Sailpoint - Requesting Shared 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.

7. Select the share you would like to select
Select the share you want and click the Review Tab on the top
8. Review your selection and submit

9. Once submitted, ticket number will be displayed on top of the home screen

You should see “Request Submitted” message with Request Id #