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.



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

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*	Home Policy Violations O	>	Access Reviews >	[Approvals > 1		Track My Requests 🌖	Notificatio 1	Work Items Approvals Forms Violations Others		eter Violations	
L	atest Violation Wo	rk Item	S Both 🗸		My Access Reviews			Latest Appro Approval For jane.doe@ex	DVAIS Requester appdeo@test.		Date	

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

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Approvals 1	Sort By 🗸 🛛 🍸 Filter 🌱 🖉 Collapse All	Search Work Item ID or Requestee Name
1st Level Role Business Approvers Approval - Account Changes for User: jane.doe@example.c Requested en: Jan 6, 2021 4:07:27 PM Requested by: appdeo@test.com Work Item ID: 7 Assigned tex AppAprove-EOP	om 1 Request	^
Approve All Pony All		0 9 =
Add: ECP-Administration-ECP Customer Service		Approve Deny
No details available.		



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.