



# FIN Access Request Instructions

To request access to the HCM system read the instructions below and log into CU Identity Manager (OIM) using the links below and request your necessary access.

## CU Identity Manager Links

To log in use your campus login and password: [Log Into CU Identity Manager](#).

For instructions on using CU Identity Manager see our self-help OIM Guides. For assistance with OIM functionality contact the [UIS Service Desk](#) or [Access Management](#).

## Help! I don't know what access to request!

For additional information, please review the CU Identity Manager Access page for [Finance System \(FIN\) and CU Marketplace Access](#).

### Making a Request:

- Complete all required training courses 24 hours prior to making a request. See TRAINING section below.
- Click "Request Access" tile and select "Request For Self" from the dropdown that appears. If requesting for another user, select "Request for Others".
  - o If requesting for others, search for the user you want to request access for and click "+Add", then "Next" at the top of the page. To view additional search field, click "Advanced" next to the search bar.
- Click the "Entitlements" button in the "Type" section, then select the "PSFT FIN" application for the role(s) needed in the dropdown. PSFT FIN will provision access to both FIN and Marketplace access.
  - o FIN is the Finance Production environment.
  - o MARKETPLACE is the CU Marketplace production environment.
- Search for the role you are requesting in the Search box (example: "User Inquiry").
- Add each role needed to the shopping cart with "+Add to Cart" next to the role.
- When you have selected all the roles you require click on the "Next" button in at the top of the page.
- On the shopping cart page review your selection, add a justification for why you need the access, and click submit.



## Who has to approve my request?

The Approval Process:

- TRAINING
  - The system will check that you have completed the training required for the access you requested. Once training is complete, please make a request on the next business day. The system may not recognize the training as complete prior to that. If you have not completed the required training, the system will fail the request and send you an email listing the training you must complete. After completing the training you will need to log back in to the system start a new request.
  - If you completed an in-person course please contact your campus HCM Access Coordinator for assistance.
- MANAGER APPROVAL
  - The request will be routed to your manager or sponsor (for POIs). Your manager will receive an email with a link to the request. They will log into CU Identity Manager and approve the requests.
  - The manager/sponsor will need to claim each request and then approve each.
- CAMPUS SECURITY COORDINATOR APPROVAL
  - After the manager/sponsor approval the request will be routed to your campus HCM Access Coordinator for final approval.
  - After the FIN Access Coordinator approves the request the access will automatically be added to your FIN account.

## Checking the status of your request

- Log into CU Identity Manager and click the “Track Requests” tile.
- Enter the request ID (if known) or click search to view all of your requests.
- Click on the Request ID for your request.
- Select the “Approval Details” tab to view the status of your request.

## CU Marketplace Incompatible Access

If you request any of the following role pairs you will be requesting incompatible access because the normal separation-of-duties controls have been compromised:

ePro Requestor + ePro Approver  
ePro Requestor + ePro Approver IA



If such incompatible access is essential in order for the department to accomplish its work, then the department must provide justification for the incompatible access being requested, identify and implement compensating controls, and obtain the approval of the Campus Finance Access Coordinator. Incompatible access may be removed if adequate controls are not implemented in a timely manner. Incompatible access must be reauthorized each year.

If your request will result in having one of the role combinations above, you will have to complete the [Finance Compensating Controls form](#). After submitting your request you will need to attach the completed form to the request following the instructions on the form.