Sailpoint - [RequestingShared] Drives

1. Login into Sailpoint
2. Once logged in Sailpoint, click on Request Access Button
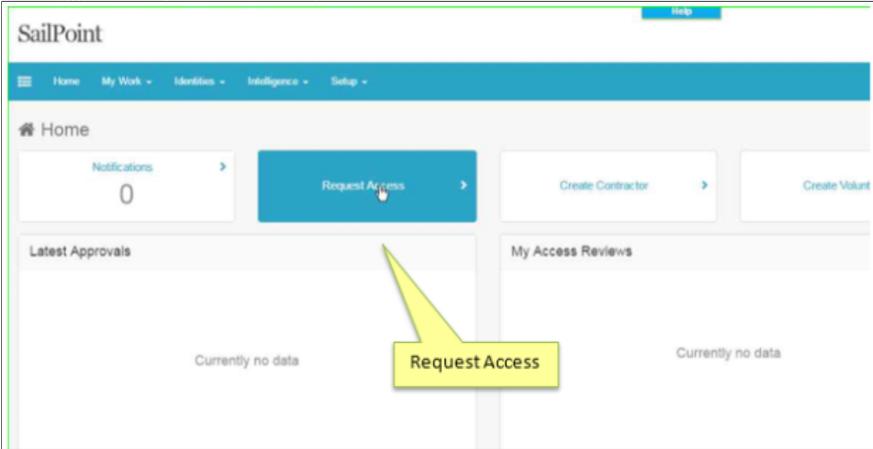
3. Type in the user's last name, life number, or full name to search for the user you want to request access for
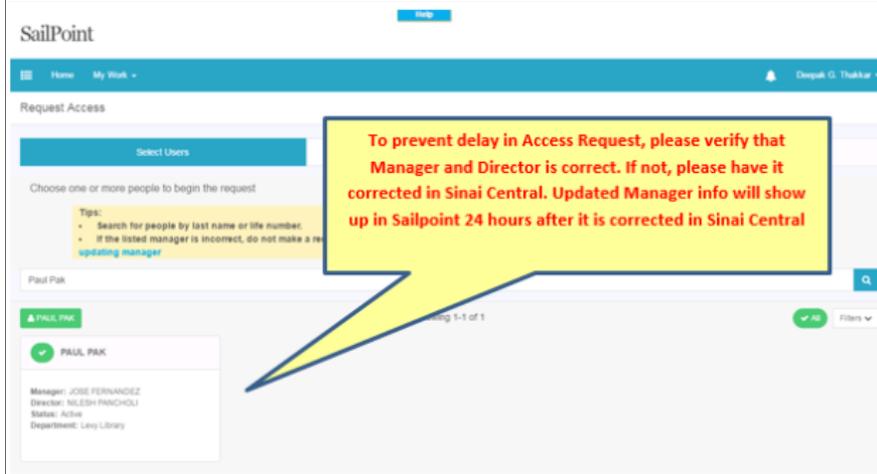
4. Select the User
5. Click on Manage Access, select Entitlement Type = Hospital Shared Drive OR BISLW Shared Drive from the dropdown depending on Access and click apply
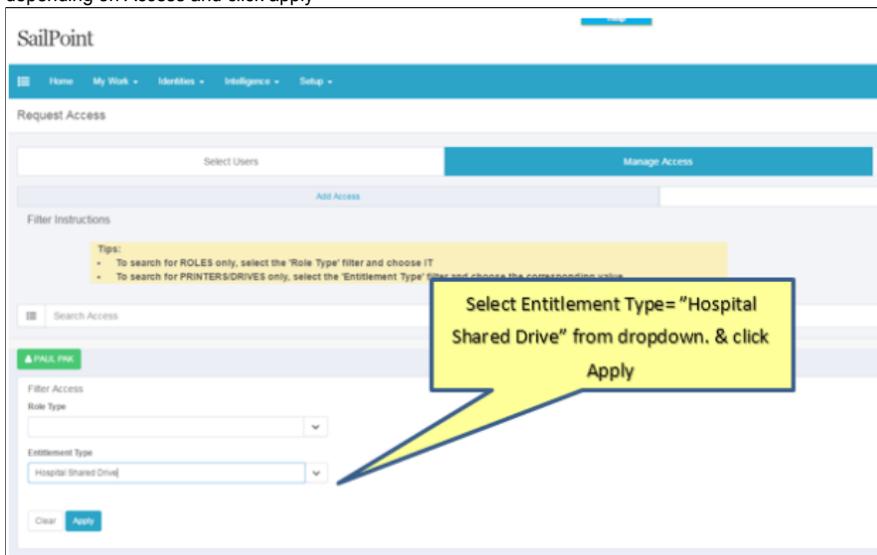
6. Narrow the search by typing a keyword

You can narrow the search by typing in the search box.

| ☰ | Home | My Work ▾ | Identities ▾ | Intelligence ▾ | Setup ▾ |

Request Access

Select Users

Add Access

You can Narrow the Search

- To search for ROLES only, select the 'Role Type' filter and choose IT
- To search for PRINTERS/DRIVES only, select the 'Entitlement Type' filter

☰   Epic

👤 PAUL PAK

Filter Access

Role Type

[   ] ⌄

Entitlement Type

[Hospital Shared Drive   ] ⌄

Clear   **Apply**

✔   !!EpicFileShare!EpicFileshare!ArchivePatientSummaryExtracts#g

Type: Entitlement   Owner: GEORGE MCALPINE   Application: Hospital AD DEV OU   Attribute: memberOf

✔   !!EpicFileShare!EpicFileshare!ArchivePatientSummaryExtracts#g#rw

7. Select the share you would like to select

✔   !!EpicFileShare!EpicFileshare!ArchivePatientSummaryExtracts#g

Type: Entitlement   Owner: GEORGE MCALPINE   Application: Hospital AD DEV OU   Attribute: memberOf

✔   !!EpicFileShare!EpicFileshare!ArchivePatientSummaryExtracts#g#rw

Type: Entitlement   on: Hospital AD DEV OU   Attribute: memberOf

Select the share you want and click the Review Tab on the Top

8. Review your selection and submit

Review your selection and click Submit at the bottom of the screen

Review
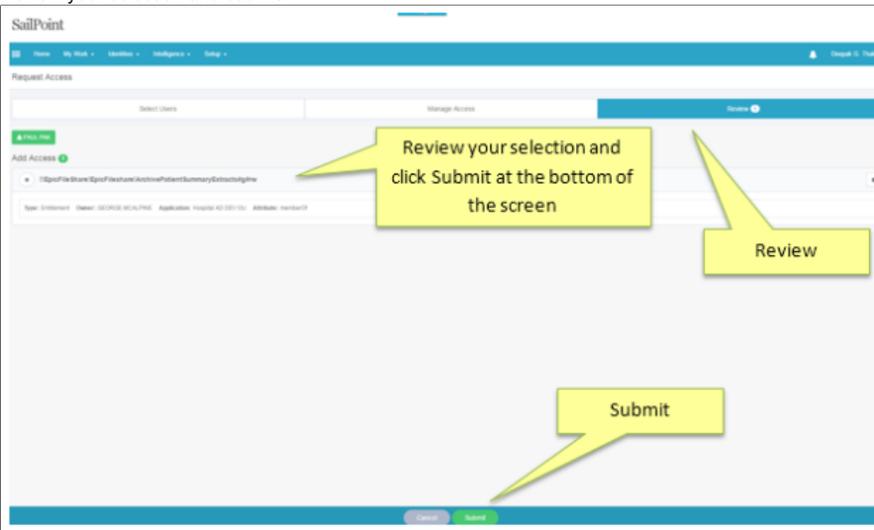
Submit

9. Once submitted, ticket number will be displated on top of the home Screen

You should see "Request Submitted" message with Request Id #