How to Request Finance Access

This guide will walk you through how to make a request for yourself or another user in the CU Identity Manager.

**LOGIN TO THE CU IDENTITY MANAGER**

- Select Campus: **CU Denver/Anschutz**
- Login using University Credentials (same as Portal)

**MAKE ACCESS REQUEST FOR SELF OR OTHERS**

1. Go to Request Access Tile
2. Select ‘Request for Self’ or ‘Request for Others’
3. If Requesting for Others: Search for the user and click 'Add'
2. Enter access name into search bar
   - Select 'Add to Cart' on access you are submitting the request for
   - Optional: Repeat this step if requesting multiple roles

3. Once the needed access is in cart select 'Next'

4. Add justification for why you need this role in the 'Justification' section
   - Select 'Submit'

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**After submitting your request:** The system will show you a Request ID - you can track the status of your request on the home page of the CU Identity Manager under the 'Track Requests' tile. All access requests route for supervisor approval and then security coordinator review. Additional questions can be routed to finance.access@ucdenver.edu