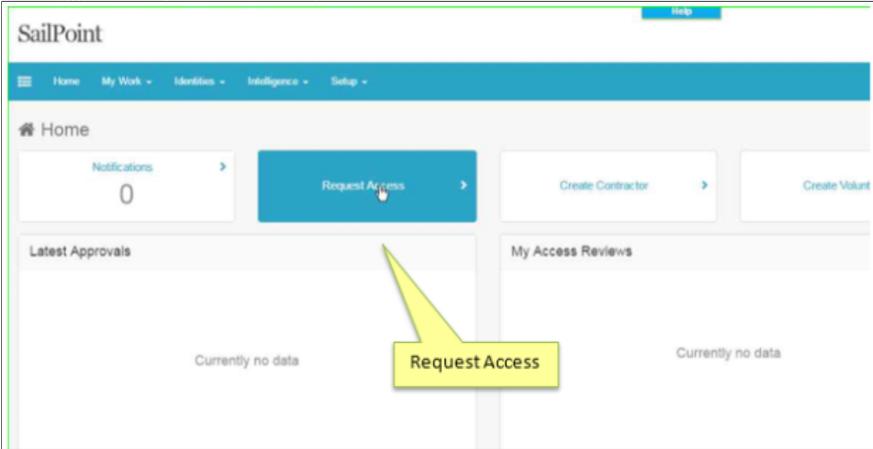
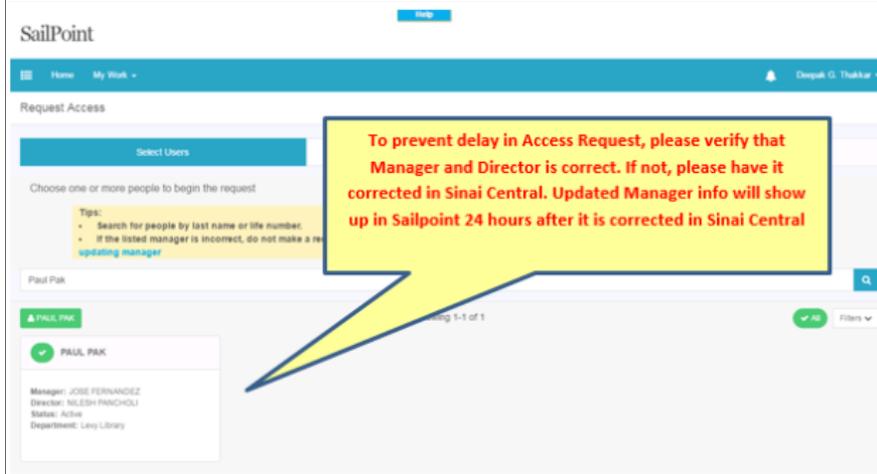


Sailpoint - [RequestingShared] Drives

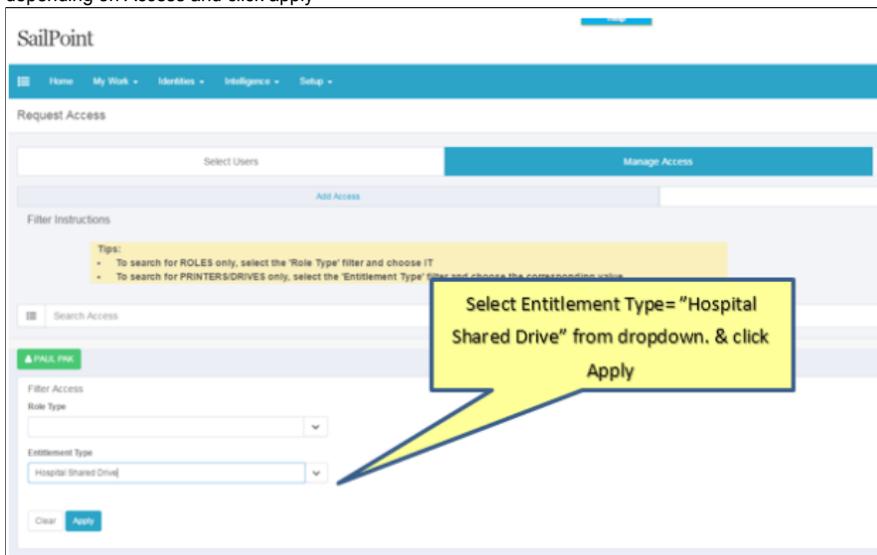
1. Login into Sailpoint
2. Once logged in Sailpoint, click on Request Access Button



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

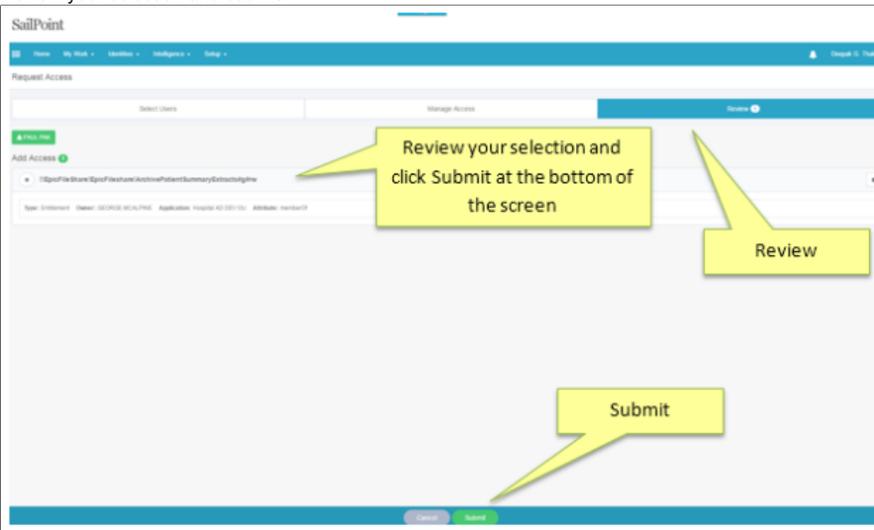
You can narrow the search by typing in the search box.

The screenshot shows the 'Request Access' page. At the top, there is a navigation bar with 'Home', 'My Work', 'Identities', 'Intelligence', and 'Setup'. Below this is a 'Request Access' section with a 'Select Users' field and an 'Add Access' button. A yellow callout box points to the search area with the text 'You can Narrow the Search' and a list of instructions: 'To search for ROLES only, select the 'Role Type' filter and choose IT' and 'To search for PRINTERS/DRIVES only, select the 'Entitlement Type' filter'. Below the search bar, the user 'PAUL PAK' is selected. A 'Filter Access' section contains two dropdown menus: 'Role Type' and 'Entitlement Type' (set to 'Hospital Shared Drive'). There are 'Clear' and 'Apply' buttons. Below the filters, two search results are shown, both with a checkmark icon. The first result is '!!EpicFile Share!EpicFileshare!ArchivePatientSummaryExtracts#g' and the second is '!!EpicFile Share!EpicFileshare!ArchivePatientSummaryExtracts#g#rw'. Both results show 'Type: Entitlement', 'Owner: GEORGE MCALPINE', 'Application: Hospital AD DEV OU', and 'Attribute: memberOf'.

7. Select the share you would like to select

This is a close-up of the search results from the previous screenshot. It shows two results. The first result is '!!EpicFile Share!EpicFileshare!ArchivePatientSummaryExtracts#g' with a checkmark icon. The second result is '!!EpicFile Share!EpicFileshare!ArchivePatientSummaryExtracts#g#rw' with a green checkmark icon. A yellow callout box points to the second result with the text 'Select the share you want and click the Review Tab on the Top'. Both results show 'Type: Entitlement', 'Owner: GEORGE MCALPINE', 'Application: Hospital AD DEV OU', and 'Attribute: memberOf'.

8. Review your selection and submit



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

