# How to approve a request

**GUIDE PURPOSE:**
- How to approve, reject, or reassign requests for access assigned to you for managerial approval in CU Identity Manager

## HOW TO APPROVE A REQUEST:

<table>
<thead>
<tr>
<th>On the Home page click the <strong>Pending Approvals</strong> tile.</th>
<th>Select a pending approval by clicking on the <strong>Title</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once in the request <strong>claim</strong> the request. Once claimed, you can take one of three actions: Approve, Reject, or Reassign.</td>
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</tbody>
</table>
The target user and entitlements (application role) being requested appear on the Request Details tab.
Approval workflow information appears on the Approvals tab.

You have the option of entering Comments before taking action by clicking on the Create Comments button at the bottom of the Approvals tab.
If you deem the access appropriate for the user, click Approve. If you deem the access inappropriate for the user, click Reject.

If you wish to delegate the approval to another user, click on the Task Actions dropdown and select Reassign..., search for the user to whom you wish to transfer ownership of the approval, and select both that user AND the IDM Approvers user.