



HCM 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 [Human Capital Management \(HCM\) 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 application for the role(s) needed in the dropdown. Search for the role you are requesting in the Search box (example: "HCM PPL").
- 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.

How do I request access to department data?

You will need to request Department access in addition to your functional roles. In the Make Request (Catalog) search for the category of department level access that you need: **Request only ONE of the following:**



- | | |
|---|------------------------------|
| CU Dept Access - All Anschutz | CU Dept Access - All Denver |
| CU Dept Access - All Boulder | CU Dept Access - All Springs |
| CU Dept Access - All CU | CU Dept Access - Custom |
| CU Dept Access - Dept Change (if you previously had custom access and need new custom access) | |

Request the appropriate Dept Access role in CU System Identity Manager and in the shopping cart enter the specific department ID or information in the "**Justification**" box. All Campuses access requires an additional approval by the System Administration HCM Access Coordinator.

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 HCM Access Coordinator approves the request the access will automatically be added to your HCM 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.