with a Role the person already has. This does <u>not</u> mean

that the request failed or was denied (though if there is an approval step it likely will be denied), but it does mean that the Violation will be audited and further steps may be taken including denying or removing the Role that created the violation.



 Error: Indicates a technical problem that will require UF's SailPoint administrators to review the issue and resolve it. Open a ticket with the <u>UF</u> <u>Computing Helpdesk.</u>

Wo	rkflow Details	
•	1/27/24 Request submitted	
•	Error: Please contact your administrator Request completed	
	An unexpected error occurred: Unable to fetch members of approving workgroup SHOW LESS	

- 2) Comments: read submitted comment history (Auth Area, etc.)
- 3) Cancel: click Cancel button if the Role is no longer needed



6. To view the timeline of the request, click **Details**

Home	Request Center	Approvals	Task Manager	Certifications	Search	Admin		0	~
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Applications	м	y Requests							
Access Items		5 Results							
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My Requests	5	Access Request Id : Pending	7e9dce5452f446f5a	e4b7aebbc2f6114	Requested	4/22/24	Recipient : Gator, Rusty	Cancel	
		Grant: UF_PA_	IDM_ADMINUS	ER	. //			Details	
		Role: Assigned to Access Request Id :	o the identity Adm : 7f7bf006e7e14be8a	inistrator for ID Ma	Requested :	DM) and se 4/22/24	Recipient : Gator, Sharon	other units	
		Pending					1 Comments	Cancel	
		Grant: UF_PA_	IDM_ADMINUS	ER				Details	
		Role: Assigned to	o the Identity Adm	inistrator for ID M	anagement (I	DM) and se	elect staff in OUR HR Finance and a few	other units	

7. Review the Workflow of the request



FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk 352-392-HELP <u>helpdesk.ufl.edu</u>

Policies and Directives

UFIT: Identity & Access Management ufit-ars@ad.ufl.edu identity.it.ufl.edu