

Approve or Deny User Access Requests in SailPoint IIQ

To approve or deny user access requests, complete the following steps:

1. Notice a **red number notification** next to the **Bell** icon in the upper right-hand corner of the main SailPoint IIQ dashboard as shown in Figure 1.

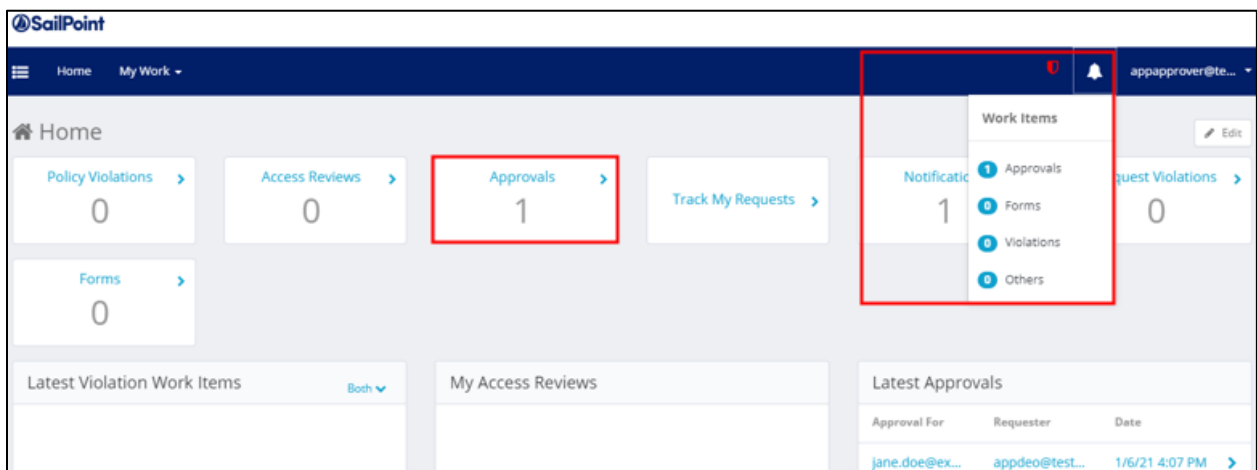


Application Tip

You may also receive an e-mail notification about the approval request.

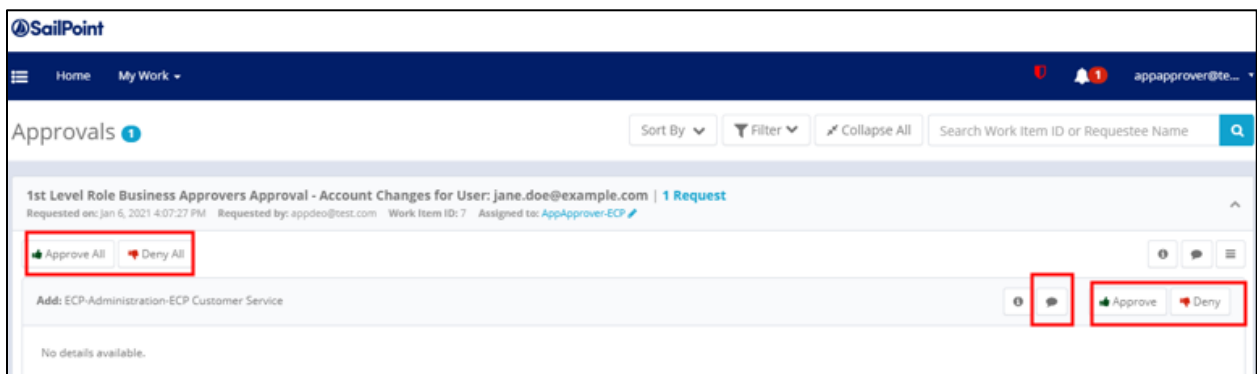
2. Select the **Approvals** (or **Notifications**) box, or the **Approvals** option under the **Bell** icon on the home page.

Figure 1: Approval Awaiting the Approver's Action Screen



3. You will be redirected to a screen containing the details about the request as shown in Figure 2.
4. Add any comments using the **voice bubble** on the right side of the screen. Then select the **Approve** or **Deny** buttons. A confirmation pop up window will appear.

Figure 2: Approve or Deny Screen





Application Tip

You may select **Approve All** or **Deny All** buttons on the left if you want to approve or deny multiple requests.



Application Tip

If the first level approver denies the request, any additional levels of approval will not occur.
