FINANCE ACCESS REQUEST INSTRUCTIONS

To request access to the Finance 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 OIM.

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

Help! I don’t know what access to request!

For help with what role you should request contact your Campus Access Coordinator. Look them up on our website.

How do I request access?

Making a Request:
- "Make Request" in the left-hand menu.
- Search for the Finance roles by searching for FIN.
  - Roles are listed by Application and Environment:
    - FIN is the Finance Production environment.
    - MARKETPLACE is the CU Marketplace production environment.
- Add each role to the shopping cart.
- Only add items with a double gear image to your cart.
- When you have selected all the roles you require click on the checkout button in the upper right.
- On the shopping cart page review your selection.

Have more than one job?
- If you have more than one job and/or POI status at CU, click the "Select Non-Default Job For Request:" link and select the Job or POI status for which this role is being requested. Do this for EACH role being requested.
- This will determine which of your managers/sponsors will have to approve the request.

When all requests have been appropriately updated, submit the request.

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. If you have not completed the required training, the system will send you an email listing the training you must complete. After completing the training you will need to log back in to the system and self-approve your request for it to be routed to your manager/sponsor for approval.
  - If you completed an in-person course please contact your campus Fin 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 OIM 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 Fin Access Coordinator for final approval.
  - After the Fin Access Coordinator approves the request the access will automatically be added to your FIN account.

How do I check on my request?

Checking the status of your request:
- Log into CU Identity Manager and click on the "Home" link.
- In the "Pending Request" window click on the request ID.
- In the Request Summary tab click on "Approval Details" and you can see who the request is assigned to for approvals.

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 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.