

Sailpoint - Request Application Access

- 1. Login into Sailpoint
- 2. From the home screen click on Request Access



3. Type in the user's last name, full name or life number to search for the user you want to request access for



4. Select the user

5. Click on Manage Access and Select Role Type = IT from the dropdown

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Request Access				
Select U	Isers	Manage Access	Review	
	Add Access		Current Access	
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Corresponding value		Select Role Type=IT from dropdown.		Fite
Corresponding value Search Access A PAUL INV Filter Access Role Type r		Select Role Type=IT from dropdown.		Fitte
Corresponding value Corres	~	Select Role Type=IT from dropdown.		Fite

6. Type in the Application / Role Name in the search box to narrow the search

	Search for an Application and click on Apply	
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Filter Access		
Role Type		
To the second Research	Ť	
Entitlement Type	~	
	Select the Application	
Clear Apply	from the list shown	
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Select the application click on Review Tab

SailPoint	Click on the R	eview Tab	
E Home My Work - Identities - Intelligence - Setup -			🔔 🛛 Deepak G. Thai
Request Access			
Select Users	Manage Access	Review	0
Add Access 🔕		Current Access	
Filter Instructions			
Tips: • To search for ROLES only, select the Whole Type' filler and ch • To search for PRINTERSDRIVES only, select the "Entitlement choose the corresponding value	oose IT Type' filter and		
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Filter Access			
Role Type			
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9. Review your selection and Click on Submit

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Request Ac	cess					
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Type: Role	Owner: Workgr	roup: IT Provisionin	g Risk: 🔳			
				Click on Submit		
				N		

10. If an Application requires a Form, you will see the following pop-up

lore info Needed	
lore info is needed to complete your request. Please fill out the form to provide additional information. Jentity: PAUL PAK	
	Later Complete Form

Click on Complete Form for the actual form to pop-up. <u>Note:</u> If it is required and you do not fill out the form your access will not be granted.

11. Click on Completed Form for the actual form

Complete Work Item		
Request provisioning form for	1853749	
Please supply initial values for accord	unt attributes in the forms below.	
Request Information Requester Deepak G. Thakkar		
Target Identity		
First Name	Last Name	Account ID
PAUL	PAK	PAUL PAK
Assigned Roles School VPN RDP		
Prism		
Security Class		
ADM-ADMIN		÷
Remote Access for User:		
Yes		Click on OK after you fill
No		out the form
Remote Access for Vendor:		
Yes		
No		
and a		

form is not filled out, the access request will not start the provisioning process.

12. Fill out the Request Form and click OK

Complete Work Item		
Request provisioning form fo	r 1853749	
Please supply initial values for acc	ount attributes in the forms below.	
Request Information Requester Deepak G. Thakkar		
Target Identity		
First Name	Last Name	Account ID
PAUL	PAK	PAUL PAK
Assigned Roles School VPN RDP		
Prism		
Security Class *		
ADM-ADMIN		*
Remote Access for User:		
Yes		Click on OK after you fill
No		out the form
Remote Access for Vendor:		
Yes		
No		
Cancel		œ

13. On the home page, you will see a massage, "Form submitted Successfully", this completes your access request for the Application

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