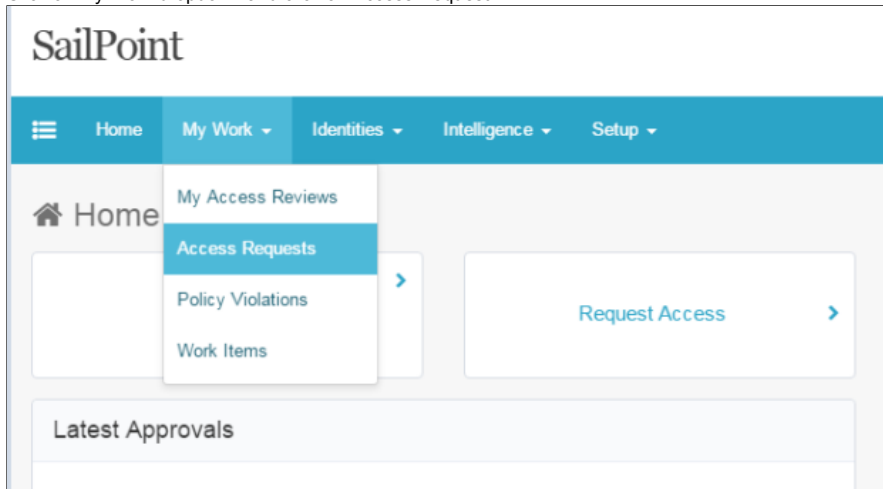


Checking Status of your request

1. Login into Sailpoint
2. Click on My Work dropdown and click on Access Request



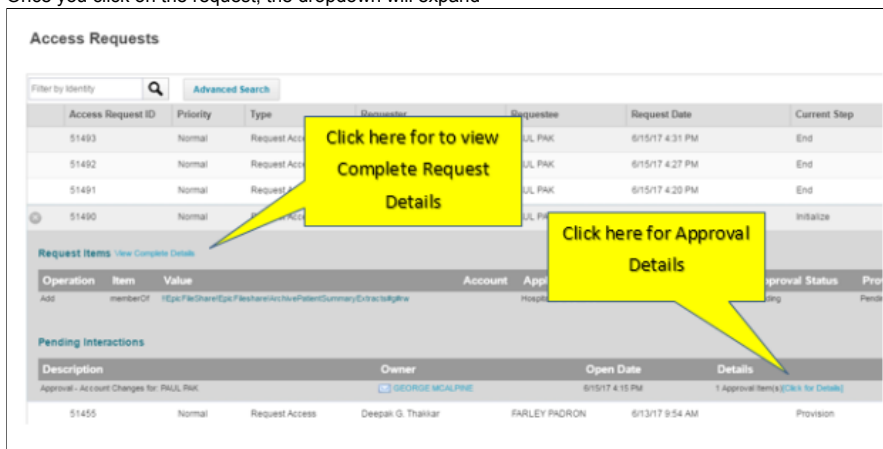
3. Select the request, you would like to check the status of



The screenshot shows a table titled 'Access Requests' with columns: Access Request ID, Priority, Type, Requester, Requestee, and Request Date. A red arrow points to the row with ID 51490.

Access Request ID	Priority	Type	Requester	Requestee	Request Date
51493	Normal	Request Access	Deepak G. Thakkar	PAUL, PAK	6/15/17 4:31 PM
51492	Normal	Request Access	Deepak G. Thakkar	PAUL, PAK	6/15/17 4:27 PM
51491	Normal	Request Access	Deepak G. Thakkar	PAUL, PAK	6/15/17 4:20 PM
51490	Normal	Request Access	Deepak G. Thakkar	PAUL, PAK	6/15/17 4:15 PM
51455	Normal	Request Access	Deepak G. Thakkar	FARLEY PADRON	6/13/17 9:54 AM
51452	Normal	Request Access	Deepak G. Thakkar	ISMALA GASSAMA	6/12/17 12:17 PM
51451	Normal	Request Access	Deepak G. Thakkar	Joe Provisioning	6/10/17 9:20 AM

4. Once you click on the request, the dropdown will expand



The screenshot shows the 'Access Requests' table with expanded details for request ID 51490. Two yellow callout boxes highlight specific sections: 'Click here for to view Complete Request Details' pointing to the 'Request Items' section, and 'Click here for Approval Details' pointing to the 'Pending Interactions' section.

Access Request ID	Priority	Type	Requester	Requestee	Request Date	Current Step
51493	Normal	Request Access	Deepak G. Thakkar	PAUL, PAK	6/15/17 4:31 PM	End
51492	Normal	Request Access	Deepak G. Thakkar	PAUL, PAK	6/15/17 4:27 PM	End
51491	Normal	Request Access	Deepak G. Thakkar	PAUL, PAK	6/15/17 4:20 PM	End
51490	Normal	Request Access	Deepak G. Thakkar	PAUL, PAK	6/15/17 4:15 PM	Initialize

Request Items			
Operation	Item	Value	Account
Add	memberOf	[Epic/FarShare/Epic/Freshworks/Active/Patient/Summary/Extracts/ghw	Account

Pending Interactions			
Description	Owner	Open Date	Details
Approval - Account Changes for: PAUL, PAK	GEORGE MCALPINE	6/15/17 4:15 PM	1 Approval Items (Click for Details)
51455	Normal	Request Access	Deepak G. Thakkar
			FARLEY PADRON
			6/13/17 9:54 AM
			Provision

5. For Complete Details, click on View Complete details, a new window will open up

Access Request - 51490

Access Request ID: 51490 Current Step: 04/02/17
Requester: David G. Taylor Request Date: 6/15/17 4:15 PM
Requester Email: DTaylor Completion Date:
Requester Phone: Verification Date:

Request Items

Operation	Item	Value	Approval Status	Provisioning Status
Add	memberOf	CN=\\EpicFileShare\EpicFileshare\ArchivePatientSummaryExtracts\#g	Pending	Pending

Interactions

Description	Owner	Open Date	Completion Date	Comments	Status	Details
Approval - Account Changes for: PAUL PAK	GEORGE MCALPINE	6/15/17 04:15:22 pm			Open	1 Approval Service (Click for Details)

Request Items

Operation	Item	Value	Display
Add	memberOf	CN=\\EpicFileShare\EpicFileshare\ArchivePatientSummaryExtracts\#g	\\EpicFileShare\ArchivePatientSummaryExtracts\#g

Interactions

Description	Owner	Open Date
Approval - Account Changes for: PAUL PAK	GEORGE MCALPINE	6/15/17 04:15:22 pm

6. If you are waiting for an Approval, contact the Approver, to have them login into sailpoint and approve the sailpoint request