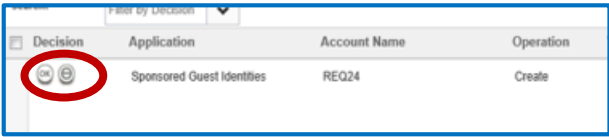
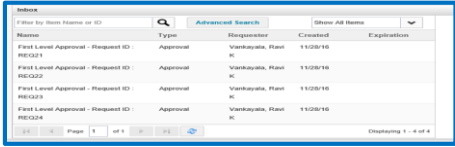


Reference Guide for Sponsored Identity Approvers

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| <p>Who can Approve(s)?</p> | <p>The Strategic Business Partner and/or Business Partner of the Workday Supervisory Organization on the SI request. Emails are sent to both.</p> |
| <p>What is IAM?</p> | <p>The IAM application is used to process approvals for Sponsored Identity requests. Once request is made in the Sponsored Identity application, the approver(s) receives an email with a link to IAM to complete the approval process. Approvers can also access IAM directly at https://identity.yale.edu/identityiq to manage pending requests.</p> <p>You can also access by searching for IAM at http://adminlinks.yale.edu/</p> |
| <p>How to Approve or Reject SI request from Email</p> | <ol style="list-style-type: none"> 1. Click on link in approval email: Sponsored Identity Request ##### 2. Review Request details 3. Click Approve (OK) or Reject, as appropriate 4. Click COMPLETE  |
| <p>How to Approve or Reject request in IAM</p> | <p>Pending approvals appear in the Inbox on the home page.</p> <ol style="list-style-type: none"> 1. Access IAM application at https://identity.yale.edu/identityiq 2. Select name of individual and review Request details 3. Click Approve (OK) or Reject [under Decision] as appropriate 4. Click COMPLETE  |
| <p>Approval Timeframe</p> | <p>If no action within 4 days, a reminder email is sent. If no action within 8 days, the request is canceled and will need to be regenerated if needed.</p> |
| <p>SI Expiration Reminder</p> | <p>You will receive notifications 30 days and 10 days prior to an SI expiring and becoming inactive.</p> |