

## VIEW PREVIOUSLY REVIEWED ROLE REQUESTS

EFFECTIVE DATE: September 14, 2024

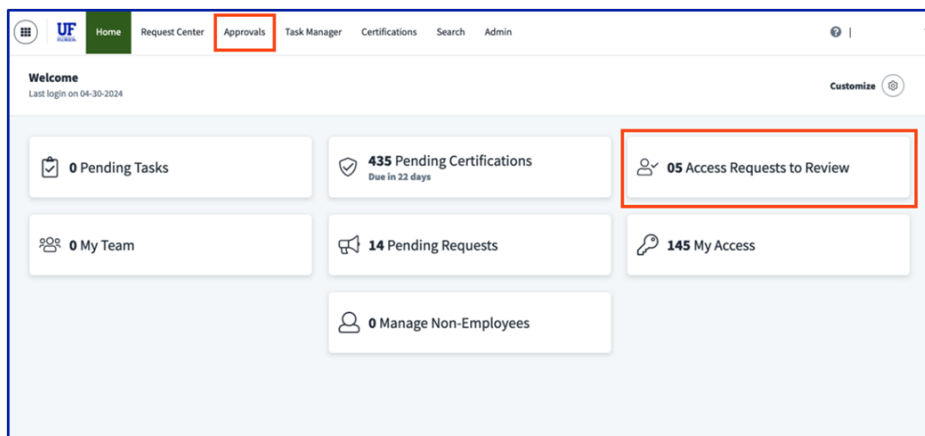
### DESCRIPTION

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.

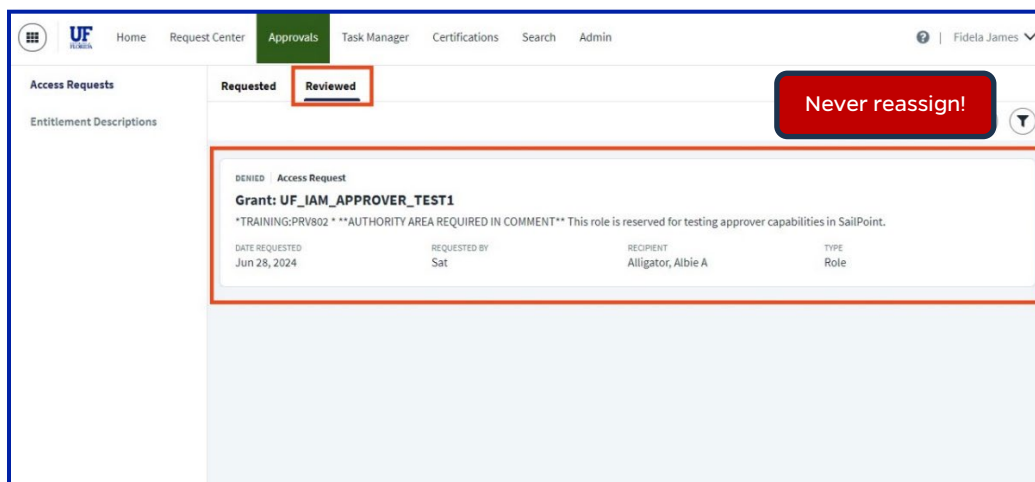
**Note:** The decision to approve or deny a role request cannot be reversed by the Governance Group. To correct a mistaken decision, Governance Group members email UF IAM: [ufit-ars@ad.ufl.edu](mailto:ufit-ars@ad.ufl.edu).

### INSTRUCTIONS

1. Go to [ufl.identitynow.com](https://ufl.identitynow.com).
2. Log into SailPoint with the standard UF SSO.
3. On the home page, click **Approvals** or **Access Requests to Review**.

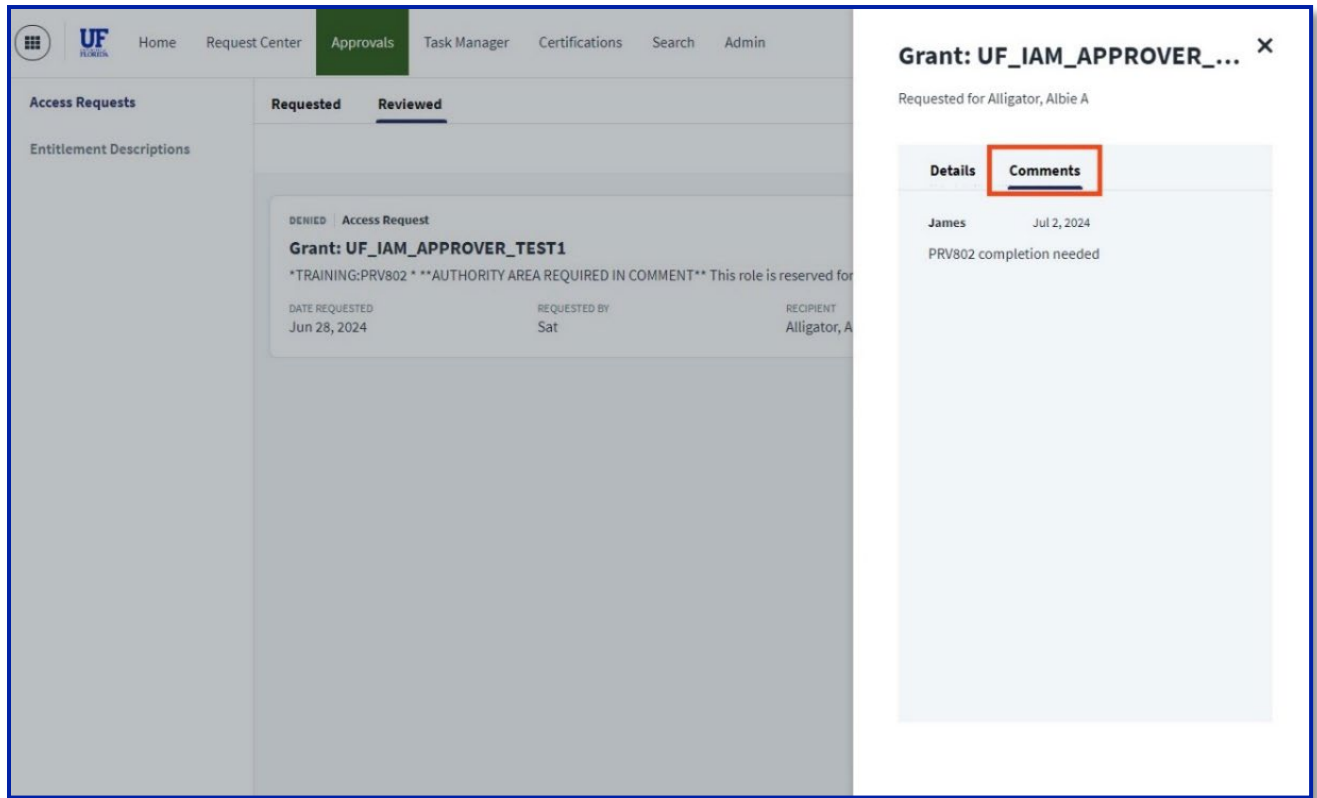


4. Click **Reviewed** and then click on the role decision card you wish to view



**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  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**

Identity & Access Management Services  
[ufit-ars@ad.ufl.edu](mailto:ufit-ars@ad.ufl.edu)  
[identity.it.ufl.edu](http://identity.it.ufl.edu)