# VIEW PREVIOUSLY REVIEWED ROLE REQUESTS

EFFECTIVE DATE: September 14, 2024

# DESCRIPTION

Governance Group members can view the decision history of their role requests in UF SailPoint IdentityNow. This guide provides instructions for locating those previously reviewed role requests.

**Note:** The decision to approve or deny a role request <u>cannot</u> be reversed by the Governance Group. To correct a mistaken decision, Governance Group members email UF IAM: <u>ufit-ars@ad.ufl.edu</u>.

# INSTRUCTIONS

- 1. Go to ufl.identitynow.com.
- 2. Log into SailPoint with the standard UF SSO.
- 3. On the home page, click **Approvals** or **Access Requests to Review**.

Home Request Center Approvals Task M	lanager Certifications Search Admin	0 I V
Welcome Last login on 04-30-2024		Customize
🖒 0 Pending Tasks		음 <b>05</b> Access Requests to Review
<sup>2</sup> 음 <b>0</b> My Team	🕁 14 Pending Requests	145 My Access
	O Manage Non-Employees	

4. Click **Reviewed** and then click on the role decision card you wish to view

Access Requests	Requested Reviewed			Never reassign!
	DENIED Access Request Grant: UF_IAM_APPE *TRAINING:PRV802 * **AUT	ROVER_TEST1	* This role is reserved for testing approve	er capabilities in SailPoint.
	DATE REQUESTED Jun 28, 2024	REQUESTED BY Sat	RECIPIENT Alligator, Albie A	type Role

Note: The decision is located at the top left corner of each decision card: Approved or Denied.



5. Click **Comments** to review the comment history between the Requester and Governance Group.



# FOR ADDITIONAL ASSISTANCE

#### **Technical Issues**

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

# **Policies and Directives**

Identity & Access Management Services <u>ufit-ars@ad.ufl.edu</u> <u>identity.it.ufl.edu</u>