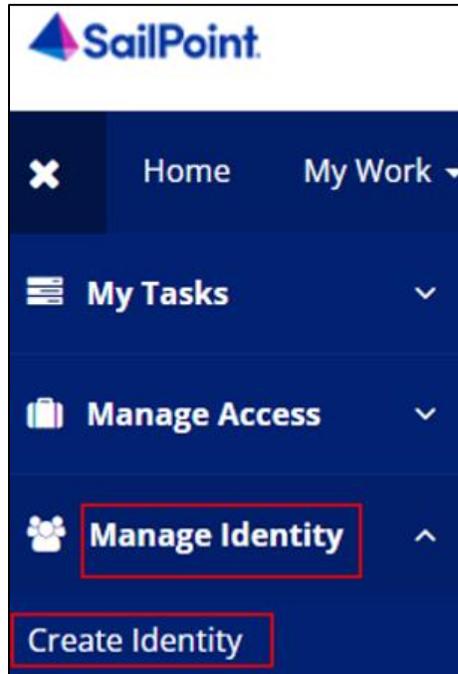## Create a User Identity in SailPoint IIQ

To create a user identity, complete the following steps:

1. At the top left of the SailPoint IIQ application, select the **Hamburger Menu** to display the available menu options.

2. Select the **Manage Identity** option, then select **Create Identity** as shown in Figure 1.

Figure 1: Creating Identity in SailPoint IIQ

3. SailPoint IIQ will route to the **Create Identity** screen as shown in Figure 2.

💡 **Application Tip**

- There will be two fields available to fill out, **Identity Name** and **Email**.

- The **Identity Name** will be prepopulated as it is a unique identifier required by SailPoint IIQ.

4. Enter an **email address** for the identity you want to create and select **Submit** at the bottom of the page.
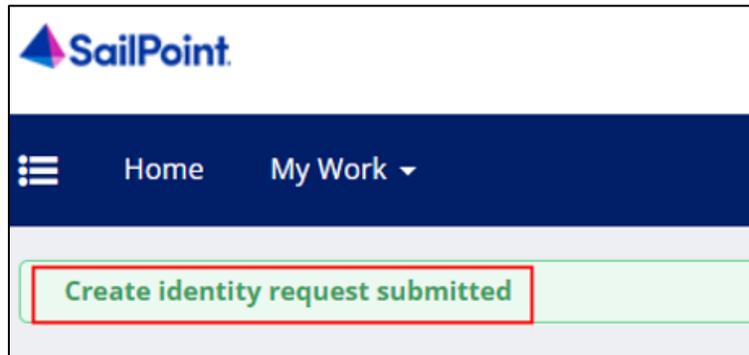
Figure 2: Create Identity Screen

Application Tip

SailPoint IIQ will notify you if an identity with the email you provided already exists.

5. Once submitted, SailPoint IIQ will display the homepage with a success message as shown in Figure 3.

2

Figure 3: Create Identity Request Submitted

💡 **Application Tip**

- Due to system design, it may take up to a minute for the identity to be processed in SailPoint IIQ.

- Two notification emails will be sent out once an identity is created, one to the new identity holder and one to the person who created the identity.